



Liberty Public Schools

2018-2019 Middle School Handbook



Updated July 18, 2018

Heritage Middle School **600 W Kansas St** **Liberty, MO 64068**

Principal: Mr. Scott Carr
Assistant Principal: Mr. Kerry Broyles
Assistant Principal: Mrs. Jennifer Selock
Activities Director: Mr. Ryan Stegall

Main Number: 736-5380
Attendance Line: 736-5382
Cafeteria: 736-6847
Guidance: 736-5389
Library Media Center: 736-5397
Nurse: 736-5396
Fax: 736-5384

School Office Hours: 7:15 am – 3:45 pm
School Hours: 7:45 am – 2:50 pm
Cafeteria Opens for Students: 7:15 am
Hallway Areas Open for Students: 7:30 am

Discovery Middle School **800 Midjay Drive** **Liberty, MO 64068**

Principal: Dr. Gregory Mees
Assistant Principal: Mrs. Courtney Dickerson
Activities Director: Mr. Bob Willis

Main Number: 736-7300
Attendance Line: 736-7301
Cafeteria: 736-7328
Guidance: 736-7315
Library Media Center: 736-7324
Nurse: 736-7313
Fax: 736-7306

School Office Hours: 7:00 am – 3:00 pm
School Hours: 7:15 am – 2:20 pm
Cafeteria Opens for Students: 7:00 am
Hallway Areas Open for Students: 7:00 am

South Valley Middle School **1000 Midjay Drive** **Liberty, MO 64068**

Principal: Mrs. Jill Mullen
Assistant Principal: Mrs. Jennifer Selock
Assistant Principal: Mrs. Whitney Weakley
Activities Director: Mr. Ryan Stegall

Main Number: 736-7180
Attendance Line: 736-7181
Cafeteria: 736-7160
Guidance Office: 736-5416
Library Media Center: 736-7192
Nurse: 736-7186
Fax: 736-7185

School Office Hours: 7:00 am – 3:00 pm
School Hours: 7:15 am – 2:20 pm
Cafeteria Opens for Students: 7:00 am
Hallway Areas Open for Students: 7:00 am

Liberty Middle School **1500 S Withers Rd** **Liberty, MO 64068**

Principal: Dr. Jeremy Bradham
Assistant Principal: Mrs. Shirley Kantola
Activities Director: Mr. Bob Willis

Main Number: 736-5410
Attendance Line: 736-5411
Cafeteria: 736-5422
Guidance Office: 736-6797
Library Media Center: 736-6891
Nurse: 736-6898
Fax: 736-5415

School Office Hours: 7:15 am – 3:45 pm
School Hours: 7:45 am – 2:50 pm
Cafeteria Opens for Students: 7:15 am
Hallway Areas Open for Students: 7:30 am

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ADDITIONAL LIBERTY PUBLIC SCHOOL NUMBERS

Anonymous School Tip Hotline 736-7331

School Violence Hotline 1-866-748-7047

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 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.

The policies and procedures outlined in this "Liberty Public Schools: School 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. Should you have any questions, and to be certain you have the most up to date information, please consult with your building-level administrator or reference Liberty Public School District Board of Education Policy on the Liberty Public School website

[:https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=108&Sch=108](https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=108&Sch=108)

BUILDING INFORMATION

ACTIVITY/INTRAMURAL PROGRAMS

The philosophy of the activity program is to provide wholesome interaction among students. This voluntary program will enable students to participate in a variety of activities. The focus in the activity program is on participation and instruction. All students are given the opportunity to participate and acquire the skills and techniques necessary to perform in a given activity. Students interested in participating in an activity should contact the sponsor in charge for more information. Students will need to have a parent permission slip to participate. Students must be in attendance at school in order to participate in an activity. Students are not eligible to participate in or to attend school-sponsored activities while under suspension. 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. Please visit the school website to see a list of intramurals.

ACTIVITY PASS

Students may purchase a student activity pass for admission to high school activities (home events) such as athletic events and concerts. This ticket does not cover invitational and district tournaments and some musical and drama productions. The activity pass only covers admission to the student's feeder high school; the pass is not valid for all district events. This activity pass (picture I.D.) may be available prior to the first home athletic contest. Admission to middle-level athletic events is free. A few exceptions, such as dances, will cost a minimal fee.

ASSEMBLIES

An assembly-type program may be presented to middle school students during the day. Poor student behavior during an assembly program may suspend the student from the remainder of the program and subsequent programs. Students should practice good manners and courtesy in assemblies.

ATHLETICS

A student must be enrolled in the normal course of study for his/her grade or must be enrolled in a full course program at his/her particular level. He/she must have been promoted to a higher grade or to a higher level in special education at the close of the previous year. However, any student who failed more than one scheduled academic subject, or fails to make standard progress in special education shall be ineligible in the following semester regardless of whether he/she has been promoted.

A student's eligibility will be based on each quarter (9 week) progress report rather than by semester. A student must be enrolled in, regularly attending, and pass 6 of 7 classes.

A student who is in ISS is eligible to practice, but may not participate in competitions until the term in ISS is complete. A student who is in OSS may not participate in practice or competitions until the term in OSS is complete, and the student has attended a full day of school.

Participants are under the direct supervision of the coaches. Students are subject to school rules and policies during practice until they are picked up by their parent or guardian. Participants are to be picked up no later than 15 minutes after the completion of practice or contest. See the student athletic handbook for additional information. Liberty Middle and Discovery Middle information can be found at <https://lhsathletics.lps53.org/8jaysathletics>. Heritage Middle and South Valley Middle information can be found at <https://lneaglepride.lps53.org/>.

There is a pay to play fee for athletics. Information is located in the LPS Athletic Handbook.

BACKPACKS/SHOULDER BAGS

Carrying a backpack to school is a privilege. Backpacks, shoulder bags, string-bags and large purses capable of holding a textbook, may be used to carry books to and from school only. For the safety of personal belongings as well as safety in the halls and classrooms, bags of any kind will not be allowed in the classrooms and hallways.

All bags and purses should be stored in student assigned lockers during the school day. Any misuse of backpacks and/or bags could result in disciplinary action that may include forfeiture of this privilege. Exceptions to this policy are to be approved by the nurse and/or the administration only.

BICYCLES

Bicycles must be parked in the racks provided. Students should exercise caution going to and from school on their bikes. Students may not ride once on school property. The school strongly recommends bike helmets be worn while riding to and from school. Unsafe bike riding practices could result in students losing the privilege of riding their bike to school. Students should chain and lock their bikes to the rack.

BUILDING HOURS

Students in the building before or after school must be under the direct supervision of a teacher or administrator who is responsible for their conduct. Students who are in the building after school on days of athletic contests are to remain in the gym or gym lobby, and should not enter any other area. Students in the building before or after school are required to have authorization (hall pass) from a teacher or administrator.

CAFETERIA

The Nutrition Service Department uses a computerized system whereby students (and staff) have a lunch account, similar to a bank account, where funds are deposited for lunches that will be consumed at a later date. Students are assigned their own 6-digit meal pay Personal Identification Number (PIN) which will access their lunch account and withdraw enough money for their lunch. The PIN should not be shared with any other students. Parents can put money into their child's account for future lunch, breakfast and a la carte purchases. The system maintains a complete account history of every student. Cashiers will notify students of account balances on a daily basis. Parents can also pay daily for a lunch or put a block on their student's account if they want to control spending. A la carte items, breakfast, and second lunches cannot be charged. Breakfast will be served daily. Students can use their account number to pay for breakfast or they can pay daily.

General Lunch Information

- Teachers dismiss their classes to the cafeteria for lunch and students are expected to go straight there.
- Students are expected to remain in the cafeteria during the lunch period and to return straight to classes.
- Students should not have a parent bring in food from fast food restaurants, nor can students order fast food themselves.
- Good student conduct is essential for an orderly lunch. Students should remember to:
 - Behave as young ladies and gentlemen and use good table manners.
 - No saving seats.
 - Get in the end of the line.
 - Eat first, and then talk quietly to students at their own table.
 - Stay seated while eating.
 - Keep food on the tray.
 - No food purchases will be made within the last five minutes of the lunch shift.
 - Finish eating in the cafeteria- no food or drink may be taken out except for water bottles. (No Propel, Gatorade, etcetera... type containers are allowed out of the cafeteria.)
 - Trays, plates, and silverware should be returned to the kitchen in the proper place for cleaning.
 - Help clean the table.
 - All trash must be thrown away in proper containers.

- Students are asked to raise their hand to be excused by an adult in the cafeteria.
- Each table and floor area is to be cleaned before a group is dismissed from the cafeteria.
- Remain in the cafeteria until dismissed by the teacher.

