

*RISE to GREAT FLIGHT*



**MILLER PARK  
CENTER**

**Student Handbook  
2018-2019**

**600 SE Miller Street  
Lee's Summit, MO 64063  
816-986-1510**

## **Welcome letter**

Dear Students and Parents,

As Principal of Miller Park Center, I would like to welcome you to the 2018-2019 school year! Since our inaugural year in 2009, our staff has dedicated ourselves to nurturing positive relationships and providing a “A safe place for empowering students to reach their goals” . Our daily vision is to “Build relationships with students and families, providing a mindful collaboration towards individualized success in a diverse world”.

While we house many distinct programs on our campus (RISE, FLIGHT, GREAT) we all hold true to one indisputable fact... nothing great was ever achieved without a relationship first. Students and families will feel and know that their best interest is being taken into consideration, and creative thinking will drive successful individualized plans.

The role of Miller Park in the district is to individualize instruction in the area most needed for specific students (social - emotional instruction; communication; transition). Our ability to create the most specific plans in these areas provide short-term or long-term support in order to be best set up for success in the least restrictive environment, and/or for success in the community.

We will face obstacles, there will be struggles that we endure, and every pathway to success includes a bit of a rough trail along the way, but the team at Miller Park looks forward to collaborating side by side with students, families and support services to address each and every hurdle. We care about our kids, and we look forward to the journey!

Thank you for being an active part of Miller Park!

Sincerely,

Kelly Twenter  
Principal  
Miller Park Center  
[kelly.twenter@lsr7.net](mailto:kelly.twenter@lsr7.net)

## **LEE'S SUMMIT SCHOOL DISTRICT/MILLER PARK PHILOSOPHIES**

### **District Belief Statements:**

**Mission Statement:** We prepare each student for success in life.

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

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

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

**Values Statement:** We believe...

- each student can learn
- each person is a unique individual whose needs must be addressed in the educational process
- learning is a life-long process
- the community, families, staff and students are essential partners in the educational process
- a safe, caring and orderly environment is required for quality teaching and learning

### **Miller Park Belief Statements:**

**Mission Statement:** "A safe place for empowering students to reach their goals"

**Vision Statement:** Building relationships with students and families, providing a mindful collaboration toward individualized success in a diverse world.

**Action Statements:** Miller Park is committed to:

- Creative interventions through data driven decision making
- Fostering a safe learning environment through crisis prevention and intervention
- Building and modeling positive relationships by communicating regularly with families
- Multidisciplinary (connecting schools/community resources) approach to serve students
- Caring for students in a kind, loving environment through a trauma sensitive approach
- Environmentally Individualized settings
- Promoting a healthy, happy life

The staff of Miller Park Center has prepared this handbook to assist you in understanding our policies and procedures. By accepting this handbook the recipient acknowledges it is his/her responsibility to read and understand the policies/procedures within.

## **TRADITIONS:**

School Colors: Black and Silver

Mascot: Eagles

## **PROGRAMMING:**

**R.I.S.E.** - Relationship-building, Intervention-based, Social Emotional : The RISE program was established in 2009 to serve youth on Individualized Education Plans with specific behavioral needs within the district. RISE is designed to provide students with the needed supports and interventions to succeed both academically and behaviorally in the learning environment. The program supports a combination approach utilizing Applied Behavior Analysis (through our initial foundation building stage); and the district wide behavior management system BIST (Behavior Intervention Support Team) which is utilized in conjunction to provide structure and consistency in order to best determine classroom readiness, safety and accountability.

**F.L.I.G.H.T.** - Functional-Language Intensive Growth Hands-On Teaching : The FLIGHT Program serves students Kindergarten through age 21. We focus on increasing communication skills in order to decrease behaviors and to provide structure and consistency to best determine classroom readiness, safety and accountability.

**G.R.E.A.T.** - Gaining Real-life Experience And Training : The G.R.E.A.T. Program is a program within the Lee's Summit School District. The individuals attending The G.R.E.A.T. Program are students with special needs ages 18-21. This is a transition program to help students gain the skills necessary to lead independent and productive lives in their community.

