LIBERTY EARLY

CHILDHOOD CENTER

Handbook For Parents 2021-2022
ELEMENTARY SCHOOL DIRECTORY
www.lps53.org

SUPERINTENDENT’S OFFICE, 8 Victory Lane 736-5300 [fax 736-5306]
Dr. Jeremy Tucker, Superintendent

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
Dr. Kayli Burrell, Assistant Principal

Lewis & Clark, 1407 Nashua Road (8:45-3:45) 736-5430 [fax 736-5433]
Dr. Mitch Hiser, Principal
Ms. Dawn Shannon

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 Utech, Principal
Mr. Jordan Willamson, 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

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

SPECIAL EDUCATION SERVICES, 8 Victory Lane 736-5480 [fax 736-7096]
Dr. Toni Cook, Director of Special Services
Dr. Sheryl Ferguson, Assistant Director of Special Services

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
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021-2022 LPS District and ECC CALENDAR</td>
<td>2</td>
</tr>
<tr>
<td>ENROLLMENT/WITHDRAWALS</td>
<td>5</td>
</tr>
<tr>
<td>ATTENDANCE/ABSENCES</td>
<td>5</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td>6</td>
</tr>
<tr>
<td>NUTRITION SERVICES</td>
<td>7</td>
</tr>
<tr>
<td>PARENT CONFERENCES/ACADEMIC PROGRESS</td>
<td>7</td>
</tr>
<tr>
<td>DISCIPLINE/VIOLENCE HOTLINE INFO</td>
<td>8</td>
</tr>
<tr>
<td>SCHOOL VISITATION</td>
<td>16</td>
</tr>
<tr>
<td>STUDENT DRESS/APPEARANCE</td>
<td>16</td>
</tr>
<tr>
<td>PROCEDURES FOR DISPENSING MEDICATION</td>
<td>17</td>
</tr>
<tr>
<td>HEALTH SCREENINGS/STUDENT HEALTH</td>
<td>18</td>
</tr>
<tr>
<td>RELEASE FROM SCHOOL</td>
<td>19</td>
</tr>
<tr>
<td>GENERAL INFORMATION: Student Arrival Time; Student Dismissal Time;</td>
<td>19-21</td>
</tr>
<tr>
<td>Lost &amp; Found Articles; Sales &amp; Solicitation; PTA; Phone Calls; Recess;</td>
<td></td>
</tr>
<tr>
<td>Homework; Standardized Tests; Report Cards; Classroom Parties/Treats;</td>
<td></td>
</tr>
<tr>
<td>Volunteerism; Safety Drills; Summer School; Student Accident Insurance;</td>
<td></td>
</tr>
<tr>
<td>Life Threatening Allergies; Medical Needs Beyond School Hours; Extra</td>
<td></td>
</tr>
<tr>
<td>Curricular Activities</td>
<td></td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>22</td>
</tr>
<tr>
<td>EMERGENCY INFORMATION</td>
<td>23</td>
</tr>
<tr>
<td>PUBLIC NOTICES: Free &amp; Appropriate Public Education; Adult Basic</td>
<td>24</td>
</tr>
<tr>
<td>Education/GED Services; Americans with Disabilities Act; Nondiscrimination; Student Injuries in LPS; Family Educational Rights &amp; Privacy Act/Directory Information; Asbestos Hazard; Inclement Weather, Emergency Preparation &amp; Outside Play; Sexual Harassment of Students; Family Involvement Policy; Migrant, ELL and Homeless Student Information; Complaint and Grievances</td>
<td></td>
</tr>
</tbody>
</table>
2021-2022 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
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 7:45-2:40

*Dates and times are subject to change*
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.

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]

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.
A la carte purchases are unavailable at the Early Childhood Center. 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

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

Current Meal Prices Are Listed Below:

| Breakfast- $0.30 | Lunch- $0.40 |

Parents/Guardians are expected to prepay for all student meals and a la carte purchases. A la carte purchases are unavailable at the Early Childhood Center. 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 a 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:
At the Early Childhood Center, the Buddy Room is used as a safe place where a student can go to calm down and regain composure. The goal is for the student to reunite with his/her classroom in a more composed and ready-to-learn state.

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. ACADEMIC DISHONESTY:
Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for
another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

1st Offense: No credit for the work, grade reduction, or replacement assignment
Subsequent Offense: No credit for the work, grade reduction, course failure

2. 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.

3. 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.
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
   - **Subsequent Offense:** Nullification of forged document. Detention, in-school suspension or 1-180 day’s out-of-school suspension

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:** 11-180 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, etc.

- 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.
- For the 2021-2022 school year, the District will not have an insurance fee for students who are assigned a device and students with assigned devices will be able to take the devices home unless otherwise noted by the school. For all students, regardless if a device is assigned or shared, the only charges for devices will be for intentional damage and lost or stolen devices. Intentional damage will be invoiced at the actual cost to repair or replace the item as referenced in board policy JN for student Fees, Fines and Charges and there will be a $100 charge for any lost or stolen device. If the device is recovered, the $100 will be refunded.
- 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. GAMBLING: Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.
   1st Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.
   Subsequent Offense: Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

14. HARRASMENT: Other Illegal Discrimination (see Board policy AC). Unwelcome conduct based on religion, disability or any other characteristic protected by law or based on a belief that such a characteristic exists including, but not limited to: comments, slurs, jokes, insults and name calling; written material including, but not limited to graffiti, notes, epithets, social media, pictures, posters, and cartoons; defacing or damaging personal property and/or district property; physical threats and physical attacks.
   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.

