

LIBERTY



EARLY CHILDHOOD CENTER

Handbook For Parents 2020-2021

ELEMENTARY SCHOOL DIRECTORY

www.lps53.org

SUPERINTENDENT'S OFFICE, 8 Victory Lane
Dr. Jeremy Tucker, Superintendent

736-5300 [fax 736-5306]

INNOVATION AND LEARNING DEPARTMENT, 8 Victory Lane **736-5320** [fax 736-5325]

Dr. Julie Moore, Assistant Superintendent of Leadership & Learning Communities

Dr. Jeanette Westfall, Assistant Superintendent of Instructional Design

Dr. Andrea Dixon-Seahorn, Chief Equity Officer

LIBERTY ELEMENTARY SCHOOLS

Alexander Doniphan, 1900 Clay Drive (8:45-3:45) **736-5400** [fax 736-5403]

Ms. Beth Cunningham, Principal

Mr. Chavis Clawson, Assistant Principal

Franklin, 201 W. Mill (8:45-3:45) **736-5440** [fax 736-5443]

Dr. Andrew Wright, Principal

EPiC, 650 Conistor Lane (8:30-3:05) **736- 5730** [fax 736-5735]

Dr. Michelle Schmitz, Principal

Kellybrook, **10701** N Eastern Ave (9:10-4:10) **736-5700** [fax 736-5705]

Ms. Andrea Wilson, Principal

Ms. Kayli Burrell, Assistant Principal

Lewis & Clark, 1407 Nashua Road (8:45-3:45) **736-5430** [fax 736-5433]

Dr. Mitch Hiser, Principal

Dr. Sheryl Ferguson, Assistant Principal

Liberty Oaks, 8150 N. Farley, KC 64157 (7:50-2:50) **736-5600** [fax 736-5605]

Mrs. Shannon Thompkins, Principal

Ms. Jeanne Hinnenkamp, Assistant Principal

Lillian Schumacher, 425 Claywoods Parkway (9:10-4:10) **736-5490** [fax 736-5494]

Mr. Chris Gabriel, Principal

Ms. Amy Toebben, Assistant Principal

Manor Hill, 1400 Skyline Drive (7:50-2:50) **736-5460** [fax 736-5464]

Ms. Valerie Utecht, Principal

Mr. Jordan Williamson, Assistant Principal

Ridgeview, 701 Thornton (8:45-3:45) **736-5450** [fax 736-5454]

Dr. Tyler Shannon, Principal

Ms. Heather Buckman, Assistant Principal

Shoal Creek, 9000 NE Flintlock Road, KC 64157 (8:45-3:45) **736-7150** [fax 736-7155]

Ms. Christy Boman, Principal

Mrs. Jamie Ackart, Assistant Principal

Warren Hills, 1251 Camille Street (9:10-4:10) **736-5630** [fax 736-5635]

Ms. Michelle Swierski, Principal

Dr. Matthew Krohne, Assistant Principal

SPECIAL EDUCATION SERVICES, 8 Victory Lane **736-5480** [fax 736-7096]

Dr. Kris Martin, Director of Special Services

LIBERTY EARLY CHILDHOOD CNTR, 9600 NE 79th Street (9:30-4:20) **736-5324** [fax 736-6781]

Dr. Sarah Birk, Principal

Mr. Bart Tittle, Assistant Principal

TRANSPORTATION, 801 South Kent **736-5360** [fax 736-5362]

Mr. Jeff Baird, Director

LIBERTY KID'S ZONE, 801 South Kent **736-5378** [fax 736-5427]

Mrs. Taneka Brown, Program Director

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2020-2021 S.Y.

Dear Parent/Guardian:

This handbook is designed to give you an overview of the various procedures, routines, and policies of the Liberty Public School System. Please acquaint yourself with this information as it can serve as a helpful reference for you and your family. After reviewing the handbook, discuss the information with your student(s). It will be helpful for them to know and understand how the policies, procedures and routines will affect them during the school year. The items covered in this handbook are not all inclusive as board of education policy changes may take place after the initial print date, and individual teachers may have rules and procedures specific to his or her classroom. If you have questions about the information presented in the handbook, be sure to call your student's school. Revision to board policy and handbook information may also be found on the LPS school district website - <http://lps53.org>

MISSION

Inspire and equip all learners to discover their voice and unlimited potential

VISION

A future-focused community with a passion for lifelong learning

Core Values

- *Excellence*
- *Integrity*
- *Collaboration*
- *Innovation*
- *Growth*

LIBERTY EARLY CHILDHOOD CENTER

Our Beliefs

As the Early Childhood Center preschool team:

- We treat people with kindness and respect.
- We recognize the potential in all learners.
- We honor individual needs.
- We foster an emotionally and physically safe environment.

Our Mission

Every Child...Together

Early Childhood Center 2020-2021

Liberty Public School District 2020-2021 Calendar

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

September						
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13	14	15	16	17	18	19
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27	28	29	30			

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
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29	30					

December						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- August 12 New Teacher Orientation (12-14)
- August 17 Teacher In-Service (17-24)
- August 25 First Day of School
- August 28 Early Release
- September 07 Labor Day - SCHOOLS CLOSED
- September 18 Professional Development- Early Release
- October 16 Teacher Workday - Early Release
- October 22 Early Release
- October 23 SCHOOLS CLOSED
- November 25 Thanksgiving Holiday (25-27)
- December 18 End of 1st Semester- Early Release
- December 21 Winter Vacation - SCHOOLS CLOSED (12/21- 1/1)
- January 04 Teacher Workday - SCHOOLS CLOSED
- January 18 Martin Luther King-Holiday- SCHOOLS CLOSED
- February 12 Professional Development- SCHOOLS CLOSED
- February 15 President's Day - SCHOOLS CLOSED
- March 11 Early Release
- March 12 SCHOOLS CLOSED
- March 15 Spring Break- SCHOOLS CLOSED (15-19)
- April 02 SCHOOLS CLOSED
- May 28 Last Day of School - Early Release
- May 31 Memorial Day

- First Day of School
- 2 hour Early Release
- Schools Closed
- Last Day -3 hour Early Release
- First day for returning teachers
- First day for new teachers

Make-up Days will be 2/15, 4/2, anything beyond the two days will be a virtual makeup day (flexible learning day)

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February						
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14	15	16	17	18	19	20
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28						

March						
S	M	T	W	T	F	S
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28	29	30	31			

April						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

May						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Attendance days for T1/ECSE Services: Mondays, Tuesdays, Wednesdays and Thursdays (no classes on Fridays)
AM session 9:30 - 12:30 / PM session 1:20 - 4:20

Attendance days for 5 Day Early Learning program: Monday-Friday 7:45-2:15

Revisions may be made to this calendar after printing. Please check official school calendar on [LPS website](#)

PARENT HANDBOOK

◆ ENROLLMENT & WITHDRAWAL

Students at the Early Childhood Center have qualified to attend through a screening or evaluation process. Students eligible for services at through the Liberty Early Childhood Center are required to register at the Early Childhood Center. New registrants must be in compliance with the Missouri State Immunization Law to attend school. Pupils enrolling for services must present a birth certificate at the time of enrollment. The parent must also provide the school with proof of residency: a copy of a lease or mortgage agreement or two [2] current utility bills [need two different utilities and phone bill not acceptable]. Students who are Kindergarten eligible for the current school year are not eligible for services. Families of Kindergarten eligible students may access services through the Liberty Parents as Teachers program prior to their Kindergarten entry.