The cost for breakfast and lunch are as follows:

<u>Meal Prices</u>
Student Breakfast = \$1.65
Student Lunch = \$2.75
Student Lunch Premium Meal Additional = \$0.75
Student Lunch Premium Plus Meal Additional = \$1.50
Milk = \$0.50

Please Note

- Although students are permitted to bring their sack lunch, food ordered out and brought in may not be eaten in the cafeteria.
- Detentions and/or individual seating may be assigned if a staff member feels it is necessary.
- Due to high numbers during lunch, guests are not allowed.
- Free and reduced meals are available for those families who qualify. If a student qualifies they are eligible to receive both breakfast and lunch meals free or at a reduced price. Application forms are available at all school sites, on-line at www.lps53.org, and at the Food & Nutrition Office located at 801 Kent Street

CHECKING OUT OF CLASS

Schedules of classes are to be followed by all students. Students must check out with their scheduled teacher before reporting to the nurse, office, librarian, counselor, or another teacher.

CONFERENCES

Parent/teacher conferences will be held in the fall and spring. Specific information as to date, time, and procedures will be given prior to the conferences. Teachers are also available during their preparation period and twenty-five minutes before and after school for conferences. When a parent desires to confer with any teacher, he/she should call the teacher directly and arrange for an appointment.

DANCES/MIXERS

Dances and parties will be sponsored throughout the school year. Admittance is limited to currently enrolled middle school students only. Visitors and guests from other schools will not be admitted. Once students leave a dance or party, they are not permitted to re-enter.

DRILLS: DISASTER-EARTHQUAKE-FIRE-TORNADO

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-downs. 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. Please visit the following link for more information:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=EBC-1&Sch=108&S=108&C=E&RevNo=1.21&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

Fire drills are signaled by the fire alarm or bull horn. Tornado, Disaster, and Earthquake drills will be announced over the intercom system or signaled with a series of short blasts from a bull horn. Students will be given full instructions by their individual teachers. Students are to treat all drills in a serious manner. They are designed to acquaint the students with procedures in a case of a real emergency.

FIELD TRIPS

Students must have a written permission slip signed by a parent or guardian for out-of-district field trips. Students are not required to have a permission slip for in-district field trips. All school rules apply to field trips.

FINES AND CHARGES

LPS is expected to protect the interest of taxpayers of the school district; therefore, LPS will take every fair and reasonable action to ensure receipt of payment for fines, vandalism, and services. Pupils shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Such payment shall be assessed in accordance with the price of the book or other article lost or damaged by the principal, or a person the principal delegates.

Students must pay for lost or stolen textbooks before final grade cards or yearbooks will be given.

FLIGHT

FLIGHT is an incentive program that creates a positive inclusive culture that promotes school pride, celebrates academic achievements of students and provides a sense of identity within the school. To qualify for FLIGHT, students must meet behavior and academic guidelines. These guidelines will be shared at the building level.

GRADES

Grades are live in PowerSchool and are regularly updated. PowerSchool passwords for parents/guardians are available in the counseling office. The grades scale is:

<u>Percentage</u>	<u>Grade</u>	<u>Tentative Middle Level Grade Reporting Dates</u>	
		<u>Term</u>	<u>Grade Due Date</u>
100-90	A	9 Weeks	October 19, 2018
89-80	B	Semester 1	January 7, 2019
79-70	C	27 Weeks	March 8, 2019
69-60	D	Semester 2	May 22, 2019
59-0	F		
Incomplete	I		

GUIDANCE AND COUNSELING

The school offers guidance and counseling services to students, parents, and teachers. Counselors are available to work with students in finding information or solutions to problems of concern. Students are free to come to the counselors' offices before, after, and during the school day. (Students must have permission from the classroom teacher before missing a class.) The counselors invite all students to come in and become familiar with the counseling program.

To see a counselor, students should do one of the following:

- Secure a hall pass from the classroom teacher and go to the counselor's office.
- Inform the guidance secretary you wish to see a counselor.
- If the counselors are busy, leave your name, or make an appointment for before or after school with the secretary.

Parents wishing to contact the counselors or arrange an appointment should call the guidance office.

LIBRARY MEDIA CENTER

The LMC is open before and after school for studying, reading, and computer use. Students are expected to follow directions of the librarian, the library paraprofessional, or any other adult in the LMC. Students are not allowed to have food, candy, or drinks, except for water in the Library Media Center.

Some equipment is available for overnight check out by students to complete school projects. A current parent permission slip to check out the equipment must be on file in the LMC as well as the signed Technology Usage Agreement form which allows students to use district technology. Daily forms for check out must be completed and signed by a teacher prior to use. Equipment is expected to be returned before 1st hour the following school morning. Failure to do so will result in a \$5.00 late fee each day.

LOCKERS

Individual student lockers are assigned by the counselors. Students will be assigned to a locker location based on an alphabetical listing and their grade level. If a student can justify the need for changing locker location, special consideration will be given as the need arises. Students should keep locker combinations confidential to ensure the safety of belongings. Lockers are checked out to students to be used for their personal as well as school belongings; however, the lockers remain the property of the Board of Education. The school retains the right to have locker inspections at its discretion. Students are to use only the lockers assigned and are not free to move to other lockers without permission. Students will be responsible for keeping lockers clean and orderly. Combinations to locks should not be shared with friends. Students are responsible for the security of their own lockers. Students are directed to the guidance office when problems are encountered. Damage or inoperability should be reported to the office immediately.

LOST AND FOUND

Lost articles found in the school building should be sent to the attendance office. Anyone losing an item should check in the attendance office to see if it has been found. Every effort will be made to identify whom the lost articles belong to and return them to the rightful owner. Articles unidentified and unclaimed after two weeks will be donated to charity.

MAKE-UP WORK

Make-up work should be completed as rapidly as possible. Students who have been absent have the responsibility of arranging for make-up work upon their return to school. This should be arranged with the teachers. It must be stressed that arranging to make up work missed is solely the responsibility of the student. Make-up work for credit is not permitted for unexcused absences. Students are allowed two days make-up time per day missed. Absences of four days or more may warrant special considerations.

SCHOOL CLOSING

If schools are to be closed due to inclement weather, announcements will be made on the major radio/TV stations, LPS school website, Facebook, and Twitter as soon as a decision is made. Parents can also sign up through the LPS website to receive a quick text for school related closings.

Please Note: Do not call the school, transportation department or Central Office for this information.

SELLING/PURCHASING GOODS

All fundraisers must be approved by building administration. Students are not allowed to sell or purchase any item for individual gain on school property. This includes any personal items (iPods, CD's, candy, etc.), as well as items for outside fundraisers or outside activities.

SCHOOL RESOURCE OFFICER

Liberty Police Officers are assigned as School Resource Officers to LPS middle schools. This program is a joint effort of the Liberty School District and the Liberty Police Department. The officers teach the LIFE (Liberty Intervention Focus in Education) curriculum as well as other drug abuse and violence prevention units throughout the school year. They work with students and teachers in such areas as: understanding how the law works to protect people, mediating conflict with students, and helping troubled students avoid future problems. They are also available to assist students and parents with issues of a law enforcement nature.

SIGNING IN AND OUT

Students reporting late to school must sign in and students leaving during the scheduled school day must sign out. Parents may telephone to have students excused. Assignments should be obtained prior to leaving school early. If a student becomes ill during the day, the student should notify his/her teacher, and the teacher will send the student to the nurse. In all cases, the student must sign out through the front office before leaving the building. Students will not be excused for illness if they do not report to the nurse before missing a class or part of a class period.

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to: verifying custody orders, contacting the other parent or contacting appropriate authorities. Any person requesting release of a student must present proper identification prior to release of the student.

SUICIDE AWARENESS

If someone talks about suicide, take it seriously. A friend may tell you about their suicidal feelings and ask you to keep it a secret. A true friend will not keep this secret. You must tell someone: such as a counselor, administrator, teacher, parent, or minister. Suicide threats are cries for help. With help, the person can get better.

Hotline: 736-7331

Warning Signs of Suicide

- **Suicide Threats:** Any expression of suicidal thought should be taken seriously. Contrary to popular belief, those who threaten are those who act.
- **Statements Revealing a Desire to Die:** Comments like, "I just want it all to end" or "It would be better for everyone if I was gone" are ominous signs.
- **Previous Suicide Attempts:** Four out of five persons who commit suicide have made one or more previous attempts.
- **Changes in Behavior:** Withdrawal, apathy, moodiness, changes in sleep patterns, changes in eating habits, anxiety, gloominess -- any of these may be symptoms of developing depression. Lack of concentration on schoolwork and curtailing of social interactions are also warning signs of inner turmoil.
- **Final Arrangements:** Giving away personal possessions, putting one's things in order, and other signs of expected departure indicate a suicide plan.

