

Early Childhood  
Handbook  
R-7 School District  
Lee's Summit, MO

Revised 2018



## **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 identifying and achieving their learning goals.
- Continuing a safe and caring environment.

(Submitted to the Lee's Summit R-7 Board of Education in August, 2014.)

## **BOARD OF EDUCATION MEMBERS**

Ms. Phyllis Balagna, President, Mrs. Jacqueline Clark, Vice President  
Mrs. Julie Doane, Mrs. Kim Fritchie, Mr. Ryan Murdock,  
Mr. Dennis Smith, Mr. Robert White  
Secretary - Ms. Linda Ismert      Treasurer - Wesley Metz

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 [www.lsr7.org](http://www.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.

## **ADMINISTRATION**

Superintendent of Schools	Dr. Dennis Carpenter
Associate Superintendent of Academic Services	Dr. Katie Collier
Assistant Superintendent of Operational Services	Dr. Emily Miller
Assistant Superintendent of Equity and Student Services	Dawn Smith
Assistant Superintendent Elementary Education	Dr. Jennifer Kephart
Assistant Superintendent of Human Resources	Dr. Deborah Delsemme
Assistant Superintendent of Secondary Education	Dr. David Sharp
Assistant Superintendent of Special Services	Dr. Staci Mathes
Executive Director of Assessment & Data Analysis	Dr. Christy Barger

Executive Director Of Classified Personnel	Dr. David Carlson
Executive Director of Curriculum	Dr. Eric Flack
Executive Director of Professional Development	Dr. Kevin Daniel
Executive Director of Public Relations	Ms. Kelly Wachel
Executive Director of Student Support	Dr. Rexanne Hill
Executive Director of Technology	Dr. Amy Gates
Director of Instructional Technology	Dr. Kevin Whaley
Director of Nutrition Services	Ms. Jane Hentzler
Director of Transportation	Mr. Keith Henry
Chief Financial Services	Wesley Metz



Dear Families,

WELCOME to the Lee's Summit public schools! The teachers and staff are looking forward to working with you 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	<a href="mailto:kerry.boehm@lsr7.net">kerry.boehm@lsr7.net</a>
Assistant Principal: Jeanie Cook	816-986-2485	<a href="mailto:jeanie.cook@lsr7.net">jeanie.cook@lsr7.net</a>
Health Room:	816-986-2472	

## **NONDISCRIMINATION**

The Lee's Summit R-7 School District is committed to follow a policy of nondiscrimination in all of its programs and activities. The District will endeavor to ensure an environment for our students, employees, and patrons free of discrimination, including an environment free of racial, religious, sexual, or other unlawful 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](http://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.

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## **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.

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

Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

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**ELEMENTARY SCHOOLS  
SCHOOLS/ADDRESS**

Cedar Creek  
2600 SW 3rd Street, LS, 64081  
cce.lsr7.org

Great Beginnings/Parents as Teachers  
905 NE Bluestem, LS, 64086  
ecc.lsr7.org / pat.lsr7.org

Greenwood  
805 West Main, Greenwood, 64034  
gwe.lsr7.org

Hawthorn Hill  
2801 SW Pryor Rd, LS, 64082  
Hhe.lsr7.org

Hazel Grove  
2001 NW Blue Parkway, LS, 64064  
Hge.lsr7.org

Highland Park  
400 SE Millstone Ave., LS, 64063  
hpe.lsr7.org

Lee's Summit  
110 S Green, LS, 64063  
lse.lsr7.org

Longview Farm  
1001 SW Longview Farm Rd., LS, 64081  
Lfe.lsr7.org

Mason  
27600 Colbern Rd., LS, 64086  
mae.lsr7.org

Meadow Lane  
1421 N Independence, LS, 64086  
mle.lsr7.org

Pleasant Lea  
700 W Persels Rd., LS, 64081  
ple.lsr7.org

**PRINCIPAL/PHONE**

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986-1260  
Melissa Hunter, Asst.

Kerry Boehm  
986-2460  
Jeanie Cook, Asst

Carrie Jackson  
986-1320

Dr. Troy Hogg  
986-3380  
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986-2330

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986-3240  
Andrew Gibb, Asst.

Aaron Barnett  
986-1230  
Johna Sutton, Asst.