Pupils leaving the school district should notify the school office at least one day in advance of the child's last day in attendance through a note or phone call from the parent.

◆ ATTENDANCE & ABSENCES

1. Attendance

Regular and consistent school attendance is very important for all early education students. It is the parent's responsibility to see that daily attendance is maintained except in cases of illness or extreme emergency. Parents should call the school office @ 736-5324 to notify the school of absences. Prolonged illness will be cause for the school to request a written excuse from a doctor. Frequent and /or excessive absences will be cause for the school to contact the home [phone call or letter]. If it is necessary for a pupil to visit a doctor or dentist during school hours, a note from the parent/guardian designating the time to be dismissed should be sent with the child and presented to the teacher. The parent/guardian must report to the school office to have the child released for an appointment and to sign the child in and out.

*For more detailed information pertaining to our 5 Day Early Learning program please refer to the addendum at the end of the handbook.

Please call 736-5324 to report absences.

2. Tardiness

In order for students to benefit from a full day of class instruction, it is important that they be at school each day when classes begin. Frequent tardiness will be cause for the school to contact the home [phone call or letter].

*For more detailed information pertaining to our 5 Day Early Learning program please refer to the addendum.

3. Illness

If a child becomes ill, or is seriously injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed for the child will be called if the parents cannot be reached. **Please keep the school advised of any changes in phone number or emergency contacts.**

"It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it" (Missouri Statute 167.191).

Parents should keep students home from school if they have a temperature or other symptoms or illness. An ill student may not return to school until the following health requirements are met:

- The student has been fever free for 24 hours without the use of fever-lowering medication. A fever is defined as a temperature of 100 degrees or higher orally.
- The student has been free of vomiting or diarrhea for 24 hours after the last episode of such.
- Students experiencing frequent coughing may need to be excluded from class until the coughing subsides or is well-controlled with medication, in concurrence with nursing assessment and judgment.
- Children may NOT return to school until free of head lice and viable nits (those nits found ¼ inch from the scalp).

If your child is not able to participate in outside play for more than 3 days, a doctor's note is required; otherwise, a parent note is required for injury/illness episodes lasting fewer than 3 days. [See Public Notices: Outside Play]



◆SCHOOL TRANSPORTATION

For students who use bus transportation:

Buses will not be routed on dead-end or cul-de-sac streets. Parents will be informed of routes and schedules prior to the start of school by letter or email. For more information on Transportation, please see the link to Transportation under the Liberty Schools website (liberty.k12.mo.us). Select the link "For Parents" and then select "Student Transportation".

Students will be picked up and discharged only at scheduled school bus stops. An Early Childhood student will not be discharged unless there is an adult present. When a designated adult is not there to meet a student at the drop-off time, the child is then returned to the Early Childhood Center. The school is not staffed to watch children after school hours. **If a child is returned to the Early Childhood Center more than twice, there is a possibility of losing the privilege of bus transportation.** The time given to you for pick-up and drop-off is only an estimate and may vary from day to day. Please be prepared to allow at least 15 minutes prior to and after estimated times. **Times will vary!** The driver will not discharge students at places other than their assigned bus stop near the home or at school unless authorized by the Director of Transportation or the Principal of the school.

If the student will be utilizing district transportation, it is the responsibility of the parent/guardian to notify transportation of any student health concerns, i.e., asthma, severe allergies, seizure disorder, etc. A *Transportation Emergency Information Form* is available at each school building or from the Transportation Department by calling 736-5360. This form must be filled out by the parent/guardian for all student health concerns and returned to the Transportation Department or to the School Secretary. School busses are not equipped with nursing or medical personnel. To best protect your

student, emergency services (911) will be called for health emergencies that rise when students are being transported on the bus.

The licensed bus driver needs good pupil conduct to ensure safety on the bus. Riding the bus is a privilege and may be denied if improper or unsafe conduct is practiced. If a pupil is found to have behaved in an improper or unsafe manner, the Transportation Department will issue a bus conduct report which will be delivered to the principal who will determine any appropriate disciplinary action. The bus driver may apply/enforce assigned seating arrangements at their discretion. Parents will be informed of violations of bus rules and consequences.

School Bus Rules:

1. Students are expected to follow the school bus driver’s directions at all times, for the safety of all passengers.
2. Students are expected to stay in their seat with feet on the floor while the school bus is in motion.
3. Students are expected to keep their hands, feet and objects to themselves on the school bus.
4. Students are expected to *refrain from*: eating or drinking on the school bus.
5. Students are expected to *refrain from*: littering, writing on, or otherwise damaging the bus.
6. Students are expected to *refrain from*: being loud and rude, using profane language, making obscene gestures, or teasing/bullying other students on the school bus.

***The use of tobacco, drugs or alcohol is strictly prohibited.**

***The possession of harmful or concerning objects and weapons while on the bus is strictly prohibited.**



◆ NUTRITION SERVICES

Meals are served daily at the ECC for the 5 day program only. Students in the 5 day program are asked not to bring their own lunch unless there is a documented medical reason. Time for snack is given each day for Part Day students. Snacks will be provided by families. The ECC will supply a list of healthy snack options for students/families to choose from and bring each day. Snacks are sometimes prepared in class as part of the lesson. The ECC will provide milk or water.

****Please make sure the school nurse and your child’s teacher are aware of any food allergies!**

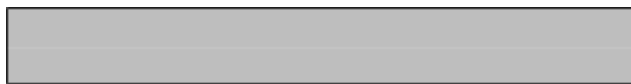
Current Meal Prices Are Listed Below:

<i>Breakfast- \$.30</i>	<i>Lunch- \$.40</i>
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Parents/Guardians are expected to prepay for all student meals and *a la carte* purchases. The Liberty Public Schools Nutrition Services Policy is to provide a meal for students who indicate they do not have money for the day; however, *a la carte* purchases will not be allowed without funds in the account. Please maintain a positive student account balance at all times. Accounts with a negative balance will receive a phone call daily until the deficit is remedied. When a balance of greater than \$25.00 is

reached, escalating measures will be taken. Accounts with a deficit **greater than \$100.00** may be sent to collections.

Please contact the office (736-5324) should you have any questions.



◆ CONFERENCES & PROGRESS

REPORTS

The Early Childhood Center will report progress on students 3 times year. LPS Essential Standards for each grade level and content area can be found [HERE](#).

Parent conferences are scheduled for October and March for all students. At these conferences, the child's progress is discussed. At the initial fall conference, the academic progress report will be shared with parents; thereafter, the academic progress report will be sent home with the student at the end of each quarter. If additional copies need to be mailed, please provide the school with self-addressed, stamped envelopes. These meetings are critical to the educational process and every effort should be made to coordinate with the teacher to arrange the times for every conference.

Home visits will also be offered to parents twice a year-in August/September and once again as scheduled with teacher prior to the end of the school year. Please note that all home visits are scheduled between 8:30 a.m. and 4:00 p.m. on Fridays or as designated by the school calendar.

Note: *As a result of health and safety precautions being taken during COVID-19, in-home visits are currently postponed until further notice. Visits will be conducted virtually via Zoom or similar online platform. When visits can return to the traditional, in-home model, teachers will be contact families and a plan will be made with each family individually.*

Additional conferences may be arranged by contacting the pupil's teacher(s) or the school office. Normally, the teacher is in the best position to help parents with any problem regarding their child's progress. It is recommended that parents contact their child's teacher whenever a concern arises.

