

# LIBERTY 53 SCHOOL DISTRICT

## *HIGH SCHOOL*

### STUDENT - PARENT HANDBOOK

## 2019-2020

#### **LIBERTY NORTH HIGH SCHOOL**

1000 NE 104<sup>th</sup> STREET  
LIBERTY, MISSOURI 64068  
Phone: (816) 736-5500 – Receptionist  
736-5511 – Attendance  
736-5506 – Guidance  
736-5501 - Athletics  
Fax: (816) 736-5535  
<https://www.lps53.org/lnhs>

#### **ADMINISTRATION**

Dr. Precious Kurth, Principal  
Mr. Robert Kernell, Director of Athletics  
Dr. Lee Allen, Assistant Principal  
Dr. Rosemary Camp, Assistant Principal  
Mrs. Elisabeth Fletcher, Assistant Principal  
Mr. Brandon McCoy, Assistant Principal

#### **COUNSELING**

Mrs. Dana Combs, Department Chair  
Mrs. Jill Brock, Guidance Counselor  
Mr. Neal Corrison, Guidance Counselor  
Mrs. Lauren Eikel, Guidance Counselor  
Ms. Emily Presser, Guidance Counselor  
Mrs. Meghan Mallams, Social Worker  
Ms. Nakia Wilson, Social Worker

#### **LIBERTY HIGH SCHOOL**

200 BLUE JAY DRIVE  
LIBERTY, MISSOURI 64068  
Phone: (816) 736-5340- Receptionist  
(816) 736-7050 - Attendance  
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(816) 736-5342 - Athletics  
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<https://www.lps53.org/lhs>

#### **ADMINISTRATION**

Dr. April M. Adams, Principal  
Mr. Jason Cahill, Director of Athletics  
Ms. Bridget Herrman, Assistant Principal  
Mr. David McDorman, Assistant Principal  
Mr. Michael Sharp, Assistant Principal  
Mrs. Sara Wickham, Assistant Principal

#### **COUNSELING**

Ms. Brenda Wiederholt, Department Chair  
Mrs. Mindy Beard, Guidance Counselor  
Mrs. Nikki Duncan, Guidance Counselor  
Mr. Scott Gillespie, Guidance Counselor  
Mrs. Trilaina McCallum, Guidance Counselor  
Ms. Kris Boyle, Social Worker  
Ms. Cathy Mendez, Social Worker

Handbook, with Liberty 53 School District Board policies, is linked on each high school's website.

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## SCHOOL ORGANIZATION

### LIBERTY 53 SCHOOL DISTRICT MISSION, VISION, AND CORE VALUE STATEMENTS

LPS Mission: Through our collective best, we do whatever it takes to inspire and equip every learner to find their voice and realize their unlimited potential.

LPS Vision: As stewards of discovery, we will embrace innovation to instill a passion for life-long learning that will best serve our nation and the world in the 21st Century.

LPS Core Values: We believe in educating all students in a nurturing environment with the highest level of professionalism where:

- Learning is our priority
- Respect is our norm
- Excellence is our expectation
- Collaboration is our culture
- Integrity is our foundation

### BOARD POLICY REVISIONS

The policies and procedures outlined in this *Liberty 53 School District High School Student-Parent Handbook* reflect District information and processes. Liberty Public School District policies and procedures are subject to change in accordance with revisions to Federal and State law and new policies and procedures adopted by the District. 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: [www.liberty.k12.mo.us](http://www.liberty.k12.mo.us).

### MISSOURI SCHOOL 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 online at [www.schoolviolencehotline.com](http://www.schoolviolencehotline.com)

### PUPIL PERSONNEL RECORDS AND RELEASE OF PERSONAL INFORMATION

The Liberty Public School District maintains an individual cumulative file for each pupil in the district. A permanent record includes necessary identification information, results of standardized tests, all subjects completed and grades. Only professional staff is authorized to review and work with this data. Cumulative records are available for review by the students or their parents upon request. A counselor will aid in this review. Liberty North High School and Liberty High School adheres to the Federal Rights and Privacy Act. (Refer to School Board Policy JO for more information.)

### LIBERTY 53 SCHOOL DISTRICTS DIRECTORY INFORMATION OPT-OUT REQUEST FORM

School officials may release Directory Information. Directory information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy. This includes both 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.

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 submit the school district's Opt-Out form stating in writing that they choose not to have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as directory information without prior written consent. The form may be picked up at LHS, LNHS, or the LPS Administrative Center.

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.

**I choose to "Opt-Out" and not have my child's Directory Information released.**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HEALTH SERVICES

A registered nurse supervises health services at each high school. A hall pass from a teacher is needed when going to the Nurse's Office except in an emergency. The rest rooms are not adequately equipped to serve ill students and should not be so used. Injured students should be accompanied by a staff member. In the event of an emergency, notify the Administration Office immediately.

The Nurse's Office maintains copies of student health forms required by the district's Health Services Department. This includes the Health Update Form that is distributed in registration packets and required for parent/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.

## 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).

## 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 student will be called if a parent/guardian cannot be reached. Medical or other information pertaining to the student and situation will be shared with emergency contacts as necessary. Please keep the school advised of any changes in phone number or emergency contacts.

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

Parents should keep students home from school if they have a fever 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).

## MEDICATION

In an effort to provide for the health and safety of students by avoiding the misuse of medication, the following procedures now apply for dispensing prescription and non-prescription medications in the Liberty 53 School District.

If at all possible, please keep drugs to be dispensed at school to a minimum. School personnel will not give medication to students except under these conditions. These rules are intended to promote the well-being of all students.



### **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](#) 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 53 School District does 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 stocked epinephrine remains in the nurse's office at all times.

### **Emergency Medication for Field Trips**

Students' personal emergency medications such as an epinephrine auto injector (Epi-Pen) 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. Families without access to a computer may obtain a copy of this manual 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. (School 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. Families should be prepared to pay for their child's possible medical expenses.

## **PUBLIC NOTICE**

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

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. Parent/guardian(s) have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parent/guardian(s) 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 School District 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.

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(s) reside in the District. The census is compiled as of May 1 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 who is not attending the public school, please contact:

Dr. Jessica Meisenheimer  
Director of Special Programs  
Liberty 53 School District  
8 Victory Lane  
Liberty, MO 64068 (816) 736-5300

## CIVILITY

In an effort to maintain a safe workplace free of harassment and to promote a positive learning environment for students and staff, respectful and civil behavior is required on district property, in district-sponsored transportation, and at district-sponsored activities and events. All persons having business with the district including, but not limited to parents, board of education members, volunteers, visitors and patrons shall treat one another with civility, courtesy and respect. Abusive conduct shall be prohibited.

Abusive conduct shall be defined as any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are disruptive, coercive, intimidating, violent or harassing. This conduct can be verbal, nonverbal or physical conduct directed toward a school employee that, based on its severity, nature and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwanted distress. This policy is not intended to deprive any person of his/her right to freedom of expression.

Examples of abusive conduct include, but are not limited to:

- Use of profanity.
- Personally insulting remarks.
- Attacks on a person's race, gender, gender identity or expression, national origin, religion, sexual orientation or disability.
- Behaviors that are disruptive to the school and work environment, including school events.

Such interactions could occur in, but are not limited to:

- Telephone or text conversations.
- Voice mail messages.
- Face-to-face conversations.
- Written letters.
- email messages.
- District social media.

Any abusive conduct should be reported immediately to the appropriate building or district personnel. A record will be made of any alleged incident and any action taken. Confidentiality be observed when possible and appropriate to protect the complainant and the alleged offending person. Making false reports of abusive conduct is strictly prohibited.

Patrons and members of the general public maybe subject to district and/or building action prohibition or restriction of future contact and limitations on access to functions, activities or property. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

### NOTICE OF NONDISCRIMINATION

Students, their parents, and employees of the Liberty 53 School District are hereby notified that this school district does not discriminate on the basis of race, sex, or handicap and is required by the Title 6, Title IX and Section 504 not to discriminate on the basis of race, sex, or handicap in admission or access to, or treatment or employment in, its programs and activities. Although all our facilities are not fully accessible, the Liberty 53 School District is committed to providing access to our programs and activities. Any person having inquiries concerning Liberty School District compliance with Title VI, Title IX, and the Boy Scouts Act, please contact Dr. Rebecca Bressman, 8 Victory Lane, Liberty, MO, 64068, (816) 736-5300. Section 504 and Title II questions should be directed to: Kris Martin, 8 Victory Lane, Liberty, MO, 64068, Liberty MO, 64068, (816) 736-5300. Inquiries with regards to Age Discrimination should be directed to Dr. Robert Vogelaar, Assistant Superintendent of Human Resources, 8 Victory Lane, Liberty, MO 64068, (816) 736-5300. Ninety [90] day's notice is required to insure program accessibility. Refer to School Board Policy AC (Prohibition Against Illegal Discrimination and Harassment) in its entirety for additional details.

### NOTICE OF THE 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 right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 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 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 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.

## PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT (School 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/Girl 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.

### **Consequences and Remedies**

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

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from 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 (CD).

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 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:

Assistant Superintendent-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 Children's Division (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.

### **Confidentiality and Records**

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a

grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the Children's Division (CD) and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

### 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.

### NOTICE OF THE AMERICANS WITH DISABILITIES ACT (ADA)

The Liberty 53 School District does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Liberty 53 School District 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

This notice is available in large print, via audio, and in Braille. Individuals who need auxiliary aids for effective communication in programs and services of Liberty 53 School District are invited to make their needs and preferences known to Dr. Kris Martin, at the address above.

### PROGRAMS FOR 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 call the office of Student Services at 816-736-5310 or visit <https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=IGBCA&Sch=108&S=108&C=I&RevNo=1.21&T=A&Z=P&St=ADOPTED&PG=6&SN=true>.

### PROGRAMS FOR ENGLISH LANGUAGE LEARNER 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 at 816-736-5310 or visit

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

## VISITORS TO SCHOOL

Parents are welcome and invited to participate in school life. Our schools welcome the opportunity to have parents visit school personnel or tour the building. Visitors need to sign in and out of the building at the security desk with their driver's license and wear the provided visitor pass while in the building.

In maintaining each building as a safe campus, visitors other than parents will not be permitted to attend classes or be on campus during the school day. Any visitor, including parents, that wishes to see the building will need to check in at the office and will be given either a brief tour or taken to see the person with whom they have an appointment, so that our schools maintain a safe and healthy learning environment.

## VISITORS TO DISTRICT PROPERTY/EVENTS (School 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 principal or designee of each school building will post appropriate signs to direct visitors to the designated doors nearest the building office. It is the responsibility of all district employees to direct visitors to the office and report any person in violation of district rules.

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:

1. Any of the provisions in Chapter 566 of the Missouri Revised Statutes.
2. Incest, § 568.020, RSMo.
3. Endangering the welfare of a child in the first degree, § 568.045, RSMo.
4. Use of a child in a sexual performance, § 568.080, RSMo.
5. Promoting a sexual performance by a child, § 568.090, RSMo.
6. Sexual exploitation of a minor, § 573.023, RSMo.
7. Promoting child pornography in the first degree, § 573.025, RSMo.
8. Furnishing pornographic material to minors, § 573.040, RSMo.
9. 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 proper

### **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.

### TOBACCO-FREE DISTRICT (Board Policy AH)

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

### VAPING USE AND POSSESSION

In the last couple of years, we have seen a significant increase in the use of e-cigarettes and vapes in our students. Many students indicate that they think the vapes are not harmful and only contain water vapor. However, we know that many vape liquids do contain nicotine and that any form of nicotine is harmful to developing brains. We are also seeing that vape use is not limited to one age group or type of student. Students are also using a variety of different vapes and their forms can be deceptive.

In accordance with recommended disciplinary practices, the following consequences will be applied for vaping use and/or possession of vape materials that contain tobacco:

- 1st Offense = 5 days In School Suspension
- 2nd Offense = 5 days Out of School Suspension
- 3rd Offense = 10 days Out of School Suspension
- 4th Offense = 10 days Out of School Suspension with referral for Long-Term Suspension

Vapes that contain controlled substances will be consequence in accordance with our drug policy.

We want to reach out with some resources about vape and vaping to help parents start the conversation with students about the hazards of vaping. Here are a few resources to help start the conversation about the hazards of e-cigarettes and vapes:

- Drugfree.org provides a [toolkit for parents](#) to help parents know what to say to start the conversation. Their resources for parents will help with the signs/symptoms/warning signs of a variety of substances.
- The Surgeon General website has facts and informational videos: [Know the Risks from the Surgeon General](#)
- The Surgeon General also provides tip sheet for easy access to the information: [https://e-cigarettes.surgeongeneral.gov/documents/SGR\\_ECig\\_ParentTipSheet\\_508.pdf](https://e-cigarettes.surgeongeneral.gov/documents/SGR_ECig_ParentTipSheet_508.pdf)
- Tri-Country Mental Health provides these resources/research on their Northland Coalition website: <https://northlandcoalition.com/e-cigarette-and-vape-use/>
- What you should know about vaping and e-cigarettes (Suchitra Krishnan-Sarin | TEDMED 2018): [https://www.ted.com/talks/suchitra\\_krishnan\\_sarin\\_what\\_you\\_should\\_know\\_about\\_vaping\\_and\\_e\\_cigare](https://www.ted.com/talks/suchitra_krishnan_sarin_what_you_should_know_about_vaping_and_e_cigare)

## SAFETY DRILLS AND EMERGENCY PREPAREDNESS

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.

