



SUMMIT TECHNOLOGY
ACADEMY

Student Handbook

2017-18

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HOST DISTRICT: Lee's Summit R-7 School District

"Accredited with Distinction for High Achievement in Performance"

Staff Directory

<u>Job Title</u>	<u>Name</u>
Principal	Elaine Metcalf
Assistant Principal	Dr. Jeremy Bonnesen
Administrative Secretary	Shelly Harmon
Attendance Secretary	Janie Joling
Engineering Design and Development	Dr. Paul Rutherford
Computer Integrated Manufacturing/ DE	Eric Walters
Digital Electronics/Aerospace Engineering	Hope MacKenzie
Software Development	Terry Yoast
	Carol Hull
Digital Media Technology	Shawn Harrel
Pre-Allied Health	Fred Wilson
	Kristen Pierson
Pre-professional Nursing	Tracy Colon
	Peggy Chandler
Biomedical Sciences	Peggy Hinzman
	Dr. Kevin McCormick
Network Engineering	Lisa Oyler
	Julie Akers
Teacher Educator Academy	Kathy Nash
Hospitality and Tourism Management	Abigail Bastian
International Studies	Curtis Cook
Career Explorations Curriculum Specialist	Tawni Boman-Meek
Technology	Dawn Carl
Custodial Services	Ivette Salgado
SkillsUSA Adviser	Eric Walters
HOSA Adviser	Fred Wilson
AFA CyberPatriot Coaches	Lisa Oyler/Julie Akers
Rotary Interact Sponsor	Curtis Cook
Biodesign Club	Dr. Kevin McCormick

Location:

Summit Technology Academy

Missouri Innovation Campus Building

1101 NW Innovation Parkway

Lee's Summit, MO 64086

816-986-3410

<http://sta.lsr7.org>

Congratulations on your decision to enroll in a program at the Summit Technology Academy. The staff looks forward to providing you with the technical skills that will enable you to get a head start toward career success. This is the start of our 19th year of operation. There are well established traditions of developing students' skills, talents, and ambitions. The staff at the Academy is here to help you achieve your goals and reach success in high school and beyond. Welcome and have a great year! Elaine Metcalf, Principal

General Information

The Lee's Summit R-7 School District in cooperation with five other area school districts, supports and operates Summit Technology Academy. The Centers of Excellence are represented by Center, Grandview, Hickman Mills, Independence, Kansas City and Raytown. Students also attend Summit Technology Academy from Belton, Blue Springs, *Center Place Restoration School Ft. Osage, Grain Valley, Holden, *Islamic School of Kansas City, Kansas City, Lone Jack, Pleasant Hill, Raymore-Peculiar, *Saint Michael's The Archangel Catholic School, *Summit Christian Academy, and Odessa high schools. *Schools marked with asterisk are private schools that have students enroll part-time in their Missouri public school of residence to attend STA.

STA/Lee's Summit School District Philosophies

SUMMIT TECHNOLOGY ACADEMY MISSION STATEMENT:

We challenge students to achieve their personal best.

SUMMIT TECHNOLOGY ACADEMY VISION STATEMENTS:

- We are a national model for innovation by providing rigorous and relevant opportunities for students.
- We develop life-long problem solvers through a culture of inquiry and critical thinking.
 - We exemplify creativity, professionalism, and leadership.

LEE'S SUMMIT R-7 SCHOOL DISTRICT MISSION STATEMENT

We prepare each student for success in life.

LEE'S SUMMIT R-7 SCHOOL DISTRICT COMMITMENTS

We commit to the following commitment statements:

- 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.

LEE'S SUMMIT R-7 SCHOOL DISTRICT VISION

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.

District Directory Information

Tony L. Stansberry Leadership Center
301 NE Tudor LSMO 64086 986-1000
R-7 Transportation Services 986-2400
R-7 Health Services 986-1120

The Board of Education

The Board of Education is composed of seven unpaid local citizens elected at-large by citizens in the district to a three-year term. The Board is established by the state legislature to provide schools to children in the district. Board meetings are open to the public and are held at 7 P.M. on the third Thursday of each month unless otherwise published. The Board sets the policies by which the schools operate and hires a staff to administer those policies.

President

Mr. Bob White

Vice President

Ms. Julie Doane

Members

Mr. Adam Rutherford

Ms. Phyllis Balagna

Ms. Jackie Clark

Ms. Kim Fritchie

Mr. Dennis Smith

District Administration

Deputy Superintendent

Dr. Dennis Carpenter

Associate Superintendent of Instruction and Leadership

Dr. Katie Collier

Associate Superintendent of Human Resources

Dr. Jeff Miller

Assistant Superintendent for Elementary Instruction

Dr. Jennifer Corum

Assistant Superintendent for Secondary Instruction

Dr. David Sharp

Assistant Superintendent of Business Services

Dr. Judy Hedrick

Assistant Superintendent of Special Services

Dr. Emily Miller

Executive Director of Technology

Dr. Amy Gates

Executive Director of Communications

Janice Phelan

Executive Director of Professional Development

Dr. Kevin Daniel

Executive Director of Curriculum

Dr. Eric Flack

Executive Director of Assessment & Data Analysis

Dr. Christiana Barger

Executive Director of Student Services

Dr. Rexanne Hill

Executive Director of Classified Personnel

Dr. David Carlson

Director of Instructional Technology

Dr. Kevin Whaley

Director of Construction & Design

Mr. Kyle Gorrell

Director of Nutrition Services

Ms. Jane Hentzler

Director of Transportation Services

Mr. Keith Henry

Director of District Activities

Mr. Richard Bechard

Important Attendance Note

Students who attend Summit Technology Academy (STA) are expected to adhere to the official STA calendar. There will be days when students are expected to be at STA even though their sending school is not in session. Similarly there will be days when a student is not expected to attend STA, but will be expected to attend their sending school. Make note: STA's spring break may be different from your sending high school, however, you are required to attend STA even if your sending school is on spring break. Summit Technology Academy will honor the official final end-of-the-year schedule of each sending school.

Summit Technology Academy Calendar 2017-2018

For Daily Calendar Events visit: sta.lsr7.org/school

August 10	Back-to-School Event -7pm
August 16	First Day of School
September 4	No School - Labor Day
October 13	No School-Teacher Collaboration/Professional Development
October 18	Regular AM & PM class schedule - Evening Parent/Student Performance Evaluation Conferences
October 19	No School - Day/Evening Parent/Student Performance Evaluation Conferences
October 20	No School
November 7	No School- Teacher Collaboration/Professional Development
November 22-24	No School - Thanksgiving Vacation
December 14-20	Finals Week
December 20	End of Semester AM Classes Only
December 21-January 1	Winter Break
January 2	No School - Teacher Work/Professional Development Day
January 3	Classes Resume
January 15	No School - Dr. Martin Luther King's Birthday
February 16	No School - Professional Development Day
February 19	No School Presidents' Day
March 2	No School
March 19-23	No School - Spring Break
March 30	No School
May 11-17	Finals Week
May 17	End of Semester
May 17	Last Day of school AM Classes only

Any snow days will be added on to the end of school

171 Student Days

ATTENDANCE LINE: (816) 986-3413

Parents/Guardians - Please report all student absences to both sending high school and STA. Thank you!