**ELEMENTARY SCHOOLS  
SCHOOLS/ADDRESS**

Prairie View  
501 SE Todd George, LS, 64063  
pve.lsr7.org

Richardson  
800 NE Blackwell, LS, 64086  
rhe.lsr7.org

Summit Pointe  
13100 E. 147th St., Kansas City, 64149  
spe.lsr7.org

Sunset Valley  
1850 Ranson Road, LS 64082  
sve.lsr7.org

Trailridge  
3651 SW Windemere, LS, 64082  
tre.lsr7.org

Underwood  
1125 NE Colbern Rd., LS 64086  
uwe.lsr7.org

Westview  
200 NW Ward Rd., LS, 64063  
wve.lsr7.org

Woodland  
12709 S Smart Road, LS, 64086  
wle.lsr7.org

**PRINCIPAL/PHONE**

Amy Fennewald  
986-2280  
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Dr. Joy Brigman, Asst.

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Dr. Heather Kenney  
986-4210  
Brooke Morehead, Asst.

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986-4240  
Kayla Taylor, Asst.

Jennifer Kevern  
986-1290  
Steve Campbell, Asst.

Dr. Jerrod Fellhauer  
986-3280  
Leslie Mott, Asst.

David Boulden  
986-1350

Stacy James  
986-2360

### **EARLY RELEASE DAYS**

Early Release days are “no attendance days” for Early Childhood students attending at Great Beginnings Early Education Center and the satellite classrooms located at Meadow Lane Elementary, Trailridge Elementary and Westview Elementary.

### **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.

### **ADA ACCOMMODATION REQUEST LINE**

986-1475

The Americans with Disabilities Act is the law that requires non discriminatory 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.

### **ANIMAL AND PET VISITS**

No animal visits permitted.

### **ATTENDANCE - ABSENCES - TARDIES**

The Lee’s Summit R-7 School District maintains high expectations for early childhood 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 AND EXCUSES**

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

## **Definitions**

- 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.

- A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18

Tardy - A student is tardy if the student arrives after the expected time. 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.

## **Attendance Standards**

The following absences will be excused. Documentation must be provided as indicated.

1. Illness or injury of the student, with written excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected with written excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written excuse from parent. The principal may require a program or other evidence from services as well.
5. Religious observances, with written excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School suspension.
8. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.

## **PROCEDURES FOR EXCESSIVE ABSENCES/TARDIES**

When Classroom or Itinerant students must be absent, parents are to call the school office within 30 minutes of school or Therapy start time. 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 class start time is considered tardy. Tardy information will be monitored. Students who arrive late shall have an adult come to the office with them and sign them in. The adult will wait in the lobby area and supervise their child until the transition time. (When a school bus is late, children are not counted tardy.)

Student attendance will be tracked and recorded daily until eight days of absence minutes are accumulated, at which time an 8-day benchmark letter may be sent to the parent/guardian.

Subsequent letters/contacts may be sent at 15 days of absences or more.

Students who have accumulated 8 days of absences will be monitored for the remainder of the school year.

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

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

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.

### **BACKPACKS**

Backpack needs to hold 8 ½"x11" paper. Please include an extra set of clothes, labeled with child's name, in the backpack.

### **BUS RIDERS RULES & PROCEDURES**

Please discuss these bus passenger rules and procedures with your child, asking him/her to appreciate the need for cooperation toward accomplishing SAFE and EFFICIENT school transportation.

The statements in this section are the Lee's Summit R-7 Transportation policy adopted by the Board of Education. (Board policy JFCC, JFCC-AP and JG-R1).

Your cooperation in communicating this very important message would be most appreciated. Please feel free to call the Transportation Office (986-2400) for any questions concerning the transportation program.

#### **A. At the Bus Stop**

1. Students must waiting at the bus stop, ready to board the bus ten (10) minutes prior to bus stop time. Bus route schedules should be consistent, within several minutes, except, of course, for the first week or so of school until routes are established or possibly in the case of a substitute driver, unforeseen traffic delays or severe weather conditions.
2. "Honk" service is not provided at the bus stop.
3. While waiting at the bus stop, students must stand a safe distance from the road, at least ten (10) feet.
4. Students must approach the bus only after it is stopped and the door is open.
5. Students wait for driver's signal before crossing in front of the bus to board or depart. Student must never cross behind the bus.

