



Lee's Summit Academy

**Parent/Student Handbook
2018-2019**

Home of the Warriors

SCHOOL COLORS: BLUE AND SILVER

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WELCOME

Welcome to Lee's Summit Academy. This handbook is designed to provide information to you as the school year progresses. It is the parent's and student's responsibility to read the contents of this booklet and become familiar with our rules and expectations. Items not covered within this booklet will be dealt with by the administration after a review of the facts involved.

MISSION STATEMENT

Lee's Summit Academy provides a seamless transition for your child from our Libby Lane Early Childhood Center Preschool and Montessori to our K-12 Academy. We offer academic excellence with strong curriculum that will prepare your student for true spiritual and academic success. Your child will excel at Lee's Summit Academy!

DISCLAIMER

By no means is this manual all-inclusive. The school retains the right to alter or vary the application of these rules. This handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation. Teachers may further require compliance with their own class rules, which a student will be expected to follow.

Lee's Summit Academy admits students of any race, color, and national or ethnic origin.

COMMON SENSE STATEMENT

The Academy handbook cannot contain policies for every possible situation that can occur. Any action taken that would create an environment contrary to our school's mission will not be tolerated. If the action creates an atmosphere where learning is not the primary focus, disciplinary actions will be taken. Students are expected to use common sense in making their choices.

As new policies or regulations are developed by the Academy Administrators, the State, or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school staff to help students and parents understand what is expected of them.

ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed as an

attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet the state educational agencies minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators.

The Academy has not sought accreditation by any governmental agency for several reasons. The Academy would be required to use textbooks adopted by the State. Such texts are developed by secular concepts contrary to teachings of the Bible. Furthermore, accreditation dictates that a school employs a curriculum and teacher certification standards often not in harmony with Christian principles. It seems unreasonable for the Academy to expect parents to withdraw their child from a government school and to place him in a private institution with the same curriculum, methods and objectives.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. At this time, we have not applied for accreditation by any outside educational institution, but we do endeavor to provide the highest possible academic program.

ARRIVAL AND ENTRANCE

Entrance into LSA will be at the front of the building under the awning only. All students should report to their classroom promptly at 8:40 a.m. Students will not be allowed on premises prior to 8:30 a.m. The only exception will be if the parent has contacted the administration in order for the student to arrive earlier.

LATE ARRIVAL

A student who arrives at school after 8:45 a.m. will be required to be signed in by an adult at the main office where the "time in" and the "reason for late arrival" is recorded. Students who sign in after 8:45 a.m. will be considered tardy. Elementary students who have 5 or more tardies may receive a discipline referral. Secondary students with 5 tardies may be given a detention.

EARLY DISMISSAL

If a student needs to be dismissed prior to 3:25 p.m., the parent must report directly to the main office where the "time checked out" and "reason for early release" is recorded. Upon signing out their student, an Academy staff member will notify the student's teacher and that student will report to the office for pick up. For a student to be signed out by someone other than their parents, they must be on the approved list provided by the parent on the enrollment sheet AND provide proof of identity. Otherwise the parent must provide the Academy with a signed note or phone call on the morning of the dismissal identifying the full name of the person picking up their child.

DISMISSAL

The school day ends at 3:25 p.m. Parents will pick up their children from the drop off – pick up car line. If a parent needs to come in, they need to park in the parent parking area. Teachers will not be on duty to supervise any students after 3:40 p.m., except in the case of discipline, music lessons or tutoring. School staff members are not available to supervise students. Parents must make their own arrangements if they are unable to meet this time frame. LSA will provide after school care this year for an extra fee.

SCHOLASTIC STANDARDS

ATTENDANCE and PROMOTION

Students may begin kindergarten at age 5 if their fifth birthday occurs before September 1 of the year the student enrolls. Students will graduate from LSA with a minimum of 26 high school credits (general diploma). A college prep diploma is 28 credits and specified core subjects and a GPA of 3.60 and taken a college placement test or ACT, SAT or PSAT. Math and science courses are to be college prep classes.

Subject	College Preparatory Studies Diploma	State Minimum Requirements General Diploma
Communication Arts	4	4
Mathematics	4	3
Science	4	3
Social Studies	3	3
Fine Arts	1	1
Practical Arts	1	1
Personal Finance	.5	.5
Health	.5	.5
Physical Education	1	1
Electives	9	9
Minimum Units Required	28	26

Students will be promoted at the end of each school year. Students who do not successfully achieve the academic requirements of grade advancement will be retained. All promotions and retentions are reviewed by the LSA administration and board.

DUAL CREDIT: Juniors may take one college course off campus for dual credit. Juniors taking dual credit need to be in attendance at LSA at least six hours a day. Seniors may take dual credit for courses LSA does not offer their senior year. Seniors taking dual credit must be in attendance at least four classes per day. Full tuition pricing will still be required even if the student is paying for outside courses because the student is receiving credit at both schools.

Grade promotions will be considered at the end of each academic year. Students will advance to the grade levels in a consistent manner. The faculty of LSA will be aware of the academic acceleration of students and will design studies to challenge those students.

GRADE CARDS & PROGRESS REPORTS

LSA has four grading quarters in a school year. Parents have access at any time to grades on Sycamore Education. Semester grades will be the grade of transcript and grade point averages. Additional updates may be sent home for specific classes at the teacher's discretion to inform parents of the student's progress.

SEMESTER EXAMS

Students may encounter semester exams in grades 9-12 and during their subsequent academic years. We believe the experience of preparing for and taking final exams is a life skill and valuable preparation for higher academic endeavors. During the week prior to the end of a semester the students may take a comprehensive semester exam in each of their core subjects.