While telephone conversations are important, please remember that during class times all calls will be forwarded to voicemail or handled by the building administrative assistant. Teachers will return calls outside of class time. The main office number is **736-5324**. Teachers check emails each weekday and respond as soon as possible, usually within one school day.



◆ DISCIPLINE/VIOLENCE HOTLINE

INFORMATION

Keeping schools safe is a responsibility for all staff, students, and patrons. If you learn of/or suspect a school violence incident, please help prevent the act before it happens. You can report incidents anonymously by calling;

Missouri School Violence Hotline

1-866-748-7047

or by reporting on-line at

www.schoolviolencehotline.com

The District's Discipline Policy is on file in each elementary office.

In the elementary grades, K-5, the major objective relative to discipline is teaching students to make choices that will help them. Students are expected to:

- (1) Treat all people at school with respect;
- (2) Respect the property of others;
- (3) Demonstrate safe and appropriate behavior in and about the school.

To assist children in developing desirable behavior habits, educators will provide an environment that is safe, positive and challenging. Children feel safe and are freer to learn when they have clear, logical and consistent boundaries. Teachers work as a team to provide the needed structure and support to help each child learn to take responsibility for his/her actions. Parents/guardians will be kept informed of any concerns and will be asked to partner with the school in helping their children learn to make good choices. Generally, teachers and principals utilize many approaches to help modify behavior when needed. Some examples may include but are not limited to:

CLASSROOM SAFE PLACE:

[not a punishment but a way of increasing the student's possibility of success and decreasing the misbehavior] A place in the classroom for students to go where their inappropriate behavior can stop and the students can begin to think about what they did. The teacher and/or child will determine when he/she is ready to leave the safe place.

BUDDY ROOM:

[not a punishment but a way of increasing the student's possibility of success and decreasing the misbehavior] A classroom other than the student's regular room. A safe place where students can stop their inappropriate behavior, begin to take responsibility for their behavior and continue with their schoolwork. Students may complete a "Think Sheet" which helps them focus on what they did and what they need to do next time to not get into trouble. After talking, the teacher and child determine when he/she is ready to return to the classroom.

SUPPORT/RECOVERY AREA:

A safe area other than a classroom where students are given extended time to think through the situation, begin taking responsibility for their actions and practice what they will do next time. An adult will discuss with each student the problem that took place and look at alternative methods of handling the situation. The adult and student determine when he/she is ready to return to the classroom. Often the student works his/her way gradually back into the classroom.

CONFERENCES:

These may occur with the student, teacher, parent and principal.

LOSS OF PRIVILEGES:

Students may have a consequence for misconduct and/or to help solve a problem or issue. A

student may be suspended from the bus as a consequence for severe or on-going bus infractions.

SUCCESS PLAN:

Students and teachers may work together and/or with the principal and parents to create behavior plans to help modify and correct an ongoing behavior problem.

IN-SCHOOL SUSPENSION [JGB]:

Students stay at school to complete work outside the classroom.

DETENTION [JGB]:

Students may be kept after school to make up work or solve other issues with a 24-hour notice. They may stay up to 30 minutes after the normal school day. Parents will be contacted.

OUT-OF-SCHOOL SUSPENSION [JGD]:

Principals may suspend students for up to ten [10] days for serious defiance of authority or behavior that is seriously detrimental to the student or others. The Superintendent of Schools may suspend a student for up to 180 days for violation of the District's Discipline Policy.

EXPULSION [JGD]:

The Board of Education may expel students for serious offenses. Expulsion is used rarely at the elementary level.

STUDENT CODE OF CONDUCT

The student code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots, district transportation or at a district activity whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Impact on Grades- As with any absence, absences due to out-of-school suspension may result in the student earning a lower grade in accordance with the district's policy on absences and suspensions.

The following list is stated in accordance with LPS Board of Education Policy- JG-R1. For a more complete description please access the stated policy on the district website: [Board Policy JG-R1](#)

1. **ARSON:** Starting or attempting to start a fire or causing or attempting to cause an

explosion.

1st Offense: Detention, in-school suspension, 1-180 days out-of school suspension or expulsion. Restitution, if appropriate.

Subsequent Offense: 1-180 days out-of school suspension or expulsion. Restitution, if appropriate.

2. ASSAULT:

(A) Using physical force, such as hitting striking or pushing, to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

1st Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension or expulsion.

(B) Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing bodily injury to another person, or any other act that constitutes assault in the first or second degree.

1st Offense: 10- 180 days out-of- school suspension or Expulsion.

Subsequent Offense: Expulsion

3. BULLYING, CYBERBULLYING and HAZING

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

Hazing – Defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

1st Offense: Detention, In-school suspension or 1-180 days out-of-school suspension.
Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

4. BUS OR TRANSPORTATION MISCONDUCT [JFCC]: Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

1st Offense: Warning slip issued to student and parent/guardian, principal/student conference or detention.

2nd Offense: Warning slip issued to student, principal/student conference, notification of parent/guardian and a five (5) day suspension from bus transportation may occur.

3rd Offense: Warning slip issued to student, parental conference will be held and bus riding privileges may be suspended or revoked.

5. DISHONESTY: Any act of lying, whether verbal or written, including forgery.

1st Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension or 1-10 day's out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension or 1-180 day's out-of-school suspension, or expulsion.

6. DISRESPECTFUL or DISRUPTIVE CONDUCT or SPEECH: Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant and in violation of district policy or considered inappropriate to educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

1st Offense: Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

7. DRUGS/ALCOHOL [JFCH & JHCD]:

(A) Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

1st Offense: In-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

(B) Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

1st Offense: In-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

(C) Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

1st Offense: 1-180 days out-of- school suspension or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

8. ELECTRONIC DEVICES: All students and parents are required to have a signed or electronically accepted Acceptable Use Policy (AUP) on file. The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

For the purpose of administering policy on the use of electronic devices in schools, on school grounds, and on school busses; electronic devices are categorized as any cell phone/communication device/internet accessible personal computing device, gaming, music, photograph and/or video device.

- Electronic devices are not to be used during instructional time, unless specifically allowed for instructional purposes and the school will not be responsible for personal items lost, stolen or broken. Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day or to a parent. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.
- Parents/Guardians have the opportunity to purchase insurance for student provided devices. If the device is insured and damages occur, the user is only responsible for damages up to a specified amount. If the device is not insured the user would be responsible for the full price of the repairs. The only exception would be if there is intentional damage to the device. If there is intentional damage to the device the user will be responsible for the full repair cost regardless if the device is insured or not.
- A student (K-12) whose family chooses not to purchase insurance will have access to a laptop during the day but will not be allowed to take the laptop home. These students must check one out at the Library Media Center each morning and check it back in at the end of the school day. If the device is damaged, the student would be responsible for the full replacement costs as identified in the student hand book. The handbook is referencing board policy JN which is titled Student Fees, Fines and Charges.
- Cameras, video cameras, video phones, and/or other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.
- Electronic devices will be allowed on school buses as long as usage does not cause disruption and/or create a safety concern.
- Liberty Schools does allow students to bring an electronic device that could be connected to the District's wireless network if there is an instructional need. An additional form must be filled out and the form can be obtained by contacting the building principal.

9. EXTORTION: Threatening or intimidating any student for the purpose of obtaining money or anything of value.

1st Offense: Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

10. FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION OR OTHER DISCIPLINARY CONSEQUENCES: Coming within 1,000 feet of any public school in the district while on suspension for offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy.