HARASSMENT: RACE/COLOR/NATIONAL ORIGIN/ANCESTRY (see Board policy AC) Unwelcome conduct based on race, color, national origin or ancestry including, but not limited to comments, slurs, jokes, insults and name calling; written material including, but not limited to graffiti, notes, epithets, social media, pictures, posters, and cartoons; defacing or damaging personal property and/or district property; physical threats and physical attacks.

   1st Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
   Subsequent Offense: 1-180 days out-of-school suspension or expulsion.
HARASSMENT: SEXUAL (see Board policy AC) Unwelcome conduct of a sexual nature including, but not limited to, comments, slurs, jokes, insults and name calling; written material including, but not limited to graffiti, notes, epithets, social media pictures, posters and cartoons; defacing or damaging personal property and/or district property; physical threats and physical attacks; touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

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

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

15. 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.

16. 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.

17. 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 in-school suspension, 1-10 days out-of-school suspension, or expulsion.

18. 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, in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, in-school suspension, 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, in-school suspension.

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

19. 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.

20. 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.

21. 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 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 out-of-school suspension.

22. 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, 1-10 days in-school suspension, parent conference, or 11-90 days out-of-school suspension, and removal from extracurricular activities.
23. **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.

24. **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.

25. **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.

Due to ongoing COVID-19 health and safety protocols, the ECC is limiting visitors in the building. We will continue to follow school district and health department recommendations. We will share new information and/or changes to visitor recommendations as we receive them.

♦ STEUDENT 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 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 2:25-2:40 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.

General Information

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.

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

For the 2021-2022 school year, the District will not have an insurance fee for students who are assigned a device and students with assigned devices will be able to take the devices home unless otherwise noted by the school. For all students, regardless if a device is assigned or shared, the only charges for devices will be for intentional damage and lost or stolen devices. Intentional damage will be invoiced at the actual cost to repair or replace the item as referenced in board policy JN for student Fees, Fines and Charges and there will be a $100 charge for any lost or stolen device. If the device is recovered, the $100 will be refunded.

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.

TECHNOLOGY USAGE (Board Policy EHB)

The Liberty 53 School District’s technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will
periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

Definitions

For the purposes of this policy and related procedures and forms, the following terms are defined:

**Technology Resources** – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

**User** – Any person who is permitted by the district to utilize any portion of the district’s technology resources, including but not limited to students, employees, School Board members, community members, school volunteers and agents of the school district.

**User Identification (ID)** – Any identifier which would allow a user access to the district’s technology resources, or to any program, including but not limited to, e-mail and Internet access.

**Password** – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

Authorized Users

The district’s technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as community members, school volunteers, consultants, legal counsel and independent contractors. All users must agree to follow the district’s policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district’s technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the district’s technology resources including, but not limited to, voice
mail, telecommunications, e-mail and access to the Internet or network drives. By using the
district’s network and technology resources, all users are consenting to having their electronic
communications and all other use monitored by the district. A user ID with e-mail access will
only be provided to authorized users on condition that the user consents to interception of or
access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district’s
technology resources, including files deleted from a user’s account, may be intercepted,
accessed, monitored or searched by district administrators or their designees at any time in the
regular course of business. In addition, the district may search laptops, smartphones or other
personal devices not owned by the district but using district technology resources if the district
has reasonable suspicion that employees or students using these devices are violating the law
or district policies, procedures and rules, in accordance with law. Such access may include, but
is not limited to, verifying that users are complying with district policies and rules and
investigating potential misconduct. Any such search, access or interception shall comply with
all applicable laws. Users are required to return district technology resources to the district
upon demand including, but not limited to, mobile phones, laptops and tablets.

Visitors using laptops, smartphones or other personal devices and utilizing the district’s
technology resources are also subject to district policies, procedures and rules.

Technology Administration

The Board directs the superintendent or designee to assign trained personnel to maintain the
district’s technology in a manner that will protect the district from liability and will protect
confidential student and employee information retained on or accessible through district
technology resources.

Administrators of district technology resources may suspend access to and/or availability of the
district’s technology resources to diagnose and investigate network problems or potential
violations of the law or district policies and procedures. All district technology resources are
considered district property. The district may remove, change or exchange hardware or other
technology between buildings, classrooms or users at any time without prior notice. Authorized
district personnel may install or remove programs or information, install equipment, upgrade
any system or enter any system at any time.

Content Filtering and Monitoring

The district will monitor the online activities of minors and operate a technology protection
measure (“content filter”) on the network and all district technology with Internet access, as
required by law. In accordance with law, the content filter will be used to protect against access
to visual depictions that are obscene or harmful to minors or are child pornography. Evading or
disabling of the content filter installed by the district, including attempts to evade or disable, is
a serious violation of district policy.
The superintendent or designee may fully or partially disable the district’s content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district’s content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

The superintendent or designee will create a procedure that allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific content.

