



SUMMIT TECHNOLOGY
ACADEMY

Academics Amplified. Professions Launched.

2021-2022
Student Handbook

Summit Technology Academy

1101 NW Innovation Parkway

Lee's Summit, MO 64086

816-986-3410

<https://sta.lsr7.org/>

Host District: Lee's Summit R-7

*"Accredited with Distinction
for High Achievement in Performance"*

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 22nd year of operations at Summit Tech. There are well established traditions of developing students' skills, talents, and ambitions. The staff at Summit Tech is here to help you achieve your goals and reach success in high school and beyond. Welcome and have a great year! Dr. Jeremy Bonnesen, Director/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, Ft. Osage, Grain Valley, Harrisonville, Holden, Kingsville, Lone Jack, Midway, Odessa, Pleasant Hill, and Raymore-Peculiar high schools.

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.

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 at the Stansberry Leadership Center, 301 NE Tudor Rd., Lee's Summit, Missouri. The Board sets the policies by which the schools operate and hires a staff to administer those policies.

Mr. Ryan Murdock, President

Ms. Megan Marshall, Vice President

Members

Mr. Mike Allen

Ms. Kathy Campbell

Ms. Kim Fritchie

Dr. Judy Hedrick

Mr. Rodrick Sparks

STA Staff Directory

Administration

Principal	Dr. Jeremy Bonnesen	816.986.3415
Assistant Principal	Carrie Hardin	816.986.3417
Administrative Secretary	Shelly Harmon	816.986.3414
Attendance Secretary	Andrea Bisogno	816.986.3413

Capstone Courses

Aerospace Academy	Colin McKee	816.986.3429
Aerospace Engineering	Hope MacKenzie	816.986.3432
Allied Health	Fred Wilson	816.986.3439
	Kristen Pierson	816.986.3436
Biomedical Sciences	Peggy Hinzman	816.986.3433
	Dr. Kevin McCormick	816.986.3428
Business Finance and FinTech	Tom Woodward	816.986.3409
Computer Integrated Manufact.	Seth Harper	816.986.3438
Digital Electronics	Leann Adams	816.986.3437
Digital Media Technology	Shawn Harrel	816.986.3427
Engineering Design and Devel.	Seth Harper	816.986.3438
Engineering Field Experience	Hope MacKenzie	816.986.3432
International Studies Academy	Curtis Cook	816.986.3426
Cybersecurity	Dr. Adam Vaughn	816.986.3421
Network Engineering	Julie Akers	816.986.3434
Professional Nursing	Gina Gavin	816.986.3422
	Casey Thomason	816.986.3425
Software Development	Christine Falk	816.986.3457
	Michelle Goodman	816.986.3430
Teacher Educator Academy	Ashley Turner	816.986.3424
Career Navigator	Emily Hobbs	816.986.3456
Technology	Dawn Carl	816.986.3420
Building Manager	Ivette Salgado	816.986.3431

Clubs & Organizations

Battle Bots	Seth Harper
FBLA	Tom Woodward
HOSA	Kristen Pierson
Rotary Interact	Curtis Cook
SkillsUSA	Julie Akers
US CyberPatriot	Dr. Adam Vaughn
Biodesign Club	Dr. Kevin McCormick

LSR7 District Information

Tony L. Stansberry Leadership Center
301 NE Tudor LSMO 64086
816-986-1000

R-7 Transportation Services	816-986-2400
R-7 Health Services	816-986-1120
R-7 Chromebook Support	816-986-HELP

DISTRICT ADMINISTRATION

Superintendent of Schools	Dr. David Buck	986-1008
Associate Superintendent of Academic Services	Dr. Christy Barger	986-1027
Assistant Superintendent of Operational Services	Dr. Emily Miller	986-1009
Assistant Superintendent of Human Resources	Dr. Deborah Delsemme	986-1003
Assistant Superintendent of Secondary Instruction	Dr. Don Andrews	986-1019
Assistant Superintendent of Elementary Instruction	Dr. Heather Kenney	986-1022
Assistant Superintendent of Equity and Student Services	Ms. Shelly Sanders	986-1023
Assistant Superintendent of Business Services	Dr. Nathan Holder	986-1049
Executive Director of Student Support	Dr. Rexanne Hill	986-1039
Executive Director of Special Services	Dr. Staci Mathes	986-1012
Executive Director of Technology	Dr. Kevin Whaley	986-1060
Executive Director of Public Relations	Ms. Katy Bergen	986-1014

Summit Technology Academy Calendar 2021-2022

August 25	First Day of School
November 3 – 4	Student Performance Evaluation Conferences
Nov. 5	No School - Time Off for Night Conferences
November 24 – 26	No School - Thanksgiving Vacation
Dec. 22 – Jan. 2	Winter Break
January 3	Classes Resume
January 10 – 14	Finals Week
January 14	End of First Semester
January 17	No School – Dr. Martin Luther King Jr. Day
January 18	No School - Teacher's Work Day
February 21	No School - Presidents' Day
March 11	No School - Professional Development
March 21 – 25	No School - Spring Break
April 15	No School
May 19 – 26	Finals Week
May 26	End of Semester (AM Classes only – Last day)

Note: Alternative Method of Instruction (AMI) days (virtual learning) will be used for the first 5 inclement weather days. Additional inclement weather days will be added to the end of the school year.
170 Student Days

Attendance Line: (816) 986-3413

Parents/Guardians:

Please report all student absences to both sending high school and to STA.