1st Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

11. FALSE ALARMS: Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

1st Offense: Restitution, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: Restitution, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. FIGHTING: Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

1st Offense: Principal/student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. Hazing: Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

1st Offense: In-school suspension, or 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

14. INCENDIARY DEVICES/FIREWORKS: NUISANCE ITEMS - For a more complete description

please access the stated policy on the district website: [Board Policy JG-R1](#)

1st Offense: Confiscation Warning. Principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. Principal/student conference, detention, or in-school suspension, or 1-10 days of out-of-school suspension.

15. PUBLIC DISPLAY OF AFFECTION: Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

1st Offense: Principal/Student conference, detention, in-school suspension, or 1-180 days.

Subsequent Offense: Detention, in- school suspension, 1-180 days out-of-school suspension, or expulsion.

16. SEXUAL HARASSMENT [[AC](#)]:

(A) Use of verbal, written or symbolic language that is sexually harassing.

1st Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

(B) Physical contact that is sexually harassing.

1st Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

17. TECHNOLOGY MISCONDUCT [[EHB](#) and [EHB-AP1](#)]:

(A) Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” hacking tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filter/blocking device.

1st Offense: Restitution. Principal/Student conference, suspension or loss of user privileges, 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges 1-180 days out-of-school suspension, or expulsion.

(B) Violation other than those listed in “A” of Board policy [EHB](#) & regulation [EHB-AP1](#), administrative procedures or netiquette rules governing student use of district technology.

1st Offense: Restitution. Principal/Student conference, suspension or loss of user privileges, 1-180 days out-of-school suspension.

Subsequent Offense: Restitution. Loss of user privileges 1-180 days out-of-school suspension, or expulsion.

18. THEFT: Theft, attempted theft or knowing possession of stolen property.

1st Offense: Return of or restitution for property. Principal/Student conference, detention,

in-school suspension or 1-180 days out-of-school suspension.

Subsequent Offense: Return of or restitution for property. 1-180 day out-of-school suspension or expulsion.

19. THREATS OR VERBAL ASSAULT: Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

All threats or verbal assaults will be taken seriously and investigated by the school administration. According to board policy, possible consequences are as follows:

1st Offense: Principal/Student conference, detention, in-school suspension or 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: In-school suspension, 1-180 day out-of-school suspension or expulsion.

20. TOBACCO:

(A) Possession of any tobacco products (including but not limited to cigarettes, chewing tobacco, lighters or cigarette packages) on district property, district transportation or at any district activity.

1st Offense: Confiscation of tobacco product. Principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, or in-school suspension, or 1-90 days of out-of-school suspension.

(B) Use of any tobacco products on district grounds, district transportation or at any district activity.

1st Offense: Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension or 1-3 days out-of-school suspension.

Subsequent Offense: Confiscation of tobacco product. In-school suspension, or 1-90 days of out-of-school suspension.

21. TRUANCY OR TARDINESS [JEDA]: Absence from school without the knowledge and consent of parents/guardian and /or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

1st Offense: Principal/Student conference, notification to parents/guardians and detention or Saturday school sessions.

Subsequent Offense: Detention, 3-10 days in-school suspension, parent conference, or 1-90 days out-of-school suspension, and removal from extracurricular activities.

22. UNAUTHORIZED ENTRY: Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility though an unauthorized entrance; assisting unauthorized persons to enter a district facility though any entrance.

1st Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

23. VANDALISM [ECA]: Willful damage or the attempt to cause damage to real or personal

property belonging to the school, staff or students.

1st Offense: Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.

Subsequent Offense: Restitution. In-school suspension, 1-180 days out-of-school suspension or expulsion.

24. WEAPONS [JFCJ]:

(A) Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

1st Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

(B) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

1st Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

(C) Possession or use of Ammunition or component of a weapon

1st Offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.



◆ **SCHOOL VISITATION**

Classroom Visits: Parents interested in visiting their child's classroom may request to do so any time after the first two weeks of school. **Prior arrangements need to be made with the building principal when planning to visit.** Parent classroom observations may be limited to a time frame, at the discretion of the building principal.

While visiting a classroom, please do not interrupt classroom instruction, as this is not the appropriate time for the teacher to have a conference. It is also requested that siblings or other children not accompany parents during classroom visits. Visits by students who are not enrolled in the school are permitted **only upon** approval of the classroom teacher and principal.

All visitors are required to enter through the main entrance of the building, and proceed to the school office to sign-in and obtain a visitor identification badge.



◆ **STUDENT DRESS & APPEARANCE**

The school administration has the responsibility to help develop values that contribute to good taste in matters of dress and appearance. The Liberty Public Schools expect student dress and grooming

to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

- ☞ Dress and grooming will be clean and keeping with health, sanitary and safety requirements.
- ☞ All students must wear shoes, boots or other types of footwear. Flip-flops are not appropriate to be worn at school due to the risk of injury that can occur with the lack of proper support for physical activity. **Parents may be asked to provide alternate shoes if flip-flops are worn to school.**
- ☞ Printed wording or pictures on clothing advertising or promoting drugs and alcohol or that is obscene or profane in interpretation will not be permitted to be worn.
- ☞ Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
- ☞ **Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the schools.**
- ☞ Additional dress regulations may be imposed upon participating in certain extracurricular activities or in the classroom.
- ☞ When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

◆ PROCEDURES FOR DISPENSING

MEDICATION

Medication should be given at home whenever possible. Most medications prescribed for 3 times a day can be given before the child leaves for school, when the child gets home from school and at bedtime. If medication must be given during the school day, the following procedures will apply:

- ◆ **All Medications:** (1) The *Student Medication Authorization Form for Prescription & Non-Prescription Medications* must be completed, signed, and returned to school with the medication or school personnel will NOT administer it. (2) Medication is kept in the nurse's office at all times (including cough/throat lozenges). (3) The nurse, using her professional judgment and in consultation with the parent, may allow select students to carry their own inhalers and epinephrine auto-injectors. A physician will need to provide a written treatment plan and authorization for select students to carry their own inhalers or epinephrine. Written parental authorization is also required. (4) All medications must be delivered to the school nurse or building designee by parent/guardian or arranged student delivery. Medication must be in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
- ◆ **Prescription Medications:** (1) All medicine must be in the original and current prescription bottle. The pharmacist can provide an extra labeled prescription bottle for school doses. (2) The prescription label must contain the child's name, name of the medicine, dosage and directions. (3) The first dose of any medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance, every effort would be made to notify the

parent. (4) Please consult the nurse if your child requires controlled substance medication. These medications must be delivered to the nurse by a parent or other responsible adult.

◆ **Over-the-Counter Medications**

[Tylenol, ibuprofen, cold & cough medicines, cough/throat lozenges, etc.]: (1) Non-prescription medication must be in the original container clearly labeled with the student's name and accompanied by written authorization from the parent. If there is no dosing information for children on the label, the parent must obtain a written doctor's order for the school nurse to administer the medication. (2) No medication will be given past the expiration date on the container. (3) Over-the-counter medications will be given as advised on the bottle (i.e. limits related to age, weight, etc.), unless directed differently in writing by your doctor. (4) Due to the risk of liver damage, a physician's order is required if the student needs to take more than 25 doses of any combination of medications containing acetaminophen (such as Tylenol) or Non-Steroidal Anti-Inflammatory Medication such as Ibuprofen, etc... in a given school year. (5) Medications and supplements not approved by the FDA (i.e. dietary supplements, herbal remedies) require written authorization from the parent and physician.

