



Liberty Public Schools
2023-2024
Middle School Handbook



Heritage Middle School
600 W Kansas St
Liberty, MO 64068

Principal: Dr. Reagan Allegri
Assistant Principal: Mr. Ryan Dahm
Assistant Principal: Mrs. Jennifer Selock
Activities Director: Mr. Ryan Stegall
Main Number: 736-5380
Attendance Line: 736-5382
Cafeteria: 736-6847
Guidance: 736-5389
Library Media Center: 736-5397
Nurse: 736-5396
Fax: 736-5384

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

Discovery Middle School
800 Midjay Drive
Liberty, MO 64068

Principal: Dr. Gregory Mees
Assistant Principal: Dr. Courtney Dickerson
Administrative Intern: Dr. RoseAngela Taney
Activities Director: Mr. Bob Willis
Main Number: 736-7300
Attendance Line: 736-7301
Cafeteria: 736-7328
Guidance: 736-7315
Library Media Center: 736-7324
Nurse: 736-7313
Fax: 736-7306

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

South Valley Middle School
1000 Midjay Drive
Liberty, MO 64068

Principal: Mrs. Jill Mullen
Assistant Principal: Dr. Joe Lutes
Assistant Principal: Mrs. Whitney Weakley
Activities Director: Mr. Eric Forsman

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

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

Liberty Middle School
1500 S Withers Rd
Liberty, MO 64068

Principal: Mr. Jeremy Bradham
Assistant Principal: Mrs. Shirley Kantola
Activities Director: Mrs. Amanda Renfro

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

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

LIBERTY 53 SCHOOL DISTRICT STUDENT/PARENT HANDBOOK

Dear Parents/Guardians:

This handbook is designed to give you an overview of the various procedures, routines, and policies of Liberty Public Schools. Please acquaint yourself with this information as it can serve as a helpful reference for you and your family. After reviewing the handbook, please discuss the information with your child(ren). It will be helpful for them to know and understand how the policies, procedures and routines will affect them during the school year.

The policies and procedures outlined in the Middle School Handbook reflect District information and processes. Liberty Public School District policies and procedures are subject to change in accordance with revisions to Federal and State law and new policies and procedures adopted by the district. To be certain you have the most up to date information, please reference Liberty Public School District Board of Education Policy on the Liberty Public School website: <https://www.lps53.org/>.

In recent years, the [LPS Vivid Vision](#) and Graduate Profile (below) were developed and drive the work and commitment to providing rich learning experiences for all of our learners. In addition, a [District at a Glance](#) information card is updated annually and provides valuable insight for LPS stakeholders, including budget information, student demographics, and other data regarding day-to-day operations of the District.



#LPSLeads

Apply skills attained from literacy, mathematics, humanities, sciences, technology, the arts and physical education across a variety of contexts in meaningful ways.

ACADEMIC

LIBERTY PUBLIC SCHOOLS

GRADUATE PROFILE

Critical Thinker | Analytical | Curious | Problem Solver | Goal Oriented

EVERY STUDENT *will:*

CULTURAL

IS OUR PASSPORT TO THE FUTURE, FOR TOMORROW BELONGS TO THE PEOPLE WHO PREPARE FOR IT TODAY."

Interact, work, and develop authentic relationships with people from diverse cultural backgrounds with respect for all unique beliefs, customs, and perspectives.

Empathetic | Active Listener | Civically Engaged | Culturally and Globally Aware

Cultivate a deep understanding of self and the ability to leverage strengths, while recognizing and addressing areas of needed growth.

Reflective | Leads With Integrity | Learner | Financially Literate | Manages Well-Being

PERSONAL

PROFESSIONAL

Engage and contribute to a work environment in a professional manner, equipped with necessary skills to succeed.

Collaborative | Effective Communicator | Self-Directed | Resourceful | Dependable

Recognize opportunities for success while applying divergent thinking and bias toward action to their work.