Student Organizations

Summit Technology Academy has multiple student organizations STA students can join. STA students are highly encouraged to participate in at least one of the following student organizations to gain valuable experience and leadership skills that will help in post-secondary preparation and vocational development. Involvement in these organizations demonstrate a broad range of experiences that prove beneficial on college applications, college scholarship applications, and job applications. STA has three Career and Technical Student Organizations (CTSOs) as well as five other student organizations that allow students to build and explore leadership and career-related opportunities.



HOSA

[HOSA](#) is an international student organization that has a two-fold mission to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health science instructors and students to join and be actively involved in the HOSA Partnership. [Missouri HOSA](#) provides a unique program of leadership development, motivation, and recognition exclusively for secondary, post secondary, adult, and collegiate students enrolled in health science education and bio-medical science programs or have interests in pursuing careers in health professions. HOSA is a [federally recognized Career and Technical Student Organization \(CTSO\)](#) and the co-curricular component of this state-recognized Career and Technical Education (CTE) program of study. Students from all STA health science pathway classes are encouraged to participate: [Pre-allied Health](#), [Pre-Professional Nursing](#), and [Medical Interventions/Biomedical Innovations](#). [Mr. Fred Wilson](#), the STA [Pre-allied Health](#) instructor is the sponsor for this organization.



SKILLS USA

[SkillsUSA](#) empowers its members to become world-class workers, leaders and responsible American citizens. SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. SkillsUSA enhances the lives and careers of students, instructors and industry representatives as they strive to be champions at work. SkillsUSA serves more than 300,000 students and instructors annually. The organization has 13,000 school chapters in 54 state and territorial associations. More than 14,500 instructors and administrators are professional members of SkillsUSA. SkillsUSA is a [federally recognized Career and Technical Student Organization \(CTSO\)](#) and the co-curricular component of this state-recognized Career and Technical Education (CTE) program of study. Students from the [Mr. Eric Walters](#), one of the STA [Digital Electronics](#) and [Computer Integrated Manufacturing](#) instructors is the sponsor for this organization. Students in the engineering and computer science pathway classes are encouraged to participate.

2016 Competition Results: STA is excited to announce that seven STA students competed at the state SkillsUSA competition! Two students who placed first or second at the state SkillsUSA competed in the national competition. [Read more](#) Click [here](#) to see a video about the exciting competitive experiences through SkillsUSA.



Educators Rising

The [Educators Rising](#) is a national student organization dedicated to supporting young people interested in education-related careers. Educators Rising cultivates highly skilled educators by guiding young people on a path to becoming accomplished teachers, beginning in high school and extending through college and into the profession. Educators Rising is transforming how America develops aspiring teachers. Starting with high school students, we provide passionate young people with hands-on teaching experience, sustain their interest in the profession, and help them cultivate the skills they need to be successful educators. The result is a pipeline of accomplished teachers who are positioned to make a lasting difference — not only in the lives of their students, but also in the field of teaching more broadly. Educators Rising is the co-curricular component of the Pre-Professional Educator Cadet program, which significantly enhances the classroom experience for aspiring educators. Educators Rising is a [federally recognized Career and Technical Student Organization \(CTSO\)](#) and the co-curricular component of this state-recognized Career and Technical Education (CTE) program of study. Mrs. [Kathy Nash](#), the STA Pre-education Cadet Instructor is the sponsor for this organization.

OTHER ORGANIZATIONS:



STA Student Ambassadors

The Summit Technology Academy Student Ambassador Program is a student leadership/mentorship program founded on the guiding principle that students are an invaluable resource to represent and serve our learning organization. The STA Student Ambassador Program was established to recognize and develop outstanding STA students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. STA student ambassadors serve as positive role models and leaders in our academy. Student ambassadors represent STA and the programs they attend in an exemplary fashion. Students who are chosen as STA student ambassadors reflect the mission and vision of STA. In addition, they foster a culture of respect, collaboration and professionalism within the academy and their programs. Student Ambassadors participate in STA Open House Nights, public and school tours, and public forums about STA. Student ambassadors will participate in trainings and public showcase events throughout the school year. Students must apply and be selected to participate in the program. The application process will open the first week of September of each year. All those chosen as STA student ambassadors receive a certificate of participation. Those who exhibit outstanding service will receive an award for their higher level of service at the end of the year.



Battle of the Bots

The Battle of the Bots Club participates in competitions sponsored by The National Robotics League. [The National Robotics League \(NRL\)](#) is a manufacturing workforce development program of the [National Tooling & Machining Association \(NTMA\)](#) and the [National Tooling & Machining Foundation \(NTMF\)](#). The NRL is a job-driven, project-

based STEM learning program that energizes students to learn about the manufacturing process and the technical skills needed for the design and fabrication of a 15lb Bot to battle in a gladiator-style competition. The student teams are encouraged to build partnerships with local manufacturing companies and post-secondary institutions during the Bot building process. This provides the students with direct application of classroom concepts to real world manufacturing situations. The NRL endows students with the 21st century skills needed by industry including project and time management, teamwork, problem solving and critical thinking. As a result of participation in the NRL program and interactions with industry mentors, students discover the excitement and rewards of a career in manufacturing. Mr. [Eric Walters](#) who teaches [Digital Electronics](#) and [Computer Integrated Manufacturing](#) is the sponsor for this organization. Students in the engineering and computer science pathway classes are encouraged to participate.



AFA CyberPatriot

[CyberPatriot](#) is the National Youth Cyber Education Program. CyberPatriot was conceived by the [Air Force Association \(AFA\)](#) to inspire high school students toward careers in cyber security or other science, technology, engineering, and mathematics (STEM) disciplines critical to our nation's future. [CyberPatriot National Youth Cyber Defense Competition](#) places teams of high school and middle school students in the position of newly hired IT professionals tasked with managing the network of a small company. In the rounds of competition, teams are given a set of virtual images that represent operating systems and are tasked with finding cybersecurity vulnerabilities within the images and hardening the system while maintaining critical services. Teams compete for the top placement within their state and region, and the top teams in the nation earn all-expenses paid trips to Washington, DC for the [National Finals Competition](#) where they can earn national recognition and scholarship money. Mrs. [Lisa Oyler](#), the STA Cyber Security instructor is the sponsor and a coach for this organization. Mrs. [Julie Akers](#) is also one of CyberPatriot coaches.



Interact

[Interact](#) is an international organization of service and social clubs for high school students that fosters leadership and responsible citizenship and promotes international understanding and peace. The name “Interact” was created by combining the words “international” and “action.” Interact clubs are sponsored by Rotary clubs as a program of Rotary International. Rotary clubs provide guidance and inspiration, but the Interact clubs are self-governing and self-supporting. The membership base of this club is drawn primarily from the [Summit International Studies Academy \(SISA\)](#). Each year, Interact clubs complete at least one community service project and at least one project that furthers international understanding and goodwill. Interact's five primary avenues of service include the following: community, international, school, environmental, and fundraising. Interactors develop a worldwide network of friendships through exchanges with local and overseas clubs. Along the way, Interactors develop their leadership skills and initiative while meeting new friends. SISA Instructor [Mr. Curtis Cook](#) is the sponsor for this

organization.

Biodesign Club

Biodesign

Biodesign club challenges students to design a biological solution to a real-world problem. Students apply advanced topics in genetics to design and create their novel biological organism. This club is open for students in the [Medical Interventions/Biomedical Innovations](#) program and runs from September to April. Medical Interventions/Biomedical Innovations Instructor [Dr. Kevin McCormick](#) is the sponsor for this organization.