#### **B. On the Bus**

1. Students transported by bus shall be under the authority of and responsible directly to the school bus driver. Student misconduct on a school bus can endanger the safety and the lives of the students, driver and general public. The driver shall report such incidents to the Director of Transportation or other appropriate school authorities by issuing a conduct report to the student.
2. Student behavior may be subject to review from the school bus surveillance video only by the school bus driver and school district administrators.
3. Eating or drinking is not allowed on the bus.
4. No cell phones are allowed on the bus or at school.
5. Electronic entertainment devices may be permitted as long as use by students does not cause a distraction to the driver or other passengers.

6. Restricted items on the school bus are, but not limited to:
  - a. Tobacco products, matches, lighters
  - b. Animals
  - c. Glass containers
  - d. Balloons
  - e. Skateboards, rollerblades, roller shoes
  - f. Knives, guns, other weapons, items that resemble a weapon
  - g. Fireworks
  - h. Laser lights
  - i. Alcohol, drugs
  - j. Any items that may endanger the safety of the students on the bus or the driver.

7. Types of student misconduct:

- a. Deliberate defiance or refusal to cooperate with driver.
- b. Obscene and unacceptable language, gestures, remarks or literature.
- c. Unusually loud talking or undue noise.
- d. Throwing or shooting items or spitting.
- e. Scuffling, fighting, bullying or teasing on the bus or at the bus stop.
- f. Deliberate delay of the bus route.
- g. Refusal to stay seated properly or moving from seat to seat on the school bus while it is motion.
- h. Extending any parts of the body, any objects, or littering out the bus windows.
- i. Tampering, vandalism or willful destruction of the school bus.

**C. General Information**

1. In case of a school bus accident, breakdown or emergency evacuation drill, students must be orderly and follow the driver's directions. Students will not be released from the bus to parents or guardians until authorized by law enforcement personnel or district administration.
2. A staff member may use reasonable physical force with a student without advance notice to the Director of Transportation if it is essential for self-defence, the preservation of order, the protection of other persons and/or the protection of school district property.

**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 you 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
- Enter the bus and secure/unsecure the child in/from CSRS
- 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 Bus Release card must be at least 12 years old.

**Child 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/guardian must display Great Beginnings Early Education Center issued car rider 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.

### **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.

### **CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

Reference Board Policy KDA

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

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

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

### **DESTRUCTION AND/OR LOSS OF SCHOOL PROPERTY**

As a responsible citizens, students are expected to maintain and use school property appropriately. 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.

### **DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) a Federal law, requires that the Lee's Summit School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lee's Summit School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: section 9528 of the ESEA (20 U.S.C. 7903), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107) the legislation that provides funding for the Nation's armed forces.

If you do not want Lee's Summit School District to disclose this directory information from your child's education records without your prior written consent you must notify the Principal in writing within ten days of receiving this handbook.

### **DISCIPLINE GOAL**

We believe that all students deserve the right to learn in emotionally and physically safe environment.

We provide a discipline process which:

- involves the support of home school and community
- respects the uniqueness of each student and school



- recognizes the relationship between academic success and behavior
- teaches personal responsibility/accountability
- prepares students to become responsible, contributing members of society

## **DISCIPLINE PLAN**

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

The early education discipline plan is a comprehensive model that includes prevention, intervention and evaluation. The plan recognizes that children generally choose to behave inappropriately for the following reasons:

- Students lack information about correct rules and procedures
- Students challenge limits
- Students lack the ability to manage feelings

### **I. Prevention**

Prevention is defined as creating a classroom and school environment that promotes the likelihood of appropriate behavior. This would include clear expectations and instruction on correct procedures.

Academic instruction is delivered at the appropriate level with effective instructional strategies.