Creative | Values Networks | Strategic | Adaptable | Perseveres

ENTREPRENEURIAL





LIBERTY PUBLIC SCHOOL DISTRICT 2023-2024 ACADEMIC CALENDAR

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

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

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

*One-hour early release every Wednesday except August 23 and May 22

 First Day for New Teachers	 First Day for Returning Teachers	 First Day of School
 Last Day of School (3-Hour Early Release)	 2-Hour Early Release	 Schools Closed

First Semester

- August 10-14:** New Teacher Orientation
- August 15-22:** Teacher In-Service
- August 23:** First Day of School
- September 4:** Labor Day (Schools Closed)
- September 15:** Professional Development (Early Release)
- October 4:** Free and Reduced Lunch Application Deadline
- October 13:** Early Release
- October 19:** Early Release
- October 20:** Schools Closed
- November 22-24:** Thanksgiving Holiday
- December 21:** End of First Semester (Early Release)
- December 22:** Winter Vacation Begins (Schools Closed through January 2)

Second Semester

- January 3:** Teacher Workday
- January 4:** Start of Second Semester
- January 15:** Martin Luther King, Jr. Holiday (Schools Closed)
- February 16:** Professional Development (Schools Closed)
- February 19:** President's Day (Schools Closed)
- March 21:** Teacher Workday (Early Release)
- March 22:** Schools Closed
- March 25-29:** Spring Break (Schools Closed)
- May 22:** Last Day of School (Early Release)
- May 27:** Memorial Day
- June 19:** Juneteenth Holiday

173 Student Contact Days, 186 Teacher Contract Days
Approved on 1/17/2023

MIDDLE LEVEL BUILDING INFORMATION

District Information and Compliance

Discrimination, Harassment, and Retaliation - POLICY AC

The district is committed to maintaining an environment that is free of acts of discrimination, retaliation and harassment. Information regarding the district's policies related to discrimination, harassment, and retaliation may be found [here](#).

Title IX - POLICY ACA

As an educational institution the district is committed to maintain an educational environment that is free of sexual harassment as defined by federal law. Information regarding the district's policies regarding Title IX may be found [here](#). Additional information regarding reporting concerns related to Title IX can be found [here](#).

Bullying/Hazing - POLICY JFCF/JFCG

Liberty Public Schools is committed to maintaining an educational environment that is free from bullying and hazing. Information regarding the district's policies related to bullying can be found [here](#) and information regarding the district's policies regarding hazing can be found [here](#). If you have questions or concerns regarding bullying, please contact your student's building administrator.

Student Services

Programs for Homeless Students – POLICY IGBCA

The district, in accordance with state and federal law and the Missouri state plan for the education of the homeless, makes efforts to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services. The policies regarding programs for homeless students may be found [here](#).

Notice of rights under FERPA – POLICY JO-1

In order to provide students with appropriate instruction and educational services, the District maintains personal information about students and families. These records are kept confidential in accordance with the law. Information regarding district policy on student records may be found [here](#).

Suicide Awareness and Prevention - POLICY JHDF

The District maintains Board Policy JHDF which outlines key protocols and procedures the district may use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. Information on the district's policy regarding suicide awareness and prevention may be found [here](#).

Programs for English Learners - POLICY IGBH

The District maintains Board Policy IGBH which provides definitions of English Learner (EL) and Immigrant Student, outlines the process for identifying and placing EL students, parental information, and the duties of district EL program staff. Information on the district's policy regarding programs for migratory students may be found [here](#).

Programs for Migratory Students - POLICY IGBCB

The District is committed to creating and supporting a migrant education program (MEP) designed to help migratory students and their families overcome these challenges. This policy outlines the components of Liberty's MEP. Information on the district's policy regarding programs for migratory students may be found [here](#).

Concerns & Complaints Regarding Federal Programs - POLICY KLA

The District may receive funds under the federal Elementary and Secondary Education Act (ESEA). When applicable, Board Policy KLA describes the process to address specific allegations and the prohibition against retaliation. Information on the district's policy regarding concerns and complaints regarding federal programs may be found [here](#).