A Selection of District Policies

The complete Board of Education policies (lsr7.org), as well as the complete Summit Technology Academy handbook (sta.lsr7.org) are available online.

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. Discipline is progressive based on the number of infractions. **Students attending Summit Technology Academy fall under the policies and procedures of their sending schools' handbooks as well.**

Prohibition Against Discrimination, Harassment And Retaliation

The complete Board of Education policies are available online at <http://lsr7.org>.

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 Tudor, Lee's Summit, Missouri 64086
Phone (816) 986-1004, Fax (816) 986-1170

504 compliance can be directed to:

Executive Director of Special 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.

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 are 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/blind, emotional disturbance, hearing impairment/deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disabilities, speech impairments, language impairment, traumatic brain injury, vision impairment, and young child with 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.

Programs For Homeless Students

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

Asbestos

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

Student Records

Provisions and Guidelines

Education records shall be retained according to the guidelines set forth in the *Missouri Public Schools Records Manual*.

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 eligible student. The student's address, telephone number and email 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 unless the parent or student notifies the district in writing not to disclose the information to those entities.

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

Medicaid Annual Notification to Parents

Our School Agency receives funding from the Medicaid Direct Service Claiming (DSC) program for IEP covered services to eligible children through the State's Medicaid agency. This is a state-approved program that allows our School Agency to receive reimbursement from federal funds for providing some health-related covered services to eligible children in our school system. Examples of covered services include speech therapy, assistance with daily living skills, physical therapy, and nursing services. We are required to notify you of our participation and the IDEA regulations stated below.

The School Agency, working with the State Medicaid agency, will need to determine if your child is eligible or should become eligible in the school-based Medicaid program. Your written consent indicates that you understand and agree that the District will submit your child's information to the State Medicaid agency and their authorized agencies to verify eligibility and submit claims for the DSC program. The school may use Medicaid benefits in which a child participates to provide or pay for services documented in the Individualized Education Program (IEP). Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education, nor are they responsible for any out of pocket expenses for these IEP services. Also, the School Agency's access to these benefits is not allowed if it would have a negative impact on your public insurance.

We will provide the required services to your child at no cost to you whether or not you grant your written consent. Your consent is voluntary and may be revoked at any time. The School Agency's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.]

Academic and Grading Information

Accreditation of Schools

Schools in the district meet all requirements for AAA certification (the highest) by the Missouri State Department of Education. Summit Technology Academy programs and facilities are subject to ongoing evaluation as part of the Missouri School Improvement Plan.

College Credit

Opportunities are available for eligible students who complete certain STA programs to receive college credit through Metropolitan Community Colleges (MCC), University of Central Missouri (UCM), Missouri State University (MSU), Missouri University of Science & Technology (MS&T). Potential college credit may be available

through KU-Edwards Campus and Westminster College.

Students who meet eligibility standards set by MCC and UCM may earn DUAL CREDIT in the following classes: Pre-professional Nursing, Digital Electronics, CIM, Network Engineering, Pre-allied Health and/or Pre-professional Educator Cadet. Students who meet eligibility requirements set by MS&T can earn college credit for Biomedical Sciences courses. For more information for college credit associated with Project Lead the Way classes (PLTW), see the PLTW website at <https://www.pltw.org/our-network/college-and-university-partners/scholarships-admissions-preference-and-college-level>

Grades and Credits

A student will earn 1.5 units credit per semester for attending a 2 hour and 5 minute block of instruction per day. The remaining minutes of instruction required by DESE are made up through online access to curriculum. This results in 3.0 credits for a full-year course at Summit Technology Academy. Grades and credits will be given to the respective sending school registrar.

Grade Reporting

Students are issued a six and twelve-week progress reports 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. The student will receive progress and semester grade reports on the following dates:

End of Grading Period

First Grading Period– September 27

Second Grading Period –November 8

Third Grading Period - December 20 (End of First Semester)

Fourth Grading Period - February 14

Fifth Grading Period - April 4

Sixth Grading Period- May 17 (End of Second Semester)

*Grade reports are distributed via the students' sending schools. Grades and credits will be given to the respective sending school registrar.

Grading System for Summit Technology Academy

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

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

Academic Letter

Students who have earned a 95% or higher in a STA program for first semester and a 95% or higher grade at the time of the fifth grading period will receive the academic letter, also known as a Chenille letter.

Attendance and Credit

Parents are encouraged not to schedule vacations during the immediately following the end of the school year

due to possible calendar adjustments as a result of inclement weather. Make note: STA's spring break may be different from student's sending high school, however, students are required to attend STA even if their sending school is on spring break.

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.

Schedule of Daily Attendance

Morning session **7:55—10:00 A.M.**; afternoon session **11:50 A.M.—1:55 P.M.** Office hours are **7 A.M.-3:30 P.M.** Students will be arriving at different times during the morning and afternoon depending upon the transportation schedule of the sending school.

Dismissal Of School Due To Inclement Weather

Severe storms, road safety hazards, or other emergencies may make it necessary to cancel classes and other scheduled school activities. **SUMMIT TECHNOLOGY ACADEMY WILL BE CLOSED WHEN THE LEE'S SUMMIT R-7 SCHOOL DISTRICT IS CLOSED FOR INCLEMENT WEATHER.**

The Board of Education may schedule make-up days during the school year. The last day of school may be extended beyond the last scheduled day because of cancellation of school due to inclement weather or other reasons.

Attendance Policy

Students who attend Summit Technology Academy are expected to adhere to the official STA calendar shown on page 4. There will be days when students are expected to be at STA even though their sending school is not in session. Similarly there will be days when a student is not expected to attend STA, but will be expected to attend their sending school. Summit Technology Academy will honor the official final schedule of each sending school.

The attendance record of students at STA is of vital importance to students. Regular attendance reflects dependability. The experience gained by students in the laboratory cannot be duplicated in the event of absence. **Summit Technology Academy's policy may differ from that of the sending school and will be in effect for the period of attendance at STA.** Non-exempt absences will be classified as excused, undetermined, or unexcused.

A student shall be allowed no more than nine (9) absences, excused or unexcused, per semester in any one class. When a student reaches 5, 9, and 10 days, the school will send an informational letter to the parents, 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 or teacher to make up missed time prior to the end of the semester. If a student still has 10 or more days of absences at the conclusion of the semester the student will be required to complete an attendance waiver appeal. A waiver to maintain full credit must be submitted by the end of the semester. This waiver should include documentation of illness, funeral, or family emergency from a medical doctor, dentist, minister, or other official source. The waiver should be turned into the attendance office. Students may recover absences beyond 9 days.

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 a.m. at 986-3413 and state the student's name, grade and reason for absence.

- If 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 prior to 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.