Online Safety, Security and Confidentiality

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the district’s technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district’s computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

Closed Forum

The district’s technology resources, including the district web page, are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. Any expressive activity involving district technology resources that students, parents/guardians
and members of the public might reasonably perceive to bear the imprimatur of the district, and which are designed to impart particular knowledge or skills to student participants and audiences, are considered curricular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons.

Inventory and Disposal

The district will regularly inventory all district technology resources in accordance with the district's policies on inventory management. Technology resources that are no longer needed will be disposed of in accordance with law and district policies and procedures related to disposal of surplus property.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district’s technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district’s technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district’s technology policies and procedures. Any attempted violation of the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

District employees are required to return all district-issued technology resources or other district property upon separation from employment. The district reserves the right to deduct the cost of any property from the employee's final paycheck, to charge the employee or to seek legal action to recover the property or cost from the employee.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

No Warranty/No Endorsement
The district makes no warranties of any kind, whether expressed or implied, for the services, products, or access it provides. The district's technology resources are available on an “as is, as available” basis.

The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries, or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet, or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

TECHNOLOGY USAGE PROCEDURES-

(Administrative Procedure EHB-AP1)

Student Users
All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee.

Employee Users
No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate.

External Users
Consultants, legal counsel, independent contractors and other persons having business with the district may be granted user privileges at the discretion of the superintendent or designee after consenting to the district's User Agreement and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies and procedures.

General Rules and Responsibilities
The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.
4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
15. At no time will district technology or software be removed from district premises, unless authorized by the district.
16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

**Technology Security and Unauthorized Access**

1. All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.
2. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
3. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
4. The unauthorized copying of system files is prohibited.
5. Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.
6. Users will be granted access privileges to district technology resources as determined appropriate by the superintendent or designee. Any attempt to secure a higher level of privilege without authorization is prohibited.
7. The introduction of computer viruses, hacking tools or other disruptive or destructive programs into a district computer, network or any external networks is prohibited.

Online Safety and Confidentiality
Curricular or non curricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet and are prohibited from sharing such information unless authorized by the district. Student users shall not agree to meet with someone they have met online without parental approval and must promptly disclose to a teacher or another district employee any message the user receives that is inappropriate or makes the user feel uncomfortable.

Electronic Mail and Messaging
A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. Users are prohibited from sending unsolicited mass e-mail or other electronic messages. The district considers more than ten addresses per message, per day a violation, unless the communication is a necessary, employment-related function or an authorized publication.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide electronic messages.

Communication Devices
Employees and others to whom the district provides mobile phones or other electronic communication devices must use them professionally and in accordance with district policies, regulations and procedures. These devices shall not be used in a manner that would distract the employee or other user from adequate supervision of students or other job duties.

Exceptions
Exceptions to district rules will be made for district employees or agents conducting an investigation of a use that potentially violates the law, district policies or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

Waiver
Any user who believes he or she has a legitimate educational purpose for using the district's technology in a manner that may violate any of the district's policies, regulations or procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the student's purpose, age, maturity and level of supervision involved.

TECHNOLOGY USAGE PROCEDURES-
(Administrative Procedure EHB-AP2)

This procedure allows students, employees or other users to request that the district review or adjust the content filter to allow access to a website or specific Internet content.

Unblocking Content-
District technology users who believe that a website or web content has been inappropriately blocked by the district's content filter must use the following process to request access to the blocked Internet content:

1. Users must submit a request, by e-mail or anonymously in writing, to the superintendent or designee for access. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The superintendent or designee will unblock access to the content unless there is an articulated and legal reason not to do so. The superintendent or designee may consult the district's attorney prior to making a decision. Unless the request was made anonymously, the user requesting access will be notified of the decision.
3. If access is denied, the user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

Disabling Content Filters-
The superintendent or designee may fully or partially disable the district's content filter to enable access for an adult who is authorized to use district Internet resources to access content for bona fide research or other lawful purposes. Adult users must use the following process to request that a content filter be disabled:

1. Adult users must submit a written request to the superintendent or designee to have the content filter disabled. The request should include reasoning in support of the request.
2. Requests will be acted on within ten business days of the superintendent or designee receiving the request. The filter will be disabled only if the superintendent or designee
determines that it will serve a legitimate educational purpose or otherwise benefit the district. The adult user will be notified of the decision.

3. If the request is denied, the adult user may request to be put on the agenda for the next Board meeting to discuss the issue. The Board has the discretion to grant or deny the agenda request. The requested material will remain blocked until the Board makes a decision, if any.

**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/data-system-management/data-access-sharing-and-privacy](https://dese.mo.gov/data-system-management/data-access-sharing-and-privacy).
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](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**

**STANDARD COMPLAINT RESOLUTION PROCEDURE**

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education (DESE). A complaint is formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by DESE. The complaint must be written and signed; provide specific details of the situation and indicate the law or regulation allegedly being violated, misapplied, or misinterpreted. The complaint must be filed, and resolution pursued, in accordance with Liberty’s Board of Education Policy KL: Public Complaint Policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri DESE. If there is no evidence that local parties have attempted in good faith to resolve the complaint, DESE may require parties to do so and may provide technical assistance to facilitate such resolution. Any persons directly affected by the actions of DESE may file a
similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by DESE. For more information, contact the Innovation and Learning Department at 736-5320.

