

Lee's Summit R-7 Early Childhood Handbook 2020-2021

Revised 2020



Art
Play GREAT
Safe
Counting
BEGINNINGS
Music
Parents
Early
Literacy
Community
Building
Differentiated
Team
Create
Learning

MISSION STATEMENT

We prepare each student for success in life.

VISION STATEMENT

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

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

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

COMMITMENTS

We commit to:

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

(Submitted to the Lee's Summit R-7 Board of Education in May, 2018.)

Board of Education Members

Mr. Ryan Murdock, President; Mrs. Kim Fritchie, Vice President
Mrs. Julie Doane, Mr. Mike Allen, Dr. Judy Hedrick
Ms. Kathryn Campbell, Mrs. Megan Marshall
Secretary – Ms. Linda Ismert Treasurer – Steve Williams

The Board of Education is a representative body elected by the registered voters of the Lee's Summit R-7 School District of Jackson County. The Board is responsible for the development of policies, rules and procedures to serve as guidelines for the general management and administrative actions of the district. Board Policy supersedes any and all procedures listed in this handbook. For a complete listing of Policies, Regulations, Procedures and Forms please log onto <https://lsr7.org/>, select School Board and then select Board Policies. If you need additional information regarding a specific policy, please contact Human Resources at 816-986-1000.

DISTRICT ADMINISTRATION

Superintendent of Schools Dr. David Buck	986-1008
Associate Superintendent of Academic Services Dr. Jennifer Kephart	986-1027
Assistant Superintendent of Elementary Education Dr. Patrick Shelton	986-1022
Assistant Superintendent of Equity and Student Services Dr. Christy Barger	986-1039
Assistant Superintendent of Human Resources Dr. Deborah Delsemme	986-1003
Assistant Superintendent of Operational Services Dr. Emily Miller	986-1009
Assistant Superintendent of Secondary Education Dr. Don Andrews	986-1019
Executive Director of Classified Personnel Dr. David Carlson	986-1003
Executive Director of Curriculum Dr. Eric Flack	986-1086
Executive Director of Professional Development Dr. Kevin Daniel	986-1059
Executive Director of Public Relations Ms. Katy Bergen	986-1014
Executive Director of Special Services Dr. Staci Mathes	986-1012
Executive Director of Student Support Dr. Rexanne Hill	986-1023
Executive Director of Technology Dr. Kevin Whaley	986-1063
Director of Instructional Technology Kyle Pace	986-1005
Director of Assessment & Data Dr. Tressa Wright	986-1081
Director of Nutrition Services Ms. Lori Danella	986-2200
Director of Transportation Services Mr. Keith Henry	986-2400
Chief Financial Officer Steve Williams	986-4287



Dear Families,

WELCOME to the Lee's Summit public schools! The teachers and staff are looking forward to working with you to provide the best education possible for your child. This handbook was prepared to answer some of the questions you may have concerning the school life of your child. The quality of education improves when the relationship between home and school is strong. We want to continuously exchange ideas and information about your child's learning. If you have questions or concerns at any time during the school year, please call the Great Beginnings Early Education Center. The faculty and staff look forward to working with you.

Receipt of this handbook is acknowledgement of the recipient's responsibility to know and abide by the policies and procedures listed within the handbook.

Principal: Kerry Boehm	816-986-2465	kerry.boehm@lsr7.net
Assistant Principal: Jeanie Cook	816-986-2485	jeanie.cook@lsr7.net
Health Room:	816-986-2472	

NONDISCRIMINATION

The Lee's Summit R-7 School District 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 nondiscrimination policy prohibits harassment in any form, including verbal and physical harassment, unwelcome comments, jokes or statements of a discriminatory nature, and unwelcome advances.

The nondiscrimination policy (AC) may be found in its entirety online at www.lsr7.org.

The Board of Education has designated Dr. Deborah Delsemme, Assistant Superintendent for Human Resources, located at 301 NE Tudor Road, Lee's Summit, MO 64086, phone (816) 986-1000; Fax (816) 986-1171, as the District's Compliance Officer.

PUBLIC NOTICE

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

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

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

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

This notice will be provided in native languages as appropriate.

Published: Vol. 132 No.22, Sept. 6, 2013

ELEMENTARY SCHOOLS

SCHOOLS/ADDRESS PRINCIPAL/PHONE

Cedar Creek Elementary **Jennifer Opie**
2600 SW 3rd St., LS, 64081 986-1260
cce.lsr7.org Melissa Hunter, Asst

Great Beginnings Early Education **Kerry Boehm**
And Parents as Teachers 986-2460
905 NE Bluestem Dr., LS, 64086 Jeanie Cook,
Asst
ecc.lsr7.org & pat.lsr7.org

Greenwood Elementary **Rachel Johnson**
805 West Main, Greenwood, 64034 986-1320
gwe.lsr7.org

Hawthorn Hill Elementary **Dr. Troy Hogg**
2801 SW Pryor Rd, LS, 64082 986-3380
hhe.lsr7.org Melissa Hunter, Asst

Hazel Grove Elementary **Kristen Merrell**
2001 NW Blue Parkway, LS, 64064 986-3310
hge.lsr7.org

Highland Park Elementary **Jodi Mallette**
400 SE Millstone Ave., LS, 64063 986-2250
hpe.lsr7.org Stacy Orf, Asst

Lee's Summit Elementary **Tracy Sample**
110 S Green, LS, 64063 986-3340
lse.lsr7.org Julie Kubiak, Asst

Longview Farm Elementary **Kim Hassler**
1001 SW Longview Farm Rd., LS, 64081 986-4180
lfe.lsr7.org Chere' Swearingen, Asst

Mason Elementary **Beth Ratty**
27600 Colbern Rd., LS, 64086 986-2330
mae.lsr7.org

Meadow Lane Elementary **Dr. Sheryl Cochran**
1421 N. Independence Ave., LS, 64086 986-3250
mle.lsr7.org Micah Fritz, Asst

SCHOOLS/ADDRESS PRINCIPAL/PHONE

Pleasant Lea Elementary **Aaron Barnett**
700 W Persels Rd., LS, 64081 986-1230
ple.lsr7.org Johna Sutton, Asst

Prairie View Elementary **Amy Fennewald**
501 SE Todd George Pkwy., LS, 64063 986-2280
pve.lsr7.org Jason Gross, Asst
Dr. Joy Brigman, Asst

Richardson Elementary **Lisa Detig**
800 NE Blackwell, LS, 64086 986-2220
rhe.lsr7.org Katie Whaley, Asst

Summit Pointe Elementary **Dr. Heather Kenney**
13100 E. 147th St., Kansas City, 64149 986-4210
spe.lsr7.org Brooke Morehead, Asst

Sunset Valley Elementary **Rachel Flood**
1850 Ranson Rd., LS 64082 986-4240
sve.lsr7.org Amy Westacott, Asst

Trailridge Elementary **Jennifer Kevern**
3651 SW Windemere, LS, 64082 986-1290
tre.lsr7.org Steve Campbell, Asst

Underwood Elementary **Dr. Jerrod Fellhauer**
1125 NE Colbern Rd., LS 64086 986-3280
uwe.lsr7.org Leslie Mott, Asst

Westview Elementary **David Boulden**
200 NW Ward Rd., LS, 64063 986-1350
wve.lsr7.org Chere' Swearingen, Asst

Woodland Elementary **Stacy James**
1701 SE Smart Rd., LS, 64086 986-2360
wle.lsr7.or Amy Westacott, Asst

ACADEMIC INTEGRITY STATEMENT

Reference Board Policy JG-R2

We, as members of the academic community, will strive at all times to conduct ourselves with integrity, honesty, fairness, and personal accountability in all facets of academic endeavor.