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.

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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 multiple Career and Technical Student Organizations (CTSOs) as well as the Cyber Patriot Competition and the STA Student Ambassador Program that allow students to build and explore leadership and career-related opportunities.



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: [Allied Health](#), [Professional Nursing](#), and [Medical Interventions/Biomedical Innovations](#). Ms. Kristen Pierson, the STA Allied Health instructor is the sponsor for this organization.



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 Computer Integrated Manufacturing, Engineering, Cybersecurity, Network Engineering, and Software are encouraged to participate. Ms. Julie Akers is the sponsor for this organization.



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 Teacher Educator Academy 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. Ashley Turner, the STA Teacher Educator Academy is the sponsor for this organization.

Other Organizations:



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 of 10 or more hours will receive an award for their higher level of service at the end of the year.



The Battle of the Bots Club participates in competitions sponsored by The National Robotics League (NRL). The NRL is a manufacturing workforce development program of the [National Tooling & Machining Association \(NTMA\)](#). 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. Seth Harper who teaches [Engineering Design and Development](#), and [Computer Integrated Manufacturing](#) is the sponsor for this organization. Students in the engineering and computer science pathway classes are encouraged to participate.



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. Dr. Adam Vaughn, the STA Cyber Security instructor is the sponsor and a coach for this organization. Mrs. Julie Akers is also one of CyberPatriot coaches.



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. Interacts 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 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.

ACADEMIC & 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 partnering post-secondary institutions may earn DUAL CREDIT in several STA Capstone courses. Students who meet eligibility requirements set by MS&T can earn college credit for Bio-medical Sciences courses. For more information for college credit associated with Project Lead the Way classes (PLTW), see the PLTW website <https://www.pltw.org/our-partners/college-and-university-partners>

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:

- First Grading Period — October 4
- Second Grading Period — November 15
- Third Grading Period — January 14 (End of First Semester)
- Fourth Grading Period — February 28
- Fifth Grading Period — April 11
- Sixth Grading Period — May 26 (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 94.50% or higher in a STA program for first semester and a 94.50% 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 immediately following the end of the school year due to possible calendar adjustments as a result of inclement weather.

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 a.m.—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.

○ ALTERNATIVE METHODS OF INSTRUCTION (AMI)

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

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

○ IF THE DECISION IS MADE TO HOLD SCHOOL VIRTUALLY

- District communication will be sent to families announcing that school will take place virtually along with reminders regarding how to access instructional materials.
- Every teacher will use the Schoology platform to share lessons, assignments and resources with students.
- Teachers will post assignments and learning opportunities each day by 9 a.m. Teachers will hold daily office hours to guide and assist students. Teachers will communicate with students via email, Schoology Conferences, Schoology Messaging and voicemail, which will be updated each day with assignments for students without internet access.
- Students are expected to access and complete assignments, meet deadlines, engage in the work and communicate with their teachers, peers or parents if they are needing assistance.
- Work must be completed in order for student attendance for the day(s) to be counted.

○ ATTENDANCE POLICY

Students who attend Summit Technology Academy are expected to adhere to the official STA calendar shown on page 6. 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.

○ ABSENCE REPORTING

When a student is absent, the school requires that their 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
College Visits	School suspensions (in excess of 5 days)
District / State contests, or other school related activities,	
in which the 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 | Medically documented illness |
| Religious observance | Documented doctor's appointment |
| Documented Dental/Orthodontist appointment | |
| Verified school counseling/office appointment | |
| School Suspensions (first five [5] days ISS or OSS) | |
| 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 | N=Arrive Late/Left Early (unexcused) |
| C=College Visit | LA=Late Arrival |
| E=Excused Absence | O=Office |
| G=Funeral | RT=Recovered Time |
| H=Health Room | T=Tardy |
| K=Arrive Late/Left Early less than half (excused) | U=Unexcused |
| L=Arrive Late/Left Early more than half (excused) | X=Field Trip |
| M=Verified Medical | Y=Activity Release w |
| | Z=Athletic Release |

● If STA attendance office does not receive a phone call from a student's parent/guardian on the day of absence, it will be recorded as an undetermined absence. 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 in excess of 5 days 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 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 Principal at (816) 986-3415.

NOTIFICATION TO PARENT/GUARDIAN OF STUDENT'S ABSENCE

1. Upon the student's 5th day of absence the Principal 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 Principal.

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 documen-

tation 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 will be allowed for each class day absent.
- For extended absences, a parent can call the office before 9 a.m. on the second day and pick up homework after 3 p.m. the next school day. 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; however, at the end of the grading period, the student's cumulative grade

will be reduced one-percent for each day of unexcused absence.

- Exceptions may be made for long-term assignments, tests scheduled in advance, and/or dual credit (college credit) courses.
- Cumulative absences of ten days or more during a semester could result in reduction or loss of credit.

