

**LIBERTY EARLY
CHILDHOOD CENTER**



Handbook For Parents 2022-2023

ELEMENTARY SCHOOL DIRECTORY

www.lps53.org

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

736-5300 [fax 736-5306]

INNOVATION AND LEARNING DEPARTMENT, 8 Victory Lane **736-5320** [fax 736-5325]
Dr. Julie Moore, Assistant Superintendent of Leadership & Learning Communities
Dr. Jeanette Westfall, Assistant Superintendent of Instructional Design
Dr. Andrea Dixon-Seahorn, Chief Equity Officer

LIBERTY ELEMENTARY SCHOOLS

Alexander Doniphan, 1900 Clay Drive (8:45-3:45) **736-5400** [fax 736-5403]
Ms. Beth Cunningham, Principal
Mr. Chavis Clawson, Assistant Principal

Franklin, 201 W. Mill (8:45-3:45) **736-5440** [fax 736-5443]
Dr. Andrew Wright, Principal
Ms. Jaysa Hartman, Assistant 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]
Dr.. 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, Assistant Principal

Liberty Oaks, 8150 N. Farley, KC 64157 (7:50-2:50) **736-5600** [fax 736-5605]
Ms. 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 Toeppen, Assistant Principal
Ms. Jaysa Hartman, Assistant Principal

Manor Hill, 1400 Skyline Drive (7:50-2:50) **736-5460** [fax 736-5464]
Dr. Valerie Utecht, Principal
Mr. Jordan Williamson, Assistant Principal

Ridgeview, 701 Thornton (8:45-3:45) **736-5450** [fax 736-5454]
Dr. Tyler Shannon, Principal
Ms. Heather Buckman, Assistant Principal

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

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Dear Parent/Guardian:

The policies and procedures outlined in the early childhood handbook and the [Liberty 53 School District Student-Parent Handbook](#) reflect District information and processes. Liberty Public School District policies and procedures are subject to change in accordance with revisions to Federal and State law and new policies and procedures adopted by the District. To be certain you have the most up to date information, please reference Liberty Public School District Board of Education Policy on the Liberty Public School website: <https://www.lps53.org/>.

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

MISSION

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

VISION

A future-focused community with a passion for lifelong learning

Core Values

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

LIBERTY EARLY CHILDHOOD CENTER

Our Beliefs

As the Early Childhood Center preschool team:

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

Our Mission

Every Child...Together

Early Childhood Center 2022-2023

July						
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Liberty Public School District 2022-2023 Calendar

August 11	New Teacher Orientation (11-15)
August 16	Teacher In-Service (16-23)
August 24	First Day of School
September 05	Labor Day - SCHOOLS CLOSED
September 16	Professional Development- Early Release
October 14	Early Release
October 20	Early Release
October 21	SCHOOLS CLOSED
November 23	Thanksgiving Holiday (23-25)
December 21	End of 1st Semester- Early Release
December 22	Winter Vacation - SCHOOLS CLOSED (12/22- 1/2)
January 03	Teacher Workday - SCHOOLS CLOSED
January 16	Martin Luther King Holiday- SCHOOLS CLOSED
February 17	Professional Development- SCHOOLS CLOSED
February 20	President's Day - SCHOOLS CLOSED
March 16	Teacher Workday - Early Release
March 17	SCHOOLS CLOSED
March 20	Spring Break- SCHOOLS CLOSED (20-24)
April 07	SCHOOLS CLOSED
May 25	Last Day of School - Early Release
May 29	Memorial Day

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Approved on 1/18/2022

Student Contact Days = 173 semester 1 = 81 semester 2 = 92
Teacher Contract Days = 186

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

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

PARENT HANDBOOK

◆ ENROLLMENT & WITHDRAWAL

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

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

◆ ATTENDANCE & ABSENCES

1. Attendance

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

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

Please call 736-5324 to report absences.

2. Tardiness

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

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

3. Illness

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

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

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

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

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

◆SCHOOL TRANSPORTATION

For students who use bus transportation:

Buses will not be routed on dead-end or cul-de-sac streets. Parents will be informed of routes and schedules prior to the start of school by letter or email. For more information on Transportation, please see the link to Transportation under the Liberty Schools website (www.lps53.org). Select the link “For Familie” and then select “Transportation”.

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

If the student will be utilizing district transportation, it is the responsibility of the parent/guardian to

notify transportation of any student health concerns, i.e., asthma, severe allergies, seizure disorder, etc. A *Transportation Emergency Information Form* is available at each school building or from the Transportation Department by calling 736-5360. This form must be filled out by the parent/guardian for all student health concerns and returned to the Transportation Department or to the School Secretary. School buses are not equipped with nursing or medical personnel. To best protect your student, emergency services (911) will be called for health emergencies that arise when students are being transported on the bus.

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

School Bus Rules:

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

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

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

◆ NUTRITION SERVICES

5 Day Meals

Meals are served daily at the ECC for the 5 day program only. Families who have children who wish to bring their own lunch, we ask that you communicate that clearly with your child's teacher so that the correct lunch count can be provided to nutrition services. Additionally, it is preferable if the child can select to either bring lunch each day or order lunch each day.