SPECIAL EDUCATION SERVICES: CHILD FIND PUBLIC NOTICE
Liberty Public Schools assures that it will provide a free and appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction, including those attending private/parochial schools. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment, orthopedic impairment, intellectual disability, multiple disabilities, other health impairment, specific learning disabilities, speech and/or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay (YCDD). The building principal represents the Local Educational Agency (LEA) for each special education team when consideration for special education testing occurs. Each school has support for any student who is experiencing special learning concerns addressed through its School-Based Problem Solving Teams. When all options of general education support are exhausted, a referral for Special Education consideration follows. Specialists who will become important in the consideration for Special Education referral are the School Psychologist, Special Education Case Manager and the District Process Coordinator. For more information, contact Dr. Toni Cook, Director of Special Services, 736-6742, or write directly to the Special Services Department, Liberty Public Schools, 8 Victory Lane, Liberty, MO 64068.

DIRECTORY INFORMATION
School officials may release Directory Information. This includes print and electronic publications of the school district. Such information is considered a public record, which must be released upon demand to any persons who request it under the Missouri Sunshine Law. Directory information is information designated by the school district that would not generally be considered harmful or an invasion of privacy. Liberty Public Schools designates the following items as directory information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, 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 and awards received, most recent and previous school attended, and photograph, including photos 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 will have ten (10) school days after this annual public notice to view the student’s directory information and the school district’s opt-out form stating in writing that they choose not to have this 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 prior written consent. For more information, contact the Office of Student Services at 736-5310.

§504 Child Find Notice
Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For
additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation, and placement into Section 504 programs, please contact the District’s Section 504 Coordinator, Dr. Jessica Meisenheimer, at 736-5320, or by mail at 8 Victory Lane, Liberty, MO 64068.

**Aviso Sobre La Identificación de Estudiantes Incapacitados bajo la Sección 504** Bajo la Sección 504 del Decreto de Rehabilitación de 1973, el Distrito Escolar está obligado a identificar, referir, evaluar, y proporcionar servicios educativos apropiados y gratuitos a estudiantes incapacitados que califican para recibir servicios bajo esta ley. Si usted desea más información sobre los derechos de padres de niños incapacitados, o si tiene preguntas sobre la identificación, evaluación, y colocación de niños en el programa de Sección 504, favor de ponerse en contacto con el Coordinador de 504 del Distrito, Dr. Jessica Meisenheimer, at 736-5320, o por correo a la siguiente dirección: 8 Victory Lane, Liberty, MO 64068.

**EDUCATING MISSOURI’S HOMELESS CHILDREN**
The McKinney-Vento Act guarantees homeless children and youth an education equal to what they would receive if not homeless. Who is homeless? According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This includes the following situations:
- Sharing the housing of others (known as doubling-up) due to the loss of housing and economic hardship
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

The McKinney-Vento Act also recognizes unaccompanied youth who are homeless. According to this Act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

The Liberty Public Schools Homeless Coordinator is Rebecca Bressman, Director of Student Services, 736-5310, 8 Victory Lane, Liberty, MO 64068.

**PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT**
The Liberty 53 School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. Discrimination or harassment against employees, students, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, or any other characteristic protected by law is strictly prohibited in accordance with law. For more information, contact Dr. Dwayne Smith, Director of Compliance, 736-5300, 8 Victory Lane, Liberty, MO 64068.

**TITLE IX NOTICE**
The Liberty 53 School District Board of Education will maintain a workplace and educational
environment free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. 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, including sexual harassment as defined in Title IX regulations.

Pursuant to the Department of Education’s Title IX regulations, the District has appointed the Director of Compliance as the District’s Title IX Coordinator. The Title IX Coordinator may be reached at: Director of Compliance/Title IX Coordinator, 816-736-5300 (Dwayne.Smith@lps53.org).

**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
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.

Policy ACA: SEXUAL HARASSMENT UNDER TITLE IX

The Liberty 53 School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or


See the "Definitions Applicable to this Policy" section at the end of this document for definitions of
other terms applicable to this policy.

In creating this policy, the district does not relieve any person under the district's jurisdiction from the consequences for violations of other policies and rules of the district meant to establish an environment conducive to teaching, learning, support services, work and the social and emotional well-being and development of the students entrusted to the district.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Moreover, nothing in the policy precludes the mandatory or voluntary reporting of any suspected criminal activity to the appropriate law enforcement agency at any time.

**Reporting Sexual Harassment or Title IX Retaliation**

Any person may report sexual harassment regardless of whether the person is the alleged victim (complainant). However, Board members and employees must immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with this policy. Reports may be made at any time, including during nonbusiness hours, by using the telephone number, email address or office address listed below.

The Board authorizes the following individual to serve as the Title IX coordinator(s) for the Liberty 53 School District and coordinate and implement the district's efforts to comply with the requirements of Title IX.

Dr. Dwayne Smith

District Administration Center, 8 Victory Lane, Liberty, MO 64068

Phone: 816-736-5300

E-mail: dwayne.smith@lps53.org

In the event the Title IX coordinator is unavailable or is the respondent to a complaint, reports should instead be directed to the compliance officer or alternate compliance officer listed in policy AC.