## OFFICIAL NOTIFICATION OF SCHOOL DISMISSAL

Students should never assume that school has been dismissed for any reason when it has been scheduled for the day. Unless notification has been given over officially approved area TV/radio stations or announced by an administrator via the intercom or information passed by a duly authorized person, students should assume that school is being held and prepare to attend classes. If a situation should occur whereby students are asked to vacate the school building, they will remain under the supervision of staff personnel on the school campus and return into the school building upon official notification. (Refer to School Board Policy JEDB for more information.)

## PROCEDURES FOR CLASS PROJECT APPROVAL

In cooperation with their class sponsor and their class officers, members of individual classes must obtain approval for any class project a minimum of two weeks prior to the proposed date of its implementation. Class officers should finalize the description of the project and take it to their class sponsor and administration for approval.

## ATTENDANCE

### COMPULSORY AND PART-TIME ATTENDANCE

#### (Board Policy JEA)

The Liberty 53 School District exists to improve lives through education. The district seeks to enroll and educate all resident children in the community, as required by law.

The Liberty 53 School District provides educational programming for all students between the ages of 5 and 21 years of age. In addition, students as young as three may qualify for and receive special education services. The district may also provide preschool and adult education programs.

#### **Compulsory Attendance**

The law requires all children between 7 and 17 years of age, or 16 years of age if fewer than 16 credits toward graduation have been earned, to regularly attend a public, private, parochial, parish, home school or a combination of such schools for the duration of the entire school term. Parents, guardians or other persons having legal custody of a student may obtain a court order requiring students to attend school until the student receives a high school diploma or its equivalent, or reaches the age of 18. In addition, the Liberty 53 School District provides educational programming for all students between the ages of five (5) and seven (7) and beginning at the age of three (3) for students qualified for special education services. The district may also provide preschool and adult education programs.

Once enrolled in the district, the district expects the student to attend regularly and for the student's parents/guardians or other adults having charge, control or custody of the student to communicate regularly and honestly with the district regarding the student's absences. Because the Liberty 53 School District Board and district staff strongly believe that regular attendance is important in gaining the most from the educational

experience and because state law requires district staff to report all instances of abuse and neglect, including educational neglect, the district will make every effort to ensure students are attending school as required by law. These efforts include, but are not limited to: accurately recording attendance, creating procedures for regular communication with parents regarding attendance, investigating truancy, and reporting suspected incidences of educational neglect to the Children's Division (CD) of the Department of Social Services.

### **Part-Time Attendance**

Although the district believes that all students will benefit from attending the Liberty 53 School District full-time, state law allows students to attend public school part-time, as long as their total educational experience meets the requirements of the state compulsory education law and the student is not already enrolled full-time in another public school. The superintendent or designee will create procedures on enrollment of part-time students to ensure that such enrollments do not jeopardize the discipline, health and academic standards of the district. The Board also directs the superintendent to annually analyze the number of students attending school part-time and to create vocational, dual-credit, advanced placement or other programs and incentives to encourage these students to attend school full-time. Eligible students may also participate in the School Flex Program per district policy.

### **Students Withdrawing from or Dropping Out of School**

Once enrolled, the student will be considered a district student until the district is directed to withdraw the student or until multiple unsuccessful attempts have been made to contact the parents/guardians or student to confirm continued enrollment after several absences. The district will encourage all families and students to consult with district staff prior to withdrawing a student.

Any student age 17 years or older who drops out of school for any reason other than to attend another school, college or university, or to enlist in the armed services, shall be reported to the state.

## **ATTENDANCE POLICY**

Regular attendance is an important responsibility of every student. Poor attendance is one of the greatest factors in school failure.

A student shall be allowed no more than ten (10) absences per semester, excused or unexcused, except as set forth in the section titled "Excused and Unexcused Absences." **On the eleventh (11) absence in any one class, the student may be denied credit for that class.** The student will be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. The student will begin the appeal process at the end of the semester that credit may be denied. The official attendance record will be kept in the attendance office.

## **APPEAL PROCESS**

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the ten-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office after the end of the semester in which the absence occurred. The review by the Attendance Review Committee shall be held within a reasonable time after the appeal request is made. If no appeal request form is received by the end of the semester, then course credit is denied.

The Attendance Review committee will consist of an administrator, a counselor, and a teacher. In reviewing the denial of course credit, the Attendance Review Committee will consider the reasons for all the student's absences, not only those absences above the ten days allowed. The committee will consider all relevant information including whether:

- The appeal form was submitted to the office by the specified due date.
- The student has supplied reasons for each absence with appropriate documentation.



- All class work has been completed with a minimum level of 60%.
- All class objectives have been met.

There are three possible outcomes from an appeal to the Attendance Review Committee.

- Credit is denied
- Credit is awarded
- Credit is pended

The credit denied outcome from the Attendance Review Committee will be sent to the parents by certified mail. All other outcomes will be mailed to the parents, non-certified.

Upon receipt of the outcome of the appeal, the student and his/her parent/guardian may contact the Attendance Review Committee for a personal appeal review. It is mandatory that both student and parent be in attendance at this appeal review.

Where the committee upholds the denial of course credit based on excessive absences; the student and parent/guardian may request a hearing before the Board of Education. Parties who desire to appeal the decision of the Attendance Review Committee must notify the principal or superintendent within ten (10) days of the decision. Failure to make a timely request for a Board hearing will result in the denial of credit as affirmed by the Attendance Review Committee. Procedures for a Board hearing shall be the same as provided for in any student disciplinary matter.

### COMMUNICATION TO PARENTS FROM THE ATTENDANCE OFFICE

A five-day attendance letter will be mailed to the parent/guardian when a student has reached five excused and/or unexcused absence days in any one class, in a semester. The purpose of the letter is to inform the parent about the absences and the impact these absences may have on the student's status.

The student may request a conference with a member of the attendance intervention team. Students and parents may request a copy of the student's attendance report by contacting the Attendance Office. The student may conference with a member of the attendance intervention team at this time.

An eight-day attendance letter will be mailed to the parent/guardian when a student has reached eight excused and/or unexcused absence days in any one class, in a semester. In addition, the Attendance Office may contact the student's parents and the student may conference with a member of the attendance intervention team. This letter will also serve as notification that when a student misses 11 days in any one class they will be subject to denial of credit.

At the time of the 11th absence in a class, notification of denial of course credit in that class will be sent by certified mail to the parent/guardian. Documentation of the letter will be logged in PowerSchool, our Student Information System, an email/phone call will be made to the parent/guardian of the student, and a copy of the student's daily attendance log will be included in the letter.

### EXCUSED AND UNEXCUSED ABSENCES

Except as indicated below, excused and unexcused absences count toward the ten-day limit per semester. An unexcused absence will mean that the student cannot get credit for the class work missed during that absence and may receive additional consequences.

The following excused absences will not count toward the ten-day limit with proper documentation:

- Hospitalization

- Death in the family
- Doctor appointments (including dental/orthodontist appointments)
- School suspensions
- Mandatory court dates
- Counselor and office appointments
- Two college visits per year for juniors and two college visits per year for seniors with verification from college
- School related activities in which the student is a participant
- History of chronic health problems, provided that proper documentation is filed with the Attendance Office

***Please note: There is NO “Senior Skip Day”***

The following examples of excused absences (which are not all inclusive) will count toward the ten-day limit:

- Oversleeping
- Family vacations
- Going “out of town”
- Missing the bus
- No ride to school
- Needed at home
- Personal business
- Car trouble
- Activity camps
- Temporary illness which does not necessitate hospitalization
- District/state contests or other school related activities in which student is not a participant

**How to Excuse an Absence**

The best way to have an absence excused is for a parent to call the Attendance Office (LN 816-736-5511; LHS 816-736-7050) on the day of the absence.

If a phone call is not possible, a written note from the parent excusing the absence should accompany the student upon his/her return to school.

If neither a call was made during the absence nor a note was brought to the Attendance Office, the student must report to the Attendance Office immediately upon his/her return to school and use the telephone to verify the excused nature of the absence. Failure to report to the office may result in an administrator meeting with the student regarding the absence.

**Please note: A student's absence will be officially considered unexcused if the student does not take the proper steps listed above to get the absence excused within 24 hours after returning to school.**

**Arriving/Leaving Campus during the School Day:** Once students arrive on campus, they may not leave unless they have obtained approval from a parent and a principal prior to leaving. They must sign out at the Security Office. When it is necessary to leave the school campus during the school day, the student must first check out through the Security Office. At that time, the student will be required to present written or oral (phone call) permission to leave from a parent/ guardian and to sign out. When returning to campus, the student must sign-in with the Security Office. Because of the obvious safety and responsibility risks, students who fail to sign out or sign in may be subject to school consequences. Students must enter the building through the main front entrance once 1st hour has begun until 7<sup>th</sup> hour has ended.

Students are never allowed to be outside the building without permission anytime during the school day. This will be considered truancy. The consequences for leaving campus without signing out will range from detention to a ten-day suspension.

### TARDIES

Students will receive consequences for excessive tardies earned during each quarter of the school year. Consequences include detentions, community service, or suspension and will be based upon the number of tardies they have accumulated. Please refer to the high school website for the structure of consequences for excessive tardiness.

### TRUANCY

#### (Board Policy JEDA)

Students who are absent from school without the knowledge and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal, shall be considered unexcused or truant. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parent/guardians. School administrators and teachers are responsible for keeping records of student attendance. Also, the designated attendance officer for the district shall assist the administration when a student attendance problem warrants additional investigation or assistance.

Please Note: Students who have chronic truancies issues may have other consequences deemed appropriate assigned at the discretion of the administrator including, but not limited to, additional Out of School Suspension days, referral to the Long Term Suspension: Credit Recovery Program, and/or referral to juvenile authorities if applicable.

### BUILDING ACCESS FOR STUDENTS

Students may enter the building starting at 6:30 am and must leave by 4:00 pm unless they are in a supervised activity. Students who are in violation of the above guidelines will not be the responsibility of Liberty 53 School District. In addition, those individuals who are in violation will be instructed to leave the school grounds and may be issued a disciplinary consequence and/or a trespass citation for being on school property. This includes the use of athletic facilities. Parents are not to drop off or leave students at the high school during unsupervised times.

### REQUESTS FOR HOMEWORK

Homework assignments may be requested through the Counseling Office when a student misses school. Parents are advised to call as early as possible to receive assignments at the end of that day. Homework can be picked up in the Counseling Office between 3:15 pm and 4:00 pm. Make-up work will be the responsibility of the student and must be completed within the established time requirements or loss of credit will result. Students are allowed two school days for the first day of absence and one additional day for each successive day missed thereafter. For example, a student missing two days of school will be allowed three school days to complete his/her make-up work. Teachers are expected to be available thirty minutes before and after school and provide time during the day to confer with students for long term absences. For short term absences, we ask that parents/students email their teachers and request work be taken to the Counseling office by 3:00 pm.

### PREARRANGED ABSENCES

If parents are aware in advance of situations requiring student absences, they should notify the Attendance Office as far ahead of the absence as possible. If reasonable time permits, arrangements will be made to get assignments from teachers. In cases of prearranged absences, schoolwork, as indicated by the instructors, should be completed prior to the absence of the student. A Pre-Arranged Absence Form, available in the Counseling Office, should be

completed prior to the student's departure; however, students should generally avoid these types of absences, particularly during semester exams.

### ILLNESS DURING SCHOOL DAYS

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. The parents will be contacted if it is necessary for the student to leave.

### 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 for the health, safety or welfare of the student, to maintain discipline and safety in the schools, to better meet the educational needs of the student or to address overcrowding in school. (School Board Policy JCB)

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

### TRANSFERS AND WITHDRAWALS

A student who is going to transfer or withdraw from school should pick up a withdrawal slip from their counselor prior to the day he/she plans to withdraw. Parents must sign this slip, and reasons for the transfer and/or withdrawal must be clearly stated. On the day of withdrawal, students should have in their possession all books and materials which are to be returned to the school. Students should be certain that there are no fines remaining against them at the time of withdrawal. Pending the payment of such fines, forwarding of transcripts and records will be delayed.

## INSTRUCTIONAL PROCESS

### ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

#### (School Board Policy JECC-1)

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" includes 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.