Current Meal Prices Are Listed Below:

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

Time for snack is given each day for Part Day students. Snacks will be provided by families. The ECC will supply a list of healthy snack options for students/families to choose from and bring each day. Snacks are sometimes prepared in class as part of the lesson. We ask each student to bring a water bottle for daily use.

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

Parents/Guardians are expected to prepay for all student meals. Parents can manage their student's meal account at www.schoolcafe.com or download the School Cafe app. *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 contact the ECC 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 shared two more times. 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.

In addition to parent/teacher conferences, home visits will also be offered to parents twice a year-in August/September and once again as scheduled with the 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.

Additional conferences may be arranged by contacting the student'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 get calm and regulated, 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 DUE PROCESS RIGHTS

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student 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 (Ex: 15 minutes p/observation in order to limit disruption to classroom instruction).

While visiting a classroom, please do not interrupt classroom instruction, as this is not the appropriate time for the teacher to have a conference. Siblings or other children may 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. During specific classroom visits, photos and/or video recording is prohibited.

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

◆STUDENT DRESS & APPEARANCE

The school administration has the responsibility to help develop values that contribute to good taste in matters of dress and appearance. The Liberty Public Schools expect student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

- 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.
- When in the judgment of the principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

◆PROCEDURES FOR DISPENSING MEDICATION

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

- ◆ **All Medications:** (1) The *Student Medication Authorization Form for Prescription & Non-Prescription Medications* must be completed, signed, and returned to school with the medication or school personnel will NOT administer it. (2) Medication is kept in the nurse's office at all times (including cough/throat lozenges). (3) The nurse, using her professional judgment and in consultation with the parent, may allow select students to carry their own inhalers and epinephrine auto-injectors. A physician will need to provide a written treatment plan and authorization for select students to carry their own inhalers or epinephrine. Written parental authorization is also required. (4) All medications must be delivered to the school nurse or building

designee by parent/guardian or arranged student delivery. Medication must be in a properly labeled container from the pharmacy or in the manufacturer's original packaging.

- ◆ **Prescription Medications:** (1) All medicine must be in the original and current prescription bottle. The pharmacist can provide an extra labeled prescription bottle for school doses. (2) The prescription label must contain the child's name, name of the medicine, dosage and directions. (3) The first dose of any medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance, every effort would be made to notify the parent. (4) Please consult the nurse if your child requires controlled substance medication. These medications must be delivered to the nurse by a parent or other responsible adult.
- ◆ **Over-the-Counter Medications**
[Tylenol, ibuprofen, cold & cough medicines, cough/throat lozenges, etc.]: (1) Non- prescription medication must be in the original container clearly labeled with the student's name and accompanied by written authorization from the parent. If there is no dosing information for children on the label, the parent must obtain a written doctor's order for the school nurse to administer the medication. (2) No medication will be given past the expiration date on the container. (3) Over-the counter medications will be given as advised on the bottle (i.e. limits related to age, weight, etc.), unless directed differently in writing by your doctor. (4) Due to the risk of liver damage, a physician's order is required if the student needs to take more than 25 doses of any combination of medications containing acetaminophen (such as Tylenol) or Non-Steroidal Anti- Inflammatory Medication such as Ibuprofen, etc... in a given school year. (5) Medications and supplements not approved by the FDA (i.e. dietary supplements, herbal remedies) require written authorization from the parent and physician.
- ◆ **Injectable Medications** [for asthma, allergies, diabetes, bee stings, etc.]: If a medical condition exists requiring injectable medication, whenever possible, the student should self- administer the medication. In an emergency, the nurse will follow the individual student's agreed upon emergency action plan. *A prescription label or written order from the physician and written parent authorization is required for the administration of all injectable medications.* **[Updated 3/02]**

◆ **Emergency Medication**

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

◆ **Emergency Medication for Field Trips**

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

expired, the student may **not** attend the field trip.

◆ PROCEDURES FOR HEALTH SCREENINGS

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

◆ STUDENT HEALTH INFORMATION

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

LPS IMMUNIZATION POLICY-

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 by the Early Childhood Center:**

ECC staff will escort students to the designated dismissal area for car riders and bus riders. Bus riders will be escorted to the bus and assisted onto the bus until the Transportation staff safely seats them.

Car riders will be escorted to their car in small groups where they will be transferred to the adult picking them up. It is the responsibility of the adult picking the child up to safely

load/buckle them into the vehicle. LPS staff will not load/buckle students into the car. Please make all attempts to have appropriate car/booster seating for your child, particularly if someone is picking up who does not typically transport the student.

Each student will receive two car rider tags prior to/or on their first day of school. To ensure student safety, we require the person picking up the student to have one of the school issued tags clearly displayed in the car. Those without a tag will be asked to show identification and a call to the office will be placed to ensure that person is approved to transport the student.

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:

Recess requirements 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 different party opportunities for students during the school year. 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.

◆ 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, 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.

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.**

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.

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.

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

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. Each parent will be provided with and agrees to comply with attendance policies prior to the student's first day 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 up to 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, administrator 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 it 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 interventionist 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 a 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). In this event, 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. Families who have children who wish to bring their own lunch, we ask that you communicate that clearly with your child's teacher so that the correct lunch count can be provided to nutrition services. Additionally, it is preferable if the child can select to either bring lunch each day or order lunch each day.