Enrollment & Withdrawal

Students entering kindergarten, and those who are new to Liberty Public Schools (LPS) are required to enroll at their attendance-area school. New registrants must be in compliance with the Missouri State Immunization Law to attend school. The parent must also provide the school with proof of residency: a copy of a lease or mortgage agreement **or** two [2] current utility bills [**Please Note**: families will need to present two different utilities – phone/Internet/cable bills will not be accepted]. Families with a specified need to transfer from one building to another within the LPS system may request to do so by submitting a completed Transfer Request Form to the Student Services Department located at the District Administration Center. Students entering kindergarten must present a birth certificate at the time of enrollment and **must be five [5] years old prior to August 1**.

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

Enrolling in Virtual Courses: Policy - IGCD

Liberty Public Schools offers virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. Eligible students may also enroll in virtual courses offered through the district or courses offered by the Missouri Course Access and Virtual School Program (MOCAP) courses in accordance with policy IGCD. More information about online options and the process to enroll in MOCAP courses can be found [here](#). District policy regarding virtual courses can be found [here](#).

Attendance & Absences: [Policy JED](#)

Attendance

School attendance is compulsory for all students under 16 in the state of Missouri. It is the parent's responsibility to see that daily attendance is maintained except in cases of illness or extreme emergency. Parents should call the school office to notify the school of absences. Prolonged illness will be cause for the school to request a written excuse from a doctor. Frequent and /or excessive absences will be cause for the school to contact the home [phone call or letter]. If it is necessary for a student to visit a doctor or dentist during school hours, a note from the parent/guardian designating the time to be dismissed should be sent with the child and presented to the teacher. The parent/guardian must report to the school office to have the child released for an appointment and to sign the child in and out.

Tardiness

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

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 contact number listed for the student will be called if the parents cannot be reached. **Please keep the school advised of any changes in phone numbers or emergency contacts.**

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

Parents should keep their child(ren) home from school if they have a temperature or other symptoms of illness. A student who is ill may not return to school until the following health requirements are met:

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

If your child is not able to participate in PE or to play outside for more than 3 days, a doctor's note is required; otherwise, a parent note is required for injury/illness episodes lasting fewer than 3 days.

School Transportation

Students living more than one mile from school will be provided transportation to and from school. Parents are responsible for transporting students living less than one mile from school. Bus stops may be located up to three (3) blocks from the student's home. Buses will not be routed on *dead-end* or *cul-de-sac* streets. Parents will be informed of routes and schedules prior to the start of school by letter or e-mail. For more information on, please access the link to Transportation on the Liberty Public Schools website (lps53.org). Select the link “*For Parents*” and then select “*Student Transportation*”.

Students will be picked up and discharged only at scheduled school bus stops. A Kindergarten student will not be discharged unless there is an adult or an older sibling present. The driver will not discharge students at places other than their assigned bus stop near the home or at school unless authorized by the Director of Transportation or the Principal of the school. By parent request, a temporary bus transfer may be obtained at the school office if there is sufficient space on the requested bus.

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

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

The licensed bus driver will take steps to keep students safe on the bus. Riding the bus is a privilege that may be denied if a student engages in improper or unsafe conduct. In the event of improper or unsafe student behavior, the Transportation Department will issue a bus conduct report which will be delivered to the principal, who will determine any appropriate disciplinary action. The bus driver may apply/enforce assigned seating arrangements at their discretion. Parents will be informed of violations of bus rules and consequences

School Bus Guidelines

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

The use of tobacco, drugs or alcohol is strictly prohibited. The possession of harmful or concerning objects and weapons while on the bus is strictly prohibited.

Nutrition Services

Our mission is to provide fresh, nutritious, and tasty choices for all students. Breakfast and lunch are prepared daily and meet federal pre-K-12 meal requirements. Meals include fresh fruit and vegetables, protein choices, whole grains, and milk choices. Menus, payments, restrictions, nutrition information, ingredients, and allergen information may be accessed online [here](#).

School Cafe Student Meal Account

Parents can manage their student's meal account at www.SchoolCafe.com or download the School Cafe app ([Apple](#) / [Google](#)) for added convenience. School Cafe provides access to account balances, sets spending limits, receives low balance alerts, makes account payments, and provides nutritional information as well as allergen information.