GRADING SCALE

LSA uses the following standardized grading scale for students in grades 4-12. Grade point average (GPA) is figured on a 4-point scale:

A	95 – 100%	4.0
A -	90 – 94%	3.7
B+	87 – 89%	3.3
B	83 – 86%	3.0
B -	80 – 82%	2.7
C+	77 – 79%	2.3
C	73 – 76%	2.0
C -	70 – 72%	1.7
D+	67 – 69%	1.3
D	63 – 66%	1.0
D -	60 – 62%	0.7
F	Below 59%	0 * No course credit is given for failing grades

A student's GPA = Total GPA Points divided by the Number of classes the student is enrolled in.
LSA uses the following standardized grading scale for students in grades K-3:

S+	Outstanding, Exceeds grade level standards
S	Satisfactory, Meets grade level standards
S -	Progressing, Making progress but not meeting grade level standards
NI	Needs improvement, not making progress

HONOR ROLL

Honor roll will be awarded at semester and at the end of the year:

Middle School Principal Honor Roll: All A's or A- 's all year.

Middle School A/B Honor Roll: Nothing below a B- all year.

High School Principal Honor Roll: All A's or A- 's must equal 3.8 or higher at each semester.

High School A/B Honor Roll: Nothing below B- must be equal 3.6 or higher at each semester.

ACADEMIC HONORS

Grade point averages (GPA) are calculated using a formula that weighs core academic subjects such as language arts, math, science, and social studies and elective courses equally.

- **Principal Award** status is achieved by obtaining 98% (3.8) overall average at the end of the year. Students achieving Honor Roll status all four quarters receive a medal and are recognized at an assembly held at the end of school.
- **Academic Award** status is achieved by obtaining a 96 % (3.6). Academic award students receive a medal and are recognized at an assembly held at the end of year.

HONORS ASSOCIATION

The Lee's Summit Academy Honors Association membership is open to those students who meet the required standards for selection established by LSA in four areas of evaluation: Scholarship, Leadership, Service, and Character. Students are selected by a Faculty Council, which bestows this honor upon qualified students. Selection criteria are as follows:

- Students are eligible for membership after completing the first semester of their sophomore year at LSA.
- For the **SCHOLARSHIP** criterion a student must possess a **cumulative grade point average of 3.6**
- **Those students who meet the scholarship criterion are invited to complete a candidate form that provides the Faculty Council with information regarding the candidate's leadership and service.**
 - Invitations are delivered in early February.
 - Students will have approximately two weeks to complete their petitions, depending on the school calendar. Dates will be posted on the calendar on the Sycamore website.

- To meet the **SERVICE** criterion, a **minimum of five hours of community service documented with the LSA office** are required before a candidate will be considered for membership.
- To evaluate a candidate's **CHARACTER**, students will be asked to obtain two teacher recommendations (forms will be provided with the candidate form). Additionally, all members of the LSA faculty are given the opportunity to provide reflections on each student's character should they so choose. The Faculty Council will also review each candidate's **school disciplinary file** for evidence of violation of school rules.
- To further evaluate a candidate's qualifications for membership, including the **LEADERSHIP** criterion, the candidacy form includes an essay written by the student to detail the student's scholarship, service, character, and leadership experience or leadership potential.
- This information is carefully reviewed by the five-member Faculty Council to determine membership. A **majority vote of the Faculty Council** is necessary for selection.
- Candidates are notified regarding selection or non-selection according to a predetermined schedule which will be posted on the calendar published on the LSA Sycamore website.
- Following notification, an induction ceremony and luncheon is held to recognize newly selected members.
- Once inducted, new members are required to maintain the same level of performance in the four criteria that led to their selection. This obligation includes **attendance at chapter meetings** held during the school year as well as **participation in service projects** and **fund-raising projects**.

IOWA BASIC SKILLS TEST

The Iowa Basic Skills Test (ITBS) measures students' academic progress. The areas tested include: Vocabulary, Word Analysis, Reading Comprehension, Language, Math, Maps, Social Studies and Science. The tests are given to students from 3-12 grade during the month of April. Results are usually sent home by the end of the semester along with grade cards.

ACT TEST (GRADES 10-12)

The ACT test is a college entrance exam. This test is given multiple times throughout the school year. Registration can be done online at www.act.org. The Academy school code is **261676**.

HOMEWORK

Students attending LSA can expect to have various amounts of homework each week. Elementary students may be given homework sheets to put in a homework folder or they may be expected to write down their assignments and put them in the homework folder. Middle school and high school parents or students should be able to find daily assignments posted on the Sycamore website each day after 4:00 p.m. To access the website, go to

www.sycamoreeducation.com and type in the appropriate code and password. Teachers will attempt to keep this updated.

Many students only have homework because they do not use their time provided during the school day in a productive manner.

The following guide may be regarded as the approximate time to allow for daily homework. Students who take advanced classes, especially in the upper grades, will have more homework and time commitments on their education. Since LSA recognizes that parental involvement is critical to a student's education, homework can be used as an opportunity for parents to actively share in their child's education.

GRADE: Approximate maximum time per week night

K	None
1-2	20-30 minutes (infrequently)
3	45 minutes (as needed)
4	45 minutes
5-6	60 minutes
7-9	90 minutes
10-12	120 minutes

PARENTAL INVOLVEMENT WITH HOMEWORK

Parents of younger children (grades 1-4) should be actively involved in their child's homework. Parents of older children (grades 5-12) may assist in seeing that the work is done and explaining work when necessary. However, the students must do the work and take responsibility for it. Parents are invited to discuss this phase of cooperation with their child's teacher. Parents also should insist that their child bring home assessments (papers, tests, projects, etc.) for them to see. Secondary parents may also check Sycamore for further homework information.