DEFINITION OF 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.

VIOLATIONS OF ACADEMIC INTEGRITY

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.

ADA ACCOMMODATION REQUEST LINE

816-986-1475

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

ADDRESS AND PHONE NUMBER CHANGES

For the safety and well-being of the students, parents are asked to make certain the school office has the current home address and phone number, each parent's place of employment and phone number, and an emergency phone number. ***PLEASE UPDATE THE SCHOOL OFFICE OF ANY CHANGES DURING THE YEAR.*** All information will be maintained and released in accordance with the regulations in the Family Educational Rights and Privacy Act (FERPA) of 1974.

ALTERNATIVE METHODS OF INSTRUCTION (AMI)

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

Lee's Summit R-7 Schools remains committed to providing students instructional activities and connections to the learning environment during periods of school closures. We are fortunate to be a 1:1 district in which K-12 students have district-issued Chromebooks and R-7 staff have a platform in Schoology to reach students remotely. While virtual instruction cannot replace time in the classroom, Lee's Summit R-7 Schools believes 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: ABSENCES AND TARDIES

The Lee's Summit R-7 School district maintains high expectations for elementary students in their school attendance and punctuality. These factors have a positive effect on a student's grades and academic progress. In order to reach the goal of maximum educational benefits for each child, the process of education requires continuity of instruction, classroom participation, learning experiences and study. The regular interaction of students with one another and their participation in well-planned instructional activities are vital to this purpose. Attendance and punctuality play a significant role in a student's success at school and are essential life skills.

STUDENT ABSENCES

As directed by the Board of Education, the following procedures will be used to implement the district's attendance policy.

Definitions

Attendance - A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent - A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy - A student is tardy if the student arrives after the expected time (2nd bell). Tardiness will be counted as an absence in situations where the student arrives too late to have meaningful participation in the class, lesson or activity.

Truancy - A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unexcused absence.

PROCEDURES FOR EXCESSIVE ABSENCES/TARDIES

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

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

Student attendance will be calculated on a per minute basis, including tardiness, partial days, early departure, and whole days of absences. A day of absence is defined as any combination of absences which total 396 minutes. Student attendance will be tracked by the district student information system and recorded daily until eight days of absent minutes are accumulated, at which time an 8-day benchmark letter may be sent to the parent/guardian. Subsequent letters may be sent at 15 days of absence or more.

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

A 15-day letter will result in a conference to decide if intervention and/or referral are necessary for ensuring improved and sustained attendance. If attendance does not improve, a referral could be made to the Lee's Summit Police Department or other judicial institutions or community agencies. Through principal discretion, a letter may not be sent due to extenuating circumstances, including but not limited to death in the family, long-term medically documented illness, etc. If a letter is not sent, a phone call will be made to the home, documented on the letter, and the letter will be placed in the student's file. Student attendance records will be maintained on a district level and will transfer with the student to any Lee's Summit school.

BEFORE & AFTER SCHOOL SERVICES SCHOOL AGE CARE PROGRAM (BASS)

Kids Country provides a safe environment for elementary children in the Lee's Summit R-7 elementary schools grades K-6 before and after school, as well as Early Release days, delayed-start days and many non-school days. The Kids Country program is a fee-based, not-for-profit program. Program hours are from 6:30 a.m. until school starts and from the time school is dismissed until 6:00 p.m. BASS provides care, SummitRise, on Wednesday late-start days at no cost to R7 students.

Children participate in a variety of activities including outdoor play, arts and crafts, STEM projects, literacy, character education, diversity, and free-choice time. The program is operated in each elementary building and typically utilizes the following school facilities: playground, cafeteria, library, multi-purpose room, and gym. Additional BASS programs include KC Cubbies (Pre-K) and 3LYNX (middle school).

Before & After School Services Contact Numbers Site Telephone Numbers

Cedar Creek - 986-1271	Pleasant Lea - 986-1241
Greenwood - 986-1331	Prairie View/3LYNX (MS) - 986-2291
Hawthorn Hill - 986-3391	Richardson - 986-2231
Hazel Grove - 986-3321	Summit Pointe - 986-4221
Highland Park - 986-2261	Sunset Valley - 986-4251
Lee's Summit - 986-3351	Trailridge - 986-1301
Longview Farm - 986-4191	Underwood - 986-3291
Mason - 986-2341	Westview - 986-1361
Meadow Lane - 986-3261	Woodland - 986-2371

KC Cubbies (Pre-K) – 986-3453

BASS Administrative Office – 986-3440

Fax – 986-3455

Website – bass.lsr7.org

Facebook - @lsr7bass

Director - Dawn Butler

Assistant Director - Kristi Fate

Program Specialist – Sarah Lucas

Program Managers – Viki Backhus, Cassie Hackett, Patti Ray

Administrative Secretary – Barbie Wright

Office Secretaries – Georgia Johnson & Taryn Wirsig

STUDENT TRANSPORTATION SERVICES

The safety of all students riding the bus to and from school is a responsibility we all share. It takes all of us working together to ensure safety: students, parents, bus drivers and school officials. The District has established the student conduct expectations listed below to ensure that all students are transported in the safest environment possible. In accordance with Board Policy JG-R1, any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

If you should have any issues or concerns and need to talk with your child's driver, it is best to call the Transportation Office at 816-986-4BUS (816-986-4287) to schedule a time. If you need to approach the bus, please do not step into the bus, but instead signal to the driver you would like to talk and proceed to the driver's side window. For the safety of all bus riders, our drivers are instructed to close the entrance door when approached and direct you to their side window. Keep in mind the bus has other stops and a schedule, which limits the driver's available time at individual stops. Under Missouri Law, unauthorized entrance on a school bus is trespassing. For the safety of the students we transport, the Lee's Summit School District supports this law and has posted warnings on all buses.

For more information please log on to: <http://www.lsr7.org/schools/bus-transportation/>

Safe Riding Expectations and Tips for a Safe School Bus Ride

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

EARLY EDUCATION TRANSPORTATION

The R-7 School District provides bus transportation for the students attending the Early Education Center. There are special considerations for transporting students in this age group and every effort will be made to meet these needs. Children are transported using Child Safety Restraint Systems (CSRS). Teachers will discuss with parents the procedures for using these.

SCHEDULES:

Please remember these are specialized routes and times are based on ridership. However, we do strive for consistency and within a few days of the beginning of the school year (or after significant routing changes), the pickup and drop off schedules should be more consistent. Please note, buses may arrive within a 10 minute time frame before and after your student's scheduled time. Times will vary if a number of students do not ride, weather is bad or traffic is light/heavy.

Parents are responsible for timely notification to the Transportation office if their child will not be riding on a particular day. Children should be ready to board buses as soon as the bus arrives to avoid delays to other students. The Transportation Department will send home notification should there be significant changes to the pickup / drop off times. In the afternoons, due to unpredictable ridership,

traffic patterns and other reasons, parent should be ready to meet the bus for their child from the time school dismisses.