- Sudden Freedom from Depression: A sudden and unexplainable lifting of depression may indicate that they have made a decision to commit suicide. They feel good about this decision, inasmuch as they no longer have to worry about what they're going to do.
- Lack of Future Plans: Questions such as "what do you plan to do this summer? - after high school? - Saturday night?" may indicate how severe the depression is or that the person refuses to look forward to any future.

What You Should Do

- Talk calmly and listen to what they have to say.
- Show concern. Ask questions about feelings and plans related specifically to suicide.
- Find out about close friends, family, and sources of support.
- Avoid statements which could increase guilt and despair.
- Show confidence that problems can be resolved.
- Contact the student's counselor or administrator.

VIOLENCE HOTLINE

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 <https://schoolviolencehotline.com/>

WITHDRAWAL

Students moving to other districts or terminating their enrollment must report to the guidance office and complete necessary forms. Parents are required to sign withdrawal forms. This should be done one week prior to withdrawal and should occur before a student may terminate enrollment.

GENERAL INFORMATION

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES (Board Policy JECC)

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs, after consultation with the student's parent/guardian. A student's social and emotional needs will also be considered, to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the principal or designee as needed, after consultation with the student's parent/guardian. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes. Students receiving special education services will be placed in accordance with law.

Transfers from Accredited Schools

For the purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state's or country's department of education, NCA, ISACS or the equivalent agencies.

In general, if a student transfers to the Liberty 53 School District from an accredited school, this district will accept the units of credit completed in the previous school and rely on the grade-level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs, after consultation with the student's parent/guardian.

All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Liberty 53 School District may be accepted to meet graduation requirements.

Transfers from Unaccredited Schools

For the purposes of this policy an "unaccredited school" is any public, private or home school that does not meet the definition of "accredited" above.

In general, if a student transfers to the Liberty 53 School District from an unaccredited school, the principal or designee will examine a number of criteria to determine grade-level or class placement including age, achievement tests or other performance data, transcripts, course descriptions, textbooks used and home-schooling logs. If necessary, the district will administer additional tests to aid placement decisions. Once placed, the district may further adjust the student's placement to meet his or her educational needs, after consultation with the student's parent/guardian.

The district will attempt to award credit for classes completed in previous schools if there is sufficient evidence of achievement. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the Liberty 53 School District may be accepted to meet graduation requirements.

Transfers of Students of Military Families

If a transfer student is in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, the district will initially place the student in the same courses and programs the student was in while attending the previous district, to the extent the district offers such courses and programs. Such placements may include, but are not limited to: honors classes; vocational, technical and career pathway courses; and

International Baccalaureate, Advanced Placement, English Language Learner and gifted programs. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's parent/guardian.

Transfer of Students in Foster Care

Students in foster care will be placed in courses and programs pursuant to law and the district's policy on foster care students.

DIRECTORY INFORMATION

Opt-Out Request Form

School officials may release "Directory Information". This includes print and electronic publications of the school district. Such information is also considered a "public record" which must be released upon demand to any person who requests it, under the Missouri Sunshine Law. Directory information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy.

The school district 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 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 or eligible students will have ten (10) school days after the annual public notice to view the student's directory information and the school district's Opt-Out form stating in writing that they choose to not 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. You may pick the form up at the LPS Administrative Center.

ENGLISH LANGUAGE LEARNERS AND MIGRANT STUDENTS

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if a student is unable to speak and understand the English language or if a student is in migratory status, provisions need to be made so that there can be effective participation in the educational programs offered by the district. The district shall take appropriate action to rectify the English language deficiency and learn of students in migratory status in order to provide the student equal access to its programs. Identifying students who are English Language Learners (ELL) and students who are of migratory status ensures qualifying students equal access to appropriate programs and is the first step to improving their academic achievement levels. For more information regarding this policy, call the Office of Student Services, 736-5318.

HEALTH SERVICES, ILLNESS, & MEDICATION

Health/Medical Services

When students are ill, they should remain at home. In cases of emergency or illness at school, students should report to their teacher for permission to go to the nurse. If warranted, the nurse will consult with the parent/guardian to determine whether the student should continue in school or be sent home. Notifying parents/guardians of illness from a student's personal cell phone without going to the nurse first is prohibited (see policy on Electronic Devices). Students are to report all personal accidents to the nurse.

Health Screenings

Screening is 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.

Illness

If a student 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 parent/guardian cannot be reached. Medical or other information pertaining to the child and situation will be shared with emergency contacts as necessary. Please keep the school advised of any changes in phone numbers 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 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.
- Has been free of vomiting or diarrhea for 24 hours after the last episode of such.
- Is free of continuous coughing.
- Children may NOT return to school until free of head lice and viable nits (those nits found ¼ inch from the scalp).

Immunizations

The district will 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 or exempted as required by law.

"It is unlawful for any student to attend school unless he 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).

Medications

Medications should be given at home whenever possible. If medications must be given during the school day the following procedures will apply:

All Medications:

- Written authorization from the parent must be sent with the medication or school personnel will not administer it. The *Student Medication Authorization Form for Prescription & Non-prescription Medications* form must be signed and returned to school.
- Medication is kept in the nurse's office at all times.
- Nurses, using their 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 by way of the required district forms for self-administration of medication.

- 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:

- Written instructions from a physician stating the name of student, type of medication (the name of the drug), current date, the dosage to be given and the times to be administered, or the medication label provided by the pharmacy at the physician's directions will be sufficient if the prescription was prescribed for the student and a current date is on the label. Liberty Schools do not allow students to take medication with another family member's name on the label.
- The *Student Medication Authorization Form for Prescription and Non-prescription Medications* must be completed and sent with the prescription drug or school personnel will not administer it. Medicine must be in the original and current prescription bottle. The pharmacist can provide an extra-labeled prescription bottle for school doses.
- The first dose of any medication should be given at home whenever possible. Nurses can decide not to administer the first dose of a medication if, in their clinical judgment, it may compromise the safety of the student while attending school. In that instance, parents would be notified.
- Any prescription medications, including inhalers, that don't have a prescription label, need a written note from the prescribing physician.

Non-Prescription Medication:

- All student medication is kept and dispensed in the Nurse's Office at all times.
- All medication is logged and noted in the Nurse's Office.
- Such drugs must be clearly marked as to the type of medication, current date, child's own name, need for medication, and time to be given.
- Non-prescription medicine must be in the original container and accompanied by written authorization from the parent by way of the *Student Medication Authorization Form for Prescription and Non-prescription Medications*.
- No medication will be given past the expiration date on the container.
- Generic Tylenol will be available but will only be administered with written parent authorization. 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, Aleve, Excedrin Migraine, etc.) in a given school year. The school only stocks generic Tylenol. Other medications mentioned need to be provided by the parent/guardian.

Injectable Medications:

- If a medical condition exists requiring injectable medication, whenever possible the student should self-administer the medication.
- If the nurse is unavailable, the parent will be responsible for making other arrangements.
- If the injectable medication is required in an emergency and the nurse is unavailable, school personnel will call 911.
- A prescription label or written order from the prescribing physician and a signed medication authorization form is required for the administration of all injectable medication.

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 reaction 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.

Life Threatening Allergies

The Liberty School District has a policy and procedure manual in place that specifically addresses life-threatening allergies. This manual titled *Life Threatening Allergy Policy & Guidelines* can be found on the district website <https://www.lps53.org/cms/lib/MO02207190/Centricity/Domain/1075/Allergy%20Policy%20and%20Procedures%20Handbook%202018.pdf>

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

Illness and Injury Response and Prevention

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law. (Board Policy EBBA)

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

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.

Student Injuries

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

The 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.

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

HOMELESS STUDENTS

The Liberty 53 School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. For more information regarding this policy, visit the following link:

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IGBCA&Sch=108&S=108&C=I&RevNo=1.11&T=A&Z=P&St=ADOPTED&PG=6&SN=true> or call the Office of Student Services, 736-5318.

INTRADISTRICT TRANSFERS

All students must transfer between district schools when their residence changes to a different attendance area, unless exempted by the superintendent or designee. Further, the district maintains the ability to transfer students between schools as needed. (Board Policy JCB)

All address changes must be communicated with Office of Student Services located at:
8 Victory Lane, Liberty, MO 64068.

REPORTING AND INVESTIGATING CHILD ABUSE/NEGLECT (Board Policy JHG)

Reporting Child Abuse/Neglect

The Liberty 53 School District and its employees will take action to protect students and other children from harm including, but not limited to, abuse and neglect, and will respond immediately when discovering evidence of harm to a child. Employees must cooperate fully with investigations of child abuse and neglect. The district prohibits discrimination, negative job action or retaliation against any district employee, who in good faith, reports alleged child abuse or neglect, including alleged misconduct by another district employee.

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution.