#### **A. Staff Training**

#### **B. Effective Classroom Management**

- Establish, post, model, practice and reinforce expectations
- Arrange the physical environment to promote student success
- Organize students' materials and supplies
- Use nonverbal communication
- Promote teacher mobility in classroom
- Establish and use class meeting process

#### **C. Positive Relationship**

- Greet individual students
- Provide team-building activities
- Promote parent communications
- Conduct interest inventories, questionnaires
- Involve Principal (highly visible/involved)
- Interact with kind confrontation

#### **D. Effective Instruction**

- Provide choices based upon instructional needs
- Involve students actively in learning
- Transition smoothly and quickly between activities (structured procedure)
- Use students' names in teaching examples

## **II Intervention**

### **A. Early Intervention**

**We use Conscious Discipline. For more information visit [www.consciousdiscipline.com](http://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**

- 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

## **POSSESSION, SALE OR TRANSFER OF CONTROLLED OR ILLEGAL SUBSTANCE (Board Policy JFCH)**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

## **POSSESSION OF WEAPON OR ANY ITEM USED IN A THREATENING WAY (Board Policy JFCJ)**

- Actions
  - Confiscation of item
  - Conference with teacher and/or Principal
  - Parent/guardian contact
  - Possibility of out-of-school suspension
  - Referral to proper authorities

## **VANDALISM OR STEALING**

Reference Board Policy ECA-AP2

- First offense: Restitution or arrangements for restitution will be made within one week. If not met, referral will be made to authorities. In certain instances, actions may also include after-school detention. Proper authorities may also be contacted.
- Subsequent offenses: Restitution or arrangements for restitution will be made within one week. If not met, referral will be made to proper authorities. Any combination of up to 4 days of removal from the classroom, out-of-school suspension, after-school detention or Saturday detention, and notification of proper authorities may be used.

## **INAPPROPRIATE PHYSICAL CONTACT (VIOLENT BEHAVIOR)**

- Inappropriate physical contact (violent behavior) - Building/District guidelines will be implemented. For excessive incidents of fighting or other violent behavior, out-of-school suspension may result.
- In instances involving verbal threats or violent acts, school administrators may be required to report the incident to local juvenile authorities. Bus drivers, teachers, and all other employees are required to report any incident as stipulated in the Safe Schools Act to the school Principal (RSMo 167.117). Violent acts that require reporting include 1st, 2nd or 3rd degree assault, sexual assault or deviate sexual assault against a student or school employee while on school property or during participation at school activities, or on the school bus AND any student in possession (on the person, among possessions or placed elsewhere) of controlled substance or weapon in violation of school policy.
- Building principals will investigate to determine if an incident is of a reportable nature.

## **LEAVING SCHOOL GROUNDS WITHOUT PERMISSION**

- If students leave school grounds without permission, the parent/guardian will be notified. A conference will be held with the student, his or her parent/guardian and school personnel. For the student's safety, the police may be contacted. The Guidelines for Extreme Behavior and/or regular school rules may apply.

## **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 unusual cases or 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.

## **DISCRIMINATION (RESOLUTION OF COMPLAINTS)**

(Grievance Procedure 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 an 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 situation 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 person 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 of Board Policy related to employment, it shall be resolved according to the procedures established in Part C of the 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 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, 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.

### **DRESS GUIDELINES:**

- Clothes should be very casual. Children are actively involved at the Early Education center and clothes may get paint, clay or mud on them.
- Classes go outside if the temperature is above 20 degrees. Please dress your child appropriately for cold weather.
- Please put names on all coats, hats, gloves and school bag.
- Shoes should be comfortable for gross motor activities. Please no cowboy boots, flip flop sandals or high heeled shoes.
- Please send an extra set of clothing to be kept in your child's backpack.

## **ELECTRONIC COMMUNICATION DEVICES**

Cell phones or electronic devices are not permitted (working/non-working). If brought to school, parents can pick up phones or electronic devices at the office.

## **ENROLLMENT PROCEDURES**

All parents or guardians of early education students are required to provide proof of residency during enrollment/registration. Residency verification is required during these enrollment/registration sessions before students will be assigned to a classroom for the school year. Providing residency verification prior to the start of school will help R-7 staff prepare for school and will streamline the 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 and proof of residency are required for children. Additional information will be requested, such as proof of age, emergency contact numbers and social security numbers, as needed.

## **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 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 a district facility.

## **HARASSMENT**

Reference Board Policy AC, AC-R, ACAF 1-6

## **BULLYING/HARASSMENT**

Reference Board Policy JFCF

We believe preschool age children are at an age where instruction when appropriate social skills for interaction with peers and adults is taught. This is included in our curriculum.