Below are some specific ways parents can help their child with homework:

1. Parents should see that the student has an organized and complete record of assignments.
2. Parents should provide for the student a quiet, secluded study place. Ventilation, lighting, heating, and other factors should be at optimal levels for focused study.
3. Distractions of any sort should be kept to a minimum. Parents should consider turning off the TV or radio while their child is doing homework. Cell phone and video games should be limited.
4. Parents should remind the student to review what was learned in each class that day before moving on to the particular homework assignments.
5. Time reserved for study should be planned out and maintained regularly.
6. All necessary tools and materials for work should be available, including paper, writing utensils, rulers, books, compasses, protractors, crayons, etc.
7. Parents should plan five-minute breaks after every 30 minutes of concentrated work to give the student something stimulating of a different nature to help the student re-focus.

LATE HOMEWORK

Secondary students will have 24 hours to hand in assigned homework from the time it was due with a 20% mandatory reduction of the grade on the assignment. A 20% reduction will be assessed for each additional day it is late. For absences, students have a day to gather work and a day to do it.

Elementary students will have 24 hours from the time parents receive written notification from their teacher to turn in missing assignments without penalty. The exception to this policy would be a student who continually abuses the privilege. After the allowed grace period, the student will be penalized not more than 10% of the assignments value per day. This will allow the teacher some discretion for the penalty.

Teachers are to accept late homework without penalty due to a scheduled school activity.

EXTRA CREDIT

Teachers may provide extra credit for grade growth. Extra credit assignments must enhance the student's grade by assigning work that would benefit the student academically. Extra credit should be requested before quarter grades are issued. Extra credit assignments must be turned in by the due date. Extra credit is not for students who have a pattern of non-completion of assignments.

ATTENDANCE INFORMATION

All students are expected to be in attendance whenever school is in session. Regular school attendance is a good habit and an essential component for student success. All absences, late arrivals, and early dismissals are recorded and will appear on official transcripts.

ABSENCE REPORTING

When a student is absent, the Academy requires the parent to call the main office number by 10:00 a.m. at 816-399-2026. Please state the student's name, grade and reason for absence. An email sent to maugustine@leessummitacademy.com or a message on voicemail will also be acceptable. If a parent contact is not received by the next day, the absence will be considered unexcused. It is the responsibility of the student and the parent to contact the Academy office in a timely manner.

Upon returning to school after an absence, students are required to submit a note signed by the parent or legal guardian stating the reason for the absence. If a student misses more than three consecutive days of school, a doctor's note is required for the absence to be excused.

ANTICIPATED ABSENCES/FAMILY VACATIONS

Parents must notify the school office **in writing** prior to taking a child out of school for a family vacation or other planned absence. A ten-day notification is desired in order that parents, teachers, and student can plan together to ensure the student will not fall behind in his/her work. Although teachers will assist the student who misses school because of a planned absence, it

remains that the student's responsibility to obtain assignments and class notes, complete homework, and make up any tests or quizzes. While a vacation during school can be educationally profitable (and valuable family-time), it may also have an adverse impact on a student's academic achievement. We strongly recommend family vacations be taken during regular school breaks. We encourage parents to arrange planned absences only when alternative options are unavailable. **These absences will count toward the 15 allowed absences.**

MAKE-UP WORK FOLLOWING AN ABSENCE

Make-up work is available for all absences. When a student returns, it is **their responsibility** to request make-up work from each of their teachers as they progress through the school day. Students will collect their work on the day they return and hand them in the next day. For example: The student is absent on a Wednesday. He/she returns on Thursday and gathers assignments. Assignments will be due on Friday. The teachers of students in grades K through 5 will prepare missed work for students who are absent to complete upon their return to class. **If the student is aware of a test, quiz, or assignment, before being absent, the student is to take the test, or turn in the assignment, with the rest of the class. If you were absent only one day, the day of a test or quiz, it must be completed on the day you return.**

Long range assignments such as book reports, research papers, and speeches are due the day the student returns to school. This also includes planned tests and quizzes.

EXCESSIVE ABSENCES

When a student has missed 10 days of school the parent/guardian may be notified by the Academy office that they only have 5 absences remaining. When a student reaches 15 absences it will be considered excessive and the parent/guardian, the Superintendent, and the administration will be notified.

EXCESSIVE TARDINESS

Students are required to come to school in a timely manner. Permanent records will be kept in the student's file and all absences, late arrivals, and early dismissals are recorded and will appear on official transcripts. When a student reaches 5 or more late arrivals, parents may be notified by the Academy office and attempts will be made to rectify the problem cooperatively with the parents. **If a student receives five tardies, they may receive a detention. Excessive tardiness could result in a loss of credit in the secondary grades.**

PHILOSOPHY OF DISCIPLINE

The Academy offers a high quality curriculum of Christian education. However, the school realizes that it cannot meet the educational needs of every child. The Academy is not designed to be a correctional center for dealing with problems arising beyond those usually encountered by average school children. We desire to work with the home, but not to take the place of parental responsibilities of disciplining and training their children.

The school will not accept students who swear, use tobacco or narcotics, or show a continual

arrogant attitude toward authority. We cannot accept a child who is uncontrollable in the home. Complaining is not permitted. Attending the Academy is a privilege and not a right.