### **Transfers 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.

## CLASS RANKINGS (Board Policy IKC)

### **Valedictorian/Salutatorian**

In the interest of encouraging and recognizing outstanding academic achievement, a valedictorian and salutatorian will be selected for each high school graduating class. The valedictorian and salutatorian will be selected according to the following procedure:

1. The valedictorian will be the student with the highest grade point average as computed at the end of eight (8) semesters of high school work.

2. The salutatorian will be the student with the second highest grade point average as computed at the end of eight (8) semesters of high school work.
3. The ranking will be determined by the fewest number of “B” grades. For example, if two (2) or more students have one “B” grade, they will be named co-salutatorians.
4. To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district prior to and continuously following the 10th school day of the student's senior year.

## GRADUATION REQUIREMENTS

### (Board Policy IKF)

#### **Requirements**

A student must meet the following requirements in order to graduate from the Liberty 53 School District, unless otherwise exempted. The student must:

1. Complete a total of 25.5 credits, including credits required by the State Board of Education.
2. Pass proficiency exams concerning American history, American institutions, American civics, and the Missouri and U.S. Constitutions.
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process.
4. Have earned credit in the Liberty 53 School District's educational program between the ninth and twelfth grades.
5. Have taken all required end-of-course (EOC) exams.
6. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking.

#### **Exceptions**

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP).
2. Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE). These students may receive “retroactive” credit if they pass a Liberty 53 School District high school course that has one or more prerequisites. Credit may be granted for those pre-requisite courses. Grades for these courses will be assigned as “Pass” and not with the traditional grade marks of “A-F.”
3. The district will waive the requirement to pass proficiency exams concerning American history, American institutions and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve.
4. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy IGBE.
5. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma.

## **Earning Credit**

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The Liberty 53 School District recognizes units of credit obtained through Missouri Virtual Instruction Program (MoVIP). Generally, the district accepts credit from accredited schools and school districts, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. However, the district may limit the number of credits accepted or deny credit from some schools or school districts even though they are accredited. Students should consult a counselor or principal before enrolling in courses not offered by the district. For the purposes of this policy, an "accredited school" is a private agency where students with disabilities are placed by a public school; or any school or school district accredited by DESE, AdvancED, the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools(CAS). If a school or school district is located in another state or country, that school or school district must be accredited by that state's or country's department of education, AdvancED, ISACS or the equivalent agencies.
3. The district may grant one unit of academic credit in English language arts, math, science or social studies, whichever is most appropriate, for students who successfully complete an eligible six-unit career/technical program as determined by the area vocational school. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course.
4. In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course statewide assessment. Unless otherwise waived by law, students who substitute certain courses with agricultural or career and technical courses are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process.
5. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE.
6. Students may earn credit by other means as approved by the Board and in accordance with law.
7. Students may earn advanced-standing credit by successfully completing coursework in seventh or eighth grade for a course approved by the Missouri Department of Elementary and Secondary Education as a credit-bearing high school course. A student who earns one credit in seventh or eighth grade in a credit-bearing high school course may count the credit toward the total required for high school graduation. Middle school courses taken for this purpose will show on the high school transcript as a pass, but will not count toward the high school grade point average.
8. The superintendent or designee may approve credit earned on a proficiency basis if a student is able to demonstrate mastery of the competencies for a particular course and if state requirements are met for a quality, competency-based credit system.

## **Diplomas**

Students will be awarded a diploma or a certificate of attendance in accordance with this policy and as permitted by law.

A student in the household of an active duty member of the military, including some veterans who are deceased or injured as defined by law, who transfers to the Liberty 53 School District from another state at the beginning of or during his or her senior year who will not meet the graduation requirements of the Liberty 53 School District by the end of the senior year will receive a diploma from the sending school district if the student is able to meet the graduation requirements of the sending district. Representatives from the Liberty 53 School District and the sending district will work with the student to facilitate this alternative. If the sending district refuses to cooperate, the Liberty 53 School District will use best efforts to allow the student to graduate by the end of the senior year.

Foster care students will be awarded a diploma in accordance with law and Board policy IGBE.

Students who complete the district's graduation requirements while under the jurisdiction of the juvenile court will be awarded a high school diploma even if the student completes the requirements in a different school district.

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education.

### EARLY GRADUATION (Board Policy IKFA)

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification and other required documents to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Liberty 53 School District's graduation requirements. (Board Policy IKFA.)

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumni for all other activities.

Students intending to graduate after completing their seventh high school semester must submit the required documents to the principal no later than the first week in October of their senior year. Students intending to graduate after completing their sixth high school semester must submit the required documents to the principal no later than the first week in May of their sophomore year.

Please Note: Students intending to graduate after completing their seventh high school semester will be eligible to participate in 2nd semester events (e.g., Courtwarming, Prom, etc.) based upon successful completion of required documents.

### GRADUATION EXERCISES (Board Policy IKFB)

When a student completes all graduation requirements, it is an achievement of not only the student but also the community. The Board will recognize the student in a public graduation ceremony to celebrate this accomplishment. The superintendent or designee will plan an appropriate ceremony on the date approved by the Board, with input from the students graduating. If appropriate, the district may hold more than one (1) ceremony or recognition celebration.

Students may only participate in graduation ceremonies if they have successfully completed all graduation requirements or the requirements to receive an alternative diploma or a certificate of attendance in accordance



with Board policy. Students seeking to apply credits earned through other accredited schools, as defined in policy IKF, toward graduation requirements must provide the district with verified documentation of the completion of these courses ten (10) working days prior to the graduation ceremony in order to participate in the ceremony. Any student who has otherwise met all requirements for graduation will be granted a diploma, regardless of whether he or she participates in graduation exercises.

Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing in order to participate in graduation exercises.

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four (4) years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four (4) years of high school.
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

Please Note: Students must be in good standing both academically and in relation to the school code of conduct to participate in graduation. Graduation regalia are permitted to be worn during the graduation exercises; however, only LPS endorsed items may be worn. While students experience success outside the high school environment, regalia related to these achievements are not permitted to be worn during the graduation exercises. Students who successfully meet the requirements in the Missouri Options Program may be eligible to participate in graduation exercises.

### REQUIREMENTS FOR INTERNATIONAL EXCHANGE STUDENTS DESIRING A DIPLOMA

International exchange students can earn a diploma from if the following are accomplished:

- Students will schedule and pass a college-prep curriculum that is approved by each high school's guidance director.
- Students will take the ACT or SAT College Admissions test and earn a score that is at or above the national mean. The student can take these tests as often as needed in order to earn this score.
- Students will take the TOEFL test of English proficiency and score at a level at or above the national average.
- Students must take and pass one semester of American Government.
- Students will meet and/or exceed the expectations of the high schools attendance policy for both semesters of their enrollment. Currently the attendance rate is 93%.
- All appeals of this policy shall go through the building principal.
- Any international exchange students who do not meet ALL of the above requirements shall receive a "certificate of attendance" in recognition of their participation at Liberty 53 School District

### A+ SCHOOLS PROGRAM (Board Policy JFCL)

The Liberty 53 School District shall participate in Missouri's A+ Schools Program. The State Board of Education has classified Liberty High School and Liberty North High School as A+ designated schools so that participating students may qualify for state-paid tuition reimbursement to attend any public community college or Career/technical School in Missouri.

The district will follow the requirements as established by the Department of Elementary and Secondary Education (DESE) for the implementation and administration of and participation in the A+ Schools Program. The district shall employ an A+ Schools Program coordinator no less than half time, as required by law.

### **Program Goals**

The Liberty 53 School District has established the following goals and performance standards:

1. All students graduate from high school.
  - 95 percent minimum standard graduation rate.
2. All students complete a selection of high school studies that is challenging and for which there are identified learning expectations.
  - 100 percent of all graduates will complete this curriculum.
3. All students proceed from high school graduation to a college, postsecondary career-technical school or high-wage job with workplace skill development opportunities.
  - 100 percent of graduates will matriculate to one or more of these postsecondary opportunities.

### **Citizenship Component**

Expectation – Liberty 53 School District A+ participants are expected to be good citizens at school and in the community. A student pursuing the A+ incentive must avoid the unlawful use of drugs/alcohol.

Unlawful Use of Drugs/Alcohol – An A+ student will not sell, possess or use any controlled substance, alcohol or drug paraphernalia as defined by law and stated in the Code of Conduct. The use of prescription medicine is allowed under Board policy and established guidelines. Students and parents are responsible for understanding and following those guidelines.

Students who violate the district’s drug, alcohol and substance abuse policy during the contract time will automatically forfeit A+ scholarship status.

Students who sign a contract for A+ tuition reimbursement status are to maintain a record of good citizenship and avoid the unlawful use of drugs and/or alcohol while in grades 9-12 during the contract period. Good citizenship is defined under the Student Code of Conduct. Students making A+ application will be subject to the discipline policy and procedures of the Liberty 53 School District. (Special cases outside the contract time involving serious violations will be subject to review).

Violations of the district’s student discipline policy will be reviewed by the principal/assistant principal and designated committee each semester using the following:

- Any violation committed by a student under contract, which involves an out-of-school suspension, may be reviewed.
- Any violations repeatedly committed by a student under contract, which involves poor behavior, disrespect, profanity, dishonesty, etc. may be reviewed.
- Any student under contract who receives two (2) in-school suspensions in one (1) year may be reviewed.

Upon review of each individual case, the principal and committee will respond in one (1) of two (2) ways:

- A warning statement will be issued to the student’s parent/guardian placing that student on probation for the next semester at which time no additional referrals can occur.
- Notify the student’s parents/guardians that the student has been removed from the A+ scholarship program.

### **Participation Agreement, Discipline and Appeal**

All students wishing to participate in the A+ program must submit a completed A+ participation agreement. If the coordinator determines that a student who has submitted a participation agreement has violated the terms of that agreement or district policies or procedures regarding A+ participation, the coordinator will notify the student in writing and may put the student on probation or expel the student from the program.

Students may, for good cause, appeal their dismissal. Students/Parents will have 30 days after notification to appeal a decision that is made dealing with citizenship. A written appeal must be submitted to the A+ school coordinator. The coordinator will convene the A+ appeals committee, consisting of the A+ student's guidance counselor, assistant principal, and additional counselors, administrators, nurses, etc if needed.

The student or the student's parents/guardians may appeal expulsions from this program, in accordance with written district procedures, to the Board of Education or to a committee of Board members appointed by the president of the Board and given the authority to act for the Board. The Board or the Board's committee will hear the student's appeal in closed session and will notify the student of its decision.

### SCIENCE DEPARTMENT

It is the practice of the LPS Science Faculty (Grades 9-12) to retain all copies of student exams so that this comprehensive body of work may be utilized at school by students, parents, and faculty in analyzing student achievement, in preparing for subsequent exams, and in evaluating item quality against longitudinal data.

With regards to student safety, all students enrolled in science coursework will need to have a signed laboratory safety contract on file with their course instructor prior to engaging in any lab work.

### STUDENT GUIDANCE AND COUNSELING (Board Policy JHD)

#### Definitions

- *Counselor* – For the purposes of this policy, a counselor is a school counselor as defined by the Department of Elementary and Secondary Education (DESE).
- *Guidance Advisory Committee (GAC)* – A committee composed of at least one counselor from each grade level, a principal, teachers and others as determined by the superintendent.

#### General

The Liberty 53 School District's comprehensive guidance program provides important benefits to all students at all grade levels by addressing their personal/social, academic and career development needs. Research indicates that a fully implemented comprehensive guidance program has a positive impact on student achievement and has the potential to increase attendance, reduce discipline referrals and improve Missouri Assessment Program (MAP) scores. In support of the district's efforts to improve student achievement, the Board requires full implementation of the Missouri Comprehensive School Counseling Program and will adhere to all of its standards. The program shall be implemented in each attendance area and is considered an integral part of each school's educational program. Guidance program objectives will be aligned with the district's Comprehensive School Improvement Plan (CSIP) and student performance data. The program shall be implemented by certified school counselors with the support of district staff, students and external organizations and agencies.

#### Guidance Curriculum

Counselors will create and implement a written guidance curriculum that promotes students' academic, career and personal/social development. The Board will provide resources and support activities for implementation of the guidance curriculum. The guidance curriculum will be systematically reviewed and revised, and modifications to the

guidance curriculum will be based on student data, school data and needs-assessment data collected at least every three years.

### **Academic and Career Counseling**

School counselors will work with students prior to their ninth-grade year to identify college and career goals and create a plan of study that includes courses and experiences designed to assist students with meeting those goals. The plan will include, but is not necessarily limited to, requirements for graduation; career or postsecondary goals and coursework or a program of study related to those goals, which shall include relevant opportunities that the district may not directly offer; grade-appropriate and career-related experiences as outlined in the grade-level expectations of the Missouri Comprehensive School Counseling Program; and student assessments, interest inventories or academic results needed to develop, review and revise the plan of study, which shall include relevant assessments, inventories or academic results that the district may not offer.