## **HEALTH SERVICES**

### **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** (AD-AP & JHCF)

Due to increasing number of students with life

Threatening food and nut allergies, as well as students with special dietary needs, it is required that if food is distributed in the classroom for the purpose of utilization in rewards, celebrations/parties, and/or as part of the instructional process food items will be checked against the building allergy list via the school health room. Any food to be consumed in the classroom must be nut free and commercially labeled with ingredients or ingredients must be available at the location where the package is sold or provided.

### **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 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 legal 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.

### **Latex Allergy**

The goal for 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.

## **Immunizations**

Immunizations required for school children in the state of Missouri are listed on page 31.

### **Head Lice**

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

### **MEDICATION ADMINISTRATION IN THE SCHOOL SETTING**

(Board Policy JHCD)

The Health Service 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 or manufacturer's direction shall not be given without consultation/verification by the school nurse with the prescriber, upon which a decision shall be made on the administration of medication. The district should not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

#### **Over-the-Counter medications**

**If a medication is transported by a student., the medication will be held in the Health Room until a parent or designated adult can pick up.**

The district may administer over-the-counter medication to a student upon receipt of a written, phone or faxed order from a licensed prescriber within the scope of his/her practice and a parent/guardian completed medication permit. **All over-the-counter medications are to be transported by an adult** to health services personnel or their designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label. If a medication is transported by a student, the medication will be held in the health room until a parent or designated adult could pick up. High school students may carry and administer legal non-prescription medications that have been listed on the High School Non-Prescription Medication Card and signed by the student and parent.

#### **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 adult 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.

### **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. Epinephrine will only be administered in accordance with written protocols provided by an authorized prescriber.

### **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.

## **COMMUNICABLE DISEASES (PREVENTION AND CONTROL OF)**

It is very important that we attempt to control 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 for 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. Parent is responsible to pick up children from Health Room in a reasonable amount of time. (More information can be found on page 32.)

## **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.

## **NONDISCRIMINATION**

The Lee's Summit R-7 School District is committed to follow a policy of nondiscrimination in all of its programs and activities. The District will endeavor to ensure an environment for our students, employees and patrons free of discrimination, including an environment free of racial, religious, sexual, or other unlawful harassment. 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 (JO:AFI) may be found in its entirety in the Lee's Summit Board of Education Policies Manual, located in central office, or online at [www.lsr7.org](http://www.lsr7.org).

### **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.

### **CLASSROOM SNACKS AND PARTY TREATS**

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 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.

Please refer to the Visiting section on page 29 for further information.

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

The R-7 playgrounds and outdoor areas are available to the public for use after school activities, weekday hours 6:00 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 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.

## **PROGRESS REPORT PHILOSOPHY & RATIONALE**

The purpose of the Lee's Summit R-7 School District early education progress report is to present a complete picture of your child in the school setting. The progress report will provide specific feedback concerning academic and behavioral performance. The format is designed to communicate grade level expectations and individual student achievement.

Students' needs are combined with planned instruction to identify and meet individual learning challenges. This method ensures an opportunity for a higher quality of learning and rate of success. Progress reports are shared two times a year in the fall and in the spring.

## **RECESS**

Play periods are supervised by school employees. Children are expected to participate in recess activities unless excused for medical reasons. Buildings have the responsibility to determine whether students go outside.

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. 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 out 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.

## **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 and parents 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**

### **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**

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

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

Parents or eligible students should submit to the student's school principal a written request 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 the 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. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask

the district to amend the record by following the appeals procedures outlined in Section G of this regulation.

### **Transfer of Education Records**

The district will respond to a request for records from another school district enrolling a student within five business days of receiving the request. However, if the 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 office, 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 the 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.
- To other person authorized to receive education records pursuant to FERPA.

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

### **Appeals Procedures**

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

### **SUPPLIES**

Supply lists are available in the front office and on the District's web page ([www.lsr7.org](http://www.lsr7.org)).

### **SUSPENSION/EXPULSION**

(Reference Board Policy JGD, JG-AF11, JG-AF3, JG-AF6, JGB-AF, JGB)

### **TELEPHONE USAGE**

Early Education Automated Phone System

The automated prompts are as follows:

- **Press 1** If you would like to report an absence for a child attending Early Childhood or Head Start
- **Press 2** If you would have a child attending an Early Childhood program or need to speak to a secretary immediately.
- **Press 3** If you are calling to find out more information regarding Head Start.
- **Press 4** If you are calling find out how to enroll your child at the Early Education Center.
- **Press 5** If you are calling to speak to someone with the Parents as Teachers program.
- **Press 6** If you are calling for the address or directions to the Great Beginnings Early Education Center.