- ◆ **Injectable Medications** [for asthma, allergies, diabetes, bee stings, etc.]: If a medical condition exists requiring injectable medication, whenever possible, the student should self-administer the medication. In an emergency, the nurse will follow the individual student's agreed upon emergency action plan. *A prescription label or written order from the physician and written parent authorization is required for the administration of all injectable medications.* **[Updated 3/02]**

◆ **Emergency Medication**

Each school is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reactions that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. District stock epinephrine remains in the nurse's office at all times.

◆ **Emergency Medication for Field Trips**

Students' personal emergency medications such as an epi-pen (epinephrine auto injector) must accompany the student on all scheduled field trips. This includes only those emergency medications that the Missouri State Board of Nursing has deemed allowable to delegate its administration by a non-health provider such as a teacher. The parent is responsible for providing emergency medications to the school. If the emergency medication has not been provided or is expired, the student may **not** attend the field trip.



◆ **PROCEDURES FOR HEALTH**

SCREENINGS

“*Screening*” is the use of a procedure to examine a large population to determine the presence of a

health condition or risk factor in order to identify those who need further evaluation. Screening tests for the following health conditions will be conducted on various grade levels as per Missouri Department of Health Guidelines: Vision, Hearing, Scoliosis, Growth (height, weight, body mass index), and Dental. Screenings will be performed through the District Health Services Department. In addition, blood pressure screenings are sometimes conducted in health classes depending upon the curriculum of the given school. Screenings will be performed during the current school year as time and resources permit. Rescreening and follow-up is done after mass screenings have been completed and is coordinated with the overall school calendar as time and resources permit. Parents/Guardians will receive a written notice for those individuals who fail a screening exam. Those not receiving a notice should consider the screening for their child to be “within normal limits”. In such cases, parents may contact the school nurse to request screening results. Parents/Guardians may exclude their child from any screening by notifying the school nurse in writing at the beginning of the school year.



◆STUDENT HEALTH INFORMATION

The Nurse’s Office maintains copies of student health forms required by the district’s Health Services Department. This includes the Health Update Form which is distributed in registration packets and required for parent(s)/guardian(s) to fill out annually. Medical history noted on the Health Update Form may require further documentation. Physician documentation (including an emergency action plan) is required for all significant diagnoses such as: Asthma, Food Allergy, Seizure, Diabetes, and others. Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at school unless these health forms are filled out properly and returned.
NEW LPS IMMUNIZATION POLICY- Effective as of the 2018-2019 School Year-

The District does *NOT* allow a student to attend school until the District has satisfactory evidence on file demonstrating that the student has been immunized in accordance with law. The District will exclude from school all students who are *NOT* immunized, unless exempted as required by law, as stated:

“It is unlawful for any student to attend school unless he/she has been immunized as required by law and can provide satisfactory evidence of such immunization unless the child is properly exempted.”
(Missouri Statute 167.181).

In accordance with state law, a parent or guardian may request notification from the district to learn if there is a child with an exemption from immunization currently enrolled in or attending the facility in which the district’s preschool is located.

If you are interested in this information, please make your request to:

Dr. Sarah Birk, Principal
Liberty Early Childhood Center
6900 NE 79th St; Kansas City, MO 64158
816-736-5324

◆ **RELEASE FROM SCHOOL**

When it is necessary to deviate from the normal routine [walking home instead of riding the bus, riding home with someone else, being picked up by the parent, etc.], a written note/email notification should be sent to the teacher, **AND** a phone call to the school office **prior to the last hour of the school day**. Students will only be released to those individuals listed as a primary or emergency contact in the computer system, unless permission is given to do otherwise.

◆ **GENERAL INFORMATION****STUDENT ARRIVAL TIME:**

Teachers are busy with daily preparations before school. **Students will NOT be admitted into buildings until 5 minutes prior to the school start time.** When school begins each morning, teachers need to be able to focus their attention on each and every child that enters their classrooms. **Therefore, except during the child's first week of school, parents are NOT to walk their children to classrooms.**

If a parent needs to leave a message for the teacher, either send a note with the student or stop at the front desk to leave the message. If it is imperative [emergency situation] that a parent meets with a teacher, he/she should speak with the building principal.

STUDENT DISMISSAL TIME:

For the safety and well-being of all students, classroom teachers need to carefully monitor the dismissal of each student at the end of the school day. **Please follow the dismissal procedures established at your child's school... teachers will bring the students to the dismissal area. If your child's dismissal is different from the norm, please send a note or call the school office at least one hour prior to the dismissal time. If bad weather occurs at dismissal time:** Sometimes bad weather, such as an electrical storm, will occur right at dismissal time. If that happens, we may hold all students in the building until the weather improves. Students will only be released earlier to their parents.

Students will not be dismissed from classrooms 15 minutes prior to dismissal (Between 12:15-12:30 for AM students, between 4:05-4:20 for PM students or between 2:00-2:15 for 5 Day Early Learning students) unless it is an emergency situation.

LOST & FOUND ARTICLES:

Lost articles are placed at a designated location in the building for pick up. Unclaimed items may be donated. The school is not responsible for lost or misplaced personal items brought to school.

SALES/FUNDRAISING:

Per policy IGDF; all student fundraising must be district sponsored and approved.

PARENT ADVISORY BOARDS:

Parents are invited to become active members of the ECC Parent Parliament. Please visit our ECC website for more information.

PHONE CALLS:

If in an **emergency** you desire to telephone the teacher or your child, your message will be accepted at the office and forwarded to the classroom so a return call can be made as quickly as possible. If **not an emergency**, your call will be forwarded to the teacher's voice mail or the message given to your child. Most staff check their voice mail at the end of the day. Students will not be called to the office to receive phone calls unless the parent indicates it is an emergency situation.

RECESS:

New recess requirements take effect during the 2018-2019 S.Y. in accordance with LPS Wellness Guidelines, to include **30 minutes of recess per day** for each grade level K-5 [may be *one* 30-minute increment, or *two* 15-minute increments] as determined by the principal of each school building. Recess *cannot* be taken away from a student as a form of disciplinary action.

CLASSROOM PARTIES:

The ECC sponsors two parties for students during the school year...fall and winter. Please do not bring siblings or other children, with the exception of newborns/infants in carriers, so that the focus can be on your ECC child. Information about classroom parties will be shared with families in advance. ***Parents/guests may arrive about 15 minutes prior to the party.***

PLEASE NOTE: Invitations to home parties CANNOT be distributed at school. Please make other arrangements to distribute personal invitations. In addition, due to student privacy issues, the office or teacher cannot give out student addresses for personal invitations.

CLASSROOM TREATS:

In accordance with our district wellness policy ([District Wellness Program Policy ADF](#)) and in support of our increase number of students with life-threatening allergies ([Board Policy JHCF](#)), all elementary schools and the ECC will celebrate student birthdays in ways that **DO NOT** involve bringing or distributing food-related treats. Every student's birthday is important, and will be recognized in elementary schools without the use of food items.

VOLUNTEERISM:

All schools welcome parent volunteers. **[Please refer to your child's school for Parent Volunteer Guidelines]** When parents or guardians are scheduled to volunteer in classrooms, on field trips, or as part of designated school events, we ask that you do not bring other children, as the focus must be on proper supervision of our students. Background screening will be required, if a volunteer will be working with a student in an unsupervised area. All *Youth Mentors* and *America Reads* volunteers will be screened prior to placement in buildings.