The following absences are “examples” of absences that **will** count toward the nine-day limit:

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

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

Hospitalization	Death in the family
Mandatory court date	College visits
Religious observance	Documented doctor's appointment
Medically documented illness	
School Suspensions (first five [5] days ISS or OSS)	
Documented Dental/Orthodontist appointment	
Verified school counseling/office appointment	
School-related activities in which the student is a participant	
History of chronic health problems, provided that proper documentation is filed with the Attendance Office or in Health Room	

Attendance Codes

A=Absent
C=College Visit
E=Excused Absence
G=Funeral
H=Health Room
K=Arrive Late/Left Early less than half (excused)
L=Arrive Late/Left Early more than half (excused)
M=Verified Medical

N=Arrive Late/Left Early (unexcused)
LA=Late Arrival
O=Office
RT=Recovered Time
T=Tardy
U=Unexcused
X=Field Trip
Y=Activity Release
Z=Athletic Release

- If STA attendance office did not receive a phone call from a student's parent/guardian on the day of absence, it will be recorded as an undetermined absences. If an undetermined absence is not resolved **WITHIN THREE SCHOOL DAYS** (day of absence plus two [2] school days), the absence will automatically become **UNEXCUSED. A 1% GRADE REDUCTION WILL BE IMPOSED FOR EACH UNEXCUSED ABSENCE.**

Loss of Credit Due To Excessive Absenteeism

Absences of 9 days or more during a semester will result in loss of credit. Major illnesses, field trips, sending school activities, and ISS are not counted as part of the 9 days of absence. OSS suspensions do count against a student's days counted absent. All other absences are counted in the total, whether excused or unexcused.

The Lee's Summit R-7 District attendance policy does not allow a student to earn academic credit upon reaching ten days of non-exempt absences in any class. As you are aware, students must accumulate 26 credits to graduate/earn a diploma. Summit Technology Academy has created opportunities for your student to recover all or part of the time they have missed so they will not fail to earn credit. These include:

1. STA Teacher-directed Recovery
(or)
2. Wednesday After School Recovery (2:40 pm – 6:00 pm)

Students from Lee's Summit schools recover absences by coordinating with the student administration office in each Lee's Summit high school. Students from schools outside of Lee's Summit, recover absences by coordination with STA Student Administration Office. Students from sending schools outside of Lee's Summit, may stay for the entire make-up session or portions of a session, with the minimum time of 50 minutes being spent. If a student accumulates 10 days of non-exempt absences, they will need to contact student administration and sign up for a make-up time session two days prior.

If you would like specific information regarding dates and hours of absence from school, we suggest you log on to our Parent Connect system at <https://powerschool.lsr7.org/public/home.html>

On this site, you will be able to see how many times your student has missed each individual class. If you need assistance logging on, or you do not currently have internet access, please call the attendance office at (816) 986-3410.

Failure to make up time or provide proper documentation will require an attendance appeal to be filed at the end of the semester or credit loss may occur. If you have any concerns regarding your student's attendance, The Summit Technology Academy Director at (816) 986-3415.

Notification to Parent/Guardian of Student's Absence

1. Upon the student's 5th day of absence the director and teacher will counsel with the student to ensure that the student understands the attendance policy and possible loss of credit for exceeding 9 absences. A letter will be sent to the parents/guardians informing them of the student's absences and possible loss of credit.
2. Upon the student's 9th day of absence the student will be counseled by the counselor or by an administrator that he/she may lose credit if absent another day. A 9th absence letter will be sent to the parents/guardians informing them that their son/daughter was absent for the 9th day, and one more absence will result in loss of credit.
3. Upon the student's 10th absence, a letter will be sent to the parents/guardians and sending school principal/guidance counselor informing them that the student will not receive course credit for the semester unless the parents/guardians successfully appeal the loss of credit.

Appealing Loss of Credit

The parents/guardians or adult student, received a letter and may appeal the student's loss of credit due to excessive absences by submitting the proper documentation to the Summit Technology Academy Director.

According to the Lee's Summit R-7 School District attendance policy, students who reach 10 absences, excused or unexcused, may not earn academic credit for that class.

The student is now required to file an Attendance Waiver form in order to receive credit for those classes in which they are in violation. The forms and all documentation must be completed and filed with the Attendance Office by the end of the semester of when the absences occurred.

For the remaining portion of the semester, it is important that all class work is completed and your student's attendance is satisfactory. The review by the Attendance Review Committee shall be held within a reasonable time following the end of the semester. If no appeal form is received by the end of the semester, then credit is not earned. The Attendance Review Committee will consider the reasons for all the student's absences, not just those absences above the nine days allowed. The committee will consider all relevant information including whether:

- The Attendance 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 may include:

- The decision not to grant the student credit for the class.
- Credit is awarded.
- Student is assigned make-up time for class time missed. Once make-up time is 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 of the Attendance Review Committee will be communicated to the parents by phone and written communication. **NOTE: If a student has appealed a loss of credit due to excessive absences, it is crucial that the student continue attending school until the appeal has been resolved.**

Make-Up Work

Following an absence, it is the student's responsibility to check with the STA instructor regarding the status of his/her absence (i.e., excused, unexcused, undetermined).

- Make-up work for all absences is the responsibility of the student. Students are to make arrangements with their teachers for work missed upon return to school. **One class day for make-up work will be allowed for each class day absent.** For extended absences, a parent can call the office before 8 A.M. on the second day and pick up homework after 2 P.M. Make-up work requests need to be picked up as arranged; unclaimed work will be promptly returned to teachers. For unexcused absences, students have the opportunity to make up missed work.
- Exceptions may be made for long-term assignments and/or dual-credit (college credit) courses.

Late Arrival to School/Truancy Policy

Arriving to class more than 15 minutes late will be considered as a class absence and will carry disciplinary consequence. ALL STUDENTS ARRIVING LATE (REGARDLESS OF REASON) MUST SIGN IN AT THE STA OFFICE AND OBTAIN A PASS TO ENTER CLASS.

Late Arrival To School – Disciplinary Consequence

- 1st offense – Warning – student office administration referral
 - 2nd offense – Warning – administration referral with parental contact
 - 3rd offense – Withhold parking/driving privileges for 2 weeks
 - 4th offense – Withhold parking/driving privileges for the remainder of semester
- * **Detentions and/or suspensions may be assigned for further late arrival infractions**

These situations, while not an exhaustive list, are examples of Late Arrivals that will carry disciplinary consequences if unexcused:

- Oversleeping
- Missing the bus
- Car trouble
- No ride to school
- Just late

Tardy Policy

The morning session at Summit Technology Academy begins school at 7:55 A.M. This time has proven to be much later than many sending school start times. Students who are less than fifteen minutes late to school will be counted tardy, and the tardy will count against their **4 tardies** in a semester.

The afternoon session begins at 11:50 A.M. Students arriving less than fifteen minutes after 11:50 A.M. will be counted tardy. **Students arriving more than 15 minutes late IS NOT considered a tardy, but is considered as Late to School and will be considered as a class absence with appropriate disciplinary action.** Those students riding in automobiles are expected to be in class on time. **Any absence or tardy due to private transportation will be unexcused.** Driving privileges will be revoked for students who exceed 4 tardies.

Tardy – Disciplinary Consequence

- 1st offense – Warning – student conferences with teacher
 - 2nd offense – Teacher contacts parent and submits office administration referral form
 - 3rd offense – Administrator conferences with student
 - 4th offense – Withhold parking/driving privileges for 2 weeks
 - 5th offense – Withhold parking/driving privileges for the remainder of semester
- * **Detentions and/or suspensions may be assigned for further tardiness infractions**

Closed Campus

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

Checking In/Out of School

Early Checkout and Finals

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

- Students who miss final examinations due to early checkout will lose ten percent of their semester grade.
- In emergency situations a student must request early check out with administrative approval. Parent contact will be made by the administration.
- Teachers are under no obligation to give early finals.

Failure to Check In/Out of School

Students must check in to school at the attendance window if arriving after the tardy bell to first hour. Students must also check out of school at the attendance window if leaving before their regularly scheduled exit time. If the student does not check in/out of school he/she will be subject to disciplinary action.