The following procedure is to be followed if your child comes home with a complaint about school policy or discipline:

1. Give the school the benefit of the doubt, realizing the student's report may be emotionally biased and without adequate information.
2. Realize that school regulations are made for a reason and that an honest effort will be made to enforce without favoritism.
3. Support the administration and call or visit the teacher or principal for a discussion of the matter. Direct communication is key to a positive working relationship.

The Academy is committed to train children in a Christ-centered program of study, activity, and living. Our goal is to maintain a firm, fair and consistent discipline through kindness, love and a real concern for the students' needs

STUDENT CONDUCT CODE

GOAL OF CONDUCT CODE

The goal of the conduct code is to set a standard of expectation that will promote a safe and productive Christian learning environment in which all students may be successful learners. Violations of this conduct code may be handled as outlined in the Academy discipline code.

STUDENT CONDUCT CODE

- Students will show respect to God through words and actions.
- Students will show respect to pastors, teachers, staff, peers and themselves.
- Students will contribute to making LSA a safe environment for everyone.
- Students will follow the directions of the faculty and administration at all times.
- Students will fulfill all academic and behavioral classroom obligations to teachers.
- Students will show respect for school property and for the property of others.
- Students will demonstrate good sportsmanship at all times and in all school activities.
- Students will maintain as high a scholastic average as possible.
- Students will dress in a clean, presentable manner, in accordance with the dress code policy.

ALL PARENTS ARE EXPECTED TO:

- Send their children to school ready to participate and learn.
- Ensure their children attend school regularly and on time.
- Ensure absences are excused.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Know the school rules and help their children understand them.
- Work together with teachers and staff to ensure an excellent school experience.
- If a problem or conflict arises, use the correct channels to resolve it.

OBEDIENCE TO AUTHORITY

Students are expected to obey their authorities. Aggressiveness, inappropriate language, disrespect, lying and defiance with staff will result in disciplinary action. Refusal to comply can result in the maximum consequence. Such defiance will result in a report sent to the Superintendent and may result in a long-term suspension.

DISCIPLINE POLICY

God's grace is the hallmark of the discipline policy of LSA. Justice is balanced by love, patience, and forgiveness. Discipline is based on the biblical principles of restitution, apologies, swift/appropriate punishment, restoration of fellowship, and the absence of lingering attitudes. Classroom teachers bear the initial responsibility of discipline with the goal of developing good character and principles in the life of each student. Teachers generally inform parents of the incident when necessary. If the student does not respond to the discipline by the teacher, the administration becomes involved in the process.

SCHOOL DISCIPLINE CODE

An orderly school environment is one component of raising our children to grow in good character and integrity. The Academy staff is responsible for instituting policies and procedures, which maintain a Christian atmosphere, which promotes learning. Parents and students are responsible for being familiar with school policies and procedures and for abiding by them. All concerns about the discipline procedures are expected to be handled in a responsible manner and brought to the attention of the school administration.

All parents and students are encouraged to read this entire section together and present any questions to the administration. These procedures are enacted for the benefit of all students. The cooperation and adherence to them will only make the school year more enjoyable.

Our forms of discipline are:

- Classroom Intervention
- Discipline Referral
- Detention
- Parent Contact
- Conference to Create a Process/Behavior Plan
- In School Suspension
- Out of School Suspension
- Dismissal from School

CLASSROOM INTERVENTION

A teacher/staff member may speak to the student to explain class rules and expectations and/or concerns about their behavior. Additionally, a teacher may change a student's seat, seat them in a place away from others in the room, or send the student to another classroom to complete work. Our school follows the Love and Logic classroom management model. Any time a student goes

to a buddy room the parents will be notified. If a student refuses redirection the office will be notified, and an administrator will then intervene.

The exception to this is when the student poses a threat to the health, safety, or welfare of the other students. During such incidents, the student may be sent directly to the office with a discipline referral to follow.

DISCIPLINE REFERRAL

When the teacher has exhausted classroom intervention a discipline referral may be issued to the school administration to determine an appropriate course of action. Additionally, some policies and procedures outlined in this handbook will result in an immediate discipline referral. Discipline referrals may result in a phone call or conference with the parent(s), a warning issued to the student, or detention. In cases where the violation is a repeated offense or the student poses a threat to the health, safety, or welfare of students/staff they may receive in school suspension, out of school suspension or dismissal for the remainder of the semester or school year. All discipline referrals are given to the school administration and kept in a student's permanent records.

Seven basic behaviors automatically necessitate discipline from the administration (in addition to the teacher):

1. Disrespect shown to any staff member or volunteer (such as being argumentative, using a mocking tone of voice or body language, ignoring an adult's direction, etc.)
2. Dishonesty in any situation while at school, including lying, cheating, and stealing
3. Rebellion or outright disobedience in response to instructions
4. Fighting or striking in anger with the intention to harm another
5. Obscene or suggestive behavior, sexual impurity, lewd or vulgar language, taking the name of the Lord in vain
6. Illicit drug or alcohol use on or off campus
7. Bullying (see "Bullying" section below)

BULLYING

The National School Safety Center defines bullying as "any hurtful or aggressive act toward an individual or a group that is **intentional and repeated.**" Bullying can include teasing, pantsing, hazing of any kind, hitting, pushing and gossiping. This can be done in person or on electronic devices. Bullying is contrary to the mission and goals of LSA and will not be tolerated. Students who feel they are experiencing verbal or physical bullying including verbal threats or malicious teasing are encouraged to report it to both teacher and principal immediately so appropriate actions can be taken. If a student waits till he/she gets home it is more difficult for the administration to rectify the situation.