SAFETY DRILLS:

Safety drills are held on a regular basis throughout the school year. These drills may include: fire, building & bus evacuation, tornado, earthquake, bomb threat and lock-ins. Crisis and policy manuals including emergency drill practices and procedures are located at each building under the security of the building administrator and/or his/her designee.

SUMMER SCHOOL:

The Liberty Public School District offers a Summer School program for elementary students. Information will be given to parents during March/April of each school year. There is not a summer school program for preschool aged students.

ACCIDENT INSURANCE:

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Parents may purchase student accident insurance. Please call 736-5300 for information.

LIFE THREATENING ALLERGIES:

The district has a policy and procedure manual in place which specifically addresses life threatening allergies. This manual is titled [Life Threatening Allergy Policy & Guidelines](#).

If you do not have access to a computer, a copy of this manual may also be obtained from your school administrator upon request.

MEDICAL NEEDS BEYOND SCHOOL HOURS...EXTRA-CURRICULAR ACTIVITIES:

During extra-curricular [beyond school hours] activities, parents are responsible for providing for their

student's routine health and medication needs. **In the case of a health emergency or accidental injury during extra- curricular activities, necessary medical treatment will be secured through local emergency medical services.**

OPPORTUNITIES FOR INTEGRATION:

We offer opportunities for students to engage in play with their neighboring classroom(s) during their daily schedule. work/center time of their daily schedule. During this time, children will be able to move, with supervision, between classrooms. This will allow them to experience additional choice in learning materials and interact with more peers during centers.

Teachers/paraprofessionals will be supervising in both classrooms to offer support and facilitate play and interactions.



◆TECHNOLOGY

Acceptable Use-

All students and parents are required to have a signed or electronically accepted Acceptable Use Policy (AUP) on file. The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology.

All students will be issued a device for school purposes and parents/guardians have the opportunity to purchase insurance for the provided devices. If the device is insured and damages occur, the user is only responsible for damages up to a specified amount. If the device is not insured the user would be responsible for the full price of the repairs. The only exception would be if there is intentional damage to the device. If there is intentional damage to the device the user will be responsible for the full repair cost regardless if the device is insured or not.

All students utilize Google accounts for email, document creation and collaboration. K-5 student email accounts can be setup for internal mail only or internal/external depending on grade level requirements.

Liberty Schools will provide specific training on safe and ethical use of email prior to issuing the accounts and if you wish to have your student opt out of having an email account, please contact your child's classroom teacher. Liberty schools uses the same measures for student accounts as it does for staff accounts to prevent spam and other unsolicited emails.

With technology being integrated in a variety of ways, digital citizenship is a very important component. Each year students are exposed to digital citizenship and proper use training on how to utilize technology appropriately in order to become more responsible users.

In addition to student accounts, the District utilizes various applications and websites for student use. The Children's Online Privacy Protection Act requires operators of commercial websites to obtain parent approval before doing business with or collecting personal information from children under the age of 13. However, it is difficult to obtain this consent from every single parent in the school setting, so federal law allows for school districts to provide this consent on behalf of all students when a website is used for educational purposes. LPS will only consent for students to access websites that are educational and will never consent to the collection or use of a student's personal information for commercial purposes. LPS strictly follows all federal laws protecting the confidentiality of student information.

If you have any questions regarding the websites LPS uses, please feel free to contact your building administrator. For more information on COPPA, go to <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>

Data Governance and Security-

The Director of Technology is the district's information security officer (ISO) and reports directly to the superintendent or designee. The district's information security officer is directed to create and review district procedures on collecting and protecting district data including, but not limited to, securely maintaining confidential and critical information. The ISO is responsible for implementing and enforcing the district's security policies and procedures applicable to electronic data and suggesting changes to these policies and procedures to better protect the confidentiality and security of district data. The ISO will work with the district's technology department to advocate for resources and implement best practices to secure the district's data.

The district will collect, create or store confidential information only when the superintendent or designee determines it is necessary. The district will provide access to confidential information to appropriately trained district employees and volunteers only when the district determines that such access is necessary for the performance of their duties. The district will disclose confidential information only to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law and authorized by the district.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the district's superintendent, ISO or designee is authorized to secure resources to assist the district in promptly and appropriately addressing a security breach.

Likewise, the district will take steps to ensure that critical information is secure and is not inappropriately altered, deleted, destroyed or rendered inaccessible. Access to critical information will only be provided to authorized individuals in a manner that keeps the information secure.

All district staff, volunteers, contractors and agents who are granted access to critical and confidential information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of confidential information. All individuals using confidential and critical information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

Read board policy [EHBC](#) for information relating to data governance and security.

To review how the Missouri Department of Elementary and Secondary Education utilize student data, view the document at <https://dese.mo.gov/sites/default/files/StudentDataCollected.pdf>.

IN THE CASE OF STUDENT EMERGENCY The emergency phone numbers listed for the child in the school database will be called if parents cannot be reached. Medical or other information pertaining to the child and situation will be shared with emergency contacts as necessary.



◆ EMERGENCY INFORMATION

◆ **SCHOOL CLOSINGS:** If schools are to be closed due to emergencies such as ice or snow, announcements will be made on the major radio, TV stations and LPS school websites as soon as a decision is made. **PLEASE DO NOT CALL THE SCHOOL, TRANSPORTATION OFFICE OR CENTRAL OFFICE FOR THIS INFORMATION.**

◆ **EMERGENCY SCHOOL CLOSINGS:** The weather or a breakdown of equipment could cause an unscheduled closing of school. **PARENTS NEED TO HAVE ARRANGEMENTS MADE WITH THEIR CHILD IN ADVANCE SO THAT IF SUCH AN EMERGENCY ARISES, THE CHILD WILL KNOW WHERE TO GO IF NO ONE IS HOME.**



◆ PUBLIC NOTICES

FREE & APPROPRIATE PUBLIC EDUCATION

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one [21] regardless of the child's disability. Disabilities include: learning disabilities, mental retardation/intellectual disability, emotional disturbance, speech disorders [voice, fluency or articulation], language disorders, visual impairment, hearing impairment, physically / other health impaired, multi-handicapped deaf / blind, autism, traumatic brain injury, and early childhood special

education.

Liberty Public Schools 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's First Steps Program.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used for maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading or violates the privacy of other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act [FERPA].

Liberty Public Schools has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during the regular school hours in the Office of the Superintendent of Schools, 8 Victory Lane, Liberty, Missouri. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures that the district must follow regarding storage, disclosure to third parties, records retention and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty- one [21] who reside in the District or whose parent/legal guardian resides in the District. This census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the state Board of Education may withhold state aid until the census is submitted.

If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact the Director of Special Programs, Liberty Public Schools, 8 Victory Lane, Liberty, MO 64068, (816) 736-5300.

ADULT BASIC EDUCATION / GED SERVICES

Adult Basic Education and General Educational Development [GED] classes are available through Maple Woods Community College in the Science Technology Building. If interested, please call: 437-3269.

AMERICAN WITH DISABILITIES ACT

The Liberty Public Schools does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. Liberty Public Schools does not discriminate on the basis of disability.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints or requests for additional information regarding the ADA may be forwarded to Liberty Public Schools' designated ADA Compliance Coordinator: The Executive Director of Special Programs, Liberty Public Schools, 8 Victory Lane, Liberty, MO 64068, (816) 736-5480, Monday-Friday, 8:00-4:30.