Free & Reduced Meals

Free and reduced-price meals are available to families with qualifying incomes. Free and Reduced Meal Applications should be completed [here](#). Paper applications are also available at all school sites and at the Nutrition Services office located at 801 Kent Street. For more information about the Free and Reduced Meal application process click [here](#).

Payments

All meals and a la carte purchases are expected to be prepaid. For more details click [here](#). For prices and payment options click [here](#).

Allergies & Special Diets

For information on special diets or student allergies click [here](#).

[USDA Meal Program Non- Discrimination Statement](#)

Technology Usage

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 have improved 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 following are a few of the policies that govern usage of district technology resources:

- Technology Usage: [Board Policy EHB](#)
- Data Governance and Security: [Board Policy EHBC](#)
- Audio and Visual Recording: [Board Policy KKB](#)

Electronic Devices

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

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

Electronic devices are not to be used during instructional time, unless specifically allowed for instructional purposes and the school will not be responsible for personal items lost, stolen or broken. Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day or to a parent. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.

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

Cameras, video cameras, video phones, and/or other types of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.

Electronic devices will be allowed on school buses as long as usage does not cause disruption and/or create a safety concern.

Liberty Schools does allow students to bring an electronic device that could be connected to the district's wireless network if there is an instructional need. An additional form must be filled out and the form can be obtained by contacting the building principal.

Discipline/Violence Hotline Information

Keeping schools safe is a responsibility for all staff, students, and patrons. If you learn of/or suspect a school violence incident, please help prevent the act before it happens. You can report incidents anonymously by calling: **Missouri School Violence Hotline-1-866-748-7047** or by reporting on-line at: <https://schoolviolencehotline.com/>.

If you feel unsafe or know someone who feels unsafe, you can report it to an administrator through **Sprigeo**: <https://app.sprigeo.com/district/liberty-public-schools/>

Discipline & Student Code of Conduct - POLICY JG and JG-R1

The District maintains a student discipline code and a student's code of conduct that all parents and students should familiarize themselves with. Information regarding the district's policy on student discipline may be found [here](#), as well as, the [Student Code of Conduct](#).

To assist students in developing successful behavior habits, educators will provide an environment that is safe, positive, and challenging. Students are empowered to learn when they have clear, logical and consistent boundaries. Teachers work in grade level teams to provide the needed structure and support to help students learn how to accept responsibility for their actions. Parents/guardians will be kept informed of any concerns and will be asked to partner with the school in helping their children learn to make productive choices. Generally, teachers and principals utilize various approaches to work proactively and help modify student behavior when needed. Some examples may include but are not limited to:

Classroom Safe Space:

A place in the classroom for a student to go where his/her behavior can cease from being a disruption to the learning environment, and the student can reflect upon his/her actions. The teacher and/or student will determine when he/she is ready to leave the safe place.

Support/Recovery Area:

A safe location in the building other than the regular classroom where a student will be given extended time to practice self-regulation strategies, think through the situation that presented a disruption to learning, and/or accept responsibility for his/her actions. A staff member and the student will discuss behavior and/or explore alternative methods of handling future situations. The staff member and student will determine when he/she is ready to return to class.

Conferences:

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

Success Plan:

Students and teachers work together with the administrator and parents/guardians to create behavior plans to address an ongoing behavioral challenge.

In-School Suspension - POLICY [JGB]:

Students stay at school to complete work outside the classroom.

Detention [JGB]:

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

Out-of-school Suspension [JGD]:

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

When an out-of-school suspension is assigned to a student for two or more days, the student will be required to complete a re-entry process designed to successfully transition the student back to his or her regular classroom. The re-entry plan will be discussed with the parent/guardian at the time discipline consequences are given.

Expulsion [JGD]:

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

Student due process rights

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

Policy KKA- 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.
- E-mail 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 will 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 may be subject to district and/or building action including prohibition or restriction of future contact and limitations on access to functions, activities or district property. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

School Visitation

Classroom Visits:

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

While visiting a classroom, parents should not disturb classroom instruction, as this is not the appropriate time for the teacher to have a conference. It is also requested that preschool children not accompany parents during classroom visits. Visits by students who are not enrolled in the school are permitted **only upon** approval of the classroom teacher and principal [lunchtime is most convenient].