○ 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 driving privileges for 2 weeks
- 4th offense - Withhold 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 are NOT considered tardy, but are 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 driving privileges for 2 weeks
- 5th offense - Withhold 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 they will be subject to disciplinary action.

Illness During the School Day

- If a student becomes ill after arriving at school, they must report to the health room with a pass from the current hour's teacher.
- If the student is too ill to remain in school, the health room personnel will contact a parent/guardian.
- If the student does not check out through the attendance office, they 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.

○ **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.

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

○ **DISASTER AND FIRE ALERTS**

General Student and Staff Instructions for Building Evacuation Plans

- Leave everything on or under desk in classrooms except purses or valuables.
- 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 rosters 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. Stopping at restrooms, water fountains, etc., is not permitted.

In addition to the above directives:

- Each teacher shall post emergency procedures in the room.
- Each 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 drills and situations. Failure to act at the proper moment could mean the difference between life and death. Cooperation and maturity is needed at all times.

○ **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
- 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

Summit Technology Academy expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Basic Principle:

Appropriate body parts must be covered for all students at all times.

Students Must Wear* while following the basic principle of Section 1 above:

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

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

Students May Wear, as long as these items do not violate Section 1 above:

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hooded items of clothing sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

Students Cannot Wear

- Violent language or images.
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).
- Bullet proof vest, body armour, tactical gear, or facsimile.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears, except as a religious observance.

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently. Students who violate the policy will be given opportunities to comply with the dress code. Students who do not adhere to outlined dress code expectations may be subject to disciplinary consequences.

○ **ELECTRONIC DEVICE POLICY**

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

E-Devices may be carried by the students during the school day, but must be carried in an off or silent mode. Students' personal E-devices may not be used in the hallways, restrooms, or other common areas. No camera or video-capable electronic devices may be used in restrooms at any time. E-Devices shall not be used to connect to district electronic equipment or district electronic networks at any time. District Networks include both wired and wireless networks maintained by the district. E-Devices may be used as follows:

- E-Devices may be used, viewed or listened to by students before or after school, but doing so shall be in violation of this policy if it results in a disruption to the educational environment or any school activity or impairs the morale or good conduct of other students.
- Students may use E-devices for listening purposes in the classroom at teacher discretion, however, any other use will be prohibited in the classroom.
- No camera or video-cable electronic device may be used in the Restrooms at any time. Students violating the E-Device policy may subject their electronic device to the possibility of confiscation and search by administration in accordance with the law.
- During an emergency situation, it is recommended that all two-way communication devices only be used for emergency communication as instructed by District Administration and/or Emergency Responders. Silencing such devices is also suggested as to not hinder emergency communications that are occurring.
- Publishing or sharing images or recordings of inappropriate conduct (i.e. fighting, harassment) taken in the school environment is not acceptable and subject to disciplinary action up to 10 days OSS.

○ **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.

○ **FORGERY**

Forgery of passes or any other item is against the law. Disciplinary consequences will result from forgery on school property and possible referral to Lee's Summit Police.

○ **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.

○ **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.

○ **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.

○ **PERSONAL PROPERTY**

- Personal belongings of the student are the sole responsibility of the student.
- Summit Technology Academy 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.

○ **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.

○ **RESTROOM ACCESS**

A student may use the restrooms before, after school and between class periods. Everyone using the restrooms is expected to keep them clean. No loitering permitted. If a student is feeling ill, they should report to the health room immediately. Students must NOT remain in the restroom.

○ **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.

○ 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.

○ STUDENT IDENTIFICATION CARD

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.

○ 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.

DRIVING AND PARKING POLICIES

○ DRIVING PERMISSION

Students are strongly encouraged to utilize bus transportation when provided. However, students are permitted to park on school premises with a valid STA or UCM parking permit. Student parking on-site is a privilege, and can be revoked.

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

Student responsibilities when driving to school include:

- Students must have a valid parking permit to park on campus. Students may apply for parking permits
 - Students must park in the STA student lot or authorized areas only.
 - Parking in a fire zone, visitor, teacher, or reserved spot will result in an automatic fine. Parking in a handicapped zone could result in a ticket being issued by the Lee's Summit Police as well as by the school.
 - The 15 mph speed limit and all patterns, rules, and regulations must be observed.
 - Parking during the school day is on a first-come, first-serve basis.
 - Those students riding in automobiles are expected to be in class on time. Any unexcused absence or tardy due to private transportation is unexcused.
 - All parking fines are \$20.00
- It is the student's responsibility to inform STA Student Administration Office when 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 students enter the building to avoid assigned discipline for the offense.

Fines and discipline will be assessed for the following parking violations:

- Students with valid parking permits that fail to properly display permits will get two warnings. Any tickets after the first two warnings for not properly displaying the permits will result in fines or discipline.
- Students with valid parking permits that park illegally will be assessed fines without warning. This includes parking in fire lanes, staff/reserved/handicapped parking.
- Students parking on campus without purchasing a valid parking permit.

○ OBTAINING A PARKING PERMIT

Complete the information requested through the online registration process in July. 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.
3. 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

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.