Important:

1. If your child fails to ride without notification 4 days in a row, they will be removed from the route. If you wish to have your child reinstated, please see "NEW STUDENTS, TRANSPORTATION CHANGES AND REINSTATED TRANSPORTATION."
2. Changes in address and drop off/pick up locations see "NEW STUDENTS, TRANSPORTATION CHANGES AND REINSTATED TRANSPORTATION" below.
3. If utilizing a daycare center or similar, the same requirements apply. To avoid issues and/or loss of service, please be sure to go over the expectations with your child care provider.
4. **Transportation cannot provide 1 day or short term changes.**
5. If the student will not be riding long term due to reasonable approved circumstances, they can be listed as inactive. For reactivation, see "NEW STUDENTS, TRANSPORTATION CHANGES AND REINSTATED TRANSPORTATION".

The phone number for the R-7 Transportation Department is 986-2400.

DAYTIME CONTACT INFORMATION

Parents/guardians need to provide current daytime, work and cell phone contact numbers to permit appropriate notification of changes in the transportation process as circumstance warrants.

PARENT/GUARDIAN ESCORT AT STOPS:

Parents and/or designated guardians must:

- Escort child to and from the bus
- The person picking up the student from the bus must be present at the bus door before student will be released.
- The person displaying the Release Card must be at least 12 years old.

RELEASE CARD - the release card is required to be displayed to the driver prior to releasing students every time in order for the driver to open the door. It is important to make sure you do not lose the card and contact your school immediately if lost.

Students will be returned to the Early Education Site if designated (or properly identified) parents/guardians are not present to meet the bus. If this occurs, the parent will be responsible for picking up their child. If a child is returned to school two (2) times, transportation privileges will be revoked.

LOADING PROCEDURE FOR BOARDING THE BUS AT SCHOOL:

Early Education staff will be present to assist with loading/unloading students at the Great Beginnings Early Education Center and Early Childhood satellite locations.

CAR RIDERS:

Please drive up to the designated location. A staff member will assist your child into the building. At the end of the session, parents/guardians must display Great Beginnings Early Education Center

issued Car Sign. Students will be escorted to the car by staff. Parents/guardians must follow state law regarding child safety seats and are responsible for properly buckling child in safety seat. Drivers without Great Beginnings Early Education Center issued pick up sign, must park, enter building, show proper ID and sign child out.

NOTE: *If your child usually rides the bus, but there is a circumstance that they need to be a car rider, you **MUST** notify the office no less than 30 minutes prior to dismissal time. This ensures safety and a smooth dismissal time.*

CUL-DE-SACS AND DEAD-END ROADS:

Buses will only enter cul-de-sac and dead-end roads if there is sufficient room to turn around. All dead end/cul-de-sac roads must be reviewed and approved by the Director of Transportation. If the area is not maintained so it is consistently clear, the route will be adjusted requiring the parent and child to go to the closest, safe, cross street.

NEW STUDENTS, TRANSPORTATION CHANGES & REINSTATED TRANSPORTATION:

A request for a transportation address change, reinstatement and/or new student must be received in the Early Education Center office. Please do not send to the Transportation Department. The Early Education office will verify with Transportation that your child's transportation address is within the current class session attendance area.

Process:

- New students, address changes, reinstatements and other items that affect routes will typically take effect on Mondays
 - This is to provide as much consistency as possible for all students.
 - All parents should keep in mind the Monday schedule could be different due to change implementation.
- Changes for Monday must be in to the Early Childhood office by the end of the day of the previous Tuesday.
 - This allows time to route and notify other parents that may be affected by the change.
 - This provides the best customer service for all parents and students riding the bus.

CELEBRATIONS AND DELIVERIES

Reference Board Policy JHCF

Classroom seasonal celebrations are at the discretion of the teacher and will be communicated through the weekly newsletter. **Please note that siblings and other young children are not allowed in the classroom.** Deliveries for students will not be accepted at school (i.e. floral arrangements, balloon bouquets, etc.). Invitations for out of school parties cannot be brought to school for distribution.

Birthday parties are not permitted.

Treats for birthdays should be scheduled through the classroom teacher and may be given out during snack time or the end of the day, but not during instructional time. A small edible store bought and commercially labeled treat may be sent to school. Due to food allergies in some classrooms, it will be

necessary to check food items against buildings' allergy lists as established by your child's school. Due to an increasing number of students with life threatening food and nut allergies, as well as students with special dietary needs, it is recommended that any food for classroom distribution and/or instruction be **nut free** and **must** be commercially labeled with ingredients.

SNACKS

Snacks must be commercially labeled products in original containers so that staff may screen food. We have many children with food allergies, and some classrooms will have specific restrictions due to life-threatening food allergies.

COMMUNICABLE DISEASES (PREVENTION AND CONTROL OF)

It is very important that we prevent the spread of communicable disease. We follow Missouri State Statute 167.191 – Children with contagious diseases not to attend school. By Board policy, we use the CDC guidelines for guidance of exclusion for communicable diseases.

1. Students must be fever-free (<100.4) without the influence of fever-reducing medication for 24 hours before returning to school.
2. Students must be free of continuous coughing.
3. Students must remain at home until 24 hours after the last episode of vomiting or diarrhea.
4. Students must remain at home for 24 hours after taking the first dose of an antibiotic for an infection.
5. Parents should report communicable illness when calling students in ill to the health room staff.
6. Students will be excluded from school if one or more of the following exists: diarrhea, fever of 100.4 degrees or greater, nursing recommendation based upon physical condition, or unvaccinated students in times of disease outbreaks.

Disease & Incubation Period	Symptoms	Re-Admission to School
Chicken Pox 10-21 days	Mild fever, blisters developing from red pimples. Later scabs form.	6 days or until lesions have formed crusts.
Conjunctivitis (Pink Eye) 1-12 days	Reddening of the white of the eye and inner eyelids. May have mucopurulent (pus) drainage.	Exclusion until appropriate treatment has been initiated.
Head Lice 7-10 days	Irritation and itching of the scalp. Presence of live lice and eggs (nits) in the hair, within ¼" from the scalp.	Until first treatment is completed and no live lice or nits within ¼" from the scalp are seen. Nits not within ¼" of scalp are NOT considered live lice.
Impetigo 1-10 days	Skin lesions of several stages. Raised pimples filled with fluid or pus and crusted areas.	Exclusion until 24 hours after treatment.

Disease & Incubation Period	Symptoms	Re-Admission to School
Measles (Rubeola) 7-18 days	Cold symptoms, fever, blotchy red rash, and/or Conjunctivitis	Exclusion until 4 days after the rash appears. Exclude unvaccinated students/staff, within 72 hours of exposure, for 2 weeks after the onset of rash in the measles.
Mumps 12-25 days	Fever, swelling of jaw and in front of ear. Tenderness of one or more salivary glands.	Exclusion for 9 days after swelling begins. Exclude unvaccinated students/staff if 2 or more cases of mumps occur.
Pertussis (Whooping Cough) 5-21 days	Runny nose, sneezing, mild cough, and possibly a low-grade fever. After a week or two, a persistent cough may develop. Pertussis can occur in vaccinated children, but the illness is usually milder.	Exclusion until after 5 days of antibiotic treatment. Unvaccinated students/staff may be excluded for 21 days.
Ringworm 4-10 days	Small, reddish, itchy, scaly patches that expand outward, forming a flat, ring-shaped lesion.	Exclude until treatment has been started or if lesion cannot be covered.
Rubella (German Measles) 14-23 days	Fever, red rash, headache, runny nose, red eyes. May have few or no symptoms.	Exclusion for 7 days after appearance of rash.
Scabies 2-6 weeks	Intense itching. Most frequently found on the front of the wrists, webs of the fingers, elbows, and folds of the skin.	Exclusion until 24 hours after adequate treatment.
Streptococcal Infection (Strep Throat/Scarlet Fever) 2-5 days	Starts suddenly with fever, red sore throat, and swollen glands. Headache may occur. Nausea, abdominal pain, and vomiting may be more raised rash (feels like sandpaper) is present.	Exclude until 24 hours after antibiotic treatment begins and student/staff is without fever.

