

**Lee's Summit R-7 School District  
2012 Secondary  
Summer School Handbook**

**LEE'S SUMMIT NORTH HIGH SCHOOL**

**901 NE Douglas Street  
Lee's Summit, MO 64086  
ATTENDANCE: 986-3002  
FAX: 986-3170**

**Director: Kim Hawley**

**Assistant Directors: Andy Morris, Nathan Parris**

**Administrative Assistant: Leslie Minx**

**Attendance: Karen Stolfus**

**SUMMER SCHOOL DATES**

**Session One – May 30 – June 15**

**Session Two– June 19 – July 6**

Early Release - June 15, July 6

No School - July 4

**Summer School Times**

Four Hour/Forty Minute Course

7:20 – 12:00

Early Release 10:30

Two Hour/Twenty Minute Courses

7:00 – 9:20 or 9:30 – 11:50

Early Release

7:00 – 8:35 or 8:45 – 10:20

**TRANSPORTATION**

Bus transportation is NOT provided for secondary students during summer school. Students required to attend summer school based on their IEP are the exception.

**Student Drop Off**

Students will not be allowed into the building until 5 minutes before the start of class. Students starting class at 7:00 AM will be allowed into the building at 6:55 AM. Students starting class at 7:20 will not be allowed into the building until 7:15 AM.

**ATTENDANCE POLICIES**

Regular attendance is an important responsibility of the student's life. Poor attendance is the greatest contributing factor to school failure.

You may not leave the school grounds after you arrive at school in the morning, or during breaks, without the permission from the school administration. A written notice or personal contact from a parent or guardian is necessary to receive permission to leave the school grounds.

When you arrive on school grounds, enter the building through the events lobby or the front entrance. You may not stay in your car or in the parking lot.

**Absence Reporting**

When a student is absent, the school requires that his/her parent call the attendance secretary between 7:00 a.m. and 10:00 a.m. at 986-4057 and state the student's name, grade and reason for absence.

If parent contact is not received, a phone call will be made to the parents in an attempt to clarify the absence.

If parental contact has not been made by the next school day, the absence will be classified as undetermined.

It is the responsibility of the student and the parent to provide information in a timely manner to the attendance secretary to have undetermined absences reclassified within five school days.

Any undetermined absences not reclassified within five school days will be recorded as unexcused.

Absences are classified as excused when (1) the student is ill and parent calls the attendance office; (2) there is a family emergency, illness, or death in the family and a parent calls the attendance office; (3) absences are approved by an administrator; (4) the student has parental permission and an appointment card from a doctor.

Examples of unexcused absences include: oversleeping, appointments for senior photos, transportation problems (other than school-provided transportation).

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

**Tardy To School**

Students arriving AFTER 7:20 AM and BEFORE 7:35, are considered tardy and must be sent to the office to receive a yellow corridor pass to admit them.

7:00 is the tardy time for Personal Finance, Computer Apps I, P.E., and Health; 9:30 for Personal Finance, Computer Apps. I, P.E. and Health classes

If students arrive at school after 8:30 a.m., they are considered to be "late to school." Arrival after 8:30 – lose 1 hour, classified as unexcused absence & will result in 50%reduction for work completed.

The disciplines for the tardy office referrals:

1<sup>st</sup> tardy – Verbal warning

2<sup>nd</sup> tardy – Students stays after class 11:50-12:00

3<sup>rd</sup> tardy – Student stays after class 11:50-12:00

4<sup>TH</sup> tardy – Student stays after class & parent contact

5<sup>th</sup> tardy – Parent contact & 1 day suspension

6<sup>th</sup> tardy – Parent contact & 1 day suspension

7<sup>th</sup> tardy – STUDENT WILL BE DROPPED FROM CLASS

**Missed Detentions**

1st offense: 20 Minute STAD Detention with 1% grade deduction

2nd offense: 1 day OSS

3rd offense: 3 days OSS

### Attendance and Credit

State law requires attendance accounting. Attendance is recorded on an hourly basis. Absences, whether excused or not excused by a parent, will count against the state's required hours for summer school credit. Students should not miss more than 10 hours of instruction. Students missing 11-17.75 hours of instruction per session may receive only partial credit. Students missing 18 hours or more of instruction per session will be dropped and receive no credit.