School counselors will continue to work with students throughout high school to evaluate and, if necessary, amend the plan in order to facilitate on-time graduation of college- or career-ready students.

Students identified as at risk of not graduating from high school college- or career-ready will receive additional support in accordance with law and policy IGBD.

If a student is receiving special education services, the student's IEP team may explicitly waive or exempt the student from the provisions of this section.

### **Responsive Services**

Responsive services are referrals and other actions taken by the district in response to the immediate needs and concerns of a particular student or identified needs and concerns of groups of students. The purpose of the responsive services component of the comprehensive guidance program is to work with students whose personal circumstances, concerns or problems are interfering or threatening to interfere with their academic, career or personal/social development. Responsive services will be implemented through individual counseling, small group counseling, consultation and referral.

Referrals shall be made in accordance with Board policies and district procedures. The superintendent, with the assistance of the GAC, will develop procedures for staff to use to identify students who may need a referral for assistance beyond that regularly provided by the counseling staff. All staff members who, in the course of their duties, have contact with students on a regular basis will receive annual training on these procedures.

In the event of a pandemic or other emergency, school counseling staff will assist students with personal and emotional issues. The district's crisis intervention plan will include methods for continuing counseling support even in the event of a long-term school closure.

### **System Support**

The Board recognizes system support as a crucial component in the full implementation of a comprehensive guidance program. System support of the comprehensive guidance program includes administration and management activities that support the program. The Board directs the administration to implement activities that support the guidance program, such as program management, fair-share responsibilities, professional development, staff-community relations, consultation, committee participation, community outreach, and research and development.

### **Program Goals**

The district will strive to meet the program goals in each of the following areas:

- Personal/Social Development
  - Assist students in gaining an understanding of self as an individual and as a member of diverse local and global communities by emphasizing knowledge that leads to the recognition and understanding of the interrelationship of thoughts, feelings and actions in students' daily lives.
  - Provide students with a solid foundation for interacting with others in ways that respect individual and group differences
  - Aid students in learning to apply physical and psychological safety and promoting the student's ability to advocate for him- or herself.
- Academic Development
  - Guide students to apply the skills needed for educational achievement by focusing on self-management, study and test-taking skills.
  - Teach students skills to aid them as they transition between grade levels or schools.
  - Focus on developing and monitoring personal education plans, emphasizing the understanding, knowledge and skills students need to develop meaningful personal plans of study.
- Career Development
  - Enable students to apply career exploration and planning skills in the achievement of life career goals.
  - Educate students about where and how to obtain information about the world of work and postsecondary training and education.
  - Provide students the opportunity to learn employment readiness skills and skills for on-the-job success, including responsibility, dependability, punctuality, integrity, self-management and effort.

### **Confidentiality**

It is necessary for counselors to build trusting relationships with students and district staff; however, counselors are not permitted to promise students complete confidentiality. Counselors may at times be required to disclose information to parents/guardians, report child abuse or neglect, convey to district staff information necessary to better serve a student, or report to supervisors as appropriate.

Care should be taken in explaining to students, in a developmentally appropriate manner, the limits of confidentiality. Notice of the limits of confidentiality may be made by a variety of methods including classroom lessons, student handbooks, the district website and guidance counseling brochures in addition to oral notification of individual students.

District counselors have a responsibility to protect the confidentiality of student records and only release information in accordance with state and federal law and Board policy. Information transmitted or stored electronically must maintain the same level of confidentiality as traditional paper records. Care shall be taken to send sensitive information by a means that protects student identity.

### **Guidance Advisory Committee and Evaluation**

The GAC will systematically review the district's comprehensive guidance program, including the guidance curriculum. The comprehensive guidance program will be systematically evaluated through the development and use of a comprehensive evaluation plan. The comprehensive evaluation plan will minimally assess the impact of the comprehensive guidance program on the Missouri School Improvement Plan (MSIP) performance standards and other relevant criteria including, but not limited to, attendance, grades and behaviors.

## GUIDANCE SUPPORT GROUPS

Group counseling is an effective way to make a positive impact on student achievement, behavior, and attitudes. The guidance counselors offer a variety of groups for students. Many of these groups focus on social skills, learning skills, self-control/anger management, divorce, loss, and school adjustment. School counselors and social workers facilitate these groups during the school day. Students miss a small amount of class once a week and are responsible for making up any missed work. Students may be referred to a group by a counselor, teacher, or administrator and may also be self-referred. Groups are advertised via email and KLHS or KNET.

## TESTING AND ASSESSMENT PROGRAMS

Because of the continuing importance placed on standardized test scores, parents and students should be familiar with various tests that are either required or strongly suggested for various reasons. If you have additional questions regarding district assessment please contact: Christopher Hand, Director of Assessment, 816-736-5339.

### **The Missouri Assessment Program**

This program assesses students' progress toward mastery of the Show-Me Standards, which are the educational standards in Missouri. The Missouri Assessment Program includes required End-of-Course assessments in the subject areas of Algebra I, Biology, English II (ELA 10) and Government. End-of-Course assessments are taken when a student has received instruction on the course-level expectations for an assessment, regardless of grade level. All EOC assessments are available both online and in paper/pencil formats. Students in Missouri are required to take the Algebra I, Biology, English II and Government assessments. A few groups of students may be exempt from certain End-of-Course assessments. Those include:

- Students, whose IEP teams have determined that the MAP-A is the appropriate assessment, do not have to take End-of-Course assessments.
- English Language Learners (ELL) who have been in the United States 12 months or fewer at the time of administration may be exempted from taking the English II and/or English I assessments.

### **ACT**

This test will be administered to all members of the junior class according to the timeline set out by the ACT district testing timeline.

- Group tested: Juniors
- Uses made of results:
  - Part of college admissions requirements
  - Counseling service for college-bound seniors
  - Scholarship criterion for numerous college and local scholarship committees

### **Pre-ACT**

This test will be administered to all members of the freshman and sophomore class according to the timeline set out by the ACT district testing timeline.

- Group tested: freshman and sophomore
- Uses made of results:
  - College planning information
  - Predictable score for ACT

### **Advanced Placement (AP)**

Students should take these tests upon completion of Advanced Placement courses in order to earn college credit by examination.

- Groups tested: students enrolled in AP classes
- Uses made of results:

- Potential to earn credit or advanced course placement in college if sufficient exam scores are earned

### **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)**

Students should take this test if planning on attending college and obtaining scholarships.

- Groups tested: sophomores and juniors planning to attend college following graduation from high school
- Uses made of results:
  - Introduction to the SAT college admissions test
  - Criterion for National Merit Scholarships and other scholarships
  - AP Potential report which indicates probable success in future Advanced Placement courses

### **Technical Skills Assessment (TSA)**

These exams are given at the end of advanced courses in Child Growth and Development, Culinary Arts, Marketing and all Project Lead the Way courses. These exams are requirements if you are enrolled in Culinary Arts II, Child Growth and Development, Fundamental of Marketing, and the capstone course within the PLTW scope and sequence

- Group tested: Juniors and seniors
- Use of results:
  - Possible certification in post-secondary employment

### **Armed Services Vocational Aptitude Test (ASVAB)**

The ASVAB will be administered to students who wish to take it for vocational planning.

- Group tested: Sophomores, juniors, and seniors
- Uses made of results:
  - Civilian or military career planning guide

## **POWERSCHOOL**

Student grades and attendance can be monitored on a daily basis through PowerSchool. Parents can access student grades and attendance through the parent portal at <https://ps.liberty.k12.mo.us/public/>. For assistance in creating a parent account, please contact Nancy Laven ([nancy.laven@lps53.org](mailto:nancy.laven@lps53.org)) at Liberty High School or Julie Kinder ([julie.kinder@lps53.org](mailto:julie.kinder@lps53.org)) at Liberty North High School. Grades serve as indicators of student progress during a course. Formal transcribed grades are given at the end of the semester. Please email your student's teachers directly with any questions or concerns about your student's grades for their courses.

## **THE GIFTED EDUCATION PROGRAM**

The overriding goal of the Liberty 53 School District gifted program is to respond to the unique and/or unmet needs of identified capable students by providing differentiated educational opportunities which will permit and encourage these students to develop to their potential. Emphasis is focused on establishing a climate, both within the regular classroom setting and in the special program, which values and enhances intellectual ability, talent, leadership, creativity, and decision-making. The development of higher level thinking skills (analysis, synthesis, and evaluation) and the provision of actual opportunities to use such skills are encouraged.

The program seeks to strengthen capable student's abilities in independent study and research and encourages students to develop products which utilize varied approaches to the communication of content mastery and which can be shared with real audiences. Multidisciplinary and/or interdisciplinary approaches to learning are encouraged. Instruction in problem solving and critical/creative thinking skills is accompanied by opportunities to develop those skills in both competitive and non-competitive situations.

In addition, the program seeks to develop within gifted learners positive self-understanding and appreciation of

their special abilities as well as self-directedness, which leads to a lifelong commitment to learning.

The high school gifted program is an extension of Personalized Enrichment and the Advancement of Knowledge Program (P.E.A.K.) a program begun in 1980 to provide diverse educational services to identified gifted students.

### SEMESTER CREDIT

Graduation credit is awarded on the basis of semester grades. Earning a passing semester grade of "D" or better will result in the earning of a 1/2 credit for each class hour taken. If a student fails a semester or more of a required class, a counselor will assist the student in re-scheduling.

### REPEATING CLASSES FOR NO CREDIT

Occasionally, students may wish to retake a class to improve their knowledge and skills in that subject matter area. If they had previously earned the credit, the following guidelines will apply:

- No credit will be awarded the second time.
- The first grade and second grade will be recorded on the student's permanent record.
- The two grades will be averaged in the student's grade point average.
- The policy does not apply to courses that are repeatable for credit, such as band, newspaper, weight training, etc.

### INCOMPLETE GRADES/GRADE CHANGES

At times students are not able to complete assigned coursework by the time grades are due because of extenuating circumstances. The teacher, guidance counselor, and administrator of record may determine that extra time be granted for the student to finish coursework. The time frame to complete outstanding coursework will be two weeks, unless deemed appropriate by the administrator of record. Teacher gradebooks will be updated with zeros placed for any outstanding assignments by the time grades are due even though the student's grade has the potential to increase when work is completed.

### SUMMER SCHOOL

Students may earn credit by successfully completing courses in a summer school that is accredited by the Missouri Department of Elementary and Secondary Education. Students shall obtain the approval of the high school principal or counselor before enrolling in a summer school course that is to count toward meeting graduation requirements.

### CORRESPONDENCE COURSES

Students may earn credit by successfully completing extension or correspondence courses from accredited public institutions of higher education. Students shall obtain the approval of the high school principal or counselor before enrolling in an extension or correspondence course that is to count toward graduation. The maximum number of credits that can be earned in this manner is three (3).

### AUDITING A COURSE

Students may be allowed to audit a course for no credit when approved by the teacher, counselor, and principal. Attendance must be checked each day and absences reported to the Attendance Office. Students are limited to the audit of one class per semester. Audits must be arranged prior to the beginning of the semester in which the audit is requested.

### SCHEDULE CHANGES

Students and their parent(s) have several opportunities to create and change course requests for the upcoming school year. Enrollment begins in the winter preceding the next school year. Final requests to add classes must be



made by a pre-announced date in the spring of the preceding year. After this date, changes will not be made due to the necessity of having accurate enrollment numbers for the hiring of teachers and the creation of the master schedule. Students will only be allowed to change classes for the following reasons:

### **Educational Reasons**

- Summer school grades, which require re-evaluation of transcripts
- Prerequisite/course requirements are not met
- Vocational job assignments (students don't gain employment until late in the summer or early fall)
- Graduation requirement adjustment

### **Administrative Reasons**

- Administrative error
- Extenuating circumstances approved by the building principal only (Student, parents, and counselors should be involved in a conference prior to this decision.)

### **Board/Building Policy**

- Movement for placement (i.e., special education)
- Dual enrollment (i.e., college credit)

Students and their families must carefully consider all classes at the time of enrollment and realize that the school will not allow any student to increase class size beyond the acceptable limits for learning. All students are given an equal opportunity to enroll for classes that they wish to take.

## **LIBERTY 53 SCHOOL DISTRICT SECONDARY SCHOOLS INTERVENTION FRAMEWORK**

### ***Academic and Behavioral Intervention Planning***

The three-tiered Response to Intervention (RTI) approach to academic and behavioral intervention is designed to ensure the success of all students. Because all students experience academic and behavioral successes and challenges, LPS staff believes that a well defined, articulated plan of support is critical for all students. The RTI model is built with the fundamental belief that all students do not learn in the same way or at the same pace. Even with instruction from highly-skilled teachers, students will, from time to time, need various means of support to help them learn at high levels.