Source: Prevention & Control of Communicable Diseases, 2011

Missouri Department of Health & Senior Services

CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES

Reference Board Policies JO, KDA and KK

When parents of a student are separated, involved in divorce proceedings, or are divorced, the building principal will respect the rights of custodial and non-custodial parents equally except when a court order, statute or legally binding document exists concerning special restrictions. (For the school's purpose, the parent who resides with the child is known as the custodial parent.) It is the responsibility of the custodial parent to provide the school principal a copy of such a court order, statute or legally binding document, if restricted access to students or student information is requested. Visitation schedules and parenting plans are agreements between parents and not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order. The district refuses to mediate visitation and custody disputes among parents/guardians and other relatives.

Parent rights include access to student records and school mailings, attendance at parent/teacher conferences and Individual Educational Program (IEP) meetings, and authority to request that a student be released early or be absent from school for a legitimate reason. If the non-custodial parent asks to take the child from school, the custodial parent may be called, in the presence of the non-custodial parent, to explain the request. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and phone number if they wish to be consulted regarding their child or wish to be placed on the school's mailing list.

DESTRUCTION AND/OR LOSS OF SCHOOL PROPERTY

As responsible citizens, students are expected to maintain and use school property appropriately. Textbooks and resource materials that are lost or damaged must be paid for by the students/ parents. Students/parents will be expected to reimburse the school district for property defaced or damaged. Refer to the Connect2Learn Student Handbook regarding damage to Chromebooks.

DIRECTORY INFORMATION (ANNUAL NOTIFICATION OF)

Reference Board Policies JO and JO-AP1

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The 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 eligible student notifies the district in writing as directed. Parents and eligible students 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 eligible students 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 and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or

district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information - In addition to general directory information, the following information the district maintains about a personally-identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities for the purposes of encouraging membership or participation in the group or club; 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, telephone numbers and e-mail addresses. The district may require a person or entity that requests limited directory information to certify in writing that the information will not be redisclosed without the prior written consent of the parent or eligible student.

If you do not want Lee's Summit School District to disclose this directory information from your child's education records, you must provide written notice to the Building Principal. This request will remain in force and part of your child's record until rescinded by parent or eligible student in writing.

GUIDELINES FOR DISCIPLINARY ACTIONS / CONSEQUENCES

Reference Board Policy JG & JG-R1, JG-R2, JFCF, JFCG

The following are descriptions of prohibited conduct, as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of the students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Assault - Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury. Possible Actions:

- Conference with a student
- Parent/guardian contact
- Peer mediation
- Loss of privileges
- Apology to peer
- Removal from class
- Separation from peers
- In-school suspensions
- Out-of-school suspension (1 to 180 days)
- Contact of authorities

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. Possible Actions:

- Conference with a student
- Parent/guardian contact
- Peer mediation
- Loss of privileges
- Apology to peer
- Removal from class
- Separation from peers
- In-school suspension
- Out-of-school suspension (1 to 180 days)
- Contact of authorities

Bus or Transportation Misconduct (see Board policy JFCC) - Any offense committed by a student on transportation provided by or through the district shall be disciplined in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked. (See also page 6.) Transportation reviews and finalizes consequences related to bus misconduct.

Disrespect or Disruptive Conduct or Speech -Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law. Possible Actions:

- Conference with a student
- Parent/guardian contact
- Loss of privileges
- Removal from class
- Separation from peers
- In-school suspension
- Out-of-school suspension (1 to 180 days)

Drugs/Alcohol/Tobacco

Products/E-Cigarettes/Vapes/Lighters/Matches

Possession, sale, purchase or distribution of any over-the-counter drug, alcohol, tobacco product, e-cigarette, vape, herbal preparation, including illegal substances, imitation drugs, lighters or matches (**see Board Policy JFCH**). Possible Actions:

- Parent/guardian contact
- Possibly removal from classroom
- Out-of-school suspension (1 to 180 days)
- Notification of authorities
- Possible hearing for extended suspension

Inappropriate Physical Contact (Fighting/Assault) Fighting: mutual combat in which both parties have contributed to the conflict either verbally or by physical action. Possible Actions:

- Conference with a student
- Parent/guardian contact
- Peer mediation
- Loss of privileges
- Apology to peer
- Removal from class
- Separation from peers
- In-school suspension

- Out-of-school suspension (1 to 180 days)
- Contact of authorities

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

Nuisance Items - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes. Possible Actions:

- Confiscation of item(s)
- Warning
- Parent/guardian contact
- Other consequences as appropriate

False Alarms/Tampering with Emergency Equipment - Possible Actions:

- Restitution
- In-school suspension
- Out-of-school suspension (1 to 180 days)

Theft - Attempted theft or knowing possession of stolen property. Possible Actions:

- Return of item
- Restitution
- Apology
- Loss of privileges
- Parent/guardian contact
- In-school suspension
- Out-of-school suspension (1 to 180 days)
- Possible contact of authorities

Threats or Verbal Assault - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Possible Actions:

- Conference with a student
- Parent/guardian contact
- Peer mediation
- Loss of privileges
- Apology to peer
- Removal from class
- Separation from peers
- In-school suspension
- Out-of-school suspension (1 to 180 days)
- Contact of authorities

Vandalism (see Board Policy ECA) - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. Possible Actions:

- Return of item
- Restitution
- Apology
- Loss of privileges
- Parent/guardian contact
- In-school suspension
- Out-of-school suspension (1 to 180 days)
- Possible contact of authorities

Weapon - Possession of weapon or any item used in a threatening way. Possible Actions:

- Confiscation of item
- Parent/guardian contact
- Conference with teacher and/or principal
- Referral to School Resource Officer
- Out-of-school suspension (1 to 180 days)
- Expulsion
- Referral for hearing of longer suspension or expulsion
- Referral to proper authorities

Other Inappropriate Behaviors - Other inappropriate behaviors may be considered extreme and result in out-of-school suspension. Suspensions of longer than four days may be implemented in some cases and cases where shorter suspensions have been used repeatedly without success. Special disciplinary hearings will be held on suspensions of more than 10 days. Less serious offenses will be considered according to classroom and individual school guidelines and expectations.

Guidelines for Extreme Behavior (Suspensions) - All suspensions from school discussed in these guidelines may require a conference between parent/guardian, principal, and/or other school personnel before the student will be allowed to return to class. All behavior considered a violation of the Student Code of Conduct will result in contact from school personnel with the student's parent/guardian. All students who are suspended or expelled, regardless of reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason unless permission is granted by the Superintendent or designee. In addition, the district (or building administrator) may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

Suspension/Expulsion - The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules, and procedures is essential for permitting others to learn at school.

The administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct that endangers the student, other students or the property of the school. If a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school. The district may honor suspensions and expulsions from another in-state or out-of-state school district including private, charter or parochial school or school district pursuant to law and policy.

