



Stansberry Leadership Center

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Lee's Summit, Missouri 64086-5702
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Office of Secondary Instruction

Sending Districts Procedures and Agreement Form 2018-19

Lee's Summit R-7 School District will allow sending districts of Summit Technology Academy (STA) to enroll students in semester or full-year programs as space allows. Summit Technology Academy administration strives to share access to programs among sending districts that typically send to the Academy. The online application process for attending STA is available at <http://sta.lsr7.org/enroll-now/>. Sending districts may also access R7 Online courses as space allows. For more information about R-7 Online Academy, visit <http://r7online.lsr7.org>.

R7 District Procedures

- Course enrollment limited to sending districts of STA. Private school and home school students will enroll through their school of residence.
- ADA, if applicable, will stay with the sending district.
- Sending district will agree to send students according to the STA calendar. However, STA will adhere to each sending district's last day of attendance for second semester even if it is earlier than the STA calendar. STA requests advance notice for the last day of attendance for juniors and for seniors respectively.
- In situations where the sending district is providing transportation, the district agrees to transport students so that they arrive on time for class. Morning session starts promptly at 7:55 and ends at 10:00 a.m. Afternoon session starts promptly at 11:50 a.m. and goes to 1:55 p.m.
- Sending district can approve or not approve for students to drive themselves as appropriate.
- For 2018-19, program tuition for a semester program is calculated at \$1,750 per student. A full-year program is calculated at \$3,500 per student. A .5 credit online course fee is \$200 per student. Internship in STEM Careers course fee is \$500 per semester. Tuition invoices are sent to sending districts based upon enrollment at the second week of each semester.
- LSR7 School District is responsible for course instructor or internship coordinator; including training, curriculum, and evaluation.
- Sending district agrees to accept credit for a student successfully completing a Summit Technology Academy program or an LSR7 online course.
- DESE Core Data information, such as follow-up placement, IRC, TSA, etc. will be provided to sending districts at the appropriate time or as requested.
- A student grade report will be sent by the LSR7 School District for documentation purposes along with the percentage grade. Sending district will determine the value and letter grade based upon sending district grading guidelines and class rank procedures.
- The final grade report will be sent to the registrar's office at the sending district within one week of course ending date.
- A student will not earn credit for STA courses if they have missed more than 9 days without "recovering" time for hours missed. Once the time has been recovered, the credit and grade will be released.
- All procedural communication and grade reports will be through the administration of Summit Technology Academy or the R7 Online Academy.
- As needed, the sending district will provide IEP and 504 accommodation information.
- The student of the Sending District hereby agrees he/she will be bound by the LSR7 School District's policies, procedures, regulations and guidelines regarding the use of the internet and various electronic mediums. Students must abide by the Code of Conduct for academic integrity.
- Confidentiality of student information shall be maintained by the LSR7 School District in accordance with FERPA.
- All services provided by the LSR7 School District are available without regard to race, sex, creed, national origin, color, or disability.

Sending District: Raytown

Sending District Administrator: [Signature] Date: 6/17/18

LSR7 School District Administrator: _____ Date: _____