Public School District Liaison

The superintendent shall designate a specific person or persons to serve as the public school district liaison(s) and forward that information to the local division office of the Children's Division (CD) of the Department of Social Services. The liaison(s) shall develop protocols in conjunction with the chief investigator of the local division office to ensure information regarding the status of a child abuse or neglect investigation is shared with appropriate school personnel. The liaison(s) will also serve on multidisciplinary teams used in providing protective or preventive social services along with law enforcement, the juvenile officer, the juvenile court and other agencies, both public and private.

Training

The superintendent or designee shall implement annual training necessary to assist staff members in identifying possible instances of child abuse and neglect, including annual updates regarding any changes in the law. Such training shall:

1. Provide current and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults.
2. Emphasize how to establish an atmosphere of trust so that students feel that their school has concerned adults with whom they feel comfortable discussing matters related to abuse.
3. Emphasize that all mandatory reporters shall, upon finding reasonable cause, directly and immediately report suspected child abuse or neglect. These reports must be made even if the person suspected of abusing the child is another mandated reporter, such as another school employee.
4. Emphasize that no supervisor or administrator may impede or inhibit any reporting under state law.
5. Emphasize that no person making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report.

Reporting Child Abuse/Neglect

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

The school principal or designee may notify law enforcement or the juvenile office when appropriate. If an employee has reason to believe that a victim of such abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, then, in addition to notifying the Missouri CD pursuant to this policy, he or she may also make a report to the child protection agency with the authority to receive such reports, pursuant to law, in the other state.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law. For the purposes of this policy, the term "sexual misconduct" includes, but is not limited to, any conduct with a student, on or off district property, that could constitute a crime that is sexual in nature under Chapter 566 of the Missouri Revised Statutes, including, but not limited to the crime of sexual misconduct; any conduct with a student that could constitute a serious violation of policy AC, as determined by the district; any conduct that is inappropriate and of a sexual nature that endangers the welfare of a student or students, as determined by the district or child abuse involving sexual behavior, as determined by the CD.

The reporting requirements in this section are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for such time as is required to make any mandated report.

Investigating Child Abuse/Neglect

Except in situations involving sexual misconduct, when the CD receives a child abuse report alleging that an employee of the district has abused a student, the report shall be immediately referred to the superintendent (or the president of the School Board in situations concerning the superintendent), who will conduct an initial investigation. If the initial investigation determines that the report relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the report will be investigated as detailed below in accordance with law. All other reports of any nature will be immediately returned to the CD for investigation.

Harassment, Spanking, or Protection of Persons or Property

If a report to the CD relates to a spanking by a certificated district employee or the use of reasonable physical force against a student for the protection of persons or property by any district personnel administered pursuant to district policy, or if it is determined that the sole purpose of the report is to harass a district employee, the superintendent, Board president or a designee of either will notify law enforcement of the county in which the alleged incident occurred. The district will jointly investigate the matter with the law enforcement officer. The superintendent, Board president and their designees are authorized to contact and utilize the district's attorney to assist in the investigation.

Once the investigation is concluded, the law enforcement officer and the investigating district personnel will issue separate reports of their findings, no later than seven days after the district receives notice of the allegation from the CD. The reports must contain a statement of conclusion as to whether the preponderance of evidence supports a finding that the alleged incident of child abuse is substantiated or unsubstantiated. The Board will consider the separate reports and will issue its findings and conclusions, if any, within seven days after receiving the last of the two reports. The findings and conclusions will be made as required by state law and will be sent to the CD.

SEARCHES

Students may be requested to submit to voluntary personal searches. Students who refuse to submit to voluntary search may be referred to appropriate law enforcement authorities if such action is deemed appropriate by the principal. School lockers, desks, computers, or other district-provided equipment or areas are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection. Vehicles, lockers, and desks may be subject to search by school administrators for a variety of reasons. Among the reasons--but not limited to these reasons--are reasonable suspicion of concealing drugs, alcohol, materials of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees. The district will conduct periodic and unannounced administrative searches of lockers, computers, and other district equipment.

The district may use dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars may be conducted in accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

STUDENT RIGHTS AND RESPONSIBILITIES

We believe that Liberty students have certain rights that should be recognized and respected. We also believe that, along with every right there are certain responsibilities. Among these student rights and responsibilities are the following:

Every student has the right to:

- have the opportunity for a free and appropriate education in the best possible environment.
- have the opportunity for freedom of speech and of the press so long as the exercise of those rights are not disruptive.
- not be discriminated against on the basis of sex, race, color, religion, natural origin, or handicap.
- expect to be informed of school rules and regulations.

Every student has the responsibility to:

- know and adhere to the rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
- know and adhere to state and federal laws.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks and obscenity in verbal or written expression.
- study diligently and maintain the best possible level of academic achievement.
- be punctual and present in the regular school program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
- refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.

- respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
- obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.
- carry only those materials on school property or at school.
- sponsored activities that are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker and/or vehicle.

TECHNOLOGY INFORMATION

Applications/Programs with Age Restrictions

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>

Email

All students are provided an email account for school use. Use of the district’s email account is not private and the school district may monitor the use of the account including but not limited to accessing browser logs, email logs, and any other history of use. The student is responsible for appropriate school use of their student email account while at school or from a remote location. Students are to refrain from using their school email account to access or respond to non-school appropriate websites and social media. Students are to refrain from sending mass emails and chain letters. Inappropriate use of the email account could result in loss of privileges and further disciplinary action.

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.

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-API)

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/sites/default/files/StudentDataCollected.pdf>.

VISITORS TO DISTRICT PROPERTY/EVENTS (Board Policy KK)

District Property

Parents and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, shall sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents or others from using the school as a site for visiting students and may refuse the use of the school for that purpose.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board Policy.

Appropriate Behavior

The Liberty 53 School District believes that district events are a vital part of the total educational program and should be used as a means for developing positive social interaction, good sportsmanship and appropriate behavior, in addition to knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations.

To this end, the Board encourages district patrons to exhibit good sportsmanship, citizenship, ethics and integrity at all district events and at all times while on district grounds. The district will work with the Missouri State High School Activities Association (MSHSAA) and other organizations to promote good behavior by the patrons at athletic and other events. The Board will work with parents, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

Registered Sex Offenders and Persons Prohibited on or Near District Property or Transportation

Sex offenders required to be listed on the Missouri Highway Patrol's sex offender registry, or who have pled guilty, pled *nolo contendere* or been convicted of crimes for which the law currently requires offenders to be listed, regardless of when those crimes were committed, are not allowed on district property or transportation or at district activities, regardless of whether those activities are held on or off district property, unless access is required by law.

In accordance with law, the district prohibits all persons who have pled guilty or *nolo contendere* to or have been convicted of or found guilty of violating the following provisions from being on or within 500 feet of any school building, district property, district activity or any vehicle used to transport students:

- Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
- Incest, § 568.020, RSMo.
- Endangering the welfare of a child in the first degree, § 568.045, RSMo.
- Use of a child in a sexual performance, § 568.080, RSMo.
- Promoting a sexual performance by a child, § 568.090, RSMo.
- Sexual exploitation of a minor, § 573.023, RSMo.
- Promoting child pornography in the first degree, § 573.025, RSMo.
- Furnishing pornographic material to minors, § 573.040, RSMo.
- Any offense committed in another state, a foreign country, or under tribal, federal or military jurisdiction that, if committed in this state, would be a violation listed above.

Despite the prohibition in this section, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or other events. Permission will be granted sparingly, if ever, and only in situations where the parent, guardian or custodian will be supervised at all times. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board. The superintendent will inform the principal and other relevant district staff of the scope of the permission granted.

This section may not apply to a student entitled by law to be on school grounds for educational services if the student's presence is necessary to obtain those services. The exceptions cited in this section do not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or designee may require the visitor to leave. In extreme situations, the superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on district property except to attend a meeting of a public governmental body. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Enforcement

If a visitor prohibited from district property or events under this policy is on district property, district staff will contact law enforcement and/or escort the person from district grounds and inform the person of the district policy prohibiting his or her presence.

The superintendent, principal or designee may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a

court order banning the visitor from district property. A visitor denied access to district property may request to address the Board on the matter in accordance with Board Policy.

STUDENT ATTENDANCE & TRUANCY

ATTENDANCE/SCHOOL PREMISES/TRUANCY

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum. The state of Missouri does require compulsory attendance. The state charges the family with the responsibility to ensure that each child attends school regularly.

It is important to note that frequent absences disrupt the continuity of the instructional process. The school cannot teach students who are not present on a daily basis, and the educational opportunities afforded to children cannot be entirely replicated in make-up situations.

As a result, parents and students are strongly advised to limit absences to cases of emergencies, illness, doctor and dental appointments, and occasional family trips for unforeseeable events such as a death in the family.