Data related to student learning is used to make intervention decisions for students. This data includes classroom formative assessment data, diagnostic and/or screening data, and formal assessment data. Progress monitoring produces data to assess student learning and academic performance, providing information about student needs and the effectiveness of instruction and interventions.

Through RTI, the effectiveness of interventions is monitored, with three possible outcomes:

- (1) the intervention was successful and no further support is needed,
- (2) the intervention is successful and will be continued, or
- (3) the intervention is not successful and a different intervention will be explored and implemented.

Within the RTI framework, all schools may choose to implement strategies specific to the needs of students within the school. Each school's implementation of the RTI framework is based on the essential components of RTI, with the addition of school-specific strategies.

### **Definitions:**

**RTI (Response to Intervention)**—Framework for organizing, allocating, and evaluating educational resources to

meet the needs of all students and to prevent long-term school failure. RTI addresses the needs of most students through Tier 1, or primary, instruction. Interventions for students with more significant learning or instructional needs are organized in Tiers 2 and 3 of the RTI framework. RTI is not a program or curriculum. It is a framework of graduating levels of timely intervention for struggling students. Assessment data from diagnostic, formative, and progress monitoring is used to organize, allocate, and evaluate student progress in the RTI framework.

**Universal Screening**—Universal screening results originate from standardized achievement measures, including state or national assessments and diagnostic assessments. In LPS, these measures include the Missouri Assessment Program (middle level) and End Of Course (high school) state assessments, the ACT and ASPIRE assessments, the iReady diagnostic in math and reading (middle level), and Scholastic Reading Inventory (SRI). Course success in previous grades is utilized as a screening tool for intervention. Office referrals may be a screening tool for behavioral intervention.

- ***Formative Assessments***
  - Frequent and ongoing assessments used to determine student learning needs, misunderstanding, and prior knowledge
  - Used to guide the selection of instructional strategies and activities for Tier 1 and Tier 2 instruction
  
- ***Diagnostic Assessments***
  - Used to identify specific needs for improvement or intervention
  - Specific, additional diagnostic assessments may be administered to students identified as needing targeted academic or behavioral intervention
  - Provide information that identifies a student’s academic or behavioral strengths and weaknesses
  - Lead to a plan for support or intervention in areas of deficiency or weakness

**Progress Monitoring**—Assessments used to frequently monitor student growth to evaluate and adapt instruction as needed.

**Tiered Interventions**—A successive framework of interventions increasing in frequency and intensity designed to address skill deficiencies in core content knowledge.

**Data-Informed Decision Making**—Data collected regarding student learning is monitored through a collaborative process. Teachers use data from universal screenings and progress monitoring to select instructional strategies and determine the impact of instruction.

#### **Tier 1—Universal Supports**

- The majority of student learning and behavioral needs are met through research-based and data-informed instructional and behavioral decisions at this level
- A guaranteed and viable curriculum that allows all students access to the same educational standards regardless of school location or instructor
- Instruction is delivered with a focus on grade-level or above learning and skill mastery

#### **Tier 2—Secondary Supports**

- Targeted interventions provided to students who do not succeed within the Tier 1 framework
- May be delivered to students in large or small group settings
- Supplemental instructional practices or strategies that address learning gaps that remain after Tier 1 instruction

### **Tier 3—Intensive Supports**

- Focused and individualized instruction and strategies designed to meet the needs of students for whom Tier 1 and Tier 2 supports have not been successful
- Intensive support for students with the most significant academic or behavioral needs
- Typically delivered to students in an individual or small group setting

### **LPS Secondary Intervention Collective Commitments**

- All secondary schools are committed to ensuring all students learn at high levels, which means grade-level or above learning
- Secondary instructors recognize that all students do not learn in the same way or at the same pace. Therefore, we are committed to meeting the needs of all students.
- All secondary schools will have an operational, three-tiered intervention framework
- Secondary schools will embed intervention expectations
- Secondary schools will frequently progress monitor the impact of academic and behavioral interventions

### **Liberty Virtual - Online Learning**

As we prepare students for college readiness, we believe having the option to take online courses is important for students. Liberty 53 School District will begin to offer semester and year-long online courses in the 2018-2019 school year working toward a fully operational online system for the 2019-2020 school year. The courses are currently limited based on student need. Details regarding the Liberty Virtual program can be found in the [Liberty Virtual Handbook](#). For specific details regarding course enrollment, please visit with your student's guidance counselor.

## STUDENT GUIDELINES

### TRAFFIC AND PARKING CONTROLS (Board Policy ECD)

The district allows driving on district property and parking in designated spaces on district property for the convenience of students, employees and visitors to district facilities.

Driving and parking on district property are privileges, not rights. District administrators have the authority to prohibit any person from driving or parking on district property and may direct any person to move his or her vehicle. District buses and other vehicles the district owns or uses will be given preference over other vehicles. A person who does not yield to district vehicles, refuses to move a vehicle as directed by district employees, operates a vehicle in a manner that is not safe, or otherwise refuses to follow district rules or employee directives will be prohibited from driving or parking on district property and may be excluded from district property. District employees and students may also receive additional discipline.

Any behavior or item prohibited in school (including, but not limited to, weapons, alcohol and tobacco products) is also prohibited in district parking lots and in vehicles on district property.

Vehicles parked on district property may be searched in accordance with law.

The superintendent or designee, with the aid of local traffic authorities, will develop a plan for accommodating the flow of traffic on school driveways, particularly at the beginning and end of the school day and before and after school events. The superintendent or designee is directed to appropriately designate crosswalks and loading zones for the safety of students and others. When necessary, the district will request assistance with traffic control from local law enforcement.

The superintendent or designee is directed to clearly mark and maintain parking spaces and will designate parking areas for students and employees. The district will also designate parking spaces for individuals with disabilities and appropriately mark them in accordance with law. Students who drive to school and wish to park on school property during the school day must obtain and display a parking permit to do so. If the number of permit requests exceeds the number of available spaces, the superintendent or designee will develop a system of processing requests, such as giving priority to seniors, students who have mobility issues or students who participate in activities that occur before or after school. The superintendent or designee may assign other conditions for receiving parking permits including, but not limited to, maintaining adequate grades and good conduct.

### STUDENT PARKING INFORMATION

#### **ELIGIBILITY:**

- Completed copy of parking application, ***signed by parent and student***
- Photocopy of driver's license
- Photocopy of vehicle insurance card
- Payment of \$60 – cash, check, money order, or online payment via *RevTrak*
- Students must be seniors, juniors and sophomores for the current school year
- Students must have cleared all financial obligations
- Students may be denied the privilege to park based upon attendance issues, discipline issues, and/or parking/driving incidents.

**REQUIREMENTS:** All students who are granted the privilege to park must have their parking permit displayed properly in their vehicle. All students will be issued a student parking permit and must park in the student lots

only. Students are not allowed to park along curbs, on fire lanes, or in the faculty/visitor parking lots. All parking locations are clearly marked.

**VIOLATIONS:** A ticket, parking boot, or tow (as deemed appropriate by the school administration) may occur for any violation. Tickets cost a minimum of \$10.00, \$60.00 for no permit, boot cost a minimum of \$60.00, and towing fees are based upon tow company rates and will be accompanied by a \$10.00 ticket. Persistent offenders will face disciplinary consequences, and/or lose the privilege of parking during the current school year and/or the ability to park during the preceding school year.

**LOSS of PRIVILEGE:** Student behaviors including, but not limited to, the following list may result in loss of parking privileges for the remainder of the current school year and/or the ability to park during the following school year.

Being tardy more than 10 times per semester throughout the school day, including being tardy to school	Leaving the school grounds and/or taking others with you in your vehicle during the school day
Exceeding the attendance caps of 10+ days per semester for any class, including study hall	Financial obligations which have not been paid in a reasonable period of time, 60 days
Having two or more parking violations	Vehicular noise which disturbs school
Dangerous driving in the lot	

**NON-REFUND POLICY: If a student loses the privilege to park on campus during the year, he/she is not eligible for a refund of parking fees.**

**Consent to Search**

By executing this Parking Permit Application I/we hereby consent to the search, by school officials or law enforcement, of any vehicle I/we park on school premises. I/we will open the vehicle to search upon demand by the school officials or law enforcement. Refusal to allow a search of my vehicle while parked on school premises will result in the revocation of any parking permit issued pursuant to this application.

Please Note: Students attending either the Excelsior Springs Area Career Center or the Platte County Northland Career Center are not permitted to drive to this location without prior approval from a parent/guardian and an administrator. If permission is granted to drive, students are not allowed to transport other students to or from the career center.

**Going To The Parking Lot During School**

Students are permitted to leave class to go to the parking lot only under the following circumstances:

- They must have a dated and timed pass signed in full by an administrator.
- They may be accompanied by a staff member.

**STUDENT PUBLICATIONS  
(Board Policy IGDB)**

The Board recognizes creative student expression as an educational benefit of the school experience. One medium of expression is student journalism. Some student publications, such as annual yearbooks, school newspapers and student-created or student-edited web pages, may be educational devices developed as part of the curriculum to benefit primarily those who compile, edit and publish them. Faculty advisers will be assigned to guide students engaged in these activities. Any commercial advertisements in these publications will conform to administrative procedures.

The following school-sponsored student publications at the secondary level are authorized by the Board of Education:

- School Newspaper and/or Magazine -- A school newspaper and/or magazine will be published under the direction of a faculty sponsor. Its purposes are to promote communication between classes and allow students the opportunity to illustrate their creativity and writing skills. The paper may be distributed for a nominal charge to students.
- Yearbook -- A yearbook will be published under the direction of a faculty sponsor. Its purpose will be to provide a history of pertinent information and school events for the current school year. The yearbook will be available to students at a cost to be determined annually by the school administration.
- Web Pages -- Students may be allowed to create or edit web pages under the direction of a designated faculty member. The purposes of such web pages are to inform the district staff, students and community of school news and to stimulate creativity and knowledge of new media.

School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material, which is inconsistent with the district's legitimate educational concerns. All student media shall comply with the ethics and rules of responsible journalism. Information obtained from a student's personally identifiable education records shall not be disclosed in student publications unless the information is Directory Information or the district has received written consent from the parent/guardian or eligible student to release the information. The High School Editorial Board, which consists of student members of the publications classes, various faculty members, the publications sponsor, and an administrator, is the official review board of material submitted for publication through the high school. Any material of a possible controversial content must be submitted by the publications sponsor to the Editorial Board for approval before publication is permitted.

### HIGH SCHOOL PUBLICATIONS

Liberty 53 School District high school produce two official publications: the school newspaper and the school yearbook. Students wishing to purchase these items are able to do so at designated times during the school year. School newspapers are distributed free of charge to the student body.

### HALL PASSES

Students must have their student ID and a teacher designated hall pass in order to leave the classroom for any reason (i.e. bathroom, LMC, counselors, lockers, etc.).

### LUNCHTIME PROCEDURES AND MEAL INFORMATION

#### Liberty Public Schools Nutrition Services

Our mission is to provide fresh, nutritious, and tasty choices for your student. Breakfast and lunch are prepared daily and meet federal K-12 meal requirements. Meals include fresh fruit and vegetables, protein choices, whole grains, and milk choices. Menus, nutrition information, ingredients, and allergen information may be accessed online at [www.schoolcafe.com/libertyps](http://www.schoolcafe.com/libertyps).

Parents can manage their student's meal account at [www.schoolcafe.com/libertyps](http://www.schoolcafe.com/libertyps) or download the School Cafe app for added convenience. School Cafe provides access to account balances, set spending limits, receive low balance alerts, make account payments, provide nutritional information as well as allergen information. Free and Reduced Meal applications may also be completed at [www.schoolcafe.com/libertyps](http://www.schoolcafe.com/libertyps). On-line payments are charged a 5% transaction fee. Check and cash

deposits are also accepted at your student's school. Each student is issued a personal identification number [PIN] to access his/her account for meals and ala carte purchases.

Parents/Guardians are expected to prepay for all student meals and ala carte purchases. Liberty Public Schools Nutrition Services Policy is to provide a meal for students who indicate they do not have money for the day; however, a la carte purchases will not be allowed without funds in the account. Please maintain a positive student account balance at all times. Accounts with a negative balance will receive a phone call daily until the deficit is remedied. When a balance of greater than \$25.00 is reached escalating measures will be taken. Accounts with a deficit greater than \$100.00 may be sent to collections.

Free and reduced-price meals are available to families with qualifying incomes. For quickest service, a Free and Reduced Meal Application should be completed online at [www.schoolcafe.com/libertyps](http://www.schoolcafe.com/libertyps). Paper applications are also available at all school sites and at the Nutrition Services office located at 801 Kent Street. Households with approved Free and Reduced Applications on file from the previous school year, must reapply each new school year after July 1.