## **VISITING**

Reference Board Policy KK

In order to provide a secure environment, ALL parents/visitors are required to enter the secured main entrance of the school. Visitors must present a valid driver's license and scan in as a guest via the Visitor Management System in order to gain access to the school beyond the main office. Name tags are required to be worn by ALL visitors and staff. Parents/visitors must scan out in the office via the Visitor Management System. Parents are welcome to visit school. Visits should be pre-arranged through the administrator and/or office. In order to ensure limited disruption to instruction and the learning environment, the building administrator reserves the right to limit the length of time as well as determine the date and time when the prearranged visit is to occur. Visits during the first and last two weeks of school and just before or after winter and spring breaks are discouraged. Elementary, middle school and/or high school students are not allowed to visit in classrooms or participation in instructional activities during the school day. Children unaccompanied by their parents may not visit classes.

Outside agencies are not allowed to come into Lee's Summit schools to speak with students unless it is DFS or the Police. With a HIPAA form signed, an outside agency person may speak to a teacher or school personnel via email, phone or personal conference if prearranged with the teacher and principal. No contact with the student or observations in classrooms are allowed. The Board and administration will not tolerate any person or persons whose presence disturbs classes or school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the building principal, or his or her designee, may contact the proper legal authorities.

## **VOLUNTEERS**

Reference Board Policy IICC and IICC-AP

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 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. Each building provides volunteer orientation. Activities performed by the volunteers will be varied as determined by the classroom situation and teacher with approval of the building principal. 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. Children that are not enrolled are not allowed in the classrooms.

## **WALKING FIELD TRIP**

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

## **WEATHER**

Schools will not be open when it is considered too dangerous for buses to travel or too cold for student safety. If schools will be closed, announcements will be made through an automated phone call and major Kansas City radio and television stations between 6:30 and 8:00 a.m. Announcements

will be made over the major Kansas City television and radio stations, the district website and automated phone calls should it be necessary to dismiss school early due to weather conditions. In case of a Tornado warning, students and all staff will take shelter. The door will remain locked and not be monitored and phones will not be answered. Parents and/or visitors will not be able to enter the building until warning is lifted.

## **MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS 2018-2019**

- All children must present documentation of up-to-date immunizations 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 Immunizations Practices Schedule, including all spacing.  
(<http://health.mo.gov/living/wellness/immunizations/pdf/1819schoolrequirements.pdf>).
- 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), which includes the appointment date for needed immunizations, on file and must receive immunizations as soon as they become due.

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.)



<b>Disease &amp; Incubation Period</b>	<b>Symptoms</b>	<b>Re-Admission to School</b>
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	Itching and irritation of the scalp. Presence of live lice and eggs (nits) in the hair, especially at the nape of the neck and behind the ears.	Until first treatment is completed and no live lice are seen. Nits 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.
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 last person who developed measles.
Mumps 12-25 days	Fever, swelling of jaw and in front of the 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 student/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	Intense itching. Most frequently	Exclusion until 24 hours after

2-6 weeks	found on the front of the wrists, webs of the fingers, elbow, and folds of the skin.	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 common in children. With Scarlet Fever, a very fine 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**

**Students will be excluded from school if one or more of the following exists, unless cleared by physician with written documentation:**

- **Diarrhea**
- **Fever of 100.4 degrees or greater**
- **Nursing recommendation based upon physical condition**
- **Rash, undiagnosed**
- **Unvaccinated students in the times of disease outbreaks.**

**Reference Board Policy JHCB**

Senate Bill 341 (2015) requires preschools, daycare centers and nursery schools to notify parents/guardians of children in those schools that they can ask whether any child in the preschool, daycare center or nursery school has an immunization exemption on file. The law does not require the district to release any information other than the fact that there is at least one student with an exemption. The law does not require the district to release the name of the child who has the exemption or the type of exemption and MSBA does not recommend releasing this information.

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Equal Opportunity/Affirmative Action Employer  
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