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 a parent/guardian.
- If the student does not check out through the attendance office, he/she will be classified as unexcused. Any classroom work missed must be made up.

Attendance at Sending School Activities

There may be occasions when students need to be absent from STA to attend an important sending school activity. However, students should attempt to minimize these absences since one day's absence at STA means loss of a two hour and five minute block of instruction.

A student who is absent from STA because of an authorized, pre-arranged sending school activity will not be counted "Unexcused" unless the sending school deems it necessary. Absences related to school activities will follow the procedures below.

1. Request from STA office or sending school office a *Pre-arranged Absence for Sending School Activity* form;
2. Complete the form and obtain signature of sending school administrator;
3. Return the completed form to STA office **at least one day prior to the date of the activity.**
4. The student will be expected to make up any class work missed at STA

Note: If a student does not ensure STA Administration Office is aware of the school activity the absence will be recorded as a regular absence in the student's permanent record.

Trips and Educational Travel

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

- A parent must make arrangements with the administration of the school for the absence at least two days in advance. (This time is needed to notify teachers and make necessary arrangements relating to schoolwork.)
- The student will receive one day for each approved day missed to turn in make-up work. Students are asked to arrange make-up work prior to the trip. All required projects are due before leaving if the project falls due during the absence.
- **Parents are encouraged not to schedule vacations immediately following the end of the school year due to possible calendar adjustments as a result of inclement weather.** Make note: STA's spring break may be

different from student's sending high school, however, students are expected to attend STA even if their sending school is on spring break.

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.

Jobs

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

Citizenship/Conduct Expectations

Academic Integrity

Academic integrity is defined as the conscious intent on the part of students and staff to honestly and responsibly use original, unique yet informed thoughts, ideas, opinions, and products toward the achievement of personal or professional academic goals.

A violation against the Academic Code of Ethics is an act which could deceive, cheat, or defraud so as to promote or enhance one's academic standing. Academic dishonesty also includes knowingly or actively assisting any person in the commission of a violation of the Code.

Violations could include, but are not limited to:

- Plagiarism—Failure to use original, unique yet informed ideas, thoughts, works, images, or products, with the intent to represent the work of others as one's own.
- Cheating—The willful intent to use sources improperly for personal gain.
- Forgery/Falsifying documents—Counterfeiting documents for personal unwarranted advantage in terms of grades, standardized testing, academic standing, recognition, post-secondary placement, eligibility, and privileges.

Academic Dishonesty

Academic dishonesty will not be tolerated. Acts of plagiarism will be held to those same standards. A student's responsible use of computer hardware and software materials and the academic integrity of school work completed

using these resources will be held to the same standard as that for conventional assignments. Students found cheating on assignments will receive a zero for that assignment and referred to school administration.

Buying, Selling, Trading Of Products

With the exception of school-approved fundraisers, buying, selling and trading of merchandise is prohibited on school grounds and will be subject to disciplinary action.

Selling of personal items to other students is also prohibited on school property. Students participating in the sale or receipt of such property will face disciplinary actions.

Disrespect/Refusal/Insubordination to Staff

In order to maintain the safety of the school environment, inappropriate language, gestures, or aggressive verbal or physical behavior toward any staff member is not acceptable. Each student is expected to work with staff to solve any problem. Students refusing, being disrespectful or insubordinate will be subject to disciplinary action and referral to sending school administration.

Distribution of Materials

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

However, students cannot distribute expressions which:

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

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

- Name and phone number of the person submitting request.
- Date(s) and time(s) of day of intended distribution.
- Location where material will be distributed.
- The grade(s) of students to whom the distribution is intended.

Within 24 hours of submission, the principal (or designee) will render a decision. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.

Dress Code/Apparel Expectations

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.

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.

Electronic Device Policy

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

school day is prohibited.

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 OSS.

Student Use of Personal Electronic Devices for Instructional Purposes

The Lee's Summit R-7 School District recognizes that students increasingly have access to and are using personal electronic devices for many purposes, including educational purposes. The Board authorizes the superintendent and building principals to designate classes, grade levels and/or buildings where teachers are encouraged to utilize and incorporate personal electronic devices into their instruction and lesson plans in accordance with this policy. Teachers who incorporate such technology into their classrooms shall, with the assistance of the principal or designee, make accommodations for those students who do not have access to personal electronic devices. No student shall be penalized in any fashion for failure to own or have access to personal electronic devices.

Definitions

District Networks – Include both wired and wireless networks maintained by the district.

Personal Electronic Devices – Include, but are not limited to, electronic communication equipment, such as laptops, portable media players, mobile phones, smart phones, tablet computers and video game devices owned by a student or a student's parent/guardian.

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:

1. E-Devices may be used, viewed or listened to by students before or after school, during passing periods or between classes, 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.
2. Students may use E-devices for listening purposes in the classroom at teacher discretion, however, any other use will be prohibited in the classroom.

Forgery

Forgery of passes or any other item is against the law. Disciplinary consequences will result from forgery on school property.

Gambling/Wagering

Gambling/wagering is prohibited on school property. Gambling is defined as playing games of chance for money or valuable items. Wagering is defined as betting something valuable on the outcome of an event. Disciplinary consequences will result from gambling/wagering on school property.

Office Conduct

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

Public Display of Affection

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

Student Identification Cards/Badges

Each sending school issues a picture ID card to each student for security, identification, textbook checkout, and for off campus placements. The picture ID is recommended to be in the student's possession at all times during the regular school day and at all school sponsored activities. Students will be expected to produce it for any staff member when requested. Students who are issued a STA student ID badge must be in the student's possession at all times during the regular school day and at all school sponsored activities as well. If an STA student ID badge is lost, he or she must report it to his or her STA instructor and purchase another ID badge for a cost of \$5.

Classroom Responsibility for Students

Students are responsible to be in regular attendance, to be in the right place at the right time, to be prepared (books, assignments, supplies, etc.), and to have positive intentions supported by genuine effort. Students not being responsible for their learning and disrupting the educational process of STA could be sent back to their sending school at any time in the semester.

Classroom Preparation

Students are expected to have all materials necessary to participate in class daily.

Food or Drink in the Classroom or Hallway Areas

Eating and drinking in class is a distraction from the learning process and causes additional cleaning expense and wear on the facility, unless explicitly authorized by the instructor..

- Food or drink is to be consumed in the designated area outside of the classrooms.
- The purchase of snacks and drinks should be planned accordingly.

Restroom Access

A student may use the restrooms before and after school.

- Everyone using the restrooms is expected to keep them clean.
- **If a student is feeling ill, he/she should report to the health room immediately.**
- Students are expected to use the restroom in a timely manner.

Technology Usage

All students have a user ID and password that gives them access to the computer network, a school email address and a home directory on the "H" drive. Students are responsible for following the Network Acceptable Use Policy. Students violating the AUP at STA will be subject to disciplinary action. Please refer to Board policy EHB – AP1 for complete guidelines and procedures. The Lee's Summit R-7 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

Technology Resources – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and

transmissions; telephonic equipment; mobile phones; audio- visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

User – Any person who is permitted by the district to utilize any portion of the district’s technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

User Identification (ID) – Any identifier that would allow a user access to the district’s technology resources or to any program including, but not limited to, e-mail and Internet access.