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.
- Using a lost, stolen, or borrowed permit may result in losing parking privileges.

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

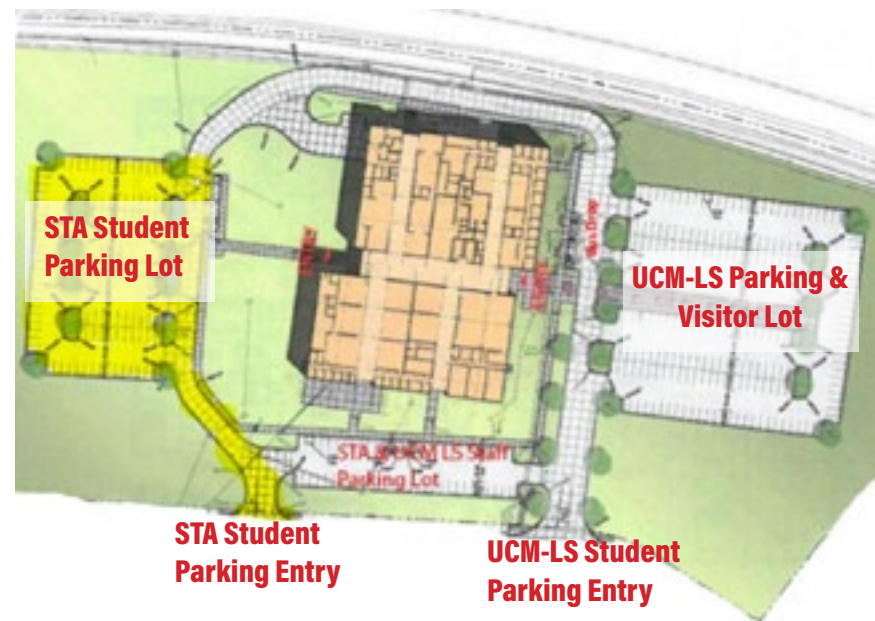
○ PARKING LOT ENTRANCE / EXIT PROCEDURES

Students driving to Summit Technology Academy are to only park in the STA Student Parking unless they are issued a UCM parking permit as a UCM student (e.g. MIC accelerated college degree students)

The Lot is 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 student'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: <https://lsr7.org/schools/transportation/>

Safe Riding Expectations and Tips for a Safe School Bus Ride

- Follow the bus driver's directions.
- Sit on your seat, not on your knees or backpack.
- Speak quietly to each other.
- Keep hands, feet and other items to yourself on the bus.
- No food/drinks/gum/candy on the bus.
- 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.

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.

MISSOURI "SAFE SCHOOLS" ACT

In accordance with Missouri House Bills 1301 and 1298, the "Safe School" legislation provides the following safeguards for the local school district. The act establishes the crime of "assault while on school property" if the person:

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

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

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

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

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

○ 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.

○ 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 school district property without the consent of a school official or the district school board. This includes possession of a firearm in a vehicle on the premises of an elementary or secondary facility.

○ 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.

○ FIGHTING

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

Fighting that disrupts the decorum of the school will result in a suspension from for up to ten days.

○ FIRE ALARMS AND FIRE EXTINGUISHERS

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

○ 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

○ HARASSMENT

Harassment of any form whether verbal or physical, against another person based on age, color, creed, disability, gender, marital status, national origins, race, religion, or sexual orientation 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 physical contact based on gender or of a sexual nature. Students are not to engage in: sexual jokes or gestures (verbal or written), sexual or racial slurs; sexual or racial threats; sexual or racial pictures and drawing; requests for sexual favors or other unwelcome sexual advances. Any act of harassment should immediately be reported to an administrator or staff member. Students involved are subject to disciplinary action consistent with R-7 Board policy

○ 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.

○ 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.

○ NO HAZARDING 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.

○ 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.

○ 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.

○ 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.

○ VAPE, TOBACCO, TOBACCO PRODUCTS AND IMITATION PRODUCTS

STA will not tolerate a student's possession or use of tobacco at school or at school activities. Use of smokeless tobacco, vaping or vape products, and/or e-cigarettes will carry the same penalties as smoking violations.

- 1st Offense, Possession or Use
5 Days ISS, potentially reduced to 3 per completion of the ASPIRE program
- 2nd Offense, Possession or Use
7 Days ISS
- 3rd Offense, Possession or Use
10 Days ISS
- 4th Offense, Possession or Use
10 Days OSS with potential referral for long-term suspension

○ 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.

○ 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.

TECHNOLOGY USAGE

Technology Policy

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

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

○ TECHNOLOGY RESPONSIBILITIES

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

○ ACCEPTABLE TECHNOLOGY USE RULES (AUR)

All users of the district's technology resources will follow the following rules and responsibilities:

- Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
- Students will be held accountable to the Lee's Summit R-7 procedures and policies as published in the student handbook and board policy manual.
- Students may not use a computer without staff supervision.
- Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.
- Mass consumption of technology resources that inhibits use by others is prohibited.
- Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
- Users who subscribe to online services that charge fees are solely responsible for all charges incurred.
- Users are required to obey all local, state, federal and/or international laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
- Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
- Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
- Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
- Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.

- Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
- District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the district. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator.
- All users can be held accountable for any damage they cause to district technology resources.
- All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

○ TECHNOLOGY SECURITY AND UNAUTHORIZED ACCESS

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

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

○ ONLINE SAFETY

Disclosure, Use and Dissemination of Personal Information

- Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
- Student users shall not agree to meet with someone they have met on-line without parental approval.
- A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
- Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
- No curricular or non-curricular publication distributed using district tech-

nology will include the address, phone number or e-mail address of any student without permission from that student and their parent/s if the child is a minor.

○ ELECTRONIC MAIL

- A user is responsible for all e-mail originating from the user's ID or password.
- Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
- Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
- Users are prohibited from sending mass (more than 200 recipients) electronic mail messages without administrative approval.
- All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

○ VIOLATIONS OF NETWORK ACCEPTABLE USE POLICY (AUP)

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

- Immediate lock-down of student's account
- Discipline referral to office
- Disciplinary consequences include but are not limited to detentions and suspensions depending upon the situation. Because of the changing nature of technology, staff members will determine whether students are in violation of the AUP.

○ GOOGLE WORKSPACE FOR EDUCATION

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

○ DAMAGES

All damages incurred by the District due to the misuse of the District's tech-

nology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

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/guardians are required to review and sign the Connect2Learn Student/Guardian 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. Student's right of possession and use of the borrowed device is limited to and conditioned upon your full and complete compliance with the expectations detailed in the Connect2Learn Student/Parent/Guardian Handbook and the District's Technology Usage Policy EHB & EHB-AP1. **Because the borrowed device is the property of the school district, it is subject to monitoring of use and search of contents at any time. There is no expectation of privacy in use or data stored on the district-owned device.**

○ RECEIVING DEVICE

Students, along with guardians, will be required to sign the Connect2Learn Student/Parent/Guardian Agreement and remit payment of the mobile device fee prior to student's receipt of a Chromebook. This form will be made available and required annually. All students new to the district following the initial device distribution phase will also be required to have a signed Connect2Learn Student/Parent Guardian Agreement on file, as well as district receipt of mobile device fee payment. Orientation will be available for these students and parents/guardians once a device has been assigned to the student.

○ RETURNING DEVICE

Students will turn in their Chromebooks at the end of each school year unless it is determined by Administration that the student(s) will keep their device through summer due to enrollment in LSR7 Summer Learning or other reason(s) deemed appropriate by Administration. Students will turn in the Chromebook and power supply when they transfer to another building in the district, or transfer out of the district. Students who withdraw from the Lee's Summit R-7 School District must turn in their Chromebook and its accompanying materials on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Students who refuse to voluntarily turn in their Chromebook or fail to pay the full replacement cost will also be responsible for the payment of all costs, including but not limited to attorney's fees, incurred by the

district to recover the Chromebook or any owed fees.

If devices/power supplies are kept through summer months, all damages and fees remain the same and will be the responsibility of the student. If a student drops from the Lee's Summit R-7 School District during the summer months, it is responsibility of the Student /Parent/Legal Guardian to return the Chromebook and charger to the Stansberry Leadership Center, 301 NE Tudor Rd., Lee's Summit, MO, 64086 or the Student/Parent/Legal Guardian will be responsible for the replacement cost of \$424.

○ CHROMEBOOKS NOT RETURNED

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

○ LOSS, DAMAGE OR THEFT

By taking possession of a Chromebook the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In a case of complete loss, the borrower agrees to pay replacement cost. In a case of complete loss or theft occurring at school, the borrower must report the incident to a school administrator and technology department personnel of the appropriate building immediately. A device is deactivated by the district in these cases. In the case of theft occurring away from school, the borrower must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the law enforcement report to the appropriate staff member as soon as it is available.

Failing to report theft in the manner described herein will result in the missing property being categorized as lost rather than stolen. In the case of damage to a borrowed device, the user must report the incident to the technology department personnel or the appropriate building staff member within one school day of the occurrence. If negligence is determined in the device damage, the borrower may be assessed repair costs.

○ TERMS OF AGREEMENT

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

○ STUDENT USAGE

Student Chromebooks and associated materials are provided by the Lee's Summit R-7 School District to students. If used in compliance with all expectations detailed in this handbook and the District's Technology Usage Policy EHB & EHB-AP1 and then returned without damage as described in the "Repair Costs" section

below, no additional fees or financial obligations are issued at the time of return of the borrowed property.

○ DISTRICT COSTS

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

○ MOBILE DEVICE FEE

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

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

○ LOANER CHROMEBOOKS

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

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

○ REPAIR AND/OR REPLACEMENT COSTS FOR STUDENT ISSUED DEVICE

First incident ANNUAL basis:

- If the annual device fee has been paid in full before the incident occurs, no fee for the first incident of accidental damage to the Chromebook will be charged. Repair is made and a notification made via email to guardian for each incident.
- Full replacement cost for lost, stolen or damaged A/C adapter (Replacement charger: \$31, Replacement charger for loaner: \$17. The new power adapter will not be issued to the student until the fee is paid. The yearly device fee does not apply to replacement of lost/stolen/damaged power supplies.
- Full price of \$424 or cost of repair (whichever is less) for an intentionally

damaged device and a parent/guardian meeting with an administrator required.