Early Childhood Intervention

Intervention is defined as a plan of action to change inappropriate behavior

A. Early Intervention - We use Conscious Discipline. For more information visit

www.consciousdiscipline.com

Intervention strategies may include:

- Provide preferential seating
- Conduct teacher, student, parent conferences
- Use proximity
- Develop daily academic/behavior report
- Utilize signaling
- Earn privileges
- Provide physical exercise
- Remove distractions

- Safe spot
- Social Stories
- Visual schedule
- Reinforcement
- Document (communication logs, parent notes, daily/weekly reports)

B. Action Plan

If a student continues to behave inappropriately, an action plan will be developed to support the child in changing his/her behavior. This plan will be developed by a school team that may include the teacher, principal, student, parent(s) and/or other school personnel. The action plan may include implementation of the following:

- Student contracts
- Check-ins (triage)
- Safe spot plans
- Alternative activities
- Removal from peers
- Administrative referral
- Consultation with outside agencies
- Documentation (logs, narratives, referral forms, teacher conferences)
- Target behavior sheet

C. Evaluation

Evaluation is ongoing and permeates all phases of the discipline process. Examples may include the following:

- Teacher observation
- Parent and/or student feedback
- Analysis of discipline logs
- Student charting of behavior(s)
- Behavior intervention support team meeting

DISCRIMINATION (RESOLUTION OF COMPLAINTS)

Grievance Procedures for Complaints Concerning Discrimination

A. Delineation of the Grievance Procedure

1. It is desirable that problems and complaints of alleged discrimination on any basis prohibited by Board policies brought by students, district employees, parents/guardians, other members of the community or applicants for employment be resolved in an informal manner at the earliest possible time, and at the most immediate level in the school district organization.
2. Nothing contained herein shall be construed as limiting the right of any individual having a grievance to discuss the matter informally with any appropriate member of the administration and have the grievance adjusted without recourse to this procedure. Nothing contained herein will be construed as limiting the right of any individual having a grievance to initiate informal and formal procedures concurrently.
3. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in State law, or in school district policies, rules, and regulations. Accordingly, grievances or complaints by employees should be handled pursuant to the District's Fair Treatment Procedure, GBM-R.

4. When a person or persons wish to register a complaint to the next level of authority under which an alleged discrimination has occurred, the following grievance procedure shall be implemented.

B. Definitions

1. Grievance: A grievance shall mean the filing of a complaint with the responsible district official that there has been an alleged act of discrimination, as governed by Title IX or Section 504 of the Rehabilitation Act of 1973 or as prohibited by any other law or regulation or by Board policy, in the educational program or activities, including employment therein and admission thereto, which has not been eliminated at the point at which such discrimination was noted after going through the immediate channel of communication and authority.
2. Grievant/Complainant: An individual who brings either a formal or informal complaint of alleged discrimination governed by Title IX, Section 504, or other law, regulation, or Board policy.

C. Procedures for Processing Grievances of Alleged Discrimination:

LEVEL I: A complaint first shall be presented orally and informally to the person or persons immediately involved. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the immediate supervisor of the person or persons involved, and/or the building administrator. The written charge should include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recap of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the supervisor or building administrator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the supervisor will inform the superintendent of the formal complaint and the disposition.

LEVEL II: Within five (5) working days after receiving the decision at Level I, the complainant may appeal the decision to the district's Title IX/Section 504/Nondiscrimination/ADA Compliance Coordinator by filing a written appeals package. This package shall consist of the complainant's grievance and the decisions rendered at Level I. The district's compliance Coordinator will arrange for a personal conference with the complainant at their earliest mutual convenience. Within five (5) working days after receiving the complaint, the Compliance Coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the district's Compliance Coordinator will inform the Superintendent of the appeal and the disposition.

LEVEL III: If resolution is not reached in Level II, the grievance may be referred by either party within five (5) working days to the Superintendent. At that time, a written appeals package consisting of the complainant's grievance and the district's Compliance Coordinator's decision shall be reviewed by the Superintendent. Within five (5) working days after receiving the referral, the Superintendent shall state his or her decision and reply in writing to both parties.

LEVEL IV: If resolution is not reached in Level III, a similar written appeals package shall be directed through the Superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. The hearing before the Board may be conducted in closed session upon the request of either the Board or the complainant. Within thirty (30) working days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

D. Procedures for Processing Grievances of Alleged Discrimination Related to Employment

1. If a grievance concerns a matter within the scope of the District's Fair Treatment Procedure, the employee shall use that procedure to resolve the grievance in lieu of this policy.
2. If a grievance does not concern a matter within the scope of the District's Fair Treatment Procedure and is an alleged violation of Title IX, Section 504, or other law, a regulation or Board Policy related to employment, it shall be resolved according to the procedures established in Part C of this policy.

E. General Provisions of the Grievance Procedure

1. No reprisals of any kind will be taken by the Board of Education or by any member of the administration or staff against any party in interest or any participant in the grievance procedure by reason of such participation.
2. The filing or pendency of any grievance under this procedure shall in no way impede, delay, or interfere with the right of the Board to take any action complained thereof, subject to the final decision.

3. Failure at any step of this procedure to communicate decisions at the several levels and in the manner required at the respective level shall permit the grievance to proceed to the next level. Failure at any step of this procedure to appeal a grievance to the next level within the specified time limits shall be deemed an acceptance of the decision rendered at that level, and this procedure shall terminate for the given grievance.
4. All documents, communications and records pertaining to the grievance procedure shall be filed separately from the personnel files of participants.

All alleged grievances should be reported to the Office of Human Resources, (816) 986-1003.

DRESS AND GROOMING

Reference Board Policy JFCA and JFCA-AP

Proper appearance is conducive to a positive self-concept and, thus, enhances the child's ability to attend to learning. School administration is aware of the many different styles of dress that are being worn today by students to school, church, and other formal activities. However, we wish to emphasize that when any type of clothing worn, or the way it's worn, causes a distraction in the classroom, or creates a health or safety problem, the student wearing such apparel will be asked to either change to more appropriate dress and conduct or leave the school premises. Schools may allow students to wear hats on designated days.

ITEMS NOT PERMISSIBLE AS SCHOOL DRESS

1. Clothing with inappropriate skin exposure including shirts with low necklines or ones allowing underwear to show, such as: tank tops, halter tops, mesh tops, and tube tops, and short skirts and shorts, sundresses, and short tops which expose the stomach.
2. Underwear must not show.
3. Clothes with holes, and any cut, ripped, unhemmed or cut-off clothing that results in inappropriate skin or undergarment exposure. These clothes are not allowable even when other garments are worn underneath.
4. Workout or bike clothing is not appropriate unless worn under acceptable clothing.
5. Clothing that advertises products dealing with or having references to profanity, alcohol, tobacco, drugs, sex, violence, or representing weapons or gangs or slogans that are suggestive or have double meanings will not be permitted.
6. Pants are to be worn at waist level. Waistbands of shorts and pants may not be rolled.
7. Wallet chains and wristbands are not permitted.
8. Hats may not be worn inside the building during the school day or at after-school activities. This includes stocking caps, scarves, bandanas, headbands, and other headwear.
9. Writing on skin or clothing will not be permitted.
10. Shoes are to be worn at all times. Sandals, flip flops and platform shoes seem to be the cause for many accidents in Physical Education and on the playground. House shoes and shoes with wheels are not permitted.
11. Pajamas are not permitted.

THE SCHOOL RESERVES THE RIGHT TO RESTRICT ANY STUDENT FROM ATTENDING CLASSES OR SCHOOL ACTIVITIES WHEN SUCH STUDENT'S DRESS, GENERAL APPEARANCE AND/OR CONDUCT CREATES SAFETY, HEALTH, OR DISCIPLINE PROBLEMS.