Parents are requested to call the attendance line if a student is going to be absent from school. The attendance voicemail is accessible 24 hours a day for your convenience. If parents do not call the school or the school cannot make telephone contact with the parents, the student must bring a signed note the next day following the absence. A parent contact via letter or phone call will be made when absences become excessive. Documentation denoting a doctor's visit may be requested after excessive absences.

Students participating in co-curricular activities should be in attendance the entire day. Any student who has an unexcused absence from school on the day of an activity may not attend or participate in that activity. Any student who has an excused absence from school on the day of an activity must seek approval from an administrator in order to attend or participate in that activity.

Students who are absent from school without the knowledge and consent of the parent/guardian and the administration, or students who leave school during the day without the consent of the principal will be considered truant. Every effort will be made to work with the parents and/or guardians. Consequences for truancy are outlined below in the prohibited conduct section.

ATTENDANCE LETTERS

Please be advised that regular school attendance is compulsory, as defined by Missouri Statute 167:031:

“Every parent or guardian having charge, control or custody of a child between the ages of seven and sixteen years of age shall cause the child to attend school regularly...not less than the entire school term.”

Chapter 167 of the Missouri Statutes further defines penalties for violation of compulsory school attendance (167.061).

Attendance letters are sent home to parents when a student has accumulated an excessive number of absences for a course or full day. Letters are sent when a student's attendance is at 90%, 85%, and 80%. It is important that we partner together to improve student attendance. In severe cases, failure to respond and work with the school could result in a referral to the Division of Family Services for Educational Neglect or Clay County Juvenile Center for Truancy.

STUDENT CONDUCT & DISCIPLINE

BEHAVIOR INTERVENTION SUPPORT TEAM (BIST)

The BIST Model

Students with difficulty at school are generally missing a component of the three life skills:

- I can be ok when others are not ok.
- I can let the adults be in charge.
- I can have an overwhelming feeling...

The process includes removing the student from the conflict (safe seat) and working with the student to eliminate the negative behavior (processing) before his/her return to class.

The process allows the student to redirect his/her own behavior without being in trouble. The student avoids an administrative referral, office detention, or suspension by working through the processing that is directed by the teacher, team of teachers, and/or behavior interventionist.

The BIST Recovery Process

Removal from the conflict.

This may include the following:

- Changing the student's seat in the classroom
- Movement to a safe seat in another area of the classroom
- Movement to a safe seat in a buddy room (another teacher's room) – While in a safe seat, students are provided all the necessary instructional materials and class work so that they can continue to learn. There is no academic penalty or loss of credit/grades.
- Movement to the recovery room. There is no academic penalty or loss of credits/grades.
- Team Focus - An intensive care placement that could be multiple periods or an all-day placement due to chronic acting out behavior or poor behavior in multiple settings.

Optional ways students may be asked to reflect on the the problem behavior.

- Completion of a Think Sheet
- Processing or conferencing with the teacher or team and/or behavior interventionist to discuss the problem behavior that the student has identified

Planning with the student to identify strategies that will help the student eliminate the problem behavior in the future.

- Development of student Behavior Success Plans

Return to the classroom, following a reversal of the removal process.

- The student begins with the last placement and must return to each of the previous placements to gain return to the classroom.

DISCIPLINE AUTHORITY

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students in attendance in district instructional and support programs, as well as at school-sponsored activities and events.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations, or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to one hundred eighty (180) days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

All employees of the district shall annually receive instruction related to the specific contents of this policy of discipline and its implementation, including methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity for confidentiality.

For the purposes of district policy, "act of school violence" or "violent behavior" means the exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus in service on behalf of the district, or while involved in school activities. Administrators shall report acts of school violence to teachers and other school district employees with a need to know. For purposes of this policy, "need to know" is defined to mean school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School administrators shall report, as soon as reasonably practical, to the appropriate law enforcement agency any of the following felonies or any act which if committed by an adult would be one of the following felonies:

- First degree murder under section 565.020, RSMo.
- Second degree murder under section, 565.021, RSMo.
- Kidnapping under section 565.110, RSMo.
- First degree assault under 565.050, RSMo.
- Forcible rape under section 566.060, RSMo.
- Forcible sodomy under section 566.060, RSMo.
- Burglary in the first degree under section 569.160, RSMo.
- Burglary in the second degree under section 569.170 RSMo.
- Robbery in the first degree under section 569.020, RSMo.
- Distribution of drugs under section 195.211, RSMo.
- Distribution of drugs to a minor under section 195.212, RSMo.
- Arson in the first degree under section 569.040, RSMo.
- Voluntary manslaughter under section 565.023, RSMo.
- Involuntary manslaughter under section 565.024, RSMo.
- Second degree assault under section 565.060, RSMo.
- Sexual assault under section 566.040, RSMo.
- Felonious restraint under section 565.120, RSMo.
- Property damage in the first degree under section 569.100, RSMo.
- The possession of a weapon under chapter 571, RSMo; committed on school property, including but not limited to actions on any school bus in service on behalf of the district or while involved in school activities.
- Third degree assault under section 565.070, RSMo.

Any portion of a student's individualized education program that is related to, demonstrated, or potentially violent behavior shall be provided to any teacher and other school district employees who are directly responsible for the student's education or who otherwise interact with the student on an educational basis while acting within the scope of their assigned duties.

Any time a referral that warrants formal disciplinary action more serious than detention is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

DISCIPLINE OF STUDENTS WITH DISABILITIES (Board Policy JGE)

It is the goal of the Liberty 53 School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

If a handicapped student is charged with misconduct for which a suspension may result, the student and the student's parents or guardian shall be given oral or written notice of the charges. If the charges are denied, the student, parent or guardian shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension. The student, with assistance of a parent or guardian, shall then be given an opportunity to present the student's version of the incident.

The principal shall keep a record of all disciplinary action taken against a handicapped student, which, if continued for more than ten consecutive days would amount to a change of placement.

When the proposed OSS will exceed a total of ten (10) days for a given school year, the Director of Special Education will be notified in writing. Notice should include action pending, reasons for such action and previous history of suspension.

Within five (5) days of a receipt of notice, the Director of Special Education will reconvene the student's Individual Education program (IEP) committee. This committee will determine: (1) whether the current placement is in the least restrictive environment, (2) whether the behavior(s) for which action is recommended is/are related to the student's handicapping condition, and (3) whether the student is a danger to himself or herself or others.

The IEP committee will include: (1) the principal, (2) the Director of Special Education or his or her designee, (3) the student's regular and/or special education teacher, (4) the parent(s)/guardian, and (5) the student, when appropriate, and (6) others with relevant information.

The student shall be accorded all procedural rights under federal and state law, including:

- Notice of the proposed action,
- The right to examine the record,
- Re-evaluation if a significant change in placement is proposed,

- A hearing with representation of counsel,
- The right to remain in the current placement during the pendency of the proceedings,
- The right to appeal.

If a handicapped student is found by the district to present a danger to himself or herself or others, and the student's parents or guardian has not consented to an immediate change in placement pending due process procedures, then the district may seek a court order for an immediate change in placement, pending the completion of such procedures. If the court does not determine the nature and extent of services to be provided to such child during this period, the multi-disciplinary committee shall make such determination.

If the discipline would result in a change in placement, the committee shall determine whether the behavior for which discipline is proposed is related to the children's handicap, and whether the child is currently placed in the appropriate least restrictive environment based on a multi-disciplinary evaluation.

If the committee determines that the behavior is unrelated to the handicap, discipline resulting in a change of placement may be imposed, including suspension or expulsion. A determination that the student's behavior is unrelated to the handicap indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be based on recommendations of the multi-disciplinary committee, subject to the right of appeal.

If the committee determines that the behavior is related to the student's handicap, the student shall remain in the current placement pending completion of the administrative process. The committee shall modify the student's placement or IEP as appropriate. If the committee is unable to reach a decision based on the information presented, it may recommend further assessment. In this event, the student will remain in the present placement until assessment is completed and reviewed by the committee.

Due process procedures, applicable to suspension or expulsion under state law, as provided in section 167.161 and 167.171 RSMO shall be provided prior to suspension or expulsion of handicapped students.

EXPULSION

The Board of Education may originate suspension or expulsion proceedings in its own motion for student conduct which is deemed prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the student. However, only the Board has the authority to expel a student from school.

If a student consistently refuses to conform to school policies, rules, regulations, or as otherwise provided herein, the principal or superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following points shall serve as the guideposts for the proceedings:

Board action shall begin with a written notice of the charges to the student and his parents/guardians, or others having his custodial care. Such notification will include charges, contemplated action and time and place of a hearing on such charges and that the student, parents/guardians, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.

The hearing will be closed. At said hearing, the Board of Education, or counsel shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The student, parents/guardians, or others having custodial care or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against which shall be subject to cross-examination.