Type	Meal Price	2019-2020
Breakfast	Elementary (K-5)	1.60
Breakfast	Secondary (6-12)	1.65
Breakfast	Adult	2.00
Lunch	Elementary (K-5)	2.45
Lunch	Secondary (6-12)	2.75
Lunch	Adult	4.00
Lunch	Premium Meal (Additional)	0.85
Lunch	Premium Plus Meal (Additional)	1.60
Milk	Milk	0.60

Students are expected to remain in the school building and on the campus throughout their entire lunch period. Students may not leave the cafeteria during the lunch period unless given permission by an adult supervising in the cafeteria. **Students are not allowed to bring in, order, or have delivered fast/carried out food during lunchtime.** Each student is expected to use good manners during lunch. Each student is responsible for the cleanliness of the table after finishing his/her meal and preparing to leave.

Because of the difficulties involved in supervising the potentially large number of students during lunch periods, it should be clearly understood by all students that violation of the lunchtime procedures will be met with disciplinary action including, but not limited to, losing the privilege to eat in the cafeteria, helping clean the cafeteria, detention, and possible suspension. Consistent violations may result in a student being confined to the In School Suspension room or the office during lunch.

**TELEPHONE USAGE AND TELEPHONE MESSAGES**

A landline phone located in the office is available for students before or after school. Office phones are not available for student use unless approved by a faculty or staff member.

Students will be notified of telephone messages that are deemed of an important nature. These phone messages will be hand delivered to the students by office helpers. Students should understand that phone messages cannot be relayed to them during class time unless under an extreme emergency situation. Phone calls or messages from anyone other than a parent/guardian cannot be accepted under any circumstances.

We understand that cell phones are a part of the attire of the 21<sup>st</sup> Century student; however, we feel it is imperative that cell phone etiquette is exhibited during class time. Students are expected to have phones on vibrate, silenced, or turned off during instructional time and to not engage in texting. Teachers have the discretion to determine the extent in which cell phones can be used or not used in their classrooms. Cell phone usage at school that is disruptive or interferes with the learning environment is prohibited.

## LIBRARY MEDIA CENTER INFORMATION

### **Schedule**

- The Library Media Center (LMC) facility is open Monday through Thursday from 7:15 A.M. to 4:00 P.M. and on Friday from 7:15 A.M. to 3:45 P.M.

### **Student Passes**

- In order to adhere to school policy, individual passes are required for student access to the library.
- A pass signed by a classroom teacher allows students to use the library for the purpose and designated duration of time specified on the pass.

### **Technology Use**

- Students are required to have a signed Technology Usage Agreement in order to use school technology, including the Internet and network.
- Student logons and the Internet filter are administered/maintained by the district's technology department.
- LPS computers are for instructional use and productivity.
- Students may check out school equipment with a signed parental permission form on file.
- All checked-out equipment is due at the start of the school day, and fines may be assessed for late equipment.
- Electronic devices may be used on campus; however, their use is at the discretion of faculty and staff during group or individual instructional time both within and outside the classroom. It is the expectation that use of electronic devices falls within socially appropriate norms, including, but not limited to, using the silent or vibrate mode and not carrying on phone conversations which could disturb others.
- Device volume should be set to a level that does not interfere with other students' learning.

### **Book Selection**

- Reading is an important life skill. Therefore, the LMC staff purchases a wide variety of materials to encourage leisure reading and research, and students are encouraged to request titles to be added to the LMC collection.
- Recommendations will be evaluated according to the LPS library selection policy before purchases are made.

### **Student Expectations**

- All students are welcome to use the LMC for personal and academic research, personal or small group study time, and recreational reading. In order to make the atmosphere conducive for all learners, certain behaviors will be expected. Students should:
  - Work at a volume that does not interfere with learning for others.
  - Use headphones when listening to music, video or animated websites.



- Interact respectfully with all peers and staff.

Mid-Continent Public Library has partnered with Liberty 53 School District to provide digital library access to every LPS student and staff member. This will allow students to access the many digital and print resources that MCPL provides. These resources include research databases, homework help, ebooks, digital soundbooks, digital magazines, online courses, language learning resources, and more. The digital cards that MCPL will provide do not conflict with personal library cards that students may already have. Nothing needs to be done to ensure your child receives access to these resources. If you have questions about this partnership or if you would like to opt out of this offering, please email Andrea Sumy, Director of Library Media Services at [andrea.sumy@lps53.org](mailto:andrea.sumy@lps53.org).

### LOST AND FOUND

A lost and found service is provided in the Main Office. If students' books and belongings are found in a classroom at the end of the day, they will be sent to the office and placed in Lost and Found.

### STUDENT FEES, FINES, AND CHARGES (Board Policy JN)

The superintendent is expected to protect the interest of taxpayers of the school district by making every effort to collect all bills due to the district. Although the intention is not to jeopardize the educational opportunities of pupils because of the oversight or the financial inability of parents/guardians, the Board of Education believes that there are important educational values to be learned concerning the payment of obligations. Therefore, the superintendent 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 by the principal, or a person of the school concerned whom the principal delegates, in accordance with the price of the book or other article lost or damaged.

Please Note: Any unpaid fine, fees, or charges will result in a student's diploma being withheld until the obligations have been satisfied.

### OBLIGATION LIST

Any student failing to return textbooks, combination locks, calculators, athletic equipment, computers, etc. at the end of a course or season may be placed on the school's obligation list by the teacher, sponsor, or coach. The student's diploma will be withheld from senior students and the ability to legally park will be denied from underclassmen until all obligations have been cleared. Paying the fee, returning the object, or presenting a receipt or note from the teacher regarding the debt may clear obligations. Objects left in lockers are not considered as "returned" and students will not be removed from the obligation list until the teacher, sponsor, or coach confirms return of the object to his/her inventory. Books and equipment may be returned or fees paid in the Main Office. Questions and concerns regarding the obligation list should be directed to the building principal's administrative assistant at each high school (LHS=816.736.5340; LN=816-736-5500).

### ACADEMIC DISHONESTY/PLAGIARISM

All students within Liberty 53 School District are expected to act with academic integrity and honesty. The following information has been provided as guidance for students, parents/guardians about things that would constitute academic dishonesty. Any form of academic dishonesty is taken seriously by the administration and teachers within Liberty Public School District.

#### **Plagiarism**

“Plagiarism is the use of another's original words or ideas as though they were your own. Any time you borrow from an original source and do not give proper credit, you have committed plagiarism.” (Turnitin).

Types of plagiarism include but are not limited to the following:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

### **Cheating**

Types of cheating include but are not limited to the following:

- Allowing someone else to copy your work
- Copying or attempting to copy from a test, exam, or assignment of another student
- Having someone else complete your work for you
- Using or attempting to use unauthorized materials, information, notes, study aids, online translators, or other devices for a test, examination or assignment

### **Additional Forms of Academic Dishonesty**

- Falsification: changing or counterfeiting/presenting false information
- Fabrication: creating an excuse, such as illness, emergency or injury in order to avoid turning in work, or to receive an extension on an exam or assignment
- Unauthorized Assistance: helping or receiving help from a classmate or others to commit an act of academic dishonesty
- Alteration of Feedback: Changing or destroying grades, scores or marks on an assignment, exam or report

### **Penalty for Academic Dishonesty**

The faculty has agreed that students will be advised of these definitions and precautions regarding academic dishonesty. Students are responsible for understanding what academic dishonesty involves and how it can be avoided. If a student is suspected of academic dishonesty, the teacher will confer with him/her privately about the matter and present corroborating evidence (including software that identifies uncited, unoriginal information in student work). The student has the opportunity to respond to that evidence. In cases where doubt still exists, the matter will be presented to the Department Chair of the class in question who will examine the evidence and request one other teacher to do the same. Concurrence among the three teachers will constitute final judgment of the issue. In the event that two teachers disagree or that doubt still exists, the Department Chair will have the responsibility of referring the matter to higher administrative authority. If guilty of academic dishonesty, the student will not receive any credit for the assignment. Parent/guardian(s) will be notified of the evidence and consequences for subsequent instances of academic dishonesty in accordance with recommended disciplinary practices. Further academic dishonesty may result in dismissal from the course with a failing grade.

## **STUDENT IDENTIFICATION CARDS**

Student identification (ID) cards will be distributed to every student. Students will be required to wear their ID on a lanyard or attached to their belt at all times during the academic school hours and at other school functions including, but not limited to, dances and athletic activities. The ID card serves multiple purposes including security, identification, enrollment status, access to LMC materials, and access to lunch account payment. **The ID card will also function as the School Student Activity Pass.**

- \$5.00 for replacement ID card and lanyard

- \$30.00 for Activity Pass, inclusive of the ID Card

Please Note: Failure to have your ID in your possession and be able to produce it during the academic day may result in a disciplinary consequence. Students must be able to produce their ID in order to enter and check out materials from the LMC. It is highly recommended that you use your ID at lunch to keep the checkout lines functioning efficiently and to ensure appropriate authorized access to your lunch account.

## STUDENT CONDUCT ON SCHOOL TRANSPORTATION

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents. (Board Policy JFCC)

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible. (Board Policy JFCC)

The safety of students during their transportation to and from school or activity is a responsibility, which they 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 the road until a signal is given. Students must cross ten 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.
- 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 "horseplay" 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 try to get on or off the bus or move about within the bus while it is in motion.
- 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.

Consequences for student misconduct concerning transportation is located in the Student Discipline section of this handbook.

### HEALTH CONCERNS FOR BUS RIDERS

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 816-736-5360. This form must be filled out by the parent/guardian for all student health concerns and returned to the transportation department.

### PUBLIC CONCERNS AND COMPLAINTS (Board Policy KL)

The Liberty 53 School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to making a decision in the matter.

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

### **Federal Programs**

In addition to general concerns and complaints, the Board is interested in resolving concerns regarding federal programs including, but not limited to, allegations that the district has violated a federal statute or regulation that applies to particular federal programs administered by the district or the Missouri Department of Elementary and Secondary Education (DESE) in accordance with Title I, Parts A, B, C, D; Title II; Title III, Part A.2; Title IV, Part A; Title VI; and Title VII, Part C of the No Child Left Behind Act.

The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. The superintendent or designee is authorized to immediately make changes to bring the district into compliance with federal law if the investigation determines that the law has been violated.

### **Notice**

The district will notify all parents/guardians of the process for filing a complaint with the district, including the process outlined in this policy. In addition, the district will provide all parents/guardians a copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures. If a person files a complaint regarding one of the listed federal programs, the person will be provided another copy of DESE's No Child Left Behind Act of 2001 Complaint Procedures if the issue is not resolved at the district level.

### **Process for Resolving a Concern or Complaint**

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a written response to the individual raising the concern within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the individual voicing the concern within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board.
5. For most complaints, the Board's decision is final. However, if the complaint involves one of the federal programs listed above, the individual may appeal the issue to DESE.

### **Documentation and Release of Information**

The district will maintain a copy of the complaint and documentation of any written resolution, when applicable, in accordance with law. If the complaint involves a federal program listed above, the superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description as to how the matter was resolved. The written summary must be completed within 45 calendar days of the complaint being filed with DESE if the complaint is first filed with DESE.

Records will be released upon request when required by law. In situations where a violation of law has been alleged or determined or documents include legal advice or work product, the superintendent or designee will

have the district's attorney review the documents before they are released to DESE, the person complaining or any other person.

## STUDENT COMPLAINTS AND GRIEVANCES

### (Board Policy JFH)

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.

The following guidelines are established for the presentation of student complaints and grievances:

- The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

All persons are assured that they may utilize this procedure without reprisal.

## CORPORAL PUNISHMENT

### (Board Policy JGA)

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.

## SIGNS AND POSTERS

Putting up signs is strictly limited to approved areas. In order to keep our building clean, the number of signs approved is limited. Approved signs are allowed only on the approved bulletin boards or areas designated by an administrator.

Any student or faculty member wishing to place a sign or poster on the school campus must first have it approved with the official Liberty High School or Liberty North High School administrative approval stamp. Any signs without this official stamp will not be permitted to be placed on school property.

## RIGHTS AND RESPONSIBILITIES

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

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.

### **Definitions**

- *Abuse* – Any physical injury, sexual abuse or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody and control or by any other person, except that discipline including spanking, administered in a reasonable manner, shall not be construed as abuse. Physical injury, sexual abuse and emotional abuse are defined by the Children's Division (CD) of the Department of Social Services in 13 C.S.R. 35-31.010.
- *Child* – Any person under 18 years of age.
- *Neglect* – The failure to provide, by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical or any other care necessary for the child's well-being.
- *Those Responsible for the Care, Custody and Control of the Child* – Includes, but is not limited to, any person exercising supervision over a child for any part of a 24-hour day as well as any adult who has access to the child.

### **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). 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 Children's Division (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 Children's Division (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 also 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 Children's Division (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.

The reporting requirements 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.