- \$150 for lost or stolen device and a guardian meeting with administrator required. If the device fee has not been paid for the school year, the replacement cost for the lost or stolen device will be \$424. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.

Second and subsequent incidents on an ANNUAL basis:

- The student will be required to pay an additional \$50 for the second and for each subsequent incident during the school year. A guardian meeting with an administrator, if incidents become frequent or payment is not made on subsequent incidents, will be required. If the device fee for the year has not been paid, the actual cost of replacement/repair of parts will be charged.
- Full price for lost, stolen, or damaged A/C adapter. The new power adapter will not be issued to the student until the fee is paid.
- Full price of repair or replacement for an intentionally damaged device and a guardian meeting with an administrator required.
- Full price for lost or stolen device and a guardian meeting with an administrator required. Devices reported as stolen outside of school require an official police report to the school administration. If the fully functional device is later found or returned, this fee will be returned to the family. The district disables devices that are reported lost or stolen so it is important to report this early.

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

○ SPECIAL ACCOMMODATIONS / RESTRICTED ACCESS

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 guardian, in collaboration with a school administrator, must be placed on file with the particular school from which the guardian is requesting the special accommodation. If the request is initiated by guardian, approved by a school administrator, and placed on file with the school's technology department, a student may be granted "as needed only" or "by teacher request only" access to their Chromebook, rather than having it issued permanently to the student.

Administrator-Initiated Restrictions: Noncompliance with the expectations of the Connect2Learn Student/Parent/ Guardian Handbook or violation of the District Technology Usage Policy EHB & EHB-AP1 can result in the loss of privilege

to use, or restricted access to, district-provided technology as a consequence for misuse or a safety measure with a particular student. If this is the case, a school administrator will collaborate with the student and parent/guardian to make arrangements that may deny or restrict access to the resource in question. The use of technology is a privilege that will continue to be afforded to students who abide by the District's Acceptable Use policy. Other disciplinary actions defined in Board Policy may be applicable.

Students with Disabilities: Lee's Summit R-7 School District is committed that all students will have the tools needed to access the curriculum. The devices that students with disabilities use will be determined individually by their individualized education program (IEP) or other appropriate plan. For some students this may be a Chromebook, and for others it may be a specialized device that allows for access and meets the unique needs of the student. Devices will not be removed and replaced without consideration given to each individual situation. In the case where a Chromebook is not the appropriate electronic device, another type of device will be considered to assist the student in accessing the curriculum.

○ HANDLING, CARE & USE

- Students are responsible for the Chromebook, as well as all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via the Chromebook.
- Chromebooks are intended to be used only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with the Chromebook.
- Students are prohibited from taking photos or videos at school or while on district transportation without prior approval from a teacher or administrator.
- Students should start each school day with a fully charged battery.
- Ensure nothing is ever connected to, or inserted into, any of the ports and/or connectors of the Chromebook that are not intended for that particular port or connector.
- Ensure the Chromebook is never exposed to liquids or other foreign substances.
- Heavy objects should never be placed or stacked on top of the Chromebook. This includes books, musical instruments, sports equipment, etc.
- Do not decorate the assigned device or remove labels, stickers, or tags from the device that are affixed by school district personnel.
- Allow only school district personnel troubleshoot, diagnose, or repair the Chromebook. Do not allow third party service people to handle or repair the Chromebook. This will void the warranty and students will be responsible for all damage associated with the device. Handle the Chromebook with caution. Do not throw, slide, drop, toss, etc.
- Offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is

prohibited. See board policy EHB and EHB-AP2 for more details.

○ SECURITY, STORAGE & TREATMENT

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

○ DIGITAL CITIZENSHIP REMINDERS FOR STUDENTS DURING THE SCHOOL DAY

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

- How students represent themselves online is an extension of themselves. Students should not misrepresent themselves by using someone else's identity.
- If students see inappropriate material that makes them feel uncomfortable or is not respectful, they should report it to a guardian or teacher right away.

○ HOME NETWORK / WIRELESS USAGE

- LSR7 Chromebooks will connect to home wireless networks if the wireless network is open or only requires a network key, or passcode, to connect.
- Do not attempt to reconfigure any device settings or operating system defaults, even if home network calls for it.
- Many public destinations now offer free public Wi-Fi to its patrons that can provide the device Internet access away from school. For a current map of free public Wi-Fi in the city of Lee's Summit, please visit connect2learn.lsr7.org.
- LSR7 devices cannot be used with Wi-Fi networks that require installation of networking software, reconfiguration of security settings, or manually assigning an IP address.

○ CONTENT FILTERING

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law.