### Class Skips

Absence from all or part of a class without authorization from a parent or administrator is classified as a class skip. Each class skip is unexcused and carries a one-percent cumulative grade reduction per session. A parent will be contacted for each incident.

Any time that a student misses unexcused (check in office), is subject to 50% credit on all assignments missed (at teacher's discretion). Subsequent class skips will result in suspension.

### Make-up Work

Make-up work for all absences is the responsibility of the student. Students are to make arrangements with their teachers for work missed upon return to school. One class day for make-up will be allowed for each class day absent.

For unexcused absences, students have the opportunity to make up missed work; however, at the end of the grading period, the student's cumulative grade will be reduced one percent for each day of unexcused absence.

### School Visitors

Parents may visit classes under specific circumstances as determined by and with prior administrative notification.

All other visits (except parents) will not be permitted unless approved by school administration.

Anyone other than enrolled students must report to the office immediately upon entering the building.

Visitors must sign in and receive a "Visitor" badge to be worn while in the building.

### GRADE POLICIES

The final grade card will not be mailed to the home address. To view student's summer school grades long on to the summer school website, click on Summer PowerSchool and enter your user name and password and use the menu at the top of the screen to access grades.

Session One End of Grading Period June 17

Session Two End of Grading Period July 8

### Grading System

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

Grade A—Excellent

Grade B—Superior, Above Average

Grade C—Average

Grade D—Below Average, Yet passing

Grade F—failing, work unsatisfactory. Requirements not met. No credit will be issued

### Grading Scale

The following standardized grading scale is used:

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

### Final Exams

All students will be required to take final exams on the days scheduled unless a parent makes a specific written request to the Summer School Director one week before the scheduled exam. The exams will be given the last day of school. Session finals will count ten percent of the overall grade.

### CLASSROOM POLICIES

Be in your seat and ready to begin class when the bell rings.

Come to class prepared. Students need to bring paper, pencil, and textbook to class DAILY. Other materials (assignments, colored pencils, supplemental readings) should be brought as needed and required.

Participate in all class activities. Involvement and participation in class activities will lead to understanding and achievement. Stay alert to what is happening in the classroom. This requires your full attention and effort. Do not hinder your learning and/or the learning of others by talking, writing personal notes, sleeping, or working on assignments from other classes.

Be courteous, considerate and respectful to others. Students should be sensitive to others. This means using good manners; not talking when someone else is; not interrupting; paying attention to a speaker; not harassing others; keeping hands and feet to yourself; refraining from making rude/distracting remarks, noises, or comments. Good manners also dictate that personal grooming (combing hair, applying make-up) be done in private (not the classroom).

Help keep the room in order. Learning takes place in a safe, orderly, clean environment. Students should dispose of trash properly, help keep desks, walls and floors clean and properly care for classroom furniture and equipment. Students should not write on classroom furniture or tamper with equipment. Gum chewing is only allowed with permission of the teacher.

## **Textbooks**

All textbooks, workbooks, and basic instructional materials are issued by the school on a loan basis and are to be returned at the end of the session in good condition with allowance for normal wear.

Any book, equipment, or material loaned to a student that is not properly returned will be charged to the student at replacement or repair cost.

## **Restroom Access**

A student may use the restrooms before and after school and on breaks. Everyone using the restrooms is expected to keep them clean. No loitering is permitted.

If a student is feeling ill, he/she should report to the health room immediately. Students must NOT remain in the restroom.

## **Electronic Communication Devices**

Electronic communication devices such as cell phones, pagers, and other similar devices are not to be turned on or used during the school day. Having the phone in the "on" position and/or any voice, text, photo, or video messaging is considered "use" of the cell phone.

The use of electronic communication devices such as cell phones, pagers, and other similar devices will result in an office referral and disciplinary action. No camera or video-capable electronic device may be used in the locker rooms or restrooms at any time.

Students violating the electronic communication devices policy subject their electronic device to the possibility of confiscation and search by administration in accordance with law.

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

## **Dress Code/Apparel Expectations**

Extremes in wearing apparel or personal appearance that the administration feels disrupts the learning process or interferes with the intended function of the school will not be acceptable.

Clothing and accessories that display statements, signs, or pictures with alcohol, tobacco, other drugs, weapons, violent themes, sexual innuendo, inappropriate language, inappropriate slogans, or references to gang affiliations will not be permitted.