Password – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district’s policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district’s technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with email access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district’s technology resources, including files deleted from a user’s account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Content Filtering and Monitoring

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.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, 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 users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Damages

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

Technology Usage for Student Users

Students will be given access to the district's technology resources and will be held accountable to the Lee's Summit R-VII policies and procedures as published in the Board policy manual and student handbooks.

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Sharing user IDs or passwords is prohibited.
2. Students may not use district technology resources without staff supervision.
3. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.

4. Mass consumption of technology resources that inhibits use by others is prohibited.
5. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
6. Users who subscribe to online services that charge fees are solely responsible for all charges incurred.
7. Users are required to obey all laws, local, state, federal and/or international, including criminal, copyright, privacy, defamation and obscenity laws. The 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.
8. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
9. 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.
10. The district prohibits the use of district technology resources to access, view or disseminate information 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 district policies and procedures.
11. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act.
12. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district may hold users responsible for such damage and may seek both criminal and civil remedies, as necessary.
13. 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.
14. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

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.
- Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

- The unauthorized copying of system files is prohibited.
- Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
- The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network, or any external networks is prohibited.

Online Safety and Confidentiality

Curricular or non curricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

Students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging

A user is responsible for all e-mail and other electronic messages originating from the user's e-mail or other electronic messaging accounts.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than 300 recipients per message a violation, without administrative approval.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any district wide electronic messages.
6. Electronic messages created and transmitted through the R-7 District email system are the property of the district. The Lee's Summit R-7 School District reserves the right to monitor all electronic messages transmitted through the district's email system. Employees have no reasonable expectation of privacy when it comes to business or personal use of the district's email system.
7. The district reserves the right to monitor, inspect, copy, review and store any and all employee electronic messages at any time and without prior notice. In addition, the district may monitor, inspect, copy, review, and store any files, information, software, and other content created, sent, received, downloaded, uploaded, accessed or stored through the district's electronic messages system. The Lee's Summit R-7 School District reserves the right to disclose electronic messages information and images to courts, law enforcement agencies, and other third

parties without the employee's consent.

8. The Lee's Summit R-7 School District will utilize an electronic archiving solution for e-mail retention and e-discovery. All incoming and outgoing electronic messages will be saved for one year from the date of its creation. All electronic messages older than one year will automatically be deleted. When notified of pending litigation the district will place a legal hold on all e-mail and other documents related to the case. The e-mail retention rules will not apply to any documents placed on legal hold.
9. The following disclaimer will be added to each outgoing e-mail:
CONFIDENTIALITY NOTICE AND DISCLAIMER: This e-mail and any attachments may be confidential and may contain privileged or copyright information. If you are not the intended recipient, please call (816) 986-1444 and inform us that you have received this message in error. Please do not copy, distribute or use this e-mail or the information contained in it for any purpose.

Connect2Learn – Chromebook Guidelines

Qualifications

STA students may qualify for use of a district-owned Chromebook if determined by STA instructor and a device is not already provided by another school. 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.

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. 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.

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 80 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: (Note: the loaner Chromebooks are Samsung models and costs are different from the Dell devices)

- Lost loaner Chromebook and/or loaner Chromebook not returned to the district- \$75 fine
- Lost loaner power supply - \$15 fine
- Damage to the loaner Chromebook - costs will be based on the parts damage - not to exceed \$75

Returned Check Fee

Beginning July 1, 2004, the Lee's Summit R-7 School District will charge a \$25.00 fee on all checks returned to the District as uncollected.

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. 82 • 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. 83 • 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 WiFi 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 EHBAP 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. 84 • 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.

Discipline Policies

The law provides teachers with considerable authority over the control and education of the child, once the parent sends his 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 teaching responsibility.**

The teacher stands in place of the parent when the child is under the teacher's supervision and care.

Detention Periods

If a student is scheduled by a member of the STA staff to report for detention before or after school, the detention must be served within one week. If the detention cannot be arranged with the teacher, he/she must make arrangements with administration.

Failure to serve a teacher detention or after-school detention will result in additional disciplinary action and referral to sending school administration.

Drugs and Alcohol

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

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

The verbal or written negotiation or agreement to sell or transfer intoxicants, alcohol, and/or physical or mind-altering chemicals (illegal drugs) or any substance a student represents as a controlled substance on a school property or at school-sponsored activities will result in up to ten-day suspension and a referral to the superintendent, which could result in a suspension of up to 180 days or expulsion.

Over-the-counter medications are only permitted in the original bottle, taken according to package directions, and registered in the health room.

As provided in Missouri law, possession of prescription medication on school property without a valid prescription for the medication is unlawful. Any person less than 21 years of age who violates this provision is guilty of a class “C” misdemeanor for a first offense and a class “B” misdemeanor for any second or subsequent offense.

Also, Missouri law states that distribution of prescription medication on school property to any individual who does not have a valid prescription for such medication is unlawful. Any person less than 21 years of age who violates this provision is guilty of a class “B” misdemeanor for a first offense and a class “A” misdemeanor for any second or subsequent offense.

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

Habitually Disruptive Students

Students classified as “Habitually Disruptive” will be placed on Disciplinary Probation. The habitually disruptive student in the secondary schools of the Lee’s Summit R-VII district:

- Negatively affects the learning environment for themselves and others;
- Detracts from a safe school environment;
- Has repeated student administration referrals because of chronic behaviors;
- Is non-responsive to traditional progressive disciplinary measures;
- Does not change behaviors, even after systematic alternative interventions.

Inappropriate and Profane Language

Inappropriate language of any nature, including racial and sexual comments, is not acceptable in the school environment and diminishes the sense of belonging. Inappropriate language will result in disciplinary action.

Profane language directed to an STA staff member will result in suspension from STA.

Suspension Rule

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

- Authority of Principals

Principals are charged with the basic responsibility for development of regulations regarding student conduct, dress, and appearance as may be needed to maintain proper decorum in schools under their supervision and shall have the authority to suspend pupils from school in accordance with regulations and guidelines established by the Board of Education.

- Suspension or Expulsion

The authority of the Principal, Superintendent of Schools, and Board of Education to suspend or expel students, as provided for in sections 167.161 and 167.171, Revised Statutes of Missouri, shall be exercised only in conformity with the provisions of said statutes and of the rules of the Board governing method and procedure, specification of charges, right of appeal, right to counsel, and of hearing.

Student behavior shall not be prejudicial to the learning process, the good order and discipline of the school, or tend to impair the morale or good conduct of the school.

While suspended the student is ineligible to participate in extracurricular activities. Students on suspension are not allowed on school grounds or allowed at school activities during the term of their suspension. Additional days of suspension will result for this infraction.

Disciplinary Probation

A student can be placed on disciplinary probation as a result of:

- Repeated referrals based on chronic misconduct and neglect.
- Chronic behaviors that have resulted in loss of academic credit.
- Re-entering to sending school after becoming void of contract at SRA.
- Returning to school following a voluntary drop from school.

A student/parent/administrator conference will be held to notify the student and parents of the consequences of the probation that requires suspension for subsequent discipline infractions. The following progressive steps will be utilized:

- The first incident will result in a minimum three-day out of school suspension;
- The second incident will result in a minimum five-day out of school suspension;
- The third incident will result in a ten-day out of school suspension and a referral to the Superintendent for long-term suspension.