In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access The district's content filter will also filter content on student Chromebooks when they not connected to the district's network and connected to the internet. Because of the nature of the Internet, no content filter is foolproof. Although the content filter will provide a degree of protection to the user and the device, the user assumes responsibility for accessing content that is not school-related, whether blocked by the filter at that particular time or not. Disciplinary consequences in accordance with Board policy may occur for attempting to access unauthorized or inappropriate Internet sites. Attempts to disable, reconfigure, or circumvent the content filter is a violation of the Acceptable Use Policy and aforementioned device usage practices as defined above and can result in disciplinary action.

- If a student encounters content which is questionable, a report should be directly made to a LSR7 teacher for immediate investigation.
- Guardians have the ability to monitor the internet activity when the device is at home using the Securly Home App.

○ PRINTING

- The use of Google Workspace for Education encourages an environment of sharing information electronically instead of printing on paper.

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

HEALTH SERVICES

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.

ACCIDENT INSURANCE AVAILABILITY The R-7 School District does not have accident insurance on students in the school district. The cost of providing this insurance would be prohibitive. With this in mind, as a supplement to the family's own health insurance, the Board of Education is making available a nominally priced student accident insurance plan. This plan has been offered in the R-7 School District for a number of years and is a contract between the family and the insurance company.

HEALTH ROOM

The school attempts to maintain a safe and healthy environment. A health clerk, trained in CPR and first aid, works under the supervision of the LSR7 registered professional nurses. First aid care will be administered to sick and injured students. In the case of serious illness or accidents, parents will be notified immediately.

- Students who become ill at school should report to the health room with a pass from the current hour's teacher. Any student leaving school early because of illness should check out through the health room.
- Student use of personal cell phones to contact parents during the school day regarding personal illness is discouraged.

- Students will not be allowed to go to vehicles to get medication or go home for medication without permission from an administrator.
- Student's prescription medication(s) that are needed during the school day should not be kept in vehicles. (*See prescription medication section.)
- Any medical documentation, including activity restrictions and releases, must be filed with the health room. Any activity restrictions should include the physician's contact information and an end date.

STUDENT ALLERGY PREVENTION AND RESPONSE

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

LATEX BALLOONS

All Lee's Summit R-7 Schools are a latex-reduced environment. Latex balloons are not allowed in the school buildings.

COMMUNICABLE DISEASE GUIDELINES

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

- Students must be fever free without the use of fever reducing medicine for 24 hours before returning to school.
- Students must be free of continuous coughing.
- Students must remain at home until 24 hours after the last episode of vomiting or diarrhea.
- Students must remain at home for 24 hours after taking the first dose of antibiotic for an infection.
- Parents are encouraged to report communicable illness when calling students in ill to the health room staff.
- Students may be excluded from school if one or more of the following exists:
 - Diarrhea, fever of 100.4 degrees or greater, nursing recommendation based upon physical condition, rash undiagnosed, or unvaccinated students in times of disease outbreaks. Missouri Statute 167.191

REQUIRED IMMUNIZATION OF STUDENTS (Ref. Board Policy JHCB)

- All immunizations must be up to date before any student will be permitted to enroll, pick up a schedule, or attend school.
- It shall be the duty of the parents or guardians of every student entering the

school district to furnish the school satisfactory evidence of immunization or exemption from immunization against disease as mandated by Missouri law (Section 167.181.1).

- Satisfactory evidence of immunization shall be a statement, certificate of record from a physician or other recognized health facility, or appropriate personnel stating that the required immunizations have been given to the student and verifying the type of vaccine and the day, month, and year of administration. Sports physicals are not acceptable documentation as a current immunization record.

Medical Exemption

A student shall be exempted from the immunization requirements upon signed certification by a licensed doctor of medicine (MD), doctor of osteopathy (DO), or his or her designee indicating that either the immunization would seriously endanger the student's health or life or the student has documentation of disease or laboratory evidence of immunity to the disease. The Department of Health and Senior Services form Imm.P.12 shall be placed on file with the school immunization health record for each student with a medical exemption. This need not be renewed annually. The original Medical Exemption Card from DHSS, Imm.P.12 must be on file in the health room.

Religious Exemption

A student shall be exempted from the immunization requirements if a parent or guardian objects in writing to the school administrator that immunization of that student violates their religious beliefs. Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The original appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur. This need not be renewed annually; however, if a new immunization becomes required, the original card must be updated.

Immunizations in Progress

Students may continue to attend school as long as they have started an immunization series and provide satisfactory evidence indicating progress is being accomplished within the state-mandated requirements and timelines. An original department of Health and Senior Services form (Imm.P.14) must be completed and placed on file with the school immunization health record of each student with immunizations in progress. Failure to meet the next scheduled appointment constitutes noncompliance with the school immunization law and exclusion shall be initiated immediately.

ADMINISTRATION OF MEDICATIONS TO STUDENTS

(Ref. Board Policy JHCD)

The Lee's Summit R-7 School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Accommodation Plan or an Individualized Education Program (IEP). However the Board recognizes that some students may require medication for chronic or short-term illness to enable them to remain in school and participate in the district's educational services. Further, the district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy.

Therefore, the superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or not effective for the student to receive the medication at home.

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

High school students may carry and self-administer legal non-prescription medications that have been listed on the STUDENT MEDICAL INFORMATION FORM and signed by the student and parent/guardian. Over-the-counter medications must be in the original container, taken per label directions, and are not to be shared with other students.