## **MILLER PARK CENTER SPECIAL SERVICES DEPARTMENT UPSTAIRS:**

Miller Park Center is proud to house many itinerant services that provide support across the entire district. Their roles being in multiple schools allows Miller Park to serve as their identified school of Record, to accomplish the tasks needed for so many kids. Listed below are our traveling Special Services Departments:

**Physical / Occupational Therapy Department**

**Vision Program**

**Educational Diagnosticans**

**District 504 Coordinators**

**Educational Therapist / Autism Behavior Specialist:**

**Behavior Coaches**

**MILLER PARK CENTER- SPECIFIC INFORMATION**

**Schedules**

**Daily Schedule:** 7:25 AM - 2:25 PM

**Late start Wednesday schedule:** 8:25 AM - 2:25 PM

Exceptions: August 16 (1st day of school) , October 18 (Parent/Teacher Conferences) & December 20.

**Early Release Schedule:** 7:25 AM to 12:00 PM

Scheduled Early Release Dates: Oct. 18, Dec 20, Feb 16, May 17

**MILLER PARK STAFF**

600 S.E. Miller Street  
Lee’s Summit, MO 64063  
816-986-1540

**BUILDING / DISTRICT PROFESSIONAL STAFF**

To access voice mail, dial 816-986-1499, and then enter the extension number

		EXTENSION
<b>Asst Super of Special Services:</b>	Emily Miller	
<b>Administration (Compliance) MPC</b>	Kendra Burke	1514
<b>Principal of Miller Park:</b>	Kelly Twenter	1545
<b>Behavior Therapist:</b>	Laurie White	1546
<b>Behavior Specialist (BCBA):</b>	Kristin Rackers	1531
<b>Behavior Coach:</b>	Doug Salanski	7048
<b>Administrative Assist (campus):</b>	Jennifer Mead	1540
<b>Admin Assist (FLIGHT / HEALTH):</b>	Karen Skidmore	1558
<b>Elementary Teacher:</b>	Nicole Potter	7061
<b>Elementary Teacher:</b>	Stephanie Howell	7146
<b>Secondary Teacher:</b>	Alisha Thomas	7543
<b>Secondary Teacher:</b>	Todd Schroeder	7082
<b>Secondary Teacher:</b>	Janice Motta	7307
<b>GREAT Program Teacher:</b>	Christina Taylor	8377
<b>GREAT / FLIGHT Program Teacher:</b>	Missy Kuehn	
<b>FLIGHT Program Teacher:</b>	Sarah Hughes	1555
<b>School Health RN:</b>	Helen Enright	1542
<b>School Health LPN:</b>	Mandy Fairbanks	1542
<b>Building Manager:</b>	Larry Shortino / Buddy Kelley	1554
<b>Speech Therapist:</b>	Dianne Gorman	
<b>Occupational Therapist:</b>	Deanna Thorne	7289
<b>Occupational Therapist Assistant:</b>	Lisa Winter	7294

**DISTRICT DIRECTORY INFORMATION**

Tony L. Stansberry Leadership Center  
301 NE Tudor 64086.....816-986-1000  
R-7 Health Services.....816-986-1513  
R-7 Transportation Services.....816-986-2400

## **BOARD OF EDUCATION**

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

**President:** Bob White  
**Vice President:** Julie Doane  
**Members :** Phyllis Balagna  
Jackie Clark  
Adam Rutherford  
Kim Fritchie  
Dennis Smith

## **REFERENCE INFORMATION**

### **Miller Park Center**

Main Office.....816-986-1510  
Principal’s Office.....816-986-1545  
Behavior Therapist.....816-986-1546  
Behavior Specialist.....816-986-1531  
Health Room.....816-986-1542  
GREAT Program.....816-986-1538  
FLIGHT Program.....816-986-1555

### **To Report Threats/Violence Against Students, Teachers, or Schools**

Emergency Services.....911  
Missouri School Violence Hotline.....1-866-748-7047  
Child Abuse Hotline.....1-800-392-3738  
Rape Crisis Hotline.....816-531-0233  
Tips About Crimes.....816-986-1450

### **Special Needs and Services**

Lee’s Summit CARES..... [www.lscares.org](http://www.lscares.org)  
Suicide Prevention Hotline.....1-800-SUICIDE  
Alcoholics Anonymous.....816-471-7229  
Narcotics Anonymous.....816-531-2250  
Domestic Violence Hotline.....HOT-LINE  
Hope House.....816-461-4673  
Lee’s Summit Social Services.....816-525-4357

### **Student Assistance Program**

Lee’s Summit R-7 Drug-Free programs are committed to creating and maintaining “communities of caring” – supportive, nurturing, healthy climates that foster and support proactive, prosocial, healthy growth and development of all students. In cooperation with families, community systems and social service agencies, Lee’s Summit R-7 Drug-Free Programs will create and provide a comprehensive student service delivery system that will encompass a continuum of care including: prevention, education, and health promotion; intervention; referral and linkages to health and social services; ongoing support services.