Personal Property

- Personal belongings of the student are the sole responsibility of the student.
- The school and the R-7 School District are not responsible for reimbursement for the loss of personal items.
- Responsible use of all lockers and personal property, appropriate to the school environment, minimizes risk of loss.
- 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 will be suspended up to a ten-day period. Restitution will also be required.

Tobacco, Tobacco Products, and Imitation Products

STA will not tolerate a student's possession or use of tobacco at school or at school activities. Possession or use of tobacco products and/or imitation tobacco products may result in up to 3-10 days suspension. Possession or use of smokeless tobacco or e-cigarettes will carry the same penalties as smoking violations.

Vandalism (Care of the Building)

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

This could result in a suspension from school. Students will be held responsible for the cost of repairs. The school and school facilities belong to the students and parents. The condition of the building reflects the students' self-respect.

Missouri "Safe Schools" Act

Student safety and wellness is of paramount importance at Summit Technology Academy. Any concerns with safety should be reported immediately to a teacher, secretary, or administrator. In accordance with Missouri House Bills 1301 and 1298, the "Safe School" legislation provides the following safeguards for the local school district. The act establishes the crime of "assault while on school property" if the person:

- Knowingly causes physical injury to another person;
- With criminal negligence, causes physical injury to another person by means of a deadly weapon;
- 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 acts of school violence to the proper authorities. When a pupil allegedly commits an assault, possesses controlled substances, or weapons, the incident must immediately be reported to the police and the school superintendent.

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

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

School officials have a duty to maintain a proper educational environment that is conducive to learning.

Consistent with the community's expectation that school officials sustain a safe school environment, the Lee's Summit R-7 schools will cooperate with the appropriate law enforcement agencies conducting periodic, unannounced searches of lockers and vehicles.

Assault (Verbal or Physical/Confrontation)

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

No Hazing Policy

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

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

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

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 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.(JFCF & JFCG wording upon BOE approval)

Conceal and Carry Firearms 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.

Disaster and Fire Alerts

General Student and Staff Instructions for Building Evacuation Plans

- Leave everything on or under desk in classrooms except purses and other valuable items.
- Remain seated until dismissed by teacher one row at a time.
- Leave the classroom and building in single file.
- Maintain silence. No talking or visiting during any type of emergency movement. This will make it possible for staff and leaders to give verbal instructions if needed.
- NEVER RUN—move rapidly, but do not run, push or shove.
- Take grade books for roll check.
- Leave the classroom door unlocked but closed.
- Assemble in the designated areas and remain together as a class.
- Remain in the assembly area until called to return to the building, and then return directly to the assigned classroom.
- Each teacher shall post emergency procedures in the room.
- Each teacher will appoint and train student leaders in each class.
- Each classroom will have a diagram of the evacuation route for fire and tornado emergencies. Students should follow the directions given by the staff and administration, moving quickly and quietly to the assigned areas.
- Every student and staff member must recognize the safety factor and seriousness of these drills and situations. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action is needed at all times.

Consequences for Unauthorized Fire Alarm Activation

In the event that no emergency exists, persons activating or in any manner tampering with the fire alarm system may receive maximum disciplinary consequences. This includes 10 days of suspension and a disciplinary hearing referral to the superintendent, plus referral to the Lee's Summit Fire Marshall.

Fire Alarms/Fire Extinguishers

Fire alarms are designed to enhance the safety and welfare of teachers and students. Persons activating or in any manner tampering with fire alarms will receive ten days of suspension, a disciplinary hearing referral to the

superintendent, and a referral to the Lee's Summit Fire Marshall. Persons involved in any way with removing or tampering with a fire extinguisher may be suspended for up to ten days.

Fighting

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

Gang Related Behaviors

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

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 language which creates a hostile environment, including sexual threats, sexual proposals, sexually suggestive language and/or gestures and unwanted touching.
- 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.
- 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.

Incendiary/Combustible Devices

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

Laser Lights

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

Physically Disruptive Behavior

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

Weapons

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

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

School Visitors

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

Driving/Transportation Policies

Driving Permission

Permission to drive to STA is the exclusive decision of the sending school district. Please refer to your sending high school's procedures for obtaining this permission. If a school district provides bus transportation for their students attending STA, all students are expected to use this mode of transportation. However, a student may have a legitimate need to drive or it be a requirement for a specific STA program. Please list all vehicles that may be used for driving to STA.

The home high schools provide daily bus transportation for their students to and from STA. Parking/driving to STA is a privilege and can be revoked at any time. Students are allowed to drive to STA as long as their sending school allows them to drive, and they have an STA parking permit on file in the student administration office. Students parking/driving to STA without permission from their sending school and STA will be subject to disciplinary action.

Parking permits may be revoked if a student is frequently tardy or late to school. (see tardy or late to school policies)

Parking Policy

Parking Permission

Students must obtain an official STA student parking window decal to drive and park their personal vehicle at STA. Students must display this parking window decal on the inside of the back rear window on the lower left side (driver's side) of any vehicle parked in the STA parking lot. **LOCK YOUR CAR!** STA is not responsible for damage or accidents that occur to students' vehicles on school property. Students are responsible for the security of their window decal parking permit! Report lost or stolen decal to STA administration office. If lost or stolen, a new permit must be purchased (\$25.00). The use of the STA student parking lot is a privilege. Violations of parking rules may result in disciplinary action or revocation of permission to park at STA.

Obtaining a Parking Permit:

Complete the information requested through the online registration process in July. However, if permission needs to be granted after online registration, follow these procedures:

1. Request parking/driving permission from sending school and STA
2. Complete a paper form obtained in the STA student administration office. Note: signatures of approval from parents and sending school's STA liaison assistant principal is required
2. Return the form to STA office for final approval.

Parking Lot Safety

Students are not permitted to go to parked cars or be in the parking lots without permission from an administrator. Consistent with the community's expectation that school officials sustain a safe school environment,

the Lee's Summit schools will cooperate with appropriate law enforcement agencies. The parking lot and all cars parked on campus will be subject to search. The parking lot WILL BE searched periodically. This may include use of canines for the search. Speeding or careless and reckless driving in the parking lot can result in police action along with school discipline. Police can issue tickets for careless and imprudent driving, endangerment of a minor, or other violations. School discipline includes, but is not limited to, detention, suspension and/or loss of driving privileges. Skateboarding, or the use of any type of skates, is not allowed on school property. School discipline will apply to violators.

Students must be age 16 or older and have a valid driver's license. Failure to display your issued STA parking permit window decal as well as decals displayed in an improper manner are subject to disciplinary action. Window decals must be visibly displayed facing out from back rear window on the lower left side. Students parked on school grounds who have not properly obtained a permit or fail to display their window decal properly will be subject to the following penalties:

- *1st Offense- Student Warning
- *2nd Offense-1 hour Detention and Parent Contact
- *3rd Offense- Parent Contact/Ten day permit revocation
- *4th Offense- Parent Contact/Permit revocation for the remainder of the semester

Discipline Related to Parking/Driving

Discipline will also result for students parking/driving in any unauthorized manner:

- Driving over 15 miles per hour on the Missouri Innovation Campus Building property.
- Not observing all traffic patterns, rules, and regulations.
- Reckless or careless driving may result in loss of parking privileges.
- Sitting in parked cars on school grounds before or after school.
- Going to vehicles during the school day without administrator permission.
- Students found using a lost, stolen, or borrowed permit may lose parking privileges.