EARLY RELEASE DAYS

Early Release days are "No Attendance Days" for Early Childhood students attending Great Beginnings Early Education Center and the satellite classrooms located at Meadow Lane Elementary, Woodland Elementary and Westview Elementary.

ENROLLMENT AND TRANSFER PROCEDURES

All parents or guardians of elementary and early childhood students are required to provide proof of residency during enrollment/registration scheduled during late July. Residency verification is required during these enrollment/registration sessions before students will be assigned to a classroom for the school year. Providing residency verification in July will help R-7 staff prepare for school and will streamline the elementary Meet Your Teacher Night scheduled a few days before the first day of school.

Kindergarten

Kindergarten enrollment is held each spring in every attendance area. To be enrolled in Kindergarten, a child must be five years of age before August 1. Immunization records, proof of residency and proof of age are required for children entering school for the first time. Additional information will be requested, such as emergency contact numbers, as needed. Schools may conduct Kindergarten screening for the purpose of preparing for instruction and creation of class lists.

FIELD TRIPS

Reference Board Policy IICA

As a part of the school program, children are taken on educational trips requiring bus transportation. When such trips are planned, permission slips will be sent home to be signed by parents. Walking trips within the area of the school may be made from time to time. To be eligible to participate in such trips, students must arrive at school prior to the trip. If leaving the activity with their parent prior to returning to school, the student must be signed out by his/her parent with approval of principal. All educational trips are supervised by school personnel. Classroom teachers may request additional parent supervision. Volunteers and parent volunteers will be required to complete a background check consistent with Board Policy IICC. **Preschool-age children are not allowed to accompany parents.**

WALKING FIELD TRIP

As part of our learning experiences, your child may participate in walking field trips.

FIREARMS (CONCEAL AND CARRY LEGISLATION)

Reference Board Policy ECA

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

HARASSMENT

Reference Board Policies AC, AC-AF 1-6

HARASSMENT / BULLYING

Reference Board Policy JFCF

For purposes of this policy, 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. **Bullying may also include cyberbullying or cyber threats.** Cyberbullying is 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. Any offenses: Documentation by school personnel and notification to principal. Actions:

1. Contact parent/guardian of students involved.
2. Remove from peer contact. This may include loss of recess, removal from class, after-school detention and/or in-school detention.
3. Extreme cases of discrimination or consistent repetition will result in out-of-school suspension and notification of proper authorities.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students of either gender by employees or other students of the opposite or same gender is strictly prohibited in the Reorganized School District No.7. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district, and any student teacher, intern or school volunteer. A student is any person enrolled in the school district or in district instructional programs. Sexual harassment is defined as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment; or
- Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purposes of this policy. Sexual harassment of a student by an employee or another student may include such things as **sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal or through physical gestures; and physical contact such as patting or pinching.**

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports, or the next level administrator who is not the subject of the complaint. Employees who witness sexual harassment against students shall immediately notify the designated administrator, or the next level administrator who is not the subject of the complaint. There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of

privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

The appropriate administrator shall provide for a thorough, prompt investigation of the incident, and the investigation and written report shall be completed within a reasonable period of time. The district shall take disciplinary action where appropriate, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, in order to ensure that further sexual harassment does not occur. No person who is the subject of a complaint shall conduct such an investigation. If the Superintendent is the subject of the complaint, an investigation will be conducted by an individual authorized by the Board. Any student found to have violated this policy by committing an act of sexual harassment or retaliating against a complainant or participant in the investigation shall be subject to disciplinary action including, but not limited to, suspension and expulsion. Confidentiality will be preserved consistent with applicable laws and the responsibility to investigate and address such complaints. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with Policy JHG, Reporting Child Abuse. Students who believe that their complaint has not been satisfactorily resolved may utilize grievance procedure AC-R at the appropriate level. Publications disseminated to employees and students will inform them of this policy.

Cross Refs: AC Nondiscrimination and Anti-Harassment AC-R; Legal Refs: Title VII of the Civil Rights Act of 1964, 42; U.S.C. 2000 E-2, 29 C.F.R. 1604.11; Meritor Savings Bank v. Vinson, 106 S. Ct 2399 (1986)

Reorganized School District No. 7, Jackson Co., Lee's Summit, MO

HEALTH SERVICES

Emergency Medical Treatment

LSR7 school personnel will authorize emergency medical care for a student in any emergency event that a parent and/or legal guardian cannot be reached or does not explicitly deny treatment once contacted. In the event of a life-threatening emergency, LSR7 will authorize transfer to the most appropriate facility or level of care as determined by emergency personnel. All costs of medical attention and ambulances are the responsibility of the parent and/or legal guardian. LSR7 schools are equipped with equipment and medications to assist in life-threatening emergencies. LSR7 staff will use their discretion to use said equipment and medication.

First Aid

Our primary concern is the health and safety of students. Each school has a health room that is staffed by a health clerk and supervised by an RN. Health clerks are current in CPR/AED and First Aid. District Registered Nurses may be scheduled in multiple buildings, but are available to students, parents, and staff as needed.

Food Allergies (Reference Board Policies ADF-AP & JHCF)

Due to an increasing number of students with life-threatening food and nut allergies, and/or special dietary needs, the following must be followed if food is distributed in the classroom.

- Food items will be checked against the building allergy list that is provided via the school health room or classroom teacher.
- Any food to be consumed in the classroom must be nut free and commercially labeled with ingredients or ingredients provided by the location where the food was processed and/or purchased.

Head Lice (Reference LSR7 Board Procedure JHC-AP2)

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

Immunizations

Immunizations required for school children in the state of Missouri listed below.

2020 Missouri Child Care and Preschool Immunization Requirements

- All children must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending child care/preschool.
- The Advisory Committee on Immunization Practices allows a 4-day grace period. Children may receive immunizations up to four days before the due date.
- Immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- Parent/Guardian (Imm.P.11) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from child care/preschool when outbreaks of vaccine-preventable diseases occur.
- To remain in child care/preschool, children "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the facility. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)

Vaccines Required for Child Care and Preschool Attendance	Dose Required by Age																		
	Birth	1 Month	2 Months	3 Months	4 Months	5 Months	6 Months	7 Months	8 Months	9 Months	10 Months	11 Months	12 Months	13 Months	14 Months	15 Months	16 Months	17 Months	18 Months
DTaP/DT				1	1	2	2	3	3	3	3	3	3	3	3	3	3	3	3
IPV (Polio)				1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Hib				1	1	1+	1+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+
Hepatitis B	1	1	1	1+	1+	2	2	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+	2+
PCV (Pneumococcal)				1	1	2	2	3	3	3	3	3	3+	3+	3+	3+	3+	3+	3+
MMR																			
Varicella																			

(†: If a child has been immunized using the ACP timing recommendations, he/she could have more than the required doses for child care.)



Missouri Department of Health and Senior Services
Bureau of Immunizations • 930 Wildwood Drive • Jefferson City, MO • 65109 • 800.219.3224

Rev 11-19

HEALTH SERVICES Cont.

Latex Allergy

The goal for the Lee's Summit R-7 School District is to minimize latex exposure for the identified students with latex allergies. Research shows that latex gloves and latex balloons pose the greatest threat to people with latex allergies. Therefore, we have implemented the use of non-latex gloves for all staff. In schools that have students with known latex allergies, additional measures have been taken. The schools have posted signs indicating they are latex-reduced environments. They do not allow latex balloons. Students with latex allergies are provided with special playground equipment, and instruction/medical supplies to reduce their exposure to latex.