**Notice of the Policy against Discrimination on the Basis of Sex**

The district will provide notice of the district's prohibition on discrimination on the basis of sex under district policy and Title IX to students, parents/guardians, employees, applicants for admission and employment, and all unions or professional associations holding collective bargaining or professional agreements with the district. The notice will:
1. Include the name or title, office address, email address and phone number of the Title IX coordinator;

2. Include information on the district's grievance procedures and grievance process;

3. State that the requirement not to discriminate extends to admission and employment; and

4. Direct inquiries to the Title IX coordinator or the assistant secretary for civil rights at the U.S. Department of Education.

The district's policy prohibiting discrimination on the basis of sex and the contact information of the Title IX coordinator(s) will be prominently displayed on the district's website and in each handbook or course catalog.

**Retaliation Prohibited**

No person employed by or associated with the district will intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under Title IX. While the law allows individuals to refuse to participate in a Title IX investigation, proceeding or hearing, district policy and the law require that employees immediately report to the Title IX coordinator any knowledge of an allegation of sexual harassment under Title IX, and employees can be reprimanded or disciplined for failing to do so.

Intimidation, threats, coercion or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment under Title IX but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment under Title IX, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Complaints alleging retaliation must be filed with the Title IX coordinator.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of the grievance proceeding is not retaliation, with the understanding that a determination of responsibility for sexual harassment is not sufficient to conclude that a party made a materially false statement in bad faith.

**Intake and Classification of Reports**
The Title IX coordinator will receive and review all reports of sexual harassment even if a formal complaint has not been filed. The context of behavior can make a difference between conduct falling within the technical definition of sexual harassment under Title IX and conduct of a sexual nature that is offensive or hostile in itself, but which does not constitute harassment within that definition. District policies prohibit both but, for purposes of its Title IX obligations, the district must specially address cases within the definition under this special, limited-scope policy.

If the Title IX coordinator determines that the report concerns conduct that does NOT involve sexual harassment under Title IX as that term is defined in this policy or did not occur in the district's education program or activity, the Title IX coordinator will use the grievance process in policy AC or forward the complaint to the individual responsible for implementing policy AC.

**Procedures Prior to or without a Formal Complaint**

When the Title IX coordinator has actual knowledge of an allegation of sexual harassment under Title IX in an education program or activity of the district, the Title IX coordinator will promptly contact the complainant and:

1. Provide information about the supportive measures available to the complainant and inform the complainant that he or she may receive supportive measures without filing a formal complaint.

2. Consider the complainant's wishes with respect to supportive measures and implement appropriate supportive measures.

3. Explain to the complainant the process for filing a formal complaint.

**Parties Enrolled in Special Education**

In the case of all reports of sexual harassment, if the complainant or respondent has an individualized education plan (IEP) in place, the Title IX coordinator will consult with the appropriate special education administrator(s) for assistance in determining the appropriate supportive measures based on the special needs of the student.

If the district determines that a student's specific circumstances, including disabilities, prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein, the district will pursue such measures as are available under district policy and law. Such measures will be designed to restore or preserve the student's equal access to the district's education programs or activities.
The Formal Complaint Process

Nothing in this process will interfere with any legal right of a parent/guardian to act on behalf of a complainant, respondent or party including, but not limited to, filing a formal complaint. If a student who is not an eligible student pursuant to the Federal Education Rights and Privacy Act (FERPA) files a formal complaint, the parent/guardian will be notified.

The complainant may file a formal complaint or choose not to file a formal complaint and simply receive the supportive measures.

If the complainant does not file a formal complaint, the Title IX coordinator may sign a formal complaint, initiating the grievance process. The Title IX coordinator will do so only if initiating the grievance process against the respondent is not clearly unreasonable in light of the known circumstances.

If no formal complaint is filed by the complainant or signed by the Title IX coordinator, no disciplinary action will be taken against the respondent on the grounds of sexual harassment under Title IX.

Title IX Grievance Process upon Filing of a Formal Complaint

The district's grievance process will provide a prompt and equitable resolution of complaints and will:

1. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent;

2. Comply with Title IX regulations before imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent;

3. Require a decision-maker to objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and not make credibility determinations based on a person's status as a complainant, respondent or witness;

4. Require that all Title IX coordinators, investigators, those responsible for facilitating informal resolution processes and decision-makers not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or
respondent;

5. Presume that the respondent is not responsible for the conduct until a determination of responsibility is made at the conclusion of the grievance process;

6. Follow stated timelines unless the district temporarily delays the grievance process for good cause (including, but not limited to, the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of a disability) and notify the parties in writing of the reason for a delay, if any; and

7. Not require, allow, rely upon or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

Notice to the Parties

When the complainant files a formal complaint, written notice will be provided to all known parties and will include:

1. Notice of the grievance process, including any informal resolution process that is available and the timeline for such process.

2. Notice of the allegations of sexual harassment under Title IX made by the complainant with sufficient details known at the time and with sufficient time to allow the respondent to prepare before the initial interview. At minimum, the details will include the identities of the parties involved in the incident, if known, the conduct and the date and location of the alleged incident if known.