At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel, if applicable.

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.

GENERAL DISCIPLINE INFORMATION

Corporal Punishment

No person employed by or volunteering on behalf of the Liberty 53 School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

Detention

Failure to show up on time, work productively, or be compliant with expectations may result in being dismissed, alternate consequences, or no credit given for the detention.

Before and After School Detention will be held 30 minutes before or after school. Students can be assigned to a detention by a teacher or an administrator and will be expected to work on school work or read. Parents are required to provide transportation. Parents will be contacted by the teacher/administrator via writing or phone call if their child is assigned a detention.

Extended Day School (EDS) or Friday Night School (FNS) will be held for two hours after school. Students will be assigned to an extended day school by an administrator and will be expected to work on homework or read. Sleeping, talking, drawing, and listening to music will not be allowed. Administrators and/or teachers will supervise extended day school. Parents will provide transportation. Parents will be notified with a form sent home or a phone call if their child is assigned extended day school.

Discipline

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 at 1-866-748-7047 or by reporting on-line at www.schoolviolencehotline.com

The public schools of this nation have the responsibility, conferred on them by the state, to provide public education for children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities

and parents must ensure an environment in each school that is conducive to the learning process. While there are many factors which affect the learning environment, perhaps most critical is the problem that results from inappropriate conduct and lack of consistent and effective disciplinary response. A renewed commitment to the establishment of consistent local discipline codes is seen as a way to deal with dropouts, lowered academic achievement, alienated youth, and demoralized teachers.

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time, every citizen has the responsibility to respect the identical rights of others. In the school environment, these rights and responsibilities must be harmonious in maintaining an orderly environment than is generally allowed law enforcement authorities in society, provided they adhere to the requirements of due process and other constitutional standards.

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school - sponsored activities, or during intermission or recess periods.

Rules that establish discipline serve as guidelines for students and are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline policy that reflects the community's standards and expectations for student behavior. The discipline guidelines are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. The consequences contained in Board Policy and student handbooks are suggested guidelines. Administrators have the authority to use discretion and common sense as they enforce the consequences for a particular violation of the rules.

Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parent, teacher and student. The discipline policy is the tool. In this regard, the student discipline policy becomes an integral component of the education process and a symbol of the commitment of parents, students and administrators to the maintenance of an effective learning environment.

The discipline policy is designed to notify students as to the type and range of behaviors that are unacceptable; nevertheless, every rule has not been included. Consequently, students should expect to be disciplined for misconduct that interferes with the learning process, whether it is listed in this handbook or not.

STUDENT ALCOHOL/DRUG ABUSE (Board Policy JFCH)

The Liberty 53 School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or any representation of a drug, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a drug is “any substance that alters perception or behavior reducing that individual’s ability to function appropriately in the academic environment.” A controlled substance shall include any controlled substance or representation of a drug, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board Policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy. Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Due Process

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.

SUSPENSION AND EXPULSION

(Board Policy JGD)

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in School Board Policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupt the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school. In addition, a pupil may be immediately removed upon a finding by the principal, superintendent, or school board that the pupil poses a threat of harm to such pupil or others, as evidenced by the prior conduct of such pupil. Prior disciplinary actions shall not be the sole basis for removal, suspension or expulsion of a pupil. Removal of any pupil who is a student with a disability is subject to state and federal procedural rights.

The terms "suspension" and "removal" refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period. Procedures that should be followed to suspend a student differ from those that are required to expel a student.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and School Board Policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Not all suspensions are out-of-school (OSS). In-School Suspension (ISS) allows the student to stay at school and complete his/her work, yet isolates the student from his/her peers. Students will receive credit for all work done in ISS.

A student may be sent to ISS for a variety of reasons from misbehavior to truancy. The student must follow all rules pertaining to ISS or the suspension will become an OSS. As with any absence, absences due to OSS may result in the student earning a lower grade in accordance with the district's policy on absences and suspensions.

Some cases will involve a student being sent to ISS for part of a day. If the student fails to work or comply with the rules, the suspension may then become a full day of ISS the following day

Note: Students who are in the ISS room and are a member of a co-curricular organization or athletic group are eligible to practice, but may not participate in competitions or events until they have completed their term in ISS. Students who are in OSS, however, may not participate in practice, rehearsal, competitions, or events until their term in OSS is over, and they have attended a full day of school. This includes dances, games, concerts, plays etc.

All students who are suspended out of school or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Violating these conditions of a suspension, expulsion, or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held may result in additional consequences. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

Any student who is suspended for any offenses in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

- The student is under the direct supervision of the student's parent, legal guardian or custodian.
- The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian, in advance, in writing, to the principal of the school that suspended the student.
- The student is in an alternative school that is located within 1,000 feet of a public school in the district.
- The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

Note: The following procedures apply to all students, except those who are defined as disabled, by Board Policy. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to one hundred eighty (180) school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies that accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless that student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part in or in full, at any time.
6. If a student is suspended for more than ten (10) days the following rules also apply:

- The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
- If the student gives notice that he or she wished to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- All notices of appeal shall be transmitted, either by the appealing party or by the Office of the Superintendent, to the secretary of the Board. Oral notices, if made to the Office of the Superintendent of Schools, shall be reduced to writing and communicated to the secretary of the Board by that office.
- The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, action taken by the superintendent, and the reason for the action.
- Upon the receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail or actual notice, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- Hearing of appealed suspensions will be conducted as described in the policy dealing with student disciplinary hearings.

SUSPENSIONS OF 180 DAYS OR MORE/EXPULSIONS

Only the Board may expel a student or suspend for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)
 - The superintendent will recommend to the Board that the student be expelled. The superintendent may also immediately suspend the student for up to ten days or for a longer period if he or she believes that the student's presence would pose a continuing danger to persons or property, or an ongoing threat of disrupting the academic progress.
 - Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the policy dealing with student disciplinary hearings.

VIOLATIONS OF LAW

Any student who acts in violation of the laws of the State of Missouri or the United States while on school property or at a school function may be subject to disciplinary action including detention, suspension or expulsion. In addition, school officials may report such action to the appropriate law enforcement officials. This includes setting of the fire alarm system and/or false reports to 911 Emergency.

Please Note: Any offense that constitutes a serious violation of the district's discipline policy as defined in Board Policy JGF will be documented in the student's discipline record.

WEAPONS IN SCHOOL (Board Policy JFCJ)

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a

weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C.-921.
2. A blackjack concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. -930 (g) (2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with School Board Policy JGE.

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

PROHIBITED CONDUCT

Academic Dishonesty

Cheating or allowing others to copy 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.

First Offense: Office referral, detention, EDS/FNS to complete work, parent phone call from teacher.

Subsequent Offense: Office referral, EDS/FNS, ISS, OSS, parent phone call from teacher, removal from extra-curricular activity.

Arson

Arson can best be described as purposefully setting or attempting to set fire which is likely to damage the property of others. Arson is a serious offense and shall be treated as such. Law officers may be involved to help investigate or press charges.

First Offense: Restitution if appropriate. ISS, 1-180 days OSS, or expulsion.

Subsequent Offense: Restitution if appropriate. 1-180 days OSS or expulsion.

Assault

Assault is attempting to cause injury to another or intentionally placing another in reasonable fear of immediate physical injury. Immediate referral to the principal's office will occur, resulting in disciplinary action, which may include suspension or expulsion.

First Offense: Principal/student conference, detention, ISS, 1-180 days OSS, or expulsion.

Subsequent Offense: ISS, 1-180 days OSS, or expulsion.

Attendance

Upon arrival to school, students may not leave the campus without properly checking out of school through the office. School premises include any areas where school activities are taking place. Students leaving the campus will be subject to the following disciplinary action:

First Offense: Detention, EDS/FNS, or ISS.

Subsequent Offense: Detention, ISS, or OSS.

Bullying and Cyberbullying (see Board policy JFCF) – 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 is 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.

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

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

Bus Regulations and Rules

The safety of students during their transportation to and from school or activities is a responsibility that students and their parent/guardians share with the bus drivers and school officials. Students are responsible for all the rules of conduct while waiting or riding a school bus. These rules will be issued to all students at the beginning of the school year and to new students upon enrollment. These rules are also posted in each school bus. Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others.