### **Reporting Allegations of Sexual Misconduct by a School Employee**

The district takes all allegations of sexual misconduct seriously, regardless of the source. However, an allegation of sexual misconduct by a school employee is particularly serious. 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 Children's Division (CD) as set forth in law, regardless of whether the employee or superintendent has reasonable cause to suspect abuse. 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 Children's Division (CD).

The Children's Division (CD) will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

### **Investigating Child Abuse/Neglect**

In general, the Children's Division (CD) investigates reports of child abuse and neglect. However, state statute requires the district to initially investigate allegations of child abuse by district employees in situations other than sexual misconduct to ensure that the allegations are not made for the purpose of harassing district staff.

When the Children's Division (CD) receives a child abuse report alleging that an employee of the district has abused a student in situations other than those involving sexual misconduct, 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 Children's Division (CD) for investigation.

**Harassment, Spanking or Protection of Persons or Property by District Staff**

If a report to the Children's Division (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 Children's Division (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 Children's Division (CD).

**Referral to the Office of Child Advocate for Children's Protection and Services**

If the Children's Division (CD) determines that a report of child abuse or neglect is unsubstantiated, the district or a district employee may request that the report be referred to the Office of Child Advocate for Children's Protection and Services for additional review.

**Information from the Children's Division**

In accordance with law, as mandated reporters district employees reporting child abuse and neglect are entitled upon request to information on the general disposition of a report of child abuse or neglect and may receive findings and information concerning the case at the discretion of the Children's Division (CD). The Children's Division (CD) will also notify the district when a student is under judicial custody or when a case is active regarding a student.

Any information received from the Children's Division (CD) will be kept strictly confidential in accordance with law and will only be shared with district employees who need to know the information to appropriately supervise the student or for intervention and counseling purposes. All written information received by any public school district liaison or the district shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). Information received from the

Children's Division (CD) will not be included in the student's permanent record.

**Immunity**

In accordance with law, any person who in good faith reports child abuse or neglect; cooperates with the CD or any law enforcement agency, juvenile office, court, or child-protective service agency of this or any other state in reporting or investigating child abuse or neglect; or participates in any judicial proceeding resulting from the report will be immune from civil or criminal liability.

Any person who is not an employee of the district and who in good faith reports to a district employee a case of

alleged child abuse by any district employee will be immune from civil or criminal liability for making such a report or for participating in any judicial proceedings resulting from the report.

## 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 incident occurred, the number of students suspended or expelled and the types of weapons involved.

## INTERROGATIONS, INTERVIEWS AND SEARCHES (Board Policy JFG)

### **Searches by School Personnel**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

### **Internal Security Officers**

The school internal security officer (ISO) may interview or question students regarding an alleged violation of law. A school internal security officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

### **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or childcare facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

### **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

## **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 (email); 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, email 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, email 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 email 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 email, 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-AP1)**

### **Student Users**

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

### **Employee Users**

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

### **External Users**

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

### **General Rules and Responsibilities**

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

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited except when shared with the district's technology department for the purpose of support. Individuals who share IDs or passwords may be disciplined and will be held responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.
4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district or in accordance with policy KI. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.



12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
14. Users may install and use only properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
15. At no time will district technology or software be removed from district premises, unless authorized by the district.
16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

### **Technology Security and Unauthorized Access**

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

### **Online Safety and Confidentiality**

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

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

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

### **Electronic Mail and Messaging**

A user is generally responsible for all email 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 email 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 email 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>.

## STUDENT DRESS CODE

### (Board Policy JFCA/Administrative Procedure JFCA-AP(1))

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

The Board of Education expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- All students must wear shoes, boots or other types of footwear.
- Dress and grooming will not disrupt the educational environment. This would include excessive “baggy pants”.
- Printed wording or pictures or clothing advertising or promoting drugs and/or alcohol or that is obscene or profane in interpretation 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.
- No head coverings or sunglasses are to be worn in the school building, except for religious observances.
- Bare midriffs, inappropriate tank tops and strapless attire are not to be worn.
- Bermuda shorts, dress shorts, coaching shorts or walking shorts will be permitted. Short shorts are not permitted. No pants that have holes in them above the knee will be allowed.
- 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.
- Additional dress guidelines may be imposed upon students participating in certain extracurricular or classroom activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior. Additional requirements may be detailed in building handbooks.

Please Note: Student dress or personal appearance that the administration feels disrupts the learning process or

interferes with the intended function of the school will not be acceptable. Consequences for dress and appearance infractions will be given for non-compliance not for the violation of the dress code standard.

### DRESS CODE VIOLATION CONSEQUENCES

Any student not abiding by the rules stated above will be dealt with in the following manner.

- First Offense: Students who wear clothing that is not acceptable according to the policy may be removed from school or class to change clothing or wear provided attire for that day. This absence may be regarded as an unexcused absence from school.
- Second Offense: Students not in compliance of the dress and appearance policy may be placed on a 1 to 5-day suspension.
- Third Offense: Students may be placed on a 6 to 10-day suspension.

BULLYING  
(Board Policy JFCF)



Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged



perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

### **Training and Education**

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

### **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and

make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

## ANTI-BULLYING PROCEDURES

### Safety & Security

Liberty 53 School District takes pride in being considered one of the most progressive school districts in Missouri and the Midwest. This visionary approach applies to School Safety and Security.

Keeping schools safe is a responsibility for all staff, students, and patrons. To report any issue concerning school violence, drugs, or bullying, you may use one of the following methods:

Contact the Director of Safety and Security at 816-736-7319

Go to the Sprigeo website: Sprigeo

Liberty School Safety Hotline: 816-736-7331

Missouri School Violence Hotline: 1-866-748-7047

Text to 847411 using keyword "Reportit" and include school name and city

### Visiting A School

All visitors to our schools must enter through a controlled electronic entry system, check in at the main office and receive a guest pass. Please come prepared for the check in process with your government issued ID. The Hall Pass system is used to check in all guests and completes an instant, nationwide, sex offender history check. All doors are locked and no one may enter without first identifying themselves and their purpose.

### School Security & Safety

Professional security personnel along with School Resource Officers are on duty daily to patrol all Liberty Public School buildings and grounds.

Registered Nurses and trained aides are on staff at each school to provide assistance to students when needed. Liberty 53 School District is unique in having RN's at every site.

### Emergency Awareness and Collaboration

Every Liberty Public School facility has a comprehensive crisis and safety plan. The plans are designed with the assistance of professional law enforcement. The plans, which are regularly updated, include procedures to respond to a variety of crisis events. School district personnel practice the drills associated with these specific emergencies on a regular basis.

### *Crisis Communications*

Ensuring that students, staff, parents, patrons, media, and the Liberty community have accurate and timely information during a crisis is the responsibility of the Communications Director. The Communications Director works in conjunction with emergency response teams, issues emergency information via radio, television, and the district website, as well as coordinates with district administration to convey direct and concise information.

### Parent Crisis Communication

During any crisis event, communication to parents/guardians will be one of our top priorities. To assist us in being effective and efficient as possible in the delivery of this information, we ask that you adhere to the following guidelines:

- Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.

- Tune to local radio and television stations for emergency announcements and status reports. District Cable Channel KLPS-TV 18 will also be a direct source along with our website and mobile app. You will also receive instructions via phone, through our Parent Notification System, as to where you should go and how/when you may be able to pick up your child.
- Do not come to the school or evacuation location until you are instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the school. LPS has sites planned and mobilization plans in place. You will be notified of the locations through the media outlets or district website and Cable Channel KLPS-TV 18.
- When talking or texting with your children, emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
- Carefully read all information you receive from your school. You may receive updates about our safety precautions from time to time or Parent Alerts for possible safety concerns.

## HAZING (Board Policy JFCG)

In order to promote a safe learning environment for all students, the Liberty 53 School District prohibits all forms of hazing.

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

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the district's discipline code. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

## STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that Liberty students have certain rights, which should be recognized and respected. However, 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 is not disruptive.
- not to be discriminated against on the basis of gender, race, ethnicity, color, religion, national origin, sexual orientation, or handicap.
- be informed of school rules and regulations.

### **Every student has the responsibility to:**

- know and adhere to 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 and 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 that would lead to any physical harm or to the disruption of the educational process.
- respect the exercise of authority by school administrators, teachers and staff 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.

Students are responsible for and subject to all school rules and regulations until they have received their diploma from Liberty 53 School District.

## STUDENT DUE PROCESS RIGHTS

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board's policies and regulations on student suspension and student expulsion.

## STUDENT 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.

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.

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.

### **Suspensions**

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 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 the 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. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities 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 or in full, at any time.
6. If a student is suspended for more than ten (10) school 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 wishes 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 superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
- The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
- Upon 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, 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.
- Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

### **Suspensions For More Than 180 School Days and Expulsions**

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

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, 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 or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
  - The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
  - Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

### **Student Discipline Hearings**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a discipline hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be

adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the decision.

### **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school or expelled in accordance with this policy for any "act of school violence" as defined in § 160.261.2, RSMo., and School Board Policy JGF, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials including any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care, custody or control of the student. The Board of Education shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference. This requirement applies to enrolling students transferring from another school as well, regardless of whether the "act of school violence" was committed at a public school or at a private school in Missouri, provided that such act shall have resulted in the suspension or expulsion of such student in the case of a private school.

## **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.

## DISCIPLINE REPORTING AND RECORDS (Board Policy JGF)

The following acts if committed by a In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

### **Definitions**

The following definitions and terms apply to this policy:

- *Act of School Violence/Violent Behavior* – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.
- *Need to Know* – Relates to 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 or District Property* – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.
- *Serious Physical Injury* – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.
- *Serious Violation of District's Discipline Policy* – One or more of the following acts if committed by a student enrolled in the district:
  1. Any act of school violence/violent behavior.
  2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
  3. Any offense that results in an out-of-school suspension for more than ten school days.

### **Reporting to School Staff**

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any criminal act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement entity in accordance with state law. Such reports shall not be used as the sole basis



for denying educational services to a student.

### **Reporting to Law Enforcement Officials**

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy.

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .052, .054, RSMo.\*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

\* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities if the disclosure concerns the law enforcement entity's or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

### **Reporting Third-Degree Assault**

The superintendent and the appropriate local law enforcement entity may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement entity in accordance with the agreement.

### **Student Discipline Records**

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

### **Confidentiality**

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

### **Liability**

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting acts of school violence or threatened acts of school violence to the appropriate supervisor or other person, pursuant to law and district policy.

## **STUDENT DISCIPLINE**

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 that is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school sponsored activities and events.

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: School Board Policies JG-R, JGA, JGB, JGD, JGE

and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

### **Application**

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

### **Enforcement**

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 180 days; however, expulsion of students is a function only of the Board of Education.

Building principals are responsible for the development of additional regulations and procedures 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 10 days for violation of these policies, rules and regulations. All regulations and procedures shall be consistent with Board-adopted discipline policies. The consequences contained in Board Policy and student handbooks are suggested guidelines. Each principal has the authority to use discretion and common sense as he/she enforces the consequences for a particular violation of the rules.

Teachers have the authority and responsibility to make and enforce necessary rules for 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 district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

## STUDENT DISCIPLINE (Board Policy JG-R1)

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

### **Reporting to Law Enforcement**

It is the policy of the Liberty 53 School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Participation in Activities**

Please note: Students who are assigned an in school suspension and are a member of a co-curricular organization or athletic group may attend a practice session with the sponsor/coaches' permission, those on out of school suspension may not. However, students who are on either suspension may not compete, attend, or participate in co-curricular or athletic activities during the time of suspension, unless given permission by a principal. This includes dances, games, concerts, etc. Also, students may not compete or perform during the time of suspension. In order to compete, students must attend a full day of school after finishing out of school suspension.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with law, any student who is suspended for any offenses listed 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 district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

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

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Impact on Grades**

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

### **Prohibited Conduct**

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

Academic Consequence: Impact on Grades; Out-of-school suspensions could lead to the student earning a lower grade

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

First Offense: No credit for the work, grade reduction, or replacement assignment.

Subsequent Offense: No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson** – Starting or attempting to start a fire or causing or attempting to cause an explosion.

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

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

### **Assault**

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person

knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

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

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

First Offense: 10-180 days out-of-school suspension or expulsion.

Subsequent Offense: Expulsion.

**Automobile/Vehicle Misuse** – Uncourteous or unsafe driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.

First Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

Subsequent Offense: Suspension or revocation of parking privileges, detention, or in-school suspension.

**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 or Transportation Misconduct (see Board policy JFCC)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

Second Offense: Warning slip issued to student, principal/student conference, notification of parent/guardian and a five day suspension from transportation may occur.

Third Offense: Warning slip issued to student, parental conference will be held and transportation privileges

may be suspended or revoked.

**Dishonesty** – Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document. Principal/Student conference, detention, or in-school suspension.