3. A statement that the respondent is presumed not responsible for the conduct and that a determination of responsibility will be made at the conclusion of the grievance process.
4. A statement that parties may have an advisor of their choice, who may be an attorney.

5. A statement that the parties and their advisors will have an equal opportunity to inspect and review any evidence that is directly related to the allegations raised in the formal complaint, including evidence upon which the district does not intend to rely, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

6. Notice of any provision in the district's discipline code that prohibits knowingly making a false statement or providing false information during the grievance process.

7. If in the course of the investigation of sexual harassment under Title IX the district decides to investigate allegations about the complainant or respondent that were not in the initial notice, notice of the additional allegations will be provided to all known parties.

**Range of Possible Disciplinary Sanctions and Remedies**

The discipline of employees is addressed in Board policies, which are available on the district's website, and in Missouri law regarding public employees under contract. An appropriate disciplinary response for an employee found responsible for sexual harassment in this grievance process may include any suitable response available for the discipline of employees for any other violation of board policy.

The discipline of students is addressed in the policies and procedures that establish the district's comprehensive code of student conduct, which is posted on the district's website.

Remedies may include the imposition upon a responsible respondent of any additional nondisciplinary measures appropriate to effecting a remedy for sexual harassment and may include such measures as no-contact requirements, scheduling adjustments, removal or exclusion from extracurricular activities, class reassignments, limits on future class registrations, restrictions on access to various spaces in the school buildings, reassignment of attendance, and similar measures fine-tuned to respond appropriately to the circumstances surrounding a successful complainant's right to access the district's education programs and activities.

**Interim Action**

**Emergency Removal**

The district may remove the respondent from the district's education programs and activities prior to the start or completion of the grievance procedure on an emergency basis provided that the
1. Performs an individualized safety and risk analysis;

2. Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and

3. Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

This provision may not be construed to modify any rights under federal disability laws.

**Administrative Leave**

The district may place an employee respondent on administrative leave during the pendency of the grievance process in accordance with Board policy and law. This provision may not be construed to modify any rights under federal disability laws.

**Investigating a Formal Complaint**

**Consolidation**

Formal complaints may be consolidated as to allegations of sexual harassment under Title IX against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

**Investigation Process and Scope**

After the formal complaint is filed, the investigator will provide an investigative report to the decision-maker. The investigation may be conducted by someone other than the Title IX coordinator. The investigator will gather evidence sufficient to reach a determination of responsibility or nonresponsibility and may not require the parties to do so.

During the investigation and the grievance process, the district will:

1. Provide equal opportunity to present witnesses, including fact and expert witnesses, and all evidence, including inculpatory and exculpatory evidence.
2. Not restrict the parties from discussing the allegations under investigation or gathering and presenting relevant evidence.

3. Provide the same opportunity for parties to have others, including an advisor of their choice, present during any grievance proceedings and related meetings, though the district may restrict the extent to which advisors may participate as long as the rules apply to both parties.

4. Provide written notice to parties who are invited or expected to participate of the date, time, location, participants and purpose of all hearings, investigative interviews or other meetings with sufficient time for the parties to prepare to participate.

5. Obtain written, voluntary consent before accessing records, such as medical records or counseling notes, that a physician, psychiatrist, psychologist or other recognized professional or paraprofessional made or maintained in connection with the provision of treatment to the party. If the party is at least 18 years old or is enrolled in postsecondary education, the party can sign on his or her own behalf. Otherwise, a parent/guardian must sign on the party's behalf.

6. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes evidence upon which the district does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source.

7. Prior to completion of the investigative report and within 20 business days of the parties receiving notice of the formal complaint, send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or hard copy and provide the parties at least ten business days as required by law to submit a written response, which the investigator will consider prior to the completion of the report.
8. Create an investigative report that fairly summarizes relevant evidence and send it in an electronic or hard copy format to each party and their advisors, if any, for their review and written response. The investigative report must be sent no later than ten business days prior to the time of determination of responsibility by the decision-maker, as required by law.

**Dismissal of the Formal Complaint**

If the district determines that the allegations, even if proved, would not constitute sexual harassment under Title IX as defined in this policy, did not occur in the district's education program or activity, or were not committed against a person in the United States, the formal complaint will be dismissed. The dismissal does not mean that a complaint cannot be made under another district policy or that any misbehavior will not be addressed under another policy or the district's code of conduct.

The district may dismiss a formal complaint or any allegations in a formal complaint at any time if:

1. The complainant notifies the Title IX coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations in the formal complaint;

2. The respondent is no longer enrolled in or employed by the district; or

3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination of responsibility based on the merits of the formal complaint or allegations therein.

If the formal complaint is dismissed, the district will notify the parties simultaneously. A party may appeal the dismissal of a formal complaint by submitting a written notification of appeal to the Title IX coordinator within five business days of receiving the notice that the complaint was dismissed. If the Title IX coordinator or the investigator dismissed the complaint, the dismissal will be heard by the decision-maker. If the decision-maker dismissed the complaint, the dismissal will be heard by the appellate decision-maker. The appeal is limited to the following bases:

1. There was a procedural irregularity that affected the outcome.

2. There is new evidence that was not reasonably available at the time the dismissal was made that could affect the outcome of the matter.
3. The Title IX coordinator, investigator or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.