The goal of the Student Assistance Program is to reduce specific risk factors contributing to tobacco, alcohol, and drug use and related behavioral problems among youth and to strengthen specific protective factors to ensure young people’s health and well-being.

## **A SELECTION OF DISTRICT POLICIES**

### **ADMINISTRATIVE AUTHORITY**

The administration reserves the right to make or amend any rules at any time which are necessary and proper to ensure the care, welfare, safety, and security of the staff, and student body of Miller Park Center.

### **COMMON SENSE STATEMENT**

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.

*The complete Board of Education policies are available on-line at [www.lsr7.org](http://www.lsr7.org)*

Miller Park honors these polices as identified in attachment above.

### **SPECIAL EDUCATION PROVISION**

All of the following procedures contained within the Miller Park Center handbook are deemed appropriate unless otherwise stipulated within a student's Individualized Education Plan (IEP).

### **STUDENT DIRECTORY INFORMATION**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or a student who is 18 years of age.. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or 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 coursework 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.

### **HUMAN SEXUALITY CURRICULUM NOTIFICATION**

#### **Reference Board Policy IGAEB-AP1**

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

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

#### **K-6**

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

#### **Secondary**

Human sexuality curriculum may be delivered through courses in Family and Consumer Sciences, Biological and Life Sciences, Health and Wellness, and Social Sciences. Specific descriptions of individual courses are included in the Program of Study booklet. Parents and students are encouraged to review course descriptions prior to enrollment.

When parents prefer that their child not receive instruction in the human sexuality curriculum, a written notice must be provided to the classroom teacher.



## ACADEMIC AND GRADING INFORMATION

### Secondary 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.

### Grade Reporting

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

Elementary progress will be noted solely on progress towards IEP goals and objectives.

### Transfer Students with Credit

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

## GRADUATION INFORMATION

### Community Service Requirements

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

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

### Community Service General Guidelines

Students are responsible for making the necessary contacts to schedule service hours. A list of projects is posted on the Habits of the Heart bulletin board and the school website.

- All projects that are not posted must be pre-approved by the Community Service Learning Coordinator. **There is no obligation to accept projects that have not been pre-approved.**
- A supervisor present at the project location must sign community service cards.
- All information on cards must be complete. Cards will not be accepted with a parent's signature as the supervisor.
- All community service cards must be turned in to the Community Service Learning Coordinator.
- New students who enroll the second semester of their senior year must complete five hours of service if enrolled before the last six weeks of school.
- Projects may be performed in Lee's Summit or outside the city since the community extends to the world.
- Check with the A+ Program and IB Coordinators about specific community service program requirements.

## GRADUATION REQUIREMENTS -

Graduation requirements shall be a minimum of twenty-six units of credit unless otherwise determined by the IEP team.

# HIGH SCHOOL COURSE GRADUATION REQUIRED

Please see the student handbook for a complete listing of all requirements for graduation

CURRICULAR AREAS	Graduation
COMMUNICATION SKILLS	4 units (Must include 1 unit in a core English class for each grade 9-12)
SOCIAL STUDIES	3 units (Must include 1 unit Am. History, 1 unit World History, 1/2 unit American Government and 1/2 unit Modern Global Issues)
MATHEMATICS	3 units (Must include 1 unit Algebra I and 1 unit Geometry or Algebra/Geometry I, Algebra/Geometry II, and Algebra/Geometry III)
SCIENCE	3 units (Must include 1 unit Biology I or Advanced Studies Biology I and 1 unit Advanced Studies Chem., Chem. I or Fundamentals of Physics and Chemistry)
FINE ARTS	1 unit
PRACTICAL ARTS	1 unit
PHYSICAL EDUCATION	1 unit (Must include 1/2 unit of Foundations of Fitness)
PERSONAL FINANCE	1/2 unit
HEALTH	1/2 unit
ELECTIVES	9 units
<b>Totals</b>	26 units

## **ATTENDANCE AND CREDIT**

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

The following absences are examples of (non-exempt) absences:

Oversleeping	Family vacations
Going "out of town"	Missing the bus
No ride to school	Needed at home
Personal business	Car trouble
Activity camps	Other absences excused by parents

The following absences examples of (exempt) absences:

Hospitalization	Death in the family
Mandatory court date	College visits
Religious observance	Documented doctor's appointment Medically
Documented illness	
Documented Dental/Orthodontist appointment	
Verified school counseling/office appointment	
History of chronic health problems, provided that proper documentation is filed with the Office or in Health Room	

## **HIGH SCHOOL ATTENDANCE POLICY**

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

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

Each unexcused absence results in a one percent reduction in the cumulative grade at the end of the semester.