Examples of school dress that are NOT PERMISSIBLE include: backless, bare midriff, or spaghetti strap garments; half shirts; halter tops; ripped or torn clothing that promotes inappropriate exposure (including sideless "muscle" shirts); sunglasses; mesh tops; tube tops; spandex or underwear worn as outer garments or worn in such a manner as to promote inappropriate exposure; and sleepwear.

Pants, shorts, and skirts must be worn at waist level.

Any item that presents a safety concern (chains, spikes, dangerous jewelry, safety pins, etc.) is prohibited.

Shoes or sandals must be worn at all times.

As a matter of accepted practice and courtesy, hats are not to be worn in the hallways and classrooms. This

includes stocking caps, scarves, bandannas, headbands, sweatbands and other headwear. Headgear must be kept in a locker or bag during the school day.

Hats and long and/or large coats should be stored in lockers before the bell for first hour sounds.

The school may restrict any student from attending classes or school activities when that student's dress, general appearance, and/or conduct create safety, health, or discipline problems

## **Physical Education Classroom Policies**

**Dress Policy** - Students who are enrolled in physical education are required to wear appropriate gym clothes. The school does not provide or sell gym clothing or towels.

The following process will be followed for failure to dress-out:

- 1st Warning and Commitment Conference
- 2nd Office Referral
- 3rd Sent home – Loss of hours

**Medical Excuses** – Each student is expected to participate in all activities unless he/she is specifically excused by a qualified doctor. A formal written medical excuse specifying the nature of the medical condition, the restricted activity and the duration of that restriction must be presented to the P.E. teacher. Summer School does not offer a modified curriculum for students. Only a student's home school is able to accommodate modified curriculum in PE courses.

## **Disaster/ Fire Alerts**

General Student and Staff Instructions for Building Evacuation

Leave everything on or under desk in classrooms except purses and other valuable items.

Remain seated until dismissed by teacher.

Maintain silence. No talking or visiting during any type of emergency movement. This will make it possible for staff and leaders to give verbal instructions if needed.

NEVER RUN—move rapidly, but do not run, push or shove.

Take grade books for roll check.

Assemble in the designated areas and remain together as a class.

Remain in the assembly area until called to return to the building, and then return directly to the assigned classroom. Stopping at restrooms, water fountains, etc., is not permitted.

In addition to the above directives:

Each teacher shall post emergency procedures in the room.

Each classroom will have a diagram of the evacuation route for fire and tornado emergencies. Students should follow the directions given by the staff and administration, moving quickly and quietly to the assigned areas.

Every student and staff member must recognize the safety factor and seriousness of these drills and situations. Failure to act at the proper moment could mean the difference between life and death. Cooperation and mature action is needed at all times.

## Consequences for Unauthorized Fire Alarm Activation

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

## Student Regulations for the Media Center

1. Students are welcome and encouraged to visit the LMC during summer school for class assignments and pleasure reading. The library will be open from 7:00 a.m. until 12:00 p.m.
2. Students must have a valid student I.D. to check out materials from the library.
3. Students in Grades 7-11 are allowed check out materials from the library.
4. Students will not be able to borrow materials from other LSR7 libraries during summer school.
5. Library materials must be returned two days before the end of the summer school term
6. Media Center reference materials may be checked out overnight or on a weekend. These materials must be returned to the Media Center by 7:30 a.m. the following day.

ANY STUDENT WITH OVERDUE MATERIALS AT THE END OF ANY GRADING PERIOD WILL NOT BE ISSUED QUARTERLY GRADES UNTIL HIS/HER MEDIA CENTER ACCOUNT IS IN GOOD STANDING.

7. No food or gum will be allowed in the Media Center.

## Network Access

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

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

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

## Technology Responsibilities

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

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

The district technology resources may be used only by authorized students and is a privilege, not a right. No student will be given an ID, password or other access to

district technology if he or she is considered a security risk.

By entering the district-provided login and password to the system, a person becomes an authorized user and agrees to follow the district policies and procedures. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

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

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

## Acceptable Technology Use Rules (AUR)

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

Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.

Students will be held accountable to the Lee's Summit R-7 procedures and policies as published in the student handbook and board policy manual.

Students with school assignments have priority over students who do not. Students may not use a computer without staff supervision.

Deleting, examining, copying or modifying of files and/or data belonging to other users without their prior consent is prohibited.

Mass consumption of technology resources that inhibits use by others is prohibited.

Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.