**Time Consumed by the Investigation**

It serves all parties when investigations proceed diligently and conclude within a reasonable time, which may vary case by case. Not more frequently than every other week, any party may request the Title IX coordinator to obtain and provide the parties with a basic status report on the investigator's progress toward completion.

**Submission for a Determination of Responsibility and the Related Findings and Conclusions**

The Title IX coordinator will designate someone to serve as the decision-maker to determine whether the respondent is responsible for sexual harassment under Title IX. The designated person may be a district administrator, an attorney or another appropriate adult. The person designated cannot have been part of the investigation.

**Procedures of the Decision-Maker and Party Questions and Answers**

After the parties receive the final investigative report, each party may submit to the decision-maker any written, relevant questions that the party wants asked of any party or witness. Each party will receive the answers to the questions and will be allowed time to submit limited follow-up questions. The decision-maker:

1. Will permit questions and evidence about the complainant's sexual predisposition or prior sexual behavior only if such questions and evidence are offered to prove that someone other than the respondent committed the conduct alleged by the complainant or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

2. May exclude a question that is not relevant. The party who submitted the question will receive an explanation as to why the question was judged not relevant.

**Preponderance of the Evidence Standard**

The decision-maker may find the respondent is responsible for the alleged sexual harassment under Title IX only when the evidence provided more clearly and more probably favors the complainant's claim (preponderance of the evidence).
**Decision-Maker's Findings and Resulting Remedies**

Within 20 business days after the closing of the questions period, including follow-up questions, the decision-maker will provide a written Title IX decision that includes:

1. The allegations potentially constituting sexual harassment under Title IX;

2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and other methods used to gather other evidence and hearings held;

3. Findings of fact supporting the determination;

4. Conclusions regarding the application of the facts to the district's code of conduct and, if the student code of conduct is implicated, a referral of a student respondent to district officials charged generally with the discipline of students pursuant to Missouri law;

5. A statement of and rationale for the result as to each allegation, including a determination of responsibility, any disciplinary actions recommended to the district to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided to the complainant; and

6. The procedures and permissible bases for the complainant and respondent to appeal.

The written Title IX decision will be provided to the parties simultaneously, and a copy will be provided to the Title IX coordinator.

**Finality of the Title IX Decision**

If an appeal is filed, the Title IX decision becomes final on the date that the district provides the parties with the written determination of the result of the appeal. If an appeal is not filed, the Title IX decision becomes final on the date on which an appeal would no longer be considered timely.
Disciplinary Matters and Implementation of Discipline and Remedies

The Title IX coordinator is responsible for effective implementation of any remedies, including coordination with the district's disciplinary authorities. The complainant is not a party to the disciplinary procedures concerning a respondent. The administrator(s) responsible for discipline will base that discipline on the final Title IX decision, recommendations made by the decision-maker and any changes made as a result of an appeal.

Appeals of the Determinations of Responsibility in the Title IX Decision

Initiating an Appeal of Title IX Decision—Time, Contents and Assignment – Either party may appeal the determination(s) of responsibility, the dismissal of a formal complaint or any allegation in a formal complaint by notifying the Title IX coordinator in writing within five business days of the parties receiving the written Title IX decision from the decision-maker. Appeals must be based on one or more of the following:

1. A procedural irregularity that affected the outcome of the matter.

2. New evidence that was not reasonably available at the time of the determination and that could affect the outcome of the matter.

3. The Title IX coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent that affected the outcome of the matter.

The party who files the appeal will state the basis or bases for the appeal in writing. If there are multiple determinations of responsibility, the appeal should specify which ones are affected by the appeal. Appeals filed for any reason other than those listed above will not be heard.

If an appeal is filed, the Title IX coordinator will:

1. Assign the appeal to an appellate decision-maker who is not the same person as the initial decision-maker, the investigator or the Title IX coordinator.

2. Notify other parties in writing.
3. Implement the appeals process equally to all parties.

4. Give all parties the opportunity to submit a written statement in support of or challenging the outcome within five business days of receiving the notice of appeal.

Written statements and other written documents pertaining to the appeal will be shared with all parties.

Conduct of the Appeal – The appellate decision-maker will review the findings of the initial decision-maker and review the written statements filed by the parties supporting or opposing the appeal. Within ten business days of the close of the period for parties to file their written statements supporting or opposing the appeal, the appellate decision-maker will issue a written decision describing the result of the appeal and the rationale for the result to all parties simultaneously. The appellate decision-maker may refer an appealed issue back to a prior point in the grievance process for correction.

Process for Informal Resolution of Formal Complaints

After a formal complaint has been filed and at any time prior to reaching a determination of responsibility, the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. If a party requests the use of an informal resolution process, the district will provide the parties a written notice that:

1. Discloses the allegations and the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

2. Discloses that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;

3. Discloses any consequences resulting from participating in the informal resolution process, including the records that, with voluntary written consent from the parties, will be maintained or could be shared; and

4. Obtains the parties' voluntary, written consent to the informal resolution process.
The informal resolution process may not be used to resolve allegations that an employee sexually harassed a student.

If the informal resolution process does not resolve the formal complaint within 30 business days after both parties consented to use the process, the Title IX coordinator will resume the grievance process unless both parties again consent to continue using the informal resolution process.