Cafeteria Visits:

Parents interested in eating lunch with their child may request to do so any time after the first two weeks of school. Please send a note to the child's classroom teacher to allow the cafeteria staff to adequately prepare. It is requested that parents Do not bring outside restaurant food items for their children to eat. Parents are encouraged to purchase a school lunch while eating with their children. An alternate dining space may be designated for lunch guests due to limited seating capacity in the cafeteria.

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

HEALTH SERVICES

Notice of Rights for Student Health Services and Requirements - Policies JHC and JHDA

There are many health services provided to students in order to be successful in their learning. The many aspects of student care by health services staff can be found in Board Policy JHC here. These services include parameters for screenings, immunizations, first aid, communicable disease, health records, administration of medications, and others. Additional parameters for physical examinations can be found in Board Policy JHDA here.

In addition, per Board Procedure KB-AP(1) found here, if the district provides information on immunizations, infectious diseases, medications or other school health issues to parents/guardians of K-12 students, the district will also provide parents/guardians of K-12 students influenza and influenza vaccination information that is identical or similar to that produced by the Centers for Disease Control and Prevention. (§ 167.637, RSMo.)

GENERAL GUIDANCE

A Professional Registered Nurse supervises health services at each school. A pass from a teacher is needed when going to the Nurse's Office except in an emergency. If a student is feeling ill they should ask to visit with the nurse who can provide restroom facilities. Injured students should be accompanied by a staff member. In the event of an emergency, notify the Administration Office immediately.

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.

STUDENT HEALTH INFORMATION

The Nurse's Office maintains copies of student health forms required by the district's Health Services Department. This includes the Health Update Form 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).

PROCEDURES FOR HEALTH SCREENINGS

The District maintains an administrative procedure concerning student screenings and referral programs which can be found here. (Policy JHC-AP(1)).

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

should consider the screening for their child to be within normal limits. In such cases, parents may contact the school nurse to request screening results. Parents/Guardians may exclude their child from any screening by notifying the school nurse in writing at the beginning of the school year.

ILLNESS AND RETURN TO SCHOOL

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 with questions regarding their child’s illness or injury can find guidance under Board Policy JHC: Student Health Services and Requirements

EXCLUSION PROCEDURES

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.
- Students experiencing frequent coughing may need to be excluded from school until the coughing subsides or is well-controlled with medication, in concurrence with nursing assessment and judgment.
- Children may NOT return to school until free of head lice and viable nits (those nits found 1/4 inch from the scalp).

Note: If your child is not able to participate in PE or outside play/activities for more than 3 days, a doctor’s note is required; otherwise, a parent note is required for injury/illness episodes lasting fewer than 3 days.

ADMINISTRATION OF MEDICATIONS TO STUDENTS - POLICY JHCD

Liberty Public Schools adheres to medication guidelines as outlined in Board Policy JHCD found here. This includes addressing the use of CBD, and emergency medications such as Epi-Pens. The referenced policy addresses in detail the procedures for dispensing medication including prescription medication, over-the-counter medication and injectable medication. The referenced policy also addresses the Districts policy for emergency medications at school and during field trips.

MEDICATION PROCEDURES

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

Medication should be given at home whenever possible. Most medications prescribed for 3 times a day can be given before the student leaves for school, when the student gets home from school and at bedtime. 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 (including cough/throat lozenges).
- Nurses, using their professional judgment in consultation with the physician and parent, may allow select students to carry their own emergency or daily medications to self-administer when needed. A physician will need to provide a written treatment plan and authorization in addition to completion of the self-administration packet.
- All unexpired medications must be delivered to the school nurse or building designee by parent/guardian or arranged student delivery. Medication must be in the original, 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.
- In grades 6-12, 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.

Medical Marijuana and Cannabidiol (CBD) Oil

Board Policy JHCD also provides parameters addressing medical Marijuana and CBD Oil which can be found [here](#).