- The driver is in charge of the pupils and the bus at all times. Pupils must obey and respect the orders of the driver on duty.
- Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- Pupils should not stand in the roadway while waiting for the bus. If students must cross a roadway in order to enter the bus, the driver will direct the students not to cross until a signal is given. Students must cross ten (10) feet or more in front of the bus.
- No student may enter the bus who is eating, smoking, drinking, shoving or acting boisterous.
- The use of profanity is prohibited.
- Students will occupy seats from the rear to the front of the bus. (If students can load quickly and politely, they won't have to load in this fashion.)
- The driver may assign any seat for any student.
- Students may bring onto the bus only those items (musical instruments, books, etc.) that are small enough to be carried on their laps without interfering with the seating of other passengers, or that can be placed in an assigned area if sufficient need is indicated. Large objects are not to be placed on the front seat. Skateboards may only be brought on bus if they are enclosed in a large bag, not protruding from a backpack.
- Students must be seated before the bus is put in motion. Students will remain seated until the bus has come to a complete stop. Students must remain seated while the bus is in motion.
- Students will be picked up and discharged only at scheduled school bus stops. The driver will not discharge students at places other than their regular bus stop near the home or at school, unless by proper authorization from the director of transportation or the principal of the school. Arrangements are to be made in advance.
- Classroom conduct is to be observed by pupils while riding on the bus. No horse play is permitted. Loud, unnecessary noise, shouting or scuffling is prohibited. Ordinary conversation is all that is acceptable.
- Pupils must not at any time extend arms or head out of bus windows.
- Pupils must not throw waste paper or rubbish on the floor or out the windows of the bus. Throwing items of any nature is prohibited.
- Any damage to the bus is to be reported at once to the driver. Damage to a bus by a student must be paid for by the student responsible for the damage.
- Pupils must observe instructions from the driver when leaving the bus.

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 (See Board Policy JFCC).

First Offense: Principal/student conference, parent conference or phone call, detention, or suspension.

Subsequent Offense: Principal/student conference, parent contact, detention, suspension, or transportation suspension.

Please Note: Excessively dangerous behavior will result in immediate action or different consequences otherwise outlined in the handbook.

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* may have accompanied the student's bus assignment letter and is also available 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.

Dishonesty

Any act of lying, whether verbal or written, including forgery or plagiarism.

First Offense: Nullification of forged document. Principal/student conference, detention, or ISS, or 1-10 days OSS.

Subsequent Offense: Nullification of forged document. Detention, or ISS, 1-180 days OSS, or expulsion.

Disrespectful or Disruptive Conduct or Speech (see Board Policy AC)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in 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.

First Offense: Principal/student conference, detention, ISS, or 1-10 days OSS.

Subsequent Offense: Detention, ISS, 1-180 days OSS, or expulsion.

Dress and Personal Appearance

Student dress and appearance is usually a concern of students and parents. The school administration also has the responsibility to help develop values that contribute to good taste in matters of dress and appearance. The goal is to create a learning environment that promotes a positive self-image in students and reduces classroom distractions.

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.

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- Appropriate footwear such as tennis shoes, boots, or sandals must be worn at all times. House slippers are not allowed.
- Printed wording or pictures on clothing that is advertising, promoting or depicting drugs and/or alcohol or that is obscene or profane in interpretation or has content that is inappropriate for school, will not be permitted to be worn. Shirts containing any print or image that is derogatory or disrespectful to any race or ethnic group will be prohibited.
- Clothing and/or accessories that can be associated with gang affiliation is not permitted. This can include but not limited to bandanas, wearing of gang colors, etc. Pictures and writing of a gang nature are not permissible in school.
- 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.
- Bare midriffs and inappropriate tank tops are not to be worn. Shirts that expose cleavage will not be allowed. Cut off shirts with low-cut armpits are not allowed.
- Shorts, skirts, and dresses must be at an acceptable length. Pants/skirts must be worn above the hips with no underwear or skin visible.
- Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the schools.
- No head coverings or sunglasses are to be worn in the school building. This includes hair picks and bandanas.
- Chains attached to billfolds are not permitted. Decorative chains hanging off of clothing are not permitted. Spiked jewelry of any kind is prohibited.
- Students should not draw or write on themselves or other students.
- Additional dress regulations may be imposed upon students participating in certain co-curricular activities or in the classroom.

When, in the judgment of the administration, 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. Students who violate the dress and personal appearance policy will be required to correct the violation before returning to class. Any student not abiding by the rules stated above will receive the following:

First Offense: Office referral, correction of violation, parent contact, detention.

Subsequent Offense: Office referral, correction of violation, parent contact, detention, EDS/FNS, or ISS

Drugs/Alcohol (See Board Policies JFCH and JHCD)

State laws and School Board policies prohibit the use, possession, or transfer of behavior-affecting substances, drug paraphernalia, and look-alikes of any type, anywhere on school property or at any school-sponsored activity. Students violating this policy may be suspended or expelled, and will be referred to the appropriate legal authorities.

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

First Offense: ISS or 1-180 days OSS.

Subsequent Offense: 1-180 days OSS or expulsion.

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(c) of the Controlled Substances Act.

First Offense: ISS or 1-180 days OSS.

Subsequent Offense: 1-180 days OSS or expulsion.

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(c) of the Controlled Substances Act.

First Offense: ISS or 1-180 days OSS.

Subsequent Offense: 1-180 days OSS or expulsion.

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.
- Parents/Guardians have the opportunity to purchase insurance for student provided devices. If the device is insured and damages occur, the user is only responsible for damages up to a specified amount. If the device is not insured the user would be responsible for the full price of the repairs. The only exception would be if there is intentional damage to the device. If there is intentional damage to the device the user will be responsible for the full repair cost regardless if the device is insured or not.
- A student whose family chooses not to purchase insurance will have access to a laptop during the day but will not be allowed to take the laptop home. These students must check one out at the Library Media Center each morning and check it back in at the end of the school day. If the device is damaged, the student would be responsible for the full replacement costs as identified in the student hand book. The handbook is referencing board policy JN which is titled Student Fees, Fines and Charges.

- Cameras, video cameras, video phones, and/or other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.
- Electronic devices will be allowed on school buses as long as usage does not cause disruption and/or create a safety concern.
- Liberty Schools does allow students to bring an electronic device that could be connected to the District's wireless network if there is an instructional need. An additional form must be filled out and the form can be obtained by contacting the building principal.

First Offense: Detention to 180-day suspension, confiscation of item and item returned to parent.

Subsequent Offense: 1 to 180-day suspension, confiscation of item, and item returned to parent.

Extortion

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

First Offense: Principal/student conference, detention, ISS, or 1-10 days OSS

Subsequent Offense: ISS, 1-180 days OSS, or expulsion

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 district property.

First Offense: Restitution. principal/student conference, suspension, 1-180 days OSS, or expulsion, and; immediate report to law enforcement. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Restitution. Suspension, 1-180 days OSS, or expulsion, and immediate report to law enforcement. Report to law enforcement for trespassing if expelled.

Fighting

Fighting is mutual combat in which both parties have contributed to the conflict, either verbally or by physical action. Fighting on school property, directly adjacent to school property during school hours, on the bus, at the bus stop, or at school-sponsored activities will result in the consequences below. Repeated fighting will result in harsher consequences each time.

First Offense: Principal/student conference, suspension or 1-180 days OSS.

Subsequent Offense: Suspension, 1-180 days OSS, or expulsion.

Fire Hazard/Incendiary Devices/Fireworks

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff is prohibited. Items considered fire hazards (e.g. fireworks, smoke bombs, matches, lighters, etc.) are prohibited. Any student choosing to violate this regulation may be suspended or expelled.

First Offense: Confiscation, warning, principal/student, conference, detention, or ISS.

Subsequent Offense: Confiscation. principal/student conference, detention, ISS, or 1-10 day OSS.

Harassment including Sexual Harassment (See Board Policy AC)

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

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 district-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: Principal/student conference, suspension, or 1-180 days OSS.

Subsequent Offense: Suspension, 1-180 days OSS, or expulsion.

Insubordination

Insubordination is defiance of authority. Authority figures include teachers, administrators, any staff member, bus driver or other adult in an authority role.

First Offense: Principal/student Conference, detention, ISS, 1-180 days OSS, or expulsion.

Subsequent Offense: ISS, 1-180 days OSS or expulsion.

Personal Property

Students are reminded that personal property not needed for schoolwork should not be brought to the classrooms. This includes iPods, CD/MP3 players, radios, electronic games, magazines, cell phones, etc. Such items brought may be taken by any teacher and turned in to the office. The item taken may be returned to a parent or kept and returned to the student at the end of the school year upon request. The school will not be responsible for personal items lost, stolen, etc. Clearly label all school garments (i.e. gym clothes and shoes, coats and jackets, etc.) with the student's name. The more visible the name, the better.

First Offense: Confiscation, warning, principal/student, conference, detention, or ISS

Subsequent Offense: Confiscation. Principal/student conference, detention, ISS, or 1-10 day OSS.

Promoting Student Misconduct

No student shall intentionally promote or advocate misconduct by any student for any purpose, including gang related activities, graffiti, or attire. A student who violates this provision may be subject to the following disciplinary action:

First Offense: Principal/student conference, suspension or 1-180 days OSS.