Training

Title IX coordinators, investigators, decision-makers and any person designated to facilitate an informal resolution process, should the district offer one, will receive training on the following:

1. The definition of sexual harassment under Title IX as used in this policy.

2. The scope of the district's education programs and activities.

3. How to conduct the investigation and grievance process, including determination of responsibility for sexual harassment, appeals, and informal resolution processes, as applicable.

4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

5. Issues of relevance necessary to create an investigative report that fairly summarizes the relevant evidence.

6. Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

The district will not use training materials that rely on sex stereotypes. All training materials used by the district will promote impartial investigations and adjudications of formal complaints of sexual harassment under Title IX. These training materials must be publicly available on the district's website or, if the district does not maintain a website, the materials must be available upon request for inspection by members of the public.
Records

The district will maintain the following records for seven years:

1. Records of each investigation of sexual harassment under Title IX, including any determination of responsibility, any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

2. Any appeal and the result therefrom;

3. Any informal resolution and the result therefrom;

4. All materials used to train Title IX coordinators, investigators, decision-makers and any person who facilitates an informal resolution process;

5. Documentation if the district did not provide a complainant with supportive measures and the reasons why such a response was not clearly unreasonable in light of the known circumstances; and

6. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment under Title IX. These records must document the basis for the conclusion and that the district's response was not deliberately indifferent.

The district may add documentation of additional steps taken by the district that were not initially provided in conjunction with the initial complaint filed.

Confidentiality

Except as required by law, as permitted by the FERPA statute or regulations or to carry out the purposes of Title IX, including the conduct of any investigation, hearing or judicial proceeding arising thereunder, the district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including:
1. Any individual who has made a report or filed a formal complaint of sexual harassment under Title IX;

2. Any complainant;

3. Any individual who has been reported to be the perpetrator of sex discrimination;

4. Any respondent; and

5. Any witness.

The district must maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

Definitions Applicable to this Policy

The following definitions are intended for use only for the purposes of this policy.

**Actual Knowledge** – Notice of sexual harassment under Title IX or notice of allegations of sexual harassment under Title IX to the district's Title IX coordinator or to any district official who has the authority to institute corrective measures on behalf of the district or to any employee of the district, except where the only district official or employee with actual knowledge is also the respondent.

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

**Complainant** – An individual who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX coordinator who signs a formal complaint is not considered a complainant.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.
**Determination of Responsibility** – A formal finding of a decision-maker on each allegation of sexual harassment contained in a formal complaint that the respondent did or did not engage in conduct constituting sexual harassment under Title IX based on a preponderance of the evidence.

**Domestic Violence** – Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Missouri; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Missouri.

**Education Program or Activity** – Any part of the district-sponsored instruction or employment in the district, including locations, events or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurred.

**Formal Complaint** – A document or electronic submission filed by the complainant or signed by the Title IX coordinator alleging sexual harassment under Title IX against a respondent and requesting that the district investigate the allegations. When a complainant files a formal complaint, the document or electronic submission must have the complainant's physical or digital signature or otherwise indicate the complainant's identity. A formal complaint may be filed only by a complainant participating in or attempting to participate in the district's education programs or activities.

**Informal Resolution Process** – Alternative dispute resolution methods designed to resolve allegations of sexual harassment without completing the formal complaint process. The purpose of the process is to restore or preserve equal access to the district's education programs or activities for all parties. Such a process may be offered by the Title IX coordinator after a formal complaint has been filed and after consultation with the district's attorney as to whether an informal resolution process will be sufficient to meet the district's Title IX obligations.

**Investigative Report** – The report of the investigator of a formal complaint.

**Party/Parties** – Complainant(s) and respondent(s).

**Remedies** – Upon a final determination of responsibility, remedies are actions taken to restore or preserve equal access to the district's education programs or activities. These may include continued or new supportive measures but may also include imposition of more burdensome requirements, limitations and conditions upon the respondent, as well as disciplinary referral of the respondent, including suspension, termination or expulsion.

**Report** – Information provided by a complainant or any other person to the Title IX coordinator when that information indicates, suggests or alleges misconduct. This includes the intake information obtained by the Title IX coordinator prior to the filing of a formal complaint.

**Respondent** – An individual who has been reported to be the perpetrator of conduct that could
constitute sexual harassment under Title IX.

Sexual Assault – This includes all behaviors constituting forcible or nonforcible sexual offenses within the scope of the Federal Bureau of Investigation's national uniform criminal incident reporting system. At present these classifications include any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of consent. Sexual assault specifically includes:

1. **Rape (Except Statutory Rape)** – The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.

2. **Sodomy** – Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.

3. **Sexual Assault with an Object** – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.

4. **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.

5. **Incest** – Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

6. **Statutory Rape** – Nonforcible sexual intercourse with a person who is under the statutory age of consent pursuant to Missouri law.
**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Supportive Measures** – Nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, safety escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**Title IX Decision** – The comprehensive decisional document of the independent decision-maker concluding the Grievance Process, as may be amended or affected by the results of an appeal.

**Voluntary Consent** – Consent given freely and without coercion.

**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 Procedure/Guidelines 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). Team meetings will not occur 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.