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 Albuterol Inhaler, Naloxone (Narcan), and an epinephrine auto-injector, (Epi-Pen). In the event of an emergency, these medications may be used by the school nurse or trained designee and 911 will be notified. The stock medications are available for emergency use only and are not a substitute for student's prescribed medication. District stock medications remain 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, is titled Life Threatening Allergy Policy & Guidelines, may be found on the district website [here](#). If you do not have access to a computer, a copy of this manual may also be obtained from your school administrator upon request. Board policy JHCF can be found [here](#).

ILLNESS AND INJURY RESPONSE

Even with the greatest precautions and the closest supervision, illness and accidents can and do happen at school. District personnel may 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 ([Board Policy EBBA](#)). The emergency phone numbers listed for the child in the school database will be called if parents cannot be reached. Medical or other information pertaining to the child and situation will be shared with emergency contacts as necessary.

Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law ([Board Policy EBBA-AP1](#)). The school district does not provide medical insurance to automatically pay for medical expenses when students are injured or ill 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.

MEDICAL NEEDS BEYOND SCHOOL HOURS AND EXTRA-CURRICULAR ACTIVITIES:

During extra-curricular [beyond school hours] activities, parents are responsible for providing for and communicating their student's routine health and medication needs. In the case of a health emergency or accidental injury during extracurricular activities, necessary medical treatment will be secured through local emergency medical services.

Policies associated with extracurricular activities can be found at the following:

JHCD: [Administration of Medications to Students](#)

JHC: [Student Health Services and Requirements](#)

General Information

Dress code - Policy JFCA:

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. Specific information regarding dress code guidelines is available [here](#).

Student arrival time:

Students will NOT be admitted into buildings until 15 minutes prior to the school start time unless they are participating in the school breakfast program [breakfast participants will be admitted a few minutes earlier]. At the beginning of each school day, teachers must be able to focus their attention on each and every child that enters their classrooms.

If a parent needs to leave a message for the teacher, either send a note with the student or stop in the office to leave the message. If a situation arises in which a parent needs to relay important information to their child's teacher during instructional time, he/she should first notify the main office, or meet with school administration, for further guidance.

Student dismissal time:

For the safety and well-being of all students, classroom teachers are responsible for carefully monitoring the dismissal of each student at the end of the school day. Please follow the dismissal procedures established at your child's school. Guidelines regarding dismissal can be found [here](#).

Please Note: Sometimes severe weather may occur at dismissal time; therefore, the school may hold all students in the building until the weather improves. During such an event, students will be only released to their parent/guardian if the school is NOT in **Shelter in Place** mode.

Lost and found articles:

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

Sales and fundraising:

Per Policy IGDF; all student fundraising must be District-sponsored and approved.

Parent/teacher association:

Parents are invited to become active members of the individual school PTA organization. Please see your school's PTA representative for more information.

Communication:

If in an **emergency** you desire to telephone the teacher or your child, your message will be accepted at the main office and the appropriate action will be taken. If there is a non-emergency, your call will be taken in the main office and the message will be passed along to the appropriate person including your student as needed. Students will not be called to the office to receive phone calls unless the parent indicates it is an emergency situation.

A variety of communication tools will be used to foster a strong parent to school partnership such as phone calls and electronic communications. The school will utilize phone calls or conferences when sensitive information will be shared to protect student confidentiality. Email will continue to serve as an effective means of communication for general, non-sensitive information.

Homework:

The purpose of homework is to help students develop work and study habits, learn to budget their time, and to finish projects begun in school. Homework will be given, as needed to: a) support student learning, b) make up class work, and c) provide additional time for students to work on special projects. Parents are asked to be supportive of their child and provide a quiet spot at home for the completion of any homework assignments.

Standardized tests:

The Missouri State Assessment Tests [MAP] or (MAP-A where applicable) are administered in the spring to students in grades 6-8. The Naglieri General Ability Tests [NGA] is administered to students in grades 1, 3, and 5. **For more information, contact LPS Director of Assessment, Evaluation and Testing at 816-736-5339.**

Proficiency-based report cards digital format:

Report cards, as an official academic record, will be accessible quarterly in digital format through PowerSchool. Hard copies of the report card will be made available upon request. Teachers will focus on overall student growth during the academic year based on a variety of evidence through the use of the Proficiency Based Report Card. The LPS Essential Standards for each grade/content area can be found [HERE](#).