PUBLIC DISPLAY OF AFFECTION

Due to the fact that we are an elementary and secondary school, we do not allow PDA's on school grounds. This includes during the school day, activities, school trips and after school functions.

RECORDING OF CLASSES OR FELLOW STUDENTS AND/OR FACULTY

Creating a video or audio recording is prohibited without permission from administration. Discipline action could result.

OVERALL STUDENT DISCIPLINARY POLICIES

ELEMENTARY:

Each self-contained classroom (K–5) will have its own system of discipline approved by the Administrator. Discipline rules should be posted in each classroom, and should contain the following:

1. Raise your hand to speak (no talking otherwise)
2. Stay in your seat
3. Keep your hands to yourself

MIDDLE SCHOOL and HIGH SCHOOL:

Infraction Level 1:

Disrupting class, dress code violation, failure to follow classroom rules, being uncooperative or disrespectful of peers

May Result In:

1. Phone call to parents and/or lunch detention
2. Phone call to parents and after school detention
3. Phone call to parents and ½ day in school detention
4. Phone call to parents, full day in -school detention, and parent/teacher conference

Infraction Level 2:

Profanity (taking the Lord's name in vain), coarse language, skipping class, cheating*, stealing, fighting, disrespect for authority, defacing school property, harassment (sexual or otherwise)** obscene gestures, gambling

May Result In:

1. Phone call to parents and full day in-school detention
2. Full day in-school detention
3. School board notified and possible suspension

*If caught cheating, the first offense will be a zero on the work submitted, parents will be contacted and an administrative conference may be scheduled. The second offense will be a zero on the work submitted and a suspension. A subsequent offense will be at the discretion of the administration.

**Harassment of any kind is prohibited. This includes verbal or physical, against any race or color.

****On the 2nd Level 2 Infraction, the School Board will be notified**

Infraction Level 3:

Vandalism, computer tampering, acts of violence, possessing illegal drugs or alcohol, smoking or possessing cigarettes, possession of pornographic material, guns or facsimiles, fireworks, knives or any type of weapons, failure to report to detention, excessive disruption to the good order and discipline of the school, threats toward staff or peers (bullying)

May Result In:

1. Suspension
2. Possible expulsion

****Continual conflict, strife, refusal to comply and disregard for authority and school policies, will result in expulsion.**

DETENTION

When a student is assigned a detention due to a discipline referral or otherwise noted by the policies and procedures in this handbook the following process is followed:

1. A staff member confers with the student and explains to him/her why the detention is being assigned.
2. Parents are then notified of the offense and the date/time that the detention must be served by phone or email containing the same information.

Students must serve the entire time to complete their obligation and are expected to use this time productively for school tasks. No electronic devices or headphones are allowed. Appropriate work will be assigned. Manual labor may also be given. The supervising teacher will release students directly to their parent, guardian or designated pick-up person at 4:45 p.m. If there is a problem serving the detention on the assigned date the parent needs to contact the office prior to that date to reschedule. Unserved detentions or failure to successfully complete detentions are referred to the principal and may result in additional detentions or out of school suspension for one day.

PARENT CONFERENCE TO CREATE A PROCESS/BEHAVIOR PLAN

When a student has demonstrated a pattern of misbehavior, the parent(s) may be called to meet with the school administrators and classroom teacher(s). The purpose of this meeting is for the adults to clearly communicate their concerns and observations to the student. The team then works with the parent(s) or legal guardians and student to determine a solution to the student's behavior. A behavior plan generally lists the specific behavior(s) of concern, which continue to get the student in trouble and expectations for students, staff, and parents to help solve the problem.

IN SCHOOL SUSPENSION

When a student is assigned to in school suspension (ISS) by a principal, the student is placed at a desk in a designated classroom for a period of time to work on school assignments. No talking, socializing, or leaving the desk is permitted unless designated by the ISS supervisor.

OUT OF SCHOOL SUSPENSION

Attending LSA carries with it responsibilities to attend school regularly and to comply with all policies and procedures contained within this handbook or otherwise implemented by the administration. Safe and orderly conduct is essential for permitting others to work productively at school. Therefore, it is the administration's prerogative to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which disrupts the educational setting, or willful conduct which endangers the student, other students/staff, or the property of the school. A student may be suspended for conduct, which negatively affects good order and discipline in school, or impairs the morale or good conduct of students. Notice of suspension shall be given to the student, parent, or guardian, and to the school social worker.

A student will receive **no credit** for work missed while serving out of school suspension.

A student who has been suspended is prohibited from attending any school function and will not be allowed on school property for any purpose other than supervised WRC events for the duration of his/her suspension.

EXPLUSION

A school administrator may expel a student from school whenever they find the student guilty of repeated refusal or neglect to obey the rules or the student engages in conduct, which endangers the health or safety of others while under the supervision of school authority. A student who has been expelled is prohibited from attending any school function, and will not be allowed on school property for any purpose other than supervised WRC events for the duration of his/her expulsion. **Dismissal does not release a family from the obligation to pay tuition. The behavior of students outside of school hours can also be a grounds for expulsion.**

VANDALISM AND PROPERTY DAMAGE

LSA provides its students with buildings, facilities, equipment, textbooks and other supplies. To safeguard this investment and to ensure their continued availability, students are held accountable for actions that result in damage to school property. Parents of students who willfully destroy school property will be required to pay the full replacement cost of the item destroyed, and will be subject to disciplinary actions.