Medication Administration in the School Setting (Board Policy JHCD)

The Health Services Department of the Lee's Summit R-7 School District is dedicated to providing the most appropriate service to the students of the district. Many students are able to attend school because of the effective use of medication in the treatment of illness and disabilities. Some medication regimens necessitate the administration of medication during school hours. Safe and effective administration of medication, therefore, requires adherence to the following:

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 whenever possible.

Over-the-Counter Medications

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

Prescription Medications

The parent/guardian must provide the district with written permission to administer prescription medication before the district will administer the prescription medication to the student. **All prescription medications are to be transported by an adult to health services personnel or their designee in the original pharmacy packaging with a current prescription label.** A current prescription label will be considered the equivalent of a prescriber's written order and a separate document is not needed.

Self-Administered Medication

The district may allow students to self-administer medication for the treatment of asthma and anaphylaxis in accordance with Board Policy JHCD and the law. Please speak with your school nurse for more information.

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 reaction causing anaphylaxis, and Narcan that can be administered in the event of a suspected opioid overdose. These medications will only be administered in accordance with written protocols provided by an authorized prescriber. The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine. A current copy of the list will be kept with the devices at all times.

Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion.

Student Insurance

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They

are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only general liability insurance. The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

LIBRARY / MEDIA CENTER

Great Beginnings Early Education Center students will visit the library on a weekly basis. Your child will be allowed to check out one book from our library nearly every week provided he/she returns any book that has been previously checked out. Please return the book in the book bag the following week. If your child does not return the book checked out to him/her, he/she will not be able to check out another book. If a book is damaged or lost, please contact the office to speak to the library clerk. This is a wonderful opportunity for your child to learn about how a library works. Thank you for your cooperation in helping us maintain our library.

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.

MULTI-TIERED SUPPORT SYSTEM (MTSS) / RESPONSE TO INSTRUCTION (RTI)

MTSS/RTI is being implemented throughout the LS R-7 School District at all elementary schools as part of the daily instructional program. Schools will use the data gathered from this process to determine a student's eligibility for additional services.

MTSS/RTI involves a three-tier model that universally screens for academic and behavior concerns. Students with demonstrated needs are provided interventions that increase with intensity and support to ensure success.

PARENT INVOLVEMENT

- Prior to your child's attendance, a Meet the Teacher opportunity will be offered to you.
- Parent / Teacher conferences are scheduled twice during the school year, in the fall and in the spring.
- Home visits are scheduled once a year with the classroom teacher.
- Other conferences will be scheduled on an individual basis. Parents are encouraged to request a conference any time during the year when more information about the child or school programs is desired.

We highly encourage you to participate in the Parents as Teachers program. You are your child's first and most important teacher. To learn more or enroll in this free program for families with children ages birth to pre-kindergarten call 986-2480.

PLAYGROUND USE POLICY (R-7 DISTRICT AFTER-HOURS)

The R-7 playgrounds, fields, and outdoor areas are available to the public for use after school and Before and After School Services (BASS) activities, weekday hours 6:15 p.m. until 9:00 p.m. Weekend hours are 6:30 a.m. until 9:00 p.m. An adult should supervise children when using these areas. Playgrounds, fields, and outdoor areas are reserved while school activities are in progress. Staff may ask individuals to leave reserved areas. Please encourage playground rules and safety. Thank you for your cooperation.

PROTECTION OF PUPIL RIGHTS AMENDMENT

Reference Board Policy JHDA

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:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Ed (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessarily to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. 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.**

RECESS

Play periods are supervised by school employees. Children are expected to participate in recess activities unless excused for medical reasons. A parent note is required each time your child must remain on activity restrictions for health reasons. A parent may excuse a child from recess activities for up to three consecutive days for health reasons. A doctor's order is required for any health condition in which a child is to remain on activity restrictions longer than three consecutive days. If activity restrictions are in place, these will apply to all physical activity throughout the school day. A doctor's order is required to release a child from activity restrictions.

All students are expected to go outside unless the weather is severe. It is imperative that children always dress in accordance with the weather. For safety reasons, children may not bring personal playground equipment to school as the school furnishes adequate play equipment. Buildings have the responsibility to determine whether students go outside. Indoor recess is warranted by temperatures at 20 degrees, wind chill below 20 degrees, three-digit temperatures or three-digit heat index. Any temperatures over 90 degrees is a building decision. Reference [Weather Watch and National Weather Service Guidelines](#).

RELEASE FROM SCHOOL

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

RETURNED CHECK FEE

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

SALES, SOLICITATIONS, AND ENDORSEMENTS

Students will not be permitted to sell non-district sponsored items on school premises. Neither the school nor its employees officially sell or endorse any educational materials. Do not be misled by solicitors in the community who quote the school as recommending or endorsing a particular item.

SCHOOL-HOME CONNECTION

Your involvement is very important to our program. We encourage your involvement through reading to your child daily, checking backpack daily, and ensuring good attendance. There will be multiple opportunities to visit school sponsored events and activities.

SCHOOL PICTURES

Individual school pictures are taken each year. You will be informed of the exact date so that your child will be ready for the picture. There is no obligation to buy these pictures.

SPECIAL SERVICES

Special service programs are available in the Lee's Summit schools. Following established guidelines, procedures and qualification, children are placed into these programs. At Great Beginnings these include Speech and Language therapy, Occupational therapy (OT), Physical therapy (PT), hearing impaired and visually impaired.

No individual tests are given to a child without parental consent and knowledge.

Social/Emotional/Behavior Supports

The Great Beginnings Education Center supports student's social/emotional/behavior needs. Universal supports are strategies available to all students to support their social/emotional/behavior development by teaching expected behaviors. Our goals are to create and maintain safe learning environments for the children in our program and to teach them the social skills they will need in school and in life. Your child may receive support in the area of social/emotional/behavior through our Licensed Clinical Social Worker, Autism/Behavior Specialist, Focus Facilitator and School Psychologist.

STUDENT RECORDS

Reference Board Policy JO

Provisions and Guidelines

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

Teacher and staff comments on student records will be confined to matters related to student performance. It is the responsibility of the principal and the professional staff of the school to see that such records are kept in the proper manner and are utilized in accordance with the law.

Review of Education Records by Parents or Eligible Students

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law unless a court order, statute or legally binding

document prohibits such access. Parents or eligible students should submit to the student's school principal a written request that 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 that pertains to other students. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with the law.

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 of 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 disclosed:

- 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; or
- 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 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.

Records Retention

The district shall retain all student records in accordance with applicable federal and state law, as well as the current version of the Missouri Secretary of State's Public Schools Records Retention Schedule and General Records Retention Schedule.

Appeals Procedures

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

TECHNOLOGY

Reference Board Policy EHB

With increased accessibility to technology, responsibility and opportunities are increased for students as they utilize these tools to access information. The District network system is for authorized users only. It is expected that the network environment will be used to support and enhance communications, learning, and teaching of district-approved curriculum. Unacceptable uses include: violating local, state, federal, and/or international law; violating District policies and/or standards of conduct; creating or spreading computer viruses; disrupting or degrading any system performance; violating the right to privacy; gaining or attempting to gain unauthorized access to protected and private network resources; or soliciting commercial enterprises.

Access and Resources

Acceptable uses of the network are activities that promote the District's goals and advance the mission of the District.

The following guidelines must be followed by all students while using district resources:

Personal Safety - Students will not share their password, give out personal identifying information about themselves or others, or communicate with unknown individuals.

Respect for Privacy - Students will not engage in activities harmful to others or their work.