Classroom treats:

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

Volunteerism:

All schools welcome parent volunteers. When parents or guardians are scheduled to volunteer in classrooms, on field trips, or as part of designated school-wide events, it is expected that you do NOT bring other children, as the focus must be on staff and volunteer supervision of our elementary students.

Per District Policy IICC, *"background screenings will be required, before any volunteer is placed in a position where he or she will be left alone with a student."* All Youth Mentors and America Reads volunteers will be screened by the District prior to placement in buildings. ([District Policy- IICC](#))

Safety drills:

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

Summer school:

The Liberty Public School District offers a Summer School program for elementary and middle school students. Information will be given to parents during March/April of each school year.

Life-threatening allergies:

The district has a policy and procedure manual in place which specifically addresses life threatening allergies. This manual is titled [Life Threatening Allergy Policy & Guidelines](#). If you do not have access to a computer, a copy of this manual may also be obtained from your school administrator upon request.

Medical needs beyond school hours-extra-curricular activities:

During extra-curricular [beyond school hours] activities, parents are responsible for providing for their student's routine health and medication needs. **In the case of a health emergency or accidental**

injury during extra- curricular activities, necessary medical treatment will be secured through local emergency medical services.

Library Media Services

LIBRARY MEDIA CENTER (LMC) INFORMATION

Access and Expectations

- The Library Media Center (LMC) facility is open each school day for student usage.
- 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. MCPL provides resources that include research databases, homework help, ebooks, digital sound books, 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. If you have questions about this partnership or if you would like to opt out of this offering, please email Mrs. Andrea Sumy, Director of Library Media Services at 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.

OBLIGATION LIST

Any student failing to return district property (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 on campus will be denied from underclassmen until all obligations have been cleared. Paying the fee, returning the object, or presenting a receipt 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 inventory. Items may be returned and/or fees paid in the high school main office.

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 and parents/guardians. Any form of academic dishonesty is taken seriously by the administration and staff at Liberty 53 School District.

Forms of Academic Dishonesty

- Plagiarism: use of another's words or ideas without giving proper credit to the original source
 - Claiming credit for work that is not 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: providing an undue or unfair advantage
 - 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
- 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

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. 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 and/or referred to administration. Concurrence among teachers and administrators after a review of the evidence will constitute final judgment of the issue. If guilty of academic dishonesty, the student will not receive any credit for the assignment. Parent/guardian(s) will be notified of the academic dishonesty in accordance with recommended disciplinary practices. Further academic dishonesty may result in dismissal from the course with a failing grade.

Emergency Information

In the case of student emergency:

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

School closings:

If schools are to be closed due to emergencies such as ice or snow, announcements will be made on the major radio, TV stations and LPS school websites as soon as a decision is made. Please do not call the school, transportation office, or central office for this information.

Emergency School Closings:

The weather or a breakdown of equipment could cause an unscheduled closing of school. Parents need to have arrangements made with their child in advance so that if such an emergency arises, the child will know where to go.

Middle Level Information

Activity/Intramural programs

The philosophy of the activity program is to provide wholesome interaction among students. This voluntary program will enable students to participate in a variety of activities. The focus in the activity program is on participation and instruction. All students are given the opportunity to participate and acquire the skills and techniques necessary to perform in a given activity. Students interested in participating in an activity should contact the sponsor in charge for more information. Students will need to have a parent permission slip to participate. Students must be in attendance at school in order to participate in an activity. Students are not eligible to participate in or to attend school-sponsored activities while under suspension. During extra-curricular (beyond school hours) activities, parents are responsible for providing for their student's routine health and medication needs. In the case of a health emergency or accidental injury during extra-curricular activities, necessary medical treatment will be secured through local emergency medical services. Please visit the school website to see a list of intramurals.