PRESCRIPTION MEDICATIONS

The parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber written directions, and a separate document is not needed. Parents/Guardians need to bring the medication to the Health Room according to board policy.

SELF-ADMINISTERED MEDICATIONS

An authorized prescriber or a student's IEP or 504 team including district nursing staff may recommend that students with a chronic health condition assume responsibility for their own medication as part of learning self-care. The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with this policy and law. The district may allow students to self-administer other medications in accordance with law. The district will not allow

any student to self-administer medications unless.

- The medication was prescribed or ordered by the student's physician.
- The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
- The student has demonstrated proper self-administration technique to the school nurse.
- The student's parents/guardians have signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

○ EMERGENCY MEDICATION

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

○ CONSEQUENCES

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

A SELECTION OF DISTRICT POLICIES

The complete Board of Education policies are available on-line at <https://lsr7.org/board-policies/> as well as the complete Summit Technology Academy handbook

Common Sense Statement: No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's and school's missions will not be acceptable. If the action creates an environment in which learning is not the primary focus, disciplinary action will result. Students are expected to use "common sense" in making decisions about their behavior choices. Discipline is progressive based on the number of infractions. Students attending Summit Technology Academy fall under the policies and procedures of their sending schools' handbooks as well.

PUBLIC NOTICE

○ 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.

○ FREE, APPROPRIATE PUBLIC EDUCATION

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Lee's Summit R-7 School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or lan-

gauge impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay. The Lee's Summit R-7 School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

INDIVIDUAL WITH DISABILITIES EDUCATION ACT

The Lee's Summit R-7 School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed 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.

NOTICE OF NON-DISCRIMINATION

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

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Anti-Discrimination Law Compliance

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 Student Support
301 NE Tudor, 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 definition.

STUDENT RECORDS

PROVISIONS AND GUIDELINES

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

PREVIEW OF EDUCATION RECORDS BY PARENTS OR ELIGIBLE STUDENTS

- Education records shall be open for inspection by parents of a student or by an eligible student. Both parents have access to their child's school records until and unless a court orders otherwise. Therefore, a

copy of any applicable court order that restricts any parent's access to the student's education records must be filed with the school principal in order to certify to the district that a parent's access rights are limited or denied pursuant to the court's directions.

- Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.
- If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures outlined in *Section G* of this regulation.

○ **TRANSFER OF EDUCATION RECORDS**

The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. However, if the student's record has been marked pursuant to notification by the highway patrol that the student has been classified as a missing child, the record shall not be forwarded to the requesting district and the district will notify the missing persons unit of the highway patrol of the record request.

Upon notification that a student has transferred to any other school district, the district will forward any written notification the district has received from a juvenile officer, sheriff, chief of police, or other appropriate law enforcement authority that a petition has been filed in juvenile court alleging that the student has committed an offense, and the notification of disposition of such case, to the superintendent of the new school district in which the student has enrolled.

○ **ANNUAL NOTIFICATION OF RIGHTS TO PARENTS AND STUDENTS**

The district shall annually notify parents of students currently in attendance, or eligible students in attendance of their rights under the Family Educational Rights and Privacy Act (FERPA) and FERPA regulation by publication in the student handbook(s) or by distributing notification to the parents or eligible students at the beginning of the school year

Parents and/or students may request that the district not use a student's social security number at the time of enrollment.

○ **RELEASE OF EDUCATION RECORDS**

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

exceptions:

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

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

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

○ **APPEALS PROCEDURES**

Parents or eligible students have the right to ask to have education records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Parents or eligible students interested in the appeals procedure can reference LSR7 Board Policy JO-R.

○ DESTRUCTION OF RECORDS

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

STUDENT DIRECTORY INFORMATION

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or a student who is 18 years of age.

The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or a student who is 18 years of age notifies the district in writing as directed. Parents and a student who is 18 years of age will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

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

The school district designates the following items as directory information:

○ GENERAL DIRECTORY INFORMATION

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

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

○ LIMITED DIRECTORY INFORMATION

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

- The student's address, telephone number and e-mail address and the parents' addresses and telephone numbers.

○ LAW ENFORCEMENT ACCESS

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

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

○ CHILDREN'S DIVISION ACCESS

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

○ MILITARY AND HIGHER EDUCATION ACCESS

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law unless the parent or student notifies the district in writing not to disclose the information to those entities.

SURVEYS & 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:

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sex behavior or attitudes.
- Illegal, antisocial, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of the student or the student's parent.
- 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:

- Any other protected information survey, as defined above, regardless of the funding source.
- 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.
- 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

PUBLIC SOLICITATIONS AND ADVERTISING IN DISTRICT FACILITIES

The Board of Education recognizes that business and cultural organizations make available for public use much information that is of great value in advancing student education. Much of this information is not available through other sources. Board of Education Policy provides for the use and dissemination of information from private sources that tends to strengthen the curriculum and benefit the students while also protecting students and families from exploitation by companies, organizations or groups. More detailed information regarding solicitation and advertising is available in the complete Board of Education Policy KI.



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