SEARCHES

LSA reserves the right to search a student's locker, desk, backpack or person when they have a reasonable basis to believe that a search will result in the finding of evidence dealing with gross disobedience or misconduct. A pastor and school administration will be present for all searches to ensure that student rights are not violated.

INAPPROPRIATE ITEMS, TOY COLLECTIONS AND ELECTRONIC DEVICES

Items such as skateboards, iPod, headphones, computer games, cameras, trading cards, baseball bats, toys, laser pointers, etc. should only be brought to school after obtaining prior approval from a teacher. If these items are brought to school without the approval of a teacher, they will be confiscated and returned to the student at the end of the day. If the student leaves the item in their backpack in their locker and does not use the item in any way without approval, it will not be confiscated. A second offense will result in a phone call to parents and only a parent will be allowed to pick up the item. Repeated violation of this policy could result in the item(s) being confiscated and becoming school property.

COMPUTER USE/MISUSE

With the current availability of computers in a school setting, students have a wonderful opportunity to use them in a very productive way. Unfortunately, with the increased availability comes a need to inform students of the consequences for misuse. Misuse may result in a warning, parent conference, and/or termination of computer use privileges.

Listed below are the three levels of misuse as defined by LSA:

- **Unauthorized use** is defined as knowingly using a computer without proper authorization such as utilizing the computer lab during unauthorized times without staff supervision.
- **Computer trespass** is defined as knowingly using a computer with intent to gain access to unauthorized computer material such as personal e-mail, pornography, inappropriate content, unauthorized internet sites and/or unauthorized programs/files within the system.
- **Computer tampering** is defined as knowingly tampering with or using a computer to intentionally alter or destroy computer data or programs.

Lap Tops: Secondary School students may request permission to bring laptops or other educational electronic devices to school to be used for **educational purposes only**. Permission will be granted in cases of documented learning differences or to accomplish independent study.

Sharing one's electronic device, user ID and/or password is prohibited.

DRESS CODE

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities. If a student arrives at school dressed inappropriately, an administrator may call a parent/guardian to request that the student's dress be improved before they will be allowed to attend class.

The following is our **elementary** student dress code:

- Shoes must be worn at all times
- Teachers of specific courses where safety or health is a factor may require students to adjust hair, clothing, or wear safety equipment during that class period

- Blue jeans or slacks in good condition are acceptable and should be worn at waist level
- Shirts that are backless or show any skin in the midriff shall not be permitted in the classroom
- Hats, caps and sunglasses shall not be worn by students inside buildings during regular school hours
- Skirts and shorts should be of a modest length (arm's length)
- Clothing must not display any inappropriate messages, words, pictures or slogans
- Students are not to wear sagging pants or sleepwear
- The hoods on sweat shirts cannot be pulled up over the student's head while in the building
- No skate shoes in the building
- Hair should be neatly groomed and not covering the student's eyes

The following is our **middle and high school** student dress code:

- Shoes must be worn at all times
- Teachers of specific courses where safety or health is a factor may require students to adjust hair, clothing, or wear safety equipment during that class period
- Blue jeans or slacks in good condition are acceptable and should be worn at waist level. Rips or holes in jeans must be below mid-thigh or where short length should be
- The wearing of extremely oversized or excessively baggy pants is prohibited
- The practice of "sagging" or having the waist of the pants well below the top of the hips is not permitted
- Tank tops (can be worn as an under shirt), spaghetti strap or backless tops, halters, off the shoulder or shirts that are see through (without school code appropriate clothing underneath) shall not be permitted in the classroom
- Sleepwear is prohibited
- Bare midriffs—students must be able to raise their hands above their heads without their shirt exposing the midriff area
- Low cut tops that show cleavage are prohibited. Modesty should always be the guide
- The hoods on sweat shirts cannot be pulled up over the student's head in the building
- Hair should be neatly groomed and not covering the student's eyes
- Hats, caps and sunglasses shall not be worn by students (male or female) inside buildings during regular school hours
- Skirts and shorts should be of a modest length (at least mid-thigh or arm's length)
- Leggings knit, denim or other material are not pants. Leggings are to be worn under dress code appropriate clothing. Mid-thigh long shirts or mid-thigh dresses should be worn over leggings
- Clothing must not display any improper messages, words, pictures or slogans
- Cold shoulders tops may be worn as long as there is a 3-inch-wide strap on the shoulder.
- The dress code is applicable to all Lee's Summit Academy events. This includes any concert, spring or winter formal or ceremony.

HEALTH SERVICES

IMMUNIZATION

LSA highly recommends that students have their shots. If exemption is desired, go to the Health Department for exemption form.

According to Missouri Law 167.181:

1. The department of health, after consultation with the department of elementary and secondary education, shall promulgate rules and regulations governing the immunization against poliomyelitis, rubella, mumps, tetanus, pertussis, diphtheria, and hepatitis B, to be required of children attending public, private, and parochial or parish schools. Such rules and regulations may modify the immunizations that are required of children in this subsection. The immunizations required and the manner and frequency of their administration shall conform to recognized standards of medical practice. The department of health shall supervise and secure the enforcement of the required immunization program.
2. It is unlawful for any student to attend school unless he has been immunized as required under the rules and regulations of the department of health, and can provide satisfactory evidence of such immunization; except that if he produces satisfactory evidence of having begun the process of immunization, he may continue to attend school as long as the immunization process is being accomplished in the prescribed manner. It is unlawful for any parent or guardian to refuse or neglect to have his child immunized as required by this section, unless the child has received a religious or medical exemption card from the Jackson County Health Department. To obtain this card, please call the Jackson County Health Department at (816) 404-6415 or visit their office at 313 S. Liberty Street, Independence, Missouri, 64050.