Activity Pass:

Students may purchase a student activity pass for admission to high school activities (home events) such as athletic events and concerts. This ticket does not cover invitational and district tournaments and some musical and drama productions. The activity pass only covers admission to the student's feeder high school; the pass is not valid for all district events. This activity pass may be available prior to the first home athletic contest. Admission to middle-level athletic events (outside of tournament play) is free.

Assemblies:

An assembly-type program may be presented to middle school students during the day. Poor student behavior during an assembly program may result in the student not being able to attend the remainder of the assembly in which the inappropriate behaviors occurred or future assemblies.. Students should practice good manners and courtesy in assemblies.

Athletics:

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

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

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

Participants are under the direct supervision of the coaches. Students are subject to school rules and policies during practice until they are picked up by their parent or guardian. Participants are to be picked up no later than 15 minutes after the completion of practice or contest. See the student athletic handbook for additional information.

- Discovery Middle School <https://www.lps53.org/domain/5100>
- Heritage Middle <https://www.lps53.org/Page/8218>
- Liberty Middle School <https://www.lps53.org/domain/5123>
- South Valley Middle <https://www.lps53.org/domain/1525>.

There is a pay to play fee for athletics. Information is located in the [LPS Athletic Handbook](#).

Backpacks/shoulder bags:

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

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

Bicycles:

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

Building hours:

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

General Building Lunch Information

Teachers dismiss their classes to the cafeteria for lunch and students are expected to go straight there. Students are expected to remain in the cafeteria during the lunch period and to return straight to classes. Students should not have a parent bring in food from fast food restaurants, nor can students order fast food themselves.

Good student conduct is essential for an orderly lunch. Students should remember to:

- Behave as young ladies and gentlemen and use good table manners.
- No saving seats.
- Go to the end of the line.
- Eat first, and then talk quietly to students at their own table.
- Stay seated while eating.
- Keep food on the tray.
- No food purchases will be made within the last five minutes of the lunch shift.

- Finish eating in the cafeteria- no food or drink may be taken out except for water bottles. (No Propel, Gatorade, etcetera... type containers are allowed out of the cafeteria.)
- Trays, plates, and silverware should be returned to the kitchen in the proper place for cleaning.
- Help clean the table.
- All trash must be thrown away in proper containers.
- Students are asked to raise their hand to be excused by an adult in the cafeteria.
- Each table and floor area is to be cleaned before a group is dismissed from the cafeteria.
- Remain in the cafeteria until dismissed by the teacher.

Please Note

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

Checking out of class:

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

Conferences:

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

Dances/mixers:

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

Field trips:

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

Fines and charges:

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

Grades:

The purpose of grades at the middle level is to measure student learning and growth over time. Students provide evidence of learning outcomes in alignment with the Missouri Learning Standards and Grade Level Competencies. PowerSchool is the official grade reporting system of Liberty Public

Schools. Grades in PowerSchool are live and may change frequently throughout a course. Grades are captured and reported quarterly. Formal, printed grade reports are not sent directly to the home, however, can be accessed in PowerSchool. If parents/guardians would like to request a formal, printed grade card, please contact the guidance office. PowerSchool passwords for parents/guardians are available in the counseling office. All students can access PowerSchool by using their regular username and password. Many teachers use alternate forms of reporting methods to share and track student progress outside of PowerSchool and may include grade updates in Canvas. For updates of student progress outside of quarterly reports through PowerSchool, please contact classroom teachers.

Guidance and counseling:

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

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

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

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

Internal security officers:

A full time Internal Security Officer is assigned to each middle school. The Internal Security Officers oversee safety and security protocols at each middle school and are available to assist students and parents with issues of a law enforcement nature. They work closely with the Liberty Police Department. They spend much of their day creating and building positive relationships with students and helping students understand how the law works to protect people. Through these positive relationships they are able to mediate student conflicts and help troubled students avoid future problems.

Lockers:

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

Make-up work:

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

Positive Behavior and Interventions Supports (PBIS):

Schoolwide Positive Behavior Support (SW-PBS)—also known as Positive Behavior Interventions and Supports (PBIS) or Effective Behavioral Supports (EBS)—is a district