**Repeated parking offenses may result in revocation of parking privileges entirely until restitution is made.

Let STA Student Administration Office know if you are driving a different vehicle from the ones registered within the Infosnap Online Registration in July. STA Student Administration Office will need to know make, model and license plate number **as soon as you enter the building** to avoid being assigned discipline for the offense.

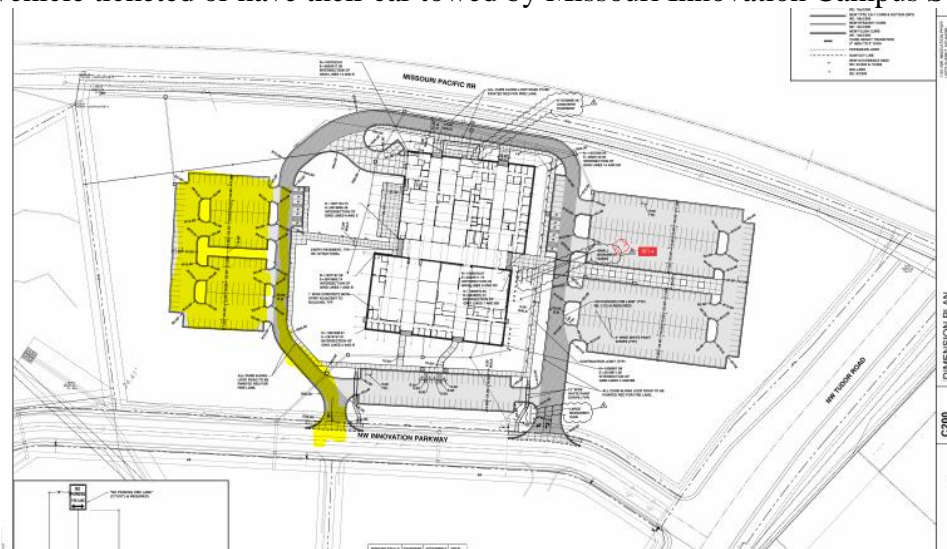
PARKING IN A VISITOR LOT, UCM STUDENT PARKING, FIRE ZONE, HANDICAPPED AREA, RESERVED STUDENT SPACE, STAFF PARKING, ANY NON-STUDENT SPACE, OR "NO PARKING" AREAS WILL RESULT IN AUTOMATIC DISCIPLINARY ACTION AND/OR TOWING AT OWNER'S EXPENSE.

Procedure for STA Parking Lot

Parking Lot Entrance/Exit Procedures

Students driving to Summit Technology Academy are to only park in the STA Student Parking Lot located on the north side of the Missouri Innovation Campus building (Highlighted in Yellow in the following diagram). Additionally, students are to use the north entrance/exit highlighted in yellow as well. Discipline will be issued to students with cars not parked in appropriate parking lots, parked improperly, and or parking in designated business and or handicapped parking spots. STA students are only allowed to park in the STA Student Parking Lot. Speeding or careless, and reckless driving in the parking lot can result in police action along with school discipline. Police can issue tickets for careless and imprudent driving, endangerment of a minor, or other violations. School discipline

includes, but is not limited to, detention, suspension and/or loss of driving privileges. In accordance Missouri Innovation Campus security, students must follow the following parking lot exit procedures to ensure safety for all drivers. Failure to observe these safety guidelines may result in revocation of student parking/driving privileges. Students must drive at 15 miles an hour or less in the parking lot. Students must drive in parking lot driving lanes and **NOT** drive through parking stalls. Students must enter and exit in and out of the north Missouri Innovation Campus entrance/exit. Students parking in the west or south parking lots will receive discipline, have vehicle ticketed or have their car towed by Missouri Innovation Campus Security Officers.



LSR7 Transportation Services during Field Trips

The safety of all students riding the bus to and from school sponsored field trips 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) 986-2400 to schedule a time. If you need to approach the bus please do not step into the bus but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule which limits the driver's available time at individual stops. Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Lee's Summit School District supports this law and has posted warnings on all buses.

For more information 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.

Mobile Electronic Devices on buses

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.

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

Student Allergy Prevention and Response

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

Communicable Disease Guidelines

It is very important that we prevent the spread of communicable disease. According to Missouri Statute 167.191

RSMO, 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.
- 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

(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.
- 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 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 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 written, phone, or faxed order from licensed prescribers within the scope of their practice and a parent/guardian completed medication permit. All over-the-counter medications should be delivered to health services personnel or their designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. High school students may carry and administer legal non-prescription medications that have been listed on the STUDENT MEDICAL INFORMATION FORM and signed by the student and parent/guardian.

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 STA administration 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.

Possession of Self-Administered Medications

An authorized prescriber may recommend that an individual student with a chronic health condition be allowed to be in possession of his or her medication on district property for the purposes of self-administration. The district will permit possession of medication for the treatment of asthma or anaphylaxis on district property, at district-sponsored activities and in transit to and from school or activities in accordance with law. The district will also permit the possession of other medications for the purposes of self-administration as required by the student's 504 plan or IEP. The district may otherwise permit the possession of medications for self-administration in accordance with law. No student will be permitted to possess any medication unless the parent/guardian has submitted all required authorizations and releases in accordance with this policy.

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 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.

Required Immunization of Students: **reorganized paragraph*

Students cannot enroll or attend school unless immunized as required by Missouri law.

- It shall be the duty of the parents or guardian 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 State Law.

Any student who has attended any R-7 school during the last school year will not be allowed to pick up a schedule or attend classes unless the immunizations needed are up-to-date.

Students new to the R-7 School district must present immunization records. All immunizations must be up-to-date before a student will be permitted to enroll, pick up a schedule or attend class.

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 month day, and year of administration. Sports physicals are not acceptable documentation as a current immunization record.

It is unlawful for any child to attend school unless the child has been immunized according to state law or unless the parent or guardian has signed and placed on file a statement of medical or religious exemption with the school nurse.

- Medical Exemptions: A child shall be exempted from the immunization requirement upon certification by a licensed doctor of medicine or doctor of osteopathy that either the immunization would seriously endanger the child's health or life, or the child has documentation of laboratory evidence of immunity to the disease.
- Religious Exemption: A child shall be exempted from the immunization requirement if a parent or guardian objects. Student or parent must provide a statement on the appropriate form from the Department of Health and Senior Services (DHSS) referencing the immunization of that child violates his/her religious beliefs.
- Immunizations in Progress: A child may continue to attend school as long as the immunizations series has been started and satisfactory progress is being accomplished according to the guidelines of the Missouri Division of Health. Failure to meet the next scheduled appointment constitutes

noncompliance with the school immunization law. Immunizations may be given by the family doctor or may be obtained at the Jackson County Health Department – 313 S. Liberty, Independence. Please call 404-6415 for times or more information. An adult MUST accompany the student with written permission for the immunizations by the parent or guardian, and provide students immunization records to clinic staff. (Reference Board Policy JHCB)

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.

School Services

Campus Access (After School)

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

Fines

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

- Textbooks -- lost, stolen, damages to textbooks
- Classroom materials and school property
- Extracurricular -- fundraising monies, uniforms, other fees.

All fines must be cleared by the end of the school year in which they were incurred. A student's grades will be withheld until the fine is released.

Lost and Found

Students who find lost articles are asked to take them to the office where the owner can claim them. Students who have lost items must fill out a form describing the item so that the office can have a record in case the item is turned in.

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.

Textbooks, Equipment, and Materials

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