STUDENT INJURIES IN LIBERTY PUBLIC SCHOOLS

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does NOT provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance. Parents, please be prepared to pay for your child's possible medical expenses.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT [FERPA] / DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act [FERPA] affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

PARENTS, CAREFULLY REVIEW THIS LIST, ESPECIALLY #5 WHICH DETAILS INFORMATION THAT MAY BE RELEASED ABOUT YOUR CHILD.

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the

School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirement of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education, 400 Maryland Avenue, SW; Washington, DC 20202-4605.
5. **School officials may release “Directory Information.” This includes print and electronic publications of the school district. Such information is considered a “public record” that must be released by the district to any person who requests it, under the Missouri Sunshine Law.**

“**Directory information**” is information contained in an education record which is not generally considered harmful or an invasion of privacy if disclosed.

The school district designates the following items as “Directory Information”: student’s name, parent’s name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended, and photographs including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents or eligible students will have ten (10) school days after the annual public notice to view the student’s “Directory Information” and to provide notice using the district “opt out request form” or in another written format to the school district that they choose to not have this information or any portion of the “Directory Information” released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any of those items designated as “Directory information” without the parent’s or eligible student’s prior written consent including in print and electronic publications of the school district.

ASBESTOS HAZARD NOTICE TO ALL BUILDING OCCUPANTS

In compliance with the Asbestos Hazard Emergency Response Act of 1986, please be advised the Liberty Public School District is in compliance with federal regulations. All Schools have been inspected by EPA certified inspectors. An asbestos management plan has been developed for each school by an EPA certified planner. Each school building has a copy of the AHERA management plan available for public review. This district management plan is available for public review at the office of the District Facilities and Grounds Department.

As a result of AHERA regulations, all schools are subject to a three-year re-inspection requirement. This re-inspection occurred in January 2017 and was conducted by EPA certified inspectors. All schools are subject to periodic surveillance inspections every six months from January 2017 through January 2020, at which time the schools will be re-inspected by EPA certified inspectors.

INCLEMENT WEATHER, EMERGENCY PREPARATION, OUTSIDE PLAY

Inclement Weather: In instances where weather forecasts indicate that operating schools may be

questionable, a plan for assessing road and weather conditions goes into effect by 4:00 a.m. By 5:45 a.m. or earlier, a final determination is made on whether to have school. If the decision is made to not have school, all area media are notified by 6:00 a.m.

Although an infrequent occurrence, changing weather conditions may dictate early dismissal. Once children are at school, at least three hours are required to get the last child home from the time a decision is made to close schools.

Emergency Preparation: In the rare instances when school is dismissed early, it is most important that parents have discussed with their child a procedure to follow that will insure safety and eliminate possible anxiety. Children should be instructed about what they are to do, whom they are to contact and/or where they are to go if school is dismissed early [i.e. neighbor, friend, etc.].

Outside Play: School officials, in general, believe that a child healthy enough to attend school is also healthy enough to participate in playground and physical education activities. It is a proven fact that most children have an immense amount of energy for which some physical outlet must be provided. When children are confined inside all day, their ability to concentrate on learning tasks is adversely affected. Thus, principals and teachers encourage students to participate in playground activities for abbreviated periods of time even during cold weather.

The Child Care Weather Watch is used as a guideline to determine outdoor recess participation. The Child Care Weather Watch may be viewed on the Missouri Department of Health Website at the following link: <http://health.mo.gov/safety/childcare/pdf/weatherwatch.pdf>. If your child has missed school due to a cold or other illness and you wish for your child to remain indoors during a recess period for a day or two to recuperate, a note from the home to the teacher will suffice. **If it is necessary for your child to be excused for more than 3 days, a doctor's note is required.**

Policy AC -PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

General Rule

The Liberty 53 School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Liberty 53 School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.

3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation that occurs off district property and that is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a

child will be reported to the Children's Division (CD) of the Department of Social Services.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include, but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer(s) – The individual(s) responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.

3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.
6. Comments about an individual's body, sexual activity or sexual attractiveness.
7. Physical sexual acts of aggression, assault or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officers

The Board designates the following individual to act as the district's student compliance officer:

Human Resources Administrator-Dr. Dwayne Smith

8 Victory Lane, Liberty, MO 64068

Phone: 816-736-5300

Fax: 816-736-5306

In the event the compliance officer(s) is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Assistant Superintendent-Human Resources-Dr. Robert Vogelaar

8 Victory Lane, Liberty, MO 64068

Phone: 816-736-5300

Fax: 816-736-5306

The compliance officer(s) or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Liberty 53 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any

reported crimes constitute potential discrimination, harassment or retaliation.

8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.

9. Seek legal advice when necessary to enforce this policy.

10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.

11. Make recommendations regarding changing this policy or the implementation of this policy.

12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.

13. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians and students as well as to newly enrolled students and newly hired employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Liberty 53 School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the potential victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination,

harassment and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. The administrator will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. The district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate. Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying

the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

PARENT/FAMILY INVOLVEMENT IN INSTRUCTIONAL AND OTHER PROGRAMS (IGBC)

The Liberty 53 School District Board of Education believes that engaging parents/families in the education process is essential to improved academic success for students. The Board recognizes that a student's education is a responsibility shared by the district, parents, families and other members of the community during the entire time a student attends school. The Board believes that the district must create an environment that is conducive to learning and that strong, comprehensive parent/family involvement is an important component. Parent/Family involvement in education requires a cooperative effort with roles for the Department of Elementary and Secondary Education (DESE), the district, parents/families and the community.

Parent/Family Involvement Goals and Plan

The Board of Education recognizes the importance of eliminating barriers that impede parent/family involvement, thereby facilitating an environment that encourages collaboration with parents, families and other members of the community. Therefore, the district will develop and implement a plan to facilitate parent/family involvement that shall include the following six (6) goals:

1. Promote regular, two-way, meaningful communication between home and school.
2. Promote and support responsible parenting.
3. Recognize the fact that parents/families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents/families to visit the schools their children attend, and actively solicit parent/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.

Use available community resources to strengthen and promote school programs, family practices and the achievement of students.

The district's plan for meeting these goals is to:

1. Provide activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels. This will include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
2. Implement strategies to involve parents/families in the educational process, including:
 - ▶ Keeping parents/families informed of opportunities for involvement and encouraging participation in various programs.
 - ▶ Providing access to educational resources for parents/families to use together with their children.
 - ▶ Keeping parents/families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
3. Enable families to participate in the education of their children through a variety of roles. For example, parents/family members should be given opportunities to provide input into district policies and volunteer time within the classrooms and school programs.
4. Provide professional development opportunities for teachers and staff to enhance their understanding of effective parent/family involvement strategies.

5. Perform regular evaluations of parent/family involvement at each school and at the district level.
6. Provide access, upon request, to any instructional material used as part of the educational curriculum.
7. If practical, provide information in a language understandable to parents.

Title I, Migrant Education (MEP) and Limited English Proficiency (LEP) Programs

The Board also recognizes the special importance of parent/family involvement to the success of its Title I, MEP and LEP programs. Pursuant to federal law, the district and parents will jointly develop and agree upon a written parental involvement policy that will be distributed to parents participating in any of these programs.