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

**DISRESPECTFUL OR DISRUPTIVE CONDUCT OR SPEECH (see Board policy AC if illegal harassment or discrimination is involved)**

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

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

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

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

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

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

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

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

3. Sale, purchase or distribution of or possession with the intent to sell, or distribute 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: In-school suspension or 1-180 days out-of-school suspension.

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

**Electronic Devices & Technology Misconduct (See Board policies EHB and and KKB procedure EHB-API)**– 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 53 School District 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: Principal/Student conference, detention, in-school suspension, or 1-10 days in or out-of-school suspension.

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

**Technology Misconduct (See Board policies EHB and and KKB procedure EHB-API)**

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to 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 district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

First Offense: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.



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

2. Cell phones/Communication Devices/Internet Accessible Hand-held Devices

These devices may be used during regular school hours, but are not to be used during instructional time, unless specifically allowed for instructional purposes. The school will not be responsible for personal items that are 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. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

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

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB or procedure EHB-AP1.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

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

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

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

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

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

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

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Detention or in-school suspension.

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** – Violating the 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. 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.

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

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

**False Alarms (see also "Threats or Verbal Assault")** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

**Fighting (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

### **Harassment, including Sexual Harassment (see Board policy AC)**

1. 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.

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

2. 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.

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

**Hazing (see Board policy JFCG)** – 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 can occur even when all students involved are willing participants.

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

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

**Incendiary Devices or 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; possessing or using fireworks.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

**Nuisance Items** – Possession or use of items such as toys or games that are not authorized for educational purposes.

First Offense: Confiscation. Warning, principal/student conference, detention, or in-school suspension.

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

**Public Display of Affection** – Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

**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: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

**Sexual Activity** –Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

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

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

**Theft** – Theft, attempted theft or knowing possession of stolen property.

First Offense: Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

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

**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, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

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

## **Tobacco**

1. Possession of any tobacco products (including but not limited to cigarettes, electronic cigarettes, chewing tobacco, or other nicotine-delivery products, lighters or cigarette packages) on district property, district transportation or at any district activity is prohibited. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

First Offense: Confiscation of prohibited product. Principal/Student conference, detention, or in-school suspension.

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

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

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

**Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

Subsequent Offense: Detention or 1-10 days in-school suspension, parent conference, or 11-90 days out-of-school suspension, and removal from extracurricular activities.

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

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

**Vandalism (see Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

**Weapons (see Board policy JFCJ)**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo..

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

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

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

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

Subsequent Offense: Expulsion.

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

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

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

#### **COMMISSION OF FELONIES**

The Board of Education may suspend a pupil upon a finding that the pupil has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. The Board of Education and the superintendent shall follow the procedures set forth in policies dealing with student suspension and expulsion and student disciplinary hearings. This subsection applies to conduct whether it was committed on or off school premises, and whether at a school sponsored event or not.

## ACTIVITIES AND ATHLETICS

### ATHLETICS

Liberty 53 School District is a member of the Greater Kansas City Suburban Conference of Cooperating Schools. A varied sports program is offered at both high schools.

All athletes must adhere to the Missouri State High School Activities Association (MSHSAA) eligibility requirements, the Athletic Code established by the athletic director, and the training rules established by each head coach.

### CO-CURRICULAR SPORTSMANSHIP AND CONDUCT

The Liberty School District believes that student participation in interscholastic competition is a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations, as well as 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 shall encourage the display of good sportsmanship by students and school district patrons. Members of the student body, whether participants or spectators, are urged to exhibit exemplary behavior at interscholastic events. These events provide an excellent opportunity to display school spirit and to show pride in the district. Since interscholastic athletic events are an extension of the classroom, the school discipline code will be enforced in relation to student conduct.

Coaches of all teams will be trained in the methods of establishing policies of good sportsmanship in their players, and they will be considered as role models in this respect.

The district will work with MSHSAA and other organizations to promote good sportsmanship by the patrons of athletic events. The Board will utilize the print and broadcast media to disseminate its policies on good sportsmanship and will work with parents, alumni associations, and local service organizations to keep sportsmanship a top priority.

### ACTIVITY TICKETS

Students may purchase Student Activity Tickets for admission to all school activities, such as athletic events and concerts. Greatly reduced prices are, therefore, possible through the purchase of an activity ticket. This ticket does not cover invitational and district tournaments, away games, post season play and some musical and drama productions.

### DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS

#### (BOARD POLICY IGD)

The Board of Education believes that student activities sponsored by the district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills for students enrolled in the district. The Board further recognizes that not all of the district's goals and objectives can be met in formal classroom study and authorizes the use of necessary resources to provide student extracurricular activities and groups.

The Board directs the superintendent or designee to administer the district's extracurricular activities and groups and create any administrative procedures necessary for implementation of this policy.

Student-initiated groups formed pursuant to the Equal Access Act are subject to the applicable Board policy for such groups in addition to this policy.

#### **Definitions**

Extracurricular Activity or Group: all district-sponsored student activities and groups meeting or occurring during

non-instructional time. Extracurricular activities or groups may be either co-curricular or non-curricular.

Co-curricular Activity or Group: an extracurricular activity or group that meets any one of the following criteria:

1. The subject matter of the activity or group is or will be taught in a regularly offered class.
2. The subject matter of the activity or group concerns the body of courses as a whole.
3. Participation in the group is a requirement for a course.
4. Academic credit is granted for participation.

Non-curricular Activity or Group: an extracurricular activity or group that primarily involves students, occurs outside of academic class time and is not co-curricular.

### **Sponsors, Advisors and Coaches**

All extracurricular activities or groups must have an appointed sponsor, advisor or coach. In general, the sponsor, advisor or coach must be a district employee; however, upon the recommendation of the superintendent and approval by the Board, an individual who is not an employee may serve as a sponsor, advisor or coach subject to the completion of the criminal background check required of employees. It shall be the duty of such individuals to attend all meetings, functions or practices of the relevant group, advise and supervise students, and keep the appropriate principal informed regarding activities. No team or other group of pupils shall leave the school district for any interscholastic game or interschool activity unless accompanied by a coach, director or someone delegated by the principal, who shall remain with the team or group until it returns to the school; and the team or group shall at all times be subject to the authority of the person(s) accompanying it. All district-sponsored extracurricular activities must be included on the school calendar.

### **Participation**

Students may belong to and take part in all extracurricular activities or groups for which they are qualified, regardless of race, color, religion, sex, national origin, ancestry, disability or any other personal characteristic protected under the district's policy prohibiting discrimination and harassment. Participation in all extracurricular activities or groups is voluntary unless participation is required for an academic course in which the student is enrolled.

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district and the Missouri State High School Activities Association (MSHSAA) and the Kansas City Suburban Activities Association, when applicable. Students who wish to participate in district athletic programs will not be allowed to participate until all required paperwork has been submitted, in accordance with law and district procedures.

If an extracurricular activity has an application deadline for participation, that deadline will be waived for students who live in the household of an active duty member of the military and who transfer from another state when the students are otherwise qualified to participate in the activity.

Unless participation in an extracurricular activity or group is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from extracurricular activities or groups as a disciplinary action, as a consequence for poor performance in school or otherwise as determined by district administrators. Students and/or their parents/guardians are not entitled to a hearing solely on the basis of exclusion from an extracurricular activity or group that is not required for a course in which the student is enrolled.

### **Athletics**

The Board of Education believes that individual students should have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through



competitive athletics. An athletic program shall be conducted in the district to further the development of students as competitors and spectators through friendly interschool and intraschool contests. The purpose of the program is to develop leadership, good sportsmanship and new friendships while encouraging regular school attendance, academic achievement and engagement in the school community.

In accordance with law, the district will provide equal athletic opportunities to both male and female students and will not illegally discriminate based on the quality of facilities, coaching or instruction, scheduling of practice times or events, or equipment and other related factors.

### **Insurance**

Pursuant to state law and upon the adoption of a resolution by a majority of the entire Board, the district may designate extracurricular activities that the Board believes present unusual physical hazards to students. The Board may then authorize the expenditure of district funds to purchase medical insurance covering students while engaged in the activity, if the purchase of insurance would constitute a financial hardship to the parent/guardian or student. The district may require parents/guardians to provide proof of insurance or equivalent coverage by some other means as a condition of participation in the extracurricular activity. The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through competitive interscholastic athletics. An interscholastic athletic program shall be conducted in the school district to further the development of students as competitors and spectators through friendly interschool contests. The purpose of the program is to develop leadership, good sportsmanship, personality development, new friendships and a friendly rivalry with other schools.

The Board will provide interscholastic athletic competition for secondary school students in a variety of sports. Students will be allowed to participate in the individual sports on the basis of physical condition and desire. Qualified professional staff will be provided for coaching, and for the supervision of all athletic events.

## **INTERSCHOLASTIC ATHLETICS**

### **(Board Policy IGDJ)**

The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through competitive interscholastic athletics. An interscholastic athletic program shall be conducted in the school district to further the development of students as competitors and spectators through friendly interschool contests. The purpose of the program is to develop leadership, good sportsmanship, personality development, new friendships and a friendly rivalry with other schools.

The Board will provide interscholastic athletic competition for secondary school students in a variety of sports. Students will be allowed to participate in the individual sports on the basis of physical condition and desire. Qualified professional staff will be provided for coaching, and for the supervision of all athletic events.

## **MSHSAA ELIGIBILITY REQUIREMENTS**

In order to participate in a MSHSAA sanctioned activity, students must have passed 3.0 units of credit from the preceding semester, as well as be currently enrolled in 3.0 units of credit. Students should communicate with their counselors, coaches, and athletic director concerning their eligibility status. Students who meet academic qualifications may only participate in MSHSAA activities at the school in which they reside, unless a request for transfer has been approved by the LPS administration in compliance with criteria established by LPS Administration and district board policy, and MSHSAA by-law 238.0 (transfer requirements).

## INTRAMURALS

Planned activities are offered by the intramural program and some additional activities may be organized upon request. These activities take place before or after the regular school day and are supervised by the intramural sponsor.

## SCHOOL NEWS /BROADCASTING

Both Liberty High School and Liberty North High School have their own TV news team, which broadcasts the daily school news live over the designated channels to all rooms in the school. Students wishing to gain valuable experience in this media as anchorpersons, news writers, camerapersons, etc. must be enrolled as members of the Broadcast Journalism classes.

## NATIONAL HONOR SOCIETY

Membership in the National Honor Society is determined by the following factors:

- Maintain the required 3.75 GPA
- Earn 60 hours of approved community service
- Participate in group fund-raising projects
- Participate in one highway cleanup and one group service project each semester
- Attend monthly meetings
- Consistently demonstrate the same level of conduct required for admission

During the fall semester, eligible junior and senior students will receive an invitation to complete an application for admission into the National Honor Society. Due date and contact information will be included in the application. Students who earn admission into NHS will be invited to attend an induction ceremony where new members will be officially welcomed into the National Honor Society. All members are expected to fulfill all of the requirements of NHS.

## STUDENT COUNCIL ELECTIONS

In the spring of each school year, the election of the Student Council officers for the upcoming school year is held. The Student Council is the primary, elected, governing group of the student body. Any student with a cumulative 3.0 grade point average may run for Student Council office. Candidates for Student Council president must be seniors the upcoming year and must have been a member of the High School Student Council unless the office is uncontested.

Elections are held for class officers at various points in the school year. Students, from individual classes, with a cumulative 3.0 grade point average are eligible to run for these offices. Class officers serve as their class representatives to Student Council. The Student Council and the Student Council sponsors are in charge of organizing and supervising all school elections.

## SCHOOL DANCE INFORMATION

Attending school dances is a privilege not a right; therefore, students can be denied entry or removed from dances. The following rules are upheld concerning dances sponsored by Liberty 53 School District (High Schools).

- Students and guests cannot enter without presenting a valid photo ID (a student ID card will work for this requirement).
- Students currently assigned to an in-school or out-of-school suspension are not eligible to attend dances.
- Students who leave the building during the dance will not be allowed to return unless they received prior approval from an administrator.
- All non-host school high school dates (including students from other LPS schools and out-of-district individuals) must be pre-registered to gain admittance to the dance.
- Only one approved guest per Liberty Public High School student is allowed to attend the dance

- All guests must be in at least the ninth grade and have not reached their 21<sup>st</sup> birthday.
- All guests must be accompanied to the dance with a student enrolled at the respective high school.
- All guests must leave the dance and school property at the same time as the high school student with whom they registered.
- No guests (including students from other LPS schools and out of district individuals) can enter the dance without the presence of their high school date.
- High school students are only allowed to purchase a ticket for one date.
- If a student is denied entry or removed from the dance, no refunds will be given.
- Students are subject to removal from a dance for inappropriate behavior, including, but not limited to, unsuitable dancing.
- Removal from a school dance for inappropriate behavior will result in consequences in keeping with recommended disciplinary practices.