## **MIDDLE SCHOOL 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. A day of absence is defined as three or more class periods

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.

### **ELEMENTARY ATTENDANCE POLICY**

When students must be absent, parents are to call the school office by 9:30 a.m. For the sake of the child's health and the sake of others, children should not come to school when they are ill. Those who show signs of illness will be sent home.

Any pupil not in the classroom at the ringing of the last bell is considered tardy. Students who arrive late shall have an adult come into the office with them and sign them in. (When a school bus is late, children are not counted tardy. However, when a daycare bus is late, children are counted tardy.)

Student attendance will be calculated on a per minute basis, including tardiness, partial days early departure, and whole days of absences. A day of absence is defined as any combination of absences which total 396 minutes.

Student attendance will be tracked by the district student information system and recorded daily until eight days of absent minutes are accumulated, at which time an 8-day benchmark letter may be sent to the parent/guardian. Subsequent letters may be sent at 15 days of absence or more.

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

Student attendance records will be maintained on a district level and will transfer with the student to any Lee's Summit school.

A 15-day letter will result in a conference to decide if intervention and/or referral are necessary for ensuring improved and sustained attendance.

If attendance does not improve, a referral to the Lee's Summit Police Department may be made. Referral could also be made to other judicial institutions or community agencies.

Through principal discretion, a letter may not be sent due to extenuating circumstances, including but not limited to death in the family, long-term medically documented illness, etc. If a letter is not sent, a phone call will be made to the home, documented on the letter, and the letter will be placed in the student's file.

### **APPEAL PROCESS**

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

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

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

The possible outcomes from an appeal to the Attendance Review Committee:

- Credit not awarded.
- Credit is awarded.
- Student is assigned make-up time for class time missed, once made up credit will be awarded.
- Student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

The outcome from the Attendance Review Committee will be communicated to the parents by phone and by written communication.

### **ABSENCE REPORTING**

When a student is absent, the school requires that his/her parent call the attendance secretary between 7:00 a.m. and 10:00 p.m. at 986-1510 and state the student's name, grade and reason for absence.

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

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

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

### **TRUANCY**

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

### **CITIZENSHIP/CONDUCT EXPECTATIONS**

#### **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.

## **PUBLIC DISPLAY OF AFFECTION**

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

## **FIELD TRIPS**

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

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

## **ADA ACCOMMODATION REQUEST LINE (986-1475)**

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

## **ELECTRONIC DEVICE POLICY**

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

E-Devices may be carried by the students during the school day, but must be carried in an off or silent mode. E-Devices shall not be used to connect to district electronic equipment or district electronic networks at any time. E-Devices may be used as follows:

- E-Devices may be used, viewed or listened to by students before or after school and during the student's assigned lunch period in the commons only at the table areas, but doing so shall be in violation of this policy if it results in a disruption to the educational environment or any school activity or impairs the morale or good conduct of other students.
- Students may use E-devices for listening purposes in the classroom at teacher discretion, however, any other use will be prohibited in the classroom.

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

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

### **CURRICULUM (MILLER PARK ELEMENTARY / SECONDARY)**

The Miller Park curriculum has been planned and developed with the continuous growth of the child as its purpose. The curriculum includes a focus on social skills instruction, transition and (potentially) the following academic areas are available as well: reading, mathematics, science, social studies, communication arts, health/physical education, computer literacy, art, and music. Various supports are available to help each student demonstrate proficiency of grade level targets. The curriculum is individualized so the needs of each child are addressed during the instructional process.