Title I Program Parent Involvement

The district and parents of children participating in the Title I program will jointly develop and agree upon a written parent involvement policy that will describe how the district will:

1. Involve parents in the joint development of the Title I program plan and in the process of reviewing the implementation of the plan and suggesting improvements.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong parental involvement.
4. Coordinate and integrate Title I parental involvement strategies with those of other educational programs.
5. Conduct, with the involvement of parents, an annual evaluation of the content of the parental involvement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.
6. Involve parents in the activities of the schools served.

Each school receiving Title I funds will jointly develop with and distribute to parents of children participating in the Title I program a written parental involvement policy agreed upon by such parents in accordance with the requirements of federal law:

1. The policy must be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. The policy shall contain a school-parent compact that outlines how parents, the entire school staff and students will share the responsibility of improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children.
3. Each school participating in the Title I program will convene a meeting annually to inform parents about Title I and to involve parents in the planning, review and improvement of Title I programs, including the planning, review and improvement of the school parental involvement policy.

Migrant Education Program Parent Involvement

Parents of students in the MEP will be involved in and regularly consulted about the development, implementation, operation and evaluation of the Migrant Education Program.

Parents of MEP students will receive instruction regarding their role in improving the academic achievement of their children. Parents may contact the office of Student Services for more Migrant Education information, 736-5310.

Limited English Proficiency (LEP) Program Parent Involvement

Pursuant to federal law, parents of LEP students will be provided notification regarding their child's placement in and information about the district's LEP program.

Parents will be notified of their rights regarding program content and participation. Parents may contact the office of Student Services for more LEP information, 736-5310.

Homeless Students – District Obligation

In accordance with state and federal law and the Missouri state plan for education of the homeless, Liberty Public Schools will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Specific procedures are listed in LPS board policy, IGCBA. Parents may contact the office of Student Services for more Homeless Student information, 736-5310.

Policy Evaluation

The district, with parent/family involvement, will review and evaluate the content and effectiveness of this policy and each school-level policy at least annually. The district will revise this policy as necessary to improve or create practices that enhance parent/family involvement

Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

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

•*Inspect, upon request and before administration or use –*

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

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

Liberty Public Schools has established policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Liberty Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Liberty Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Liberty Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5901

Complaints and Grievances

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

All persons are assured that they may utilize this procedure in accordance with board policy (JFH) without reprisal.

Cases of suspension will be handled on an individual basis in compliance with the policies of the Board of Education and the customs of the school.

It will be the duty of the principal in charge, or his or her representative, to see that order is maintained and the rights of the majority of students to pursue their education are not abridged by those students or individuals who would disrupt that aim.

Parents Right to Know

Dear Parent or Guardian:

Liberty Early Childhood Center is required to inform you of certain information that you have a right to know. Upon your written request, our district is required to provide you in a timely manner, the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas they teach.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and if so, their qualifications.
- What baccalaureate degree major the teacher has, any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent the following:

- Information on the achievement level of the parent's child in each of the state
- academic assessments, if applicable.
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who has not met state qualification and licensing criteria for the grade level and subject areas they are teaching.

Please make any inquiries regarding the information you request through to:

Dr. Sarah Birk, Principal
Liberty Early Childhood Center
6900 NE 79th St; Kansas City, MO 64158
816-736-5324

Please keep this handbook in a handy place so that you can refer back to it when you have questions.

5 Day Early Learning Policy Addendum

Attendance

For our preschool students the following guidelines will be used for **LATE ARRIVALS and/or EARLY**

DISMISSALS:

1. Parent is provided with and agrees to comply with attendance policies during enrollment in the 5 Day Early Learning program.
2. (5) LATE ARRIVALS and/or EARLY DISMISSALS - parents will receive an initial Warning Letter with review of attendance policy. **It is considered a late arrival anytime after 7:50 AM as a car rider. An early dismissal is any time prior to our 2:40 dismissal time.**
3. (10) LATE ARRIVALS and/or EARLY DISMISSALS - A 2nd Warning Letter issued with review of attendance policy-parents will be informed any further tardies will risk their child's enrollment in our preschool program; an attendance plan will be created between parent & school
4. (12) LATE ARRIVALS and/or EARLY DISMISSALS - Final Notification regarding Potential dismissal from the 5 day Early Learning program

For our preschool students the following guidelines will be used for **ABSENCES:**

1. (5) Absences - parents will receive a warning letter
2. (10) Absences - parents will be told that any further absences will risk their child's enrollment in our preschool program; an attendance plan will be created between parent & school
3. (12) Absences - Potential dismissal from the 5 day Early Learning program.

Behavior

We believe preschool is a time for early learners to work on developing 'learning to learn' skills to help them be successful in an education environment. Teachers will provide instruction and opportunity for students to practice how to safely and successfully navigate the 5 Day Early Learning classroom. If/when a child repeatedly demonstrates the inability to be able to safely participate in the 5 day early learning environment, the following steps will occur:

1. Teacher notifies parent/guardian via email/phone conversation regarding on-going behavior concerns; informally discuss ways to help the student be safe/successful in the 5 Day Early Learning environment of 20 students and 1 teacher/1 paraprofessional.

Note: The teacher should schedule a time to meet face-to-face with the Parent/Guardian prior to a meeting with the teacher, parent, principal and behavior interventionist (This should happen after multiple emails/phone conversations are held) It is not appropriate to invite an entire team of people to meet with a parent, without the teacher first meeting with the parent/guardian in person. The principal **can be** invited to this meeting, but should be facilitated by the classroom teacher.

2. If behavior concerns continue, the teacher schedules a conference between teacher, parent/guardian, and a building administrator. At this time, discussions regarding creation of a student success plan will occur. A

district behavior specialist will be invited to complete observations of the student and help brainstorm classroom accommodations which may help the child demonstrate safe/successful behavior in the 5 Day Early Learning program. Upon completion of the Success Plan, it will be shared with the teacher, parent and building administrator to provide any feedback. Success Plan will be implemented, data regarding targeted behaviors will be collected and reviewed monthly. Student data will be reviewed and shared with the teacher, parent, and administrator. Adjustments to the Success Plan may occur as needed.

- 3. If a student continues to demonstrate unsafe/disruptive behaviors in the 5 Day Early Learning program with a Success Plan in place, an additional conference will occur between teacher, parent/guardian and administrator. Discussion will include moving the student to half day program. This move would allow the student to have access to a smaller learning community with potential for more adult support to work on building 'learning to learn' skills. The Success Plan will be reviewed, adjustments will be made as needed and a date set to review student data and make a determination regarding continuation in the 5 Day Early Learning program.

Toileting

While we understand occasional bathroom accidents may occur, students in the 5 Day Early Learning program must demonstrate independence with toileting skills and/or have a documented medical condition which impacts ability to be independent in toileting.

If a documented medical condition exists, parents are responsible for sending in the appropriate supplies (wipes, diapers, pull-ups with side openings).

Classroom teachers will partner with the student's family to develop an appropriate plan to help the student with toileting.

Students who are unable to demonstrate routine and consistent independence with toileting skills or who do not have a documented medical condition could potentially be removed from the program in order to work on developing toileting skills in a different environment.

Lunch & Reduced Meal Prices

Meals are served daily at the ECC for the 5 day program only. Students in the 5 day program are asked not to bring their own lunch unless there is a documented medical reason. In that case, specific information should be shared with our school nurse.

<i>Breakfast- \$.30</i>	<i>Lunch- \$.40</i>
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