MEDICATION

Many students are able to attend school because of the effective use of medication in the treatment of illness and disabilities. If a student requires over the counter medication, please try to schedule doses to be taken at home before and after school as much as possible. However, LSA understands that some medication regimens necessitate the administration of medication during school hours. All medications will be locked in the academy main office at all times. No medication including over-the-counter medications should be kept in a student's possession during the school day. Failure to comply with these medication policies will result in a counsel for the first offense and then a discipline referral for the 2nd offense.

Safe and effective administration of prescription medication and/or over the counter medication, therefore, requires adherence to the following policy:

- If it becomes necessary for a student to take any form of prescription medicine, a doctor and parent **signed medication release form** with written dosage/duration instructions will be required in order for school personnel to dispense prescription medication. For over the counter medications only a parent signature with written dosage/duration instructions will be required.
- Medication must be in the original container with the child's name on the prescription. This medication should be given to the Academy office by an adult.
- Classroom teachers will be notified of the medication schedule and the student will be sent to the Academy office to take medication(s).

Some examples of common over the counter medications:

- ◆ Analgesics – i.e. Tylenol, etc.

- ♦ Antihistamines – i.e. Benadryl, etc.
- ♦ Antitussives – i.e. Robitussin, cough drops, etc.
- ♦ Antibacterial ointments – i.e. Neosporin, etc.
- ♦ Antacids – i.e. Tums, Gaviscon, etc.

ILL STUDENTS

Students should not be sent to school with a fever, or a known contagious illness. Students who become ill or need medical attention should report to a teacher. If the child's temperature is 100 degrees or more, the parent will be called to take the child home. The student should be fever free (without medication) for a 24-hour period before returning to school. If the child is vomiting and/or has recurrent diarrhea, the parent will be called immediately. Children will not be allowed to leave school grounds without a designated pick up person signing the student out at the main office.

PE EXCUSES

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from a student's attending physician indicating the reason for limitation and the period of time for which the limitation is valid, and the notice will be given to the PE teacher. Parental requests for exemption (sore throat, nausea, etc.) can only be honored for two days without a physician's note.

GENERAL RULES AND GUIDELINES

GENERAL INFORMATION

- Label all articles of clothing, school supplies, and items brought to school.
- The school must have a correct home address and at least 2 telephone numbers where parents or relatives can be reached in case of an emergency. It is the responsibility of the parent to ensure that the office has current information on file.
- Students should wear clothing appropriate for the weather conditions. Students will play outside except when the weather is extreme. At 32 degrees, kids must have long sleeves on to go outside or they see the principal and set up a plan to help them remember proper clothing. At 20-degree wind chill, they stay in for indoor recess.

STUDENT DRIVERS

Student driving on LSA property during school hours is a privilege. Privileges come with responsibilities. The following are guidelines for student drivers:

- Any student operating a vehicle on school property must have a valid driver's license as well as insurance.
- All cars must be registered with the office.
- Students are to park vehicles in their assigned parking spot.
- When arriving at school, students are to immediately leave their vehicles, and may not return to them for the remainder of the school day without permission from the office. This includes breaks between classes and at lunch.

- Student must secure permission from the school office before going to their vehicle during the school day.
- Any student who drives dangerously (screeches tires, speeds, etc.) could lose driving privileges.
- Student drivers must sign in at arrival and dismissal.

CELL PHONES

Cell phone use will be restricted during the school day. Phones should be left in the student's backpack or locker. Each teacher has a radio and each classroom has a phone or emergency communication. The administration reserves the right to confiscate electronic devices if they are being used inappropriately. If confiscated, the parent will have to come to the main office to collect the device at the end of the school day.

TEXTBOOKS AND EQUIPMENT

Textbooks will be numbered, labeled with the current condition and assigned to students at the beginning of a course. Any damaged or lost textbook(s) will result in a fine commensurate with replacing that text. Families with unpaid fines will not receive report cards and/or school records.

BACKPACKS AND BOOK BAGS

Backpacks and book bags are not recommended in the classroom. All backpacks must fit inside lockers and not be left in the hallway. Backpacks, books, and other student materials should not be left in the hallways or on top of lockers as they present a safety hazard. Student belongings found in the hall or above lockers may be taken to the lost and found.

LOST AND FOUND

A "lost and found" is located in the cafeteria. Students and parents should check periodically for misplaced articles. Students should write their names in all workbooks, textbooks and notebooks. It is also recommended that all personal property items be labeled. Items not claimed will be disposed of after a reasonable length of time.

BIRTHDAYS

Students will be allowed to treat their class on their birthdays. The student's teacher should be contacted ahead of time regarding the day of the celebration. Parents may join the party or may leave the treats for the class with the teacher. Parties should be planned for lunch or the end of the school day. (Summer birthdays may be celebrated on the day of your choice.)

CAFETERIA

Lunch period provides an opportunity for students to take a break from a busy academic schedule and enjoy lunch and relaxation with classmates. Students scheduled for lunch are to be in the dining area only. Hot lunches are available on a pre-paid basis. A water cooler is available for students. Students may also purchase milk or orange juice.

Lunch money should be brought directly to the academy office before the school day begins so that it can be recorded and lunch staff can be notified of which days that student is eligible for hot lunch. Payments may be made by check, cash, or money order.