Physical education is mandated by the State Department of Education and running is an integral part of the “fitness for life” emphasis of the physical education program. All students are expected to participate and dress appropriately for physical education activities. A parent note is required each time your child cannot participate in PE activities. A doctor’s order, stating restrictions and duration, is required for any health condition in which a child is to remain on activity restrictions longer than 3 consecutive days. If activity restrictions are in place, these will apply to all physical activity throughout the school day

### **CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES - Reference Board Policy KDA**

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order exists concerning special restrictions. It is the responsibility of the custodial parent to provide the school principal a copy of such a court order if restricted access to students or student information is requested. For the school’s purpose, the parent who resides with the child is known as the custodial parent.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. If the non-custodial parent asks to take the child from school, the custodial parent may be called, in the presence of the non-custodial parent, to explain the request.

It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if they wish to be consulted regarding their child or wish to be placed on the school’s mailing list.

### **DRESS CODE/APPAREL EXPECTATIONS**

Lee’s Summit R7 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 that 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 long coats must be stored away 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.

## NETWORK ACCESS

All students have a user ID and password that gives them access to the computer network and a home directory on the "H" drive. Students are responsible for following the Network Acceptable Use Policy.

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

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

### Technology Responsibilities

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

- 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. Development of students' personal responsibility is itself an expected benefit of the district technology program.
- 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 email access, if granted, is provided only on the condition that 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.



### Acceptable Technology Use Rules (AUR)

- All users of the District's technology resources will follow the following rules and responsibilities:
- Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- Students will be held accountable to the Lee's Summit R-7 procedures and policies as published in the student handbook and board policy manual.
- Students with school assignments have priority over students who do not. Students may not use a computer without staff supervision.
- Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- Users who subscribe to online services that charge fees are solely responsible for all charges incurred.
- Users are required to obey all 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.
- Accessing, viewing or disseminating information using district resources, including email or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.
- Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the district. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

### Violations of Network Acceptable Use Policy (AUP)

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

- Immediate lock-down of student's account
- Discipline referral to office

- Disciplinary consequences include but are not limited to restrictions and suspensions depending upon the situation. Because of the changing nature of technology, staff members will determine whether students are in violation of the AUP.

**Personal Property**

Personal belongings of the student are the sole responsibility of the student. The school and the R-7 School District are not responsible for reimbursement for the loss of personal items. Responsible use of all lockers and personal property, appropriate to the school environment, minimizes the risk of loss. Students should not bring large sums of money or expensive electronic devices to school.

**THEFT**

Acts of theft are an attack upon the entire school community. For acts of theft, students may be suspended for a three to ten day period. Restitution will also be required. School Resource Officer could be notified.

**VANDALISM (CARE OF THE BUILDING)**

Students are responsible for keeping the building in excellent condition at all times. Any destruction of property or vandalism, including writing on walls and furniture, is in violation of state laws and is considered a misdemeanor (MO166.040).

Violation of the statute could result in a suspension from school. Students will be held responsible for the cost of repairs

The school and school facilities belong to the students and parents. The condition of the building reflects the student's self-respect.

**SCHOOL SAFETY**

Student safety and wellness is of paramount importance at Miller Park Center. The staff has been trained in safety crisis management, and the District and building have an established crisis management plan. In addition, Miller Park cooperates with the district which employs School Resource Officers. Any concerns with safety should be reported immediately to an administrator or counselor.

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

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

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

**BULLYING:**

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

## **CYBERBULLYING:**

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 cyber bullying 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.(JFCF & JFCG wording upon BOE approval)

## **FIGHTING**

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

## **FIRE ALARMS/FIRE EXTINGUISHERS**

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

## **HARASSMENT**

Harassment of any form whether verbal or physical, against another person based on age, sexual orientation, color, creed, disability, gender, marital status, national origins, race or religion is prohibited and will subject a student to disciplinary action.

Any act of racial harassment is prohibited. Racial harassment is defined as inappropriate or unwelcome language or behavior, including, but not limited to demeaning an individual (put downs, teasing, insults), or creating an intimidating, hostile or offensive environment.

Any act of sexual harassment is prohibited. Sexual harassment is defined as inappropriate or unwelcome 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 drawing; requests for sexual favors or other unwelcome sexual advances.

Any act of harassment should immediately be reported to an administrator or other staff member. Students involved will be subject to disciplinary action consistent with R-7 Board policy.

## **WEAPONS**

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

- Violation of this policy will result in suspension and referral to the superintendent.
- Look-alike weapons are too held to the same standards.
- Water guns or water dispensing devices are prohibited.