Illegal Activities/Hacking - Students will not damage the local or district network in any way, attempt to log into another person's account or access another person's files, destroy computer data by willfully infecting with viruses or other disruptive/destructive programs or copy system files.

Personal Responsibility/Ethics - Students will not intentionally search for, view, send, or display any offensive messages or pictures; use the network to threaten other people; use the network to access material that is profane or obscene, that advocates illegal acts or that advocates violence or discrimination toward other people; steal, vandalize, or damage the computer or its peripherals in any way.

Copyright/Plagiarism - Students will not violate the copyright law or claim other people's work as their own.

E-mail - Students will not participate in chat rooms, send electronic cards, or forward messages that are not educational in nature. Students will only use e-mail accounts provided by the District.

Students will notify a staff member immediately if, by accident, they encounter material(s) that violate the rules of appropriate use.

Students will be allowed to use the District's networked resources as long as district guidelines are followed. Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss family rules and expectations for using Internet-based tools, including Google Apps for Education. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to the school.

Google Apps For Education

The Lee's Summit School District utilizes Google Apps for Education which is a suite of web-based programs providing email, word processing, spreadsheet, presentation, calendaring, research, and collaboration tools for all students and teachers. The district's Google Apps is intended for educational use only and will be available at school and home via the web. LSR7 Google Apps for Education complies with legal requirements for safety and security such as the Child Internet Protection Act (CIPA), Children's Online Privacy Protection Act (COPPA), and the Family Educational Rights and Privacy Act (FERPA). The same expectations for acceptable use of technology (as outlined in Board Policy EHB) apply to Google Apps for Education accounts. Students who misuse their accounts will be referred to their school's administrator who will deal with any infraction on a case-by-case basis. As with all district access to the Internet, a content filter is in place as required by CIPA. Staff will also monitor the use of Google Apps as it is an instructional tool in the curriculum. To discuss how Google Apps for Education will be used at your child's school, please call your school. A delegate from the school will be happy to answer your questions. If, after this discussion, you feel it would be best for your child not to utilize the public functions of these tools, the delegate will help you request that your student's Google account be modified to deactivate public tools like email. Nonpublic tools such as word processing may be required for classroom activities and assignments.

TELEPHONE USAGE

Voice Mail Access for Elementary Teachers

The district's phone system provides voice mail for all teachers districtwide. You may reach your child's teacher by dialing (816) 986-1499. If you do not have the teacher's voice mail number, please use the convenient directory.

To Access the Directory

Dial (816) 986-1499. Press 5. Enter the teacher's last name. Listen for options provided. Select the appropriate name. Make a note of the voice mail number provided. In an emergency, a message for your child will also be accepted at the office.

VISITING

Reference Board Policy KK

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events. In

order to provide a secure environment, all visitors during business hours must sign or check in at the building office prior to proceeding elsewhere in the building. Visitors are required to present a valid I.D. and scan in as a guest in the visitor management system in order to gain access to the school beyond the main office. Visitors are required to wear a visitor badge while on school premises.

Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy. Nor may visitors possess or use alcohol or any substances that are illegal under state or federal law on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district.

Parents are welcome to visit the school. Visits should be prearranged through the administrator and/or classroom teacher. iPads, cell phones and other similar electronic devices are permitted to be used as long as the user follows these expectations:

- Sound must be muted or use of headphones/earbuds;
- Does not contain material in violation of District policy and procedures;
- Do not share content with students;
- Must not create a distraction; and
- No video or camera use without teacher permission for an educational purpose. Picture taking and video creating during the instructional day visits are not allowed and visitors are requested to adhere to this practice.

Visitors are not allowed to participate in recess. Visits during the first and last two weeks of school, and just before or after winter and spring breaks, are discouraged. Preschool, middle school and/or high school students are not allowed to visit in classrooms or participate in instructional activities during the elementary school day.

Student Visitation:

In general, visitors are not allowed to speak directly with students unless it is part of the district's education program or a parent/guardian has given permission. The district understands that parents/guardians sometimes need to briefly communicate with a student during the school day or during a school activity and will accommodate such communications when possible. However the district refuses to mediate visitation and custody disputes among parents/guardians and other relatives or accommodate visits that the district determines could be distracting to a student. The district discourages parents/guardians, grandparents and other relatives from visiting students during school hours or school activities.

The superintendent or designee has the discretion to prohibit a parent/guardian or other relative from, for example, eating lunch with a student, attending class parties or field trips or pulling a student out of class, if such a visit could interfere with the education program or be disruptive; if one of the parents/guardians objects; if there is a current dispute regarding custody or visitation of the student; or if district employees are uncertain as to whether a person may legally have contact with a student.

Classroom Observations:

Parental involvement with school activities is encouraged. However, because classroom visits can be disruptive to the educational process, the district does not permit parents/guardians or others to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit in advance after consulting with the teacher. The building administrator reserves the right to limit the length of time as well as determine the date and time when prearranged visit is to occur.

Service Providers:

The district does not permit outside entities to provide services to students on district property, unless the service providers are working with the students in conjunction with the district's student health services program or

pursuant to an agreement with the district.

Appropriate Behavior:

Members of the Lee's Summit R-7 School District staff will treat parents and other members of the public with respect and expect the same in return. The district must keep schools free from disruption. Accordingly, the district promotes mutual respect, civility and orderly conduct among district employees and visitors. Visitors who are disruptive, hostile, or hinder the instructional process may be asked to leave the premises. If such persons will not leave school premises upon request, the building principal or designee may contact the proper legal authorities.

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's or school's mission will not be acceptable.

VOLUNTEERS

Reference Board Policies GBEB, ICC, ICC-AP and JO

Volunteers are of valuable service to the students and staff of the Lee's Summit R-7 School District. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks on volunteers as required by law and policy GBEB before any volunteer is placed in a position where he or she will be responsible for direct supervision of a student or group of students in the absence of a district staff member or have access to student education records. All information collected on volunteers will be considered confidential to the extent allowed by law and will be used only to protect students or minimize disruption to the educational environment. Volunteer training is required via online orientation or other building/district venues, as offered annually. Activities performed by the volunteers will be varied as determined by the classroom situation and teacher with approval of the building principal. Volunteers will work under the direction and supervision of district staff. ***Confidentiality of information obtained while volunteering must be maintained. Volunteers will be asked to sign a confidentiality statement and obtain a visitor badge to be worn while in the building. Preschool children are not allowed in classrooms.***

WEATHER

Schools will not be open when it is considered too dangerous for buses to travel or too cold for student safety. Announcements will be made through the courtesy of School Messenger and major Kansas City radio and television stations between 6:30 and 8:00 a.m. if schools will be closed. No announcements will be made if schools are to be in session. All schools have direct radio communication with the Lee's Summit Fire Department and the authorized civil defense agency for severe weather warnings. Fire and tornado drills are held periodically.

Announcements will be made over the major Kansas City television and radio stations, the district web page, school information lines and School Messenger should it be necessary to utilize a two-hour delayed start or dismiss school early due to weather conditions. Parents should make plans with their child in advance should either of these occur. The Two-Hour Delayed Start schedule can be found on [the LSR7 website](#) under the Parents tab.

Great Beginnings Early Education Center

905 NE Bluestem Dr.
Lee's Summit, MO 64086
(816) 986-2460
Fax: (816) 986-2475

Early Education Center
<http://ecc.lsr7.org/>
(816) 986-2460
[Parents as Teachers Facebook](#)

Parents as Teachers
<http://pat.lsr7.org/>
(816) 986-2480
[Great Beginnings Facebook](#)