There are microwaves available for students who choose to bring a prepared lunch from home. There is also a soda machine and vending machine available. Parents may send in a written and signed note indicating that their child may purchase a soda or snack from the machines. If the student does not have a signed note, they will not be allowed to make a purchase.

During the lunch period the following guidelines apply:

- Students will remain seated while eating.
- Students will communicate without yelling or screaming.
- Students are responsible for picking up dropped items and wiping off tables before leaving.
- Students are to wait until they are dismissed before leaving the cafeteria.
- Eating and drinking will be limited to the dining area unless otherwise specified by the administration.

PLAYGROUND AREA

In the playground area wrestling, tackling, and excessive physical contact are prohibited. Only toys and sports equipment designed to be thrown will be thrown.

OPEN CONTAINER POLICY

No open beverage containers (coffee, pop, fruit juice, tea, etc.) are allowed in the hall, lockers, or classrooms. Water may be allowed at the teacher's discretion in the classroom, with the exception of the computer lab.

SCHOOL CLOSING

School closings will be announced on KCTV 5, WDAF, and KMBC. School closings will also be posted on the school's computer site, www.sycamoreeducation.com. Parents who have given the school their text messaging information will receive a text.

PARENT / TEACHER CONFERENCES

Parents and teachers are to schedule conferences on an "as needed basis". You may contact the school office at 816-399-2026 to schedule an appointment. Please refrain from discussing school business outside of school.

FIELD TRIPS

Field trips are taken periodically in conjunction with different classes. Advance notice is sent home with the student, and permission slips must be signed and returned to the teacher. A small

fee may be required. Parents may be asked to help with transportation and supervision of field trips.

DELINQUENT ACCOUNTS

LSA reserves the right to restrict attendance, withhold student records, and/or grade cards when accounts are delinquent. Students will not receive final grade cards until accounts are paid in full. This includes tuition and lunches.

SCHOOL VISITS

LSA is a closed campus. All visitors to the school must check in at the front office. The office will provide a visitor badge, which must be returned to the office when signing out. Other student visitors must be preapproved through the principal's office. Teacher attention must be on the students, therefore, parents should refrain from visiting with teachers between 8:00 a.m. and 3:45 p.m. Parents are always welcome to volunteer or schedule an appointment.

LUNCH VISITS

Parents are welcome to have lunch at LSA. As always, please stop by the front office to sign in and get your visitor badge. Any other guests must be pre-approved by the principal at least one day in advance. Their dress and conduct must be appropriate for our school environment. Any guest that has not been preapproved will not be admitted into the school.

Parents are **not** to go directly to a classroom. Lunches, homework, books and other items should be left in the school office to be delivered to the student so as not to disrupt the classroom.

GUIDELINES REGARDING SOCIAL MEDIA

Lee's Summit Academy recognizes that access to technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, this **Acceptable Use Policy** outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- Students, parents and teachers are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of social media can result in disciplinary action.
- Lee's Summit Academy makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of social media technologies.

We encourage teachers, students, staff, and other school community members to use social networking/media (Twitter, Facebook, etc.) as a way to connect with others, share educational

resources, create and curate educational content, and enhance the classroom experience. While social networking is fun and valuable, there are some risks you should keep in mind when using these tools. In the social media world, the lines are blurred between what is public or private, personal or professional.

We've created these social networking/media guidelines for you to follow when representing the school in the virtual world.

PRIVATE AND PERSONAL INFORMATION

- To ensure your safety, be careful about the type and amount of personal information you provide. Avoid talking about personal schedules or situations.
- NEVER give out or transmit personal information of students, parents, or co-workers
- Don't take information you may receive through social networking (such as e-mail addresses, customer names or telephone numbers) and assume it's the most up-to-date or correct.
- Always respect the privacy of the school community members.

PLEASE BE CAUTIOUS WITH RESPECT TO:

IMAGES

- Respect brand, trademark, copyright information and/or images of the school (if applicable).
- You may use photos and video (products, etc.) that are available on the school's website.
- Do not post pictures of others (teachers or students) without their permission.

AND IF YOU DON'T GET IT RIGHT...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix it.
- Apologize for the mistake if the situation warrants it.
- If it's a MAJOR mistake (e.g., exposing private information or reporting confidential information), please let someone know immediately so the school can take the proper steps to help minimize the impact it may have.

NETIQUETTE

- Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should also remember **not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see**. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

PERSONAL SAFETY

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately. Teachers will relay this information to the principal of Lee's Summit Academy.

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained by others.

EXAMPLES OF ACCEPTABLE USE

I will:

- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat social media carefully
- Alert the principal if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Be cautious to protect the safety of myself and others.
- This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

EXAMPLES OF UNACCEPTABLE USE

I will **not**:

- Use social media in a way that could be personally or physically harmful to myself or others.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others—staff or students.
- Try to find ways to circumvent the school's safety measures and filtering tools.

- Use language online that would be unacceptable in the classroom.

This is not intended to be an exhaustive list. Users should use their own good judgment when using social media.

PARENT/STUDENT HANDBOOK SIGNATURE PAGE

By signing below, I declare that I have read the entire Parent/Student Policy Manual including the Social Media Acceptable Use Policy for this coming school year. I affirm that my family shall adhere to the policies described herein and commit to working together with the school, the school community, and the life/lives of my child (ren).

Violations of this policy may have disciplinary repercussions, including removal or suspension from Lee’s Summit Academy.

Parent Signature:

Parent Name: (Print)

Student Signature: (Secondary)

PLEASE RETURN TO LSA BY SEPTEMBER 7, 2018