## **SCHOOL SERVICES - Health Services**

### **Health Room**

The school attempts to maintain a safe and healthy environment. A health clerk, trained in CPR and first aid, works under the supervision of the R-7 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.
- Students will not be allowed to go to vehicles to get medication or go home for medication without permission from an administrator.
- Student's prescription medication(s) that are needed during the school day should not be kept in vehicles. (\*See prescription medication section.)
- Any medical documentation, including activity restrictions and releases, must be filed with the health room. Any activity restrictions should include the physician's contact information and an end date.

### **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.

### **Head Lice**

Head lice are small insects (2-3mm) that live on human heads and lay their eggs (nits) close to the scalp. Head lice infestations are a common problem for children. Head lice are not a sign of poor hygiene nor do they spread disease. Head lice do not fly or jump, rather they are transmitted mainly through direct head-to-head contact. Signs and symptoms of head lice include itching of the head and neck, crawling lice in the hair, eggs (nits) stuck to the hair shaft, and scratch marks on the head or back of the neck at the hairline. Because it may take 4-6 weeks for itching to develop, often times the child with lice has likely had the infestation for 1 month or more before it is discovered. Parents should check their children's heads regularly. If one person in the household has head lice, all household members should be checked. It can take 2-4 weeks to get rid of lice. If your child has head lice, we ask that you notify the health room at your child's school. If you have questions regarding head lice, please contact the health room at your child's school (Reference LSR7 Board Procedure JHC-AP2).

### **Communicable Disease Guidelines**

It is very important that we prevent the spread of communicable disease. According to *Missouri Statute 167.191* 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 degrees or greater, nursing recommendation based upon physical condition, rash undiagnosed, or unvaccinated students in times of disease outbreaks. *Missouri Statute 167.191*

### **Required Immunization of Students**

- 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.
- 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. This exemption on Department of Health and Senior Services form Imm.P.11A shall be signed by the parent or guardian and placed on file with the school immunization health record. 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 75 Senior Services form Imm.P.14 shall be completed and placed on file with the school immunization health record of each student with immunizations in progress. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and exclusion shall be initiated immediately

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

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 Plan (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 or 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 medication themselves when possible.

### **Over-the-Counter and Prescription Medications**

All medications must be checked in through the health room. The health clerk or nurse will administer the medication in the health room or (in certain cases) within the classroom. The parent/guardian must provide the district with written permission to administer the medication. The prescription label will be considered the equivalent of the prescriber's written direction, and a separate document is not needed.

### **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 medication 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 the district are equipped with prefilled 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 parent/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.

### **RELEASE FROM SCHOOL**

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

## **VISITING** - Reference Board Policy KK

**In order to provide a secure environment, ALL parents/visitors are required to enter the secured main entrance of the school. Visitors must present a valid I.D. and scan in as a guest via the Visitor Management System in order to gain access to the school beyond the main office.**

Outside agencies are not allowed to come into Lee's Summit schools to speak with students unless it is CD and CASA or the Police. With a HIPPA form signed, an outside agency person may speak to a teacher or school personnel via email, phone or personal conference if pre- arranged with the teacher and principal. No contact with the student or observations in classrooms are allowed. 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 building principal, or his or her designee, may contact the proper legal authorities.

### **Mobile Electronic Devices**

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

- Sound must be muted or the user must use headphones, earbuds or something similar
- No material in violation of District policy and procedures
- Do not share content with other students
- Must not create a distraction
- No video or camera use without teacher permission for an educational purpose

### **RETURNED CHECK FEE**

The Lee's Summit R-VII School District will charge a \$25 fee on all checks returned to the District as uncollected.

### **TRANSPORTATION/SCHOOL-PROVIDED AND PRIVATE AUTOMOBILES/PARKING**

**For more info please log on to: <http://www.lsr7.org/schools/bustransportation/>**

#### **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.

#### **Transportation reviews and finalizes consequences related to bus misconduct.**

### **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.



**Lee's Summit R-7 School District**  
**Connect2Learn**  
**Student/Parent Handbook**

**2017-2018**



<http://connect2learn.lsr7.org/>

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

*We prepare each student for success in life.*

**Anti-Discrimination**

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

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

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

Dr. Jeffrey C. Miller  
Associate Superintendent of Human Resources  
816-986-1000

**Qualifications:**

A K-12 student who is actively enrolled in any of the schools in the Lee’s Summit R-7 School District qualifies for use of a district-owned Chromebook. 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 insurance 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 insurance 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 insurance 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 owed 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 Insurance Fee:**

All students are required to participate in the mobile device insurance 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 insurance 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 Insurance 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 insurance 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

### **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](http://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.