Subsequent Offense: Suspension, 1-180 days OSS, or expulsion.

Public Display of Affection (PDA)

Physical contact that is inappropriate for the school setting including, but not limited to kissing and groping.

First Offense: Principal/student conference, detention, ISS, or 1-180 days OSS.

Subsequent Offense: Detention, ISS, 1-180 days OSS or expulsion.

Sexting and/or Possession of Sexually Explicit, Vulgar, or Violent Material

Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense: Principal/student conference, EDS/FNS, ISS, or 1-180 days OSS.

Subsequent Offense: Detention, ISS, or 1-180 days OSS or expulsion.

Sexual Activity

Acts of sex or simulated sexual acts.

First Offense: Principal/student conference, EDS/FNS, ISS, or 1-180 days OSS.

Subsequent Offense: Detention, ISS, or 1-180 days OSS or expulsion.

Substitute Teachers

Misbehavior with a substitute teacher.

First Offense: Principal/student conference, detention, EDS/FNS or ISS

Subsequent Offense: Principal/student conference and EDS/FNS or ISS

Tardiness

A student is considered tardy when he/she is not in his/her assigned place and seated when the tardy bell rings. A student who is twenty-two or more minutes tardy is considered absent for that period. Generally, all tardies will be considered unexcused. Excuses of the nature usually received (car trouble, missing a ride, oversleeping, etc.) will not be accepted. An accumulation of multiple unexcused tardies to his/her classes will result in the student being assigned the appropriate consequences listed by the classroom teacher or by an administrator, to include but not limited to detentions, office referrals, etc.

Technology Regulations and Rules

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 filtering/blocking device.

First Offense: Restitution, loss of user privileges, detention, or ISS.

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

Violations of Board Policy EHB and procedure EHB-AP other than those listed above.

First Offense: Restitution. Principal/student conference, detention, or ISS.

Subsequent Offense: Loss of user privileges, ISS, 1-180 days OSS, or expulsion.

Use of audio or visual recording equipment in violation of Board Policy KKB.

First Offense: Restitution, loss of user privileges, detention, or ISS.

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

Theft

Theft, attempted theft or knowing possession of stolen property.

First Offense: Suspension or 1-180 days OSS, possible notification to law enforcement officials.

Subsequent Offense: 11-180 days OSS or expulsion, notification to law enforcement officials.

Threats or Verbal Assault

Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.

Subsequent Offense: ISS, 1-180 days OSS, or expulsion.

Tobacco and Nicotine products

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

First Offense: Principal/Student conference or suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Subsequent Offense: Suspension or 1-90 days OSS, confiscation of tobacco product, possible notification to law enforcement officials.

Use of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Suspension or 1-3 days OSS, confiscation of tobacco product, possible notification of law enforcement officials.

Subsequent Offense: Suspension or 1-90 days OSS suspension, confiscation of tobacco product, possible notification of law enforcement officials.

Please Note: Section 407.931 RSMo makes it illegal for a person under the age of eighteen to purchase, attempt to purchase, or possess tobacco products. Students can be arrested for infractions under this section and shall receive a fine and/or have to complete a tobacco education or smoking cessation program. Liberty City Ordinance Chapter 22, Section 22-69 that “Sale and distribution of tobacco, alternative nicotine, and vapor products to minors under the age of 21.” The City of Kansas City Ordinance Chapter 50, Article VII, Section 50-235 that “Sale or distribution of tobacco products, rolling papers, alternative nicotine products or vapor products to those under the age of 21; possession by those under the age of 18.”

Truancy

A student's unexcused absence from school for a full or partial day is considered truant.

First Offense: Detention, parent conference, EDS/FNS, ISS, or OSS.

Subsequent Offense: Detention, parent conference, ISS, or OSS.

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 through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: Principal/Student conference, detention, ISS, or 1-180 days OSS.

Subsequent Offense: 1-180 days OSS or expulsion.

Vandalism

Vandalism is the willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

First Offense: Suspension, 1-180 days OSS, or expulsion, possible notification to law enforcement officials.

Subsequent Offense: 1-180 days OSS or expulsion, notification to law enforcement officials.

Please Note

- Any student who carelessly or intentionally defaces or damages school property may be required to pay for all damages.

- According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children up to an amount of \$2,000. In default of payment, the case shall be reported to the proper legal authorities or filed in court.

Weapons

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.

First Offense: Suspension, 1-180 days OSS, or expulsion, possible notification to law enforcement officials.

Subsequent Offense: 1-180 days OSS or expulsion, possible notification to law enforcement officials.

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

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

Second Offense: Expulsion.

Possession or use of ammunition or a component of a weapon.

First Offense: Suspension, 1-180 days OSS, or expulsion.

Subsequent Offense: 1-180 days OSS or expulsion.

PUBLIC NOTICES

ASBESTOS HAZARD NOTICE TO ALL BUILDING OCCUPANTS

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) 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 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.

AMERICANS WITH DISABILITIES ACT

The Liberty Public Schools does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Liberty Public Schools does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Liberty Public School's designated ADA Compliance Coordinator:

Dr. Kris Martin
Director of Special Services
8 Victory Lane, Liberty, MO 64068
Phone: 816-736-5480
Fax: 816-736-7096
Email: kris.martin@lps53.org

FREE APPROPRIATE PUBLIC EDUCATION (FAPE)

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability as defined by the Office of Special Education, Missouri Department of Elementary and Secondary Education.

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

The Liberty Public School has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools, 8 Victory Lane, Liberty, Missouri.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 of each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected

disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability that is not attending the public school, please contact:

Dr. Kris Martin
Director of Special Services
8 Victory Lane, Liberty, MO 64068
Phone: 816-736-5480
Fax: 816-736-7096
Email: kris.martin@lps53.org

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- The rights to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SE; Washington, DC 20202-4605

“Directory Information” may be released by school officials, including in print and electronic publications of the school district. Such information is also considered a “public record” which must be released upon demand to any persons who requests it, under the Missouri Sunshine Law. Directory Information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy. The school district 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 previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. Parents or eligible students will have ten (10) school days after the annual public notice to view the student' Directory Information and to provide notice in writing to the school district that they choose to not 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.

The Opt-Out Request Form must be completed on an annual basis. This form is located in the main office or at the District Student Services Office, located at 8 Victory Lane, Liberty, MO, 64068.

<p>I choose to "Opt-Out" and <i>not</i> have my child's Directory Information released.</p> <p>Student Name: _____ Date of Birth: _____</p> <p>School: _____</p> <p>Parent/Guardian Name: _____</p> <p>Parent/Guardian Signature: _____</p> <p>Date: _____</p>

**PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT
(Board Policy AC)**

General Rule

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. The Liberty 53 School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law.

The Board also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
- Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
- Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

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 or harassment 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.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.

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.

Consequence 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 district property or otherwise restricted while on district property. 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 immediately to the Children's Division.

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, refusing or denying benefits 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 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 or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; 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 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 office is open.

Compliance Officers

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

Dr. Dwayne Smith
Director of Compliance
[8 Victory Lane, Liberty, MO 64068](#)
Phone: 816-736-5300
Fax: 816-736-5305
Email: dwayne.smith@lps53.org

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:

Dr. Robert Vogelaar
Assistant Superintendent of Human Resources
8 Victory Lane, Liberty, MO 64068
Phone: 816-736-5300
Fax: 816-736-5505
Email: robert.vogelaar@lps53.org

The compliance officer(s) will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination and harassment 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; 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 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 and harassment.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting illegal discrimination and harassment and disseminate information on how to report discrimination and harassment. 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, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment 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.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination and harassment 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 any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination 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 or harassment, 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 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 next highest step in the grievance process will be used.

2. Investigation and reporting deadlines are not mandatory upon the district when more time might be necessary to adequately conduct an investigation and to render a decision. When extended, the person filing the complaint will be notified. 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 take immediate action if necessary to prevent further potential discrimination or harassment during the pending investigation.

Grievance Process

1. 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 ten (10) working days after the compliance officer receives the grievance. The compliance officer will complete a written report within 30 working days of receiving the grievance that 1) summarizes the facts; 2) makes conclusions on whether the facts constitute a violation of this policy; and 3) if a violation of this policy is found, recommends corrective action to the superintendent. 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 will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

2. Level II – Within five (5) working days after receiving the Level I decision, the person filing the grievance 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 (10) 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 filed the grievance will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

3. Level III – Within five (5) working days after receiving the Level II decision, the person filing the grievance may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance 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's decision and any actions taken are final. 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 will be notified in writing, in accordance with law and district policy, regarding whether the policy has been violated.

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;
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;
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;
3. Instructional material used as part of the educational curriculum.

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

Liberty Public Schools has 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

PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.