Users who subscribe to online services that charge fees are solely responsible for all charges incurred.

Users are required to obey all laws, local, state, federal and/or international, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.

Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.

Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.

Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited.

Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

District software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the district. All users will use the district's property as it was intended. Technology or technology hardware will not be moved or relocated without permission from an administrator. All users are held accountable for any damage they cause to district technology resources. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

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

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

Immediate lock-down of student's account

Discipline referral to office

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

#### **DISCIPLINE POLICIES**

The law provides teachers with considerable authority over the control and education of the child, once the parent sends his or her child to the public schools.

The authority of the teacher is given by law and is not delegated by the parent. Authority is granted to the teacher by the state as an essential part of teaching responsibility. The teacher stands in place of the parent when the child is under the teacher's supervision and care.

#### **Common Sense Statement**

No handbook can contain policies for every possible eventuality. Any action that would create an environment contrary to the district's and school's missions will not be acceptable. If the action creates an environment in which

learning is not the primary focus, disciplinary action will result. Students are expected to use "common sense" in making decisions about their behavior choices.

#### **Commitment Process**

1. Teacher Student Conference – Warning. Teacher will make a Parent Contact
2. Teacher will send student to the office with a discipline notice. A parent contact will be made from the office and the student may be suspended before they will be allowed to return to your class.
3. Teacher will send the student to the office with a discipline notice. Depending on the behavior, at this point the student could be dropped from class. Certain offenses (fighting, profane language, etc) may result in automatic suspension

#### **Missed Teacher Detentions**

#### **School Safety**

Student safety and wellness is of paramount importance at Lee's Summit North High School. The staff has been trained in safety crisis management, and the District and building have an established crisis management plan. In addition, LSNHS employs a School Resource Officer and a Campus Supervisor. Any concerns with safety should be reported immediately to an administrator, counselor, or school resource officer.

#### **Disrespect/Refusal/Insubordination to Staff**

In order to maintain the safety of the school environment, inappropriate language, gestures, or aggressive verbal or physical behavior toward any staff member will result in disciplinary action.

Other examples of disrespect include but are not limited to: defiance of authority, lying to staff, and refusal.

Refusal to comply with a staff request can result in the maximum disciplinary consequence being assigned. Such insubordination may result in up to a ten-day suspension with a referral to the Superintendent for possible long-term suspension.

#### **Inappropriate and Profane Language**

Inappropriate language of any nature, including racial and sexual comments, is not acceptable in the school environment.

A slip or outburst will result in the assignment of a student being sent home for the remainder of the day.

Profanity or obscene language directed at a student or staff member will result in one to three-day suspension.

#### **Forgery**

Forgery of passes or any other item is against the law. Forgery of another's name on any item will result in disciplinary consequences and possible referral to the School Police Resource Officer.

**Gambling/Wagering**

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

**Personal Property**

Personal belongings of the student are the sole responsibility of the student. The school and the R-7 School District are not responsible for reimbursement for the loss of personal items. Students should not bring large sums of money or expensive electronic devices to school.

**Theft**

Acts of theft are an attack upon the entire school community. For acts of theft, students will be suspended for one to three-day period. Restitution will also be required.

### **Tobacco, Tobacco Products, and Imitation Products**

The high school will not tolerate a student's possession or use of tobacco at school or at school activities. Use of smokeless tobacco will carry the same penalties as smoking violations.

A student found carrying or storing any tobacco product on school grounds will be assigned a one day suspension.

A student found using tobacco products will incur the following penalties: first offense - parent contact and three day suspension; second offense-parent contact and holed out of summer school.

### **Vandalism (Care of the Building)**

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

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

### **Habitually Disruptive Students**

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

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

### **Physically Disruptive Behavior**

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

### **Assault (Verbal or Physical/Confrontation)**

Threats, swearing, acts of intimidation, bullying or physical assault will not be tolerated. Students involved in such actions will be subject to 5 to 10-day suspension with a possible disciplinary referral to the superintendent. Local law enforcement agencies will be contacted in accordance with Safe Schools Law guidelines.

### **Fighting**

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

### **Conceal and carry firearms legislation**

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

### **Fire Alarms/Fire Extinguishers**

Fire alarms are designed to enhance the safety and welfare of teachers and students. Persons activating or in any manner tampering with fire alarms will receive ten days of suspension, a disciplinary hearing referral to the superintendent, and a referral to the Lee's Summit Fire Marshall. Persons involved in any way with removing or tampering with a fire extinguisher may be suspended for up to ten days.

### **Gang Related Behaviors**

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

### **Harassment**

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

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

Any act of sexual harassment is prohibited. Sexual harassment is defined as inappropriate or unwelcome behavior or language which creates a hostile environment, including sexual threats, sexual proposals, sexually suggestive language and/or gestures and unwanted touching.

Students are not to engage in: sexual jokes or gestures (verbal or written), sexual or racial slurs; sexual or racial threats; sexual or racial pictures and drawing.

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

### **Incendiary/Combustible Devices (FIREWORKS)**

The possession or use of any fireworks or similar material will result in a suspension of up to ten days.

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

### **Drugs and Alcohol**

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

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

The verbal or written negotiation or agreement to sell or transfer intoxicants, alcohol, and/or physical or mind-altering chemicals (illegal drugs) or any substance a

student represents as a controlled substance on a school property or at school-sponsored activities will result in a ten-day suspension and a referral to the superintendent, which could result in a suspension of up to 180 days or expulsion.

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

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

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

School discipline shall be imposed independent of court action. Local law enforcement agencies will be contacted in accordance with Safe Schools Act guidelines.

Consistent with the community's expectation that school officials sustain a safe school environment, the Lee's Summit Schools will cooperate with appropriate law enforcement agencies in conducting periodic, unannounced searches requiring the utilization of canine units.

#### **Missouri "Safe Schools" Act**

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

Knowingly causes physical injury to another person;

With criminal negligence, causes physical injury to another person by means of a deadly weapon;

Recklessly engages in conduct which creates a grave risk or serious physical injury to another person, and the act occurred on school or school district property or in a vehicle at the time of service to the district, or arose as part of a school district sponsored activity. Assault while on school property is a class D felony.

Additionally, school administrators are required to report acts of school violence to the proper authorities. When a pupil allegedly commits an assault or possesses controlled substances or weapons, the incident must immediately be reported to the police and the school superintendent.

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

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

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

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

#### **Suspension Rules**

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

#### **Authority of Principals**

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

#### **Suspension or Expulsion**

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

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

Students placed on suspension will receive a one-percent reduction from the cumulative grade for each hour assigned per day of suspension. While suspended, the student is ineligible to participate in extracurricular activities. Students on suspension are not allowed on school grounds or allowed at school activities during the term of their suspension. Additional days of suspension will result for this infraction.

#### **POLICY AND PROCEDURE FOR MEDICATIONS GIVEN AT SCHOOL**

The Health Services Department in the Lee's Summit R-7 School District is dedicated to providing the most appropriate services 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 a policy.

1. Written, phoned, or faxed orders from physicians licensed to prescribe within the scope of their practice must be obtained for prescription and nonprescription over-the-counter medications and should include the name of the medication, dosage, route of administration, and time medication is to be taken.
2. Medication not within recommended dosage in the Physicians Desk Reference will not be given without a consultation/verification with the prescriber. Only then will a decision be made on the administration of the medication.
3. The parent/guardian of the student must supply the school district with the necessary information for the Medication Permit.

4. Medication must be brought to school in the original container appropriately labeled by the pharmacy or licensed health care provider, including student's name, name of medication, strength, dosage schedule, and date prescribed. For the safety of students, medications should be delivered to school by an adult.

5. Medication will be stored in a locked cabinet or refrigerated as appropriate.

6. Medication must be administered from the original container and by the health clerk or the school nurse. The first dose of medication should be administered by parents.

7. Administration of medication to a student shall be limited to the Registered Nurse and/or the nurse's designee.

8. Self-managed administration of medication:

a. Inhalers: Students meeting the responsibility requirements which have been reviewed by the Supervising RN and whose parents have completed the required information may carry and be responsible for their respiratory inhaler.

b. Blood Glucose/Insulin: Students meeting the responsibility requirements which have been reviewed by the Supervising RN and whose parents have completed the required information may carry and be responsible for their blood glucose and insulin administration.

c. Epi-pen: Students meeting the responsibility requirements which have been reviewed by the Supervisory RN and whose parents have completed the required information may carry and be responsible for their epi-pen.

9. It is the student's responsibility to come to the health room for the administration of medication.

Adults will need to pick up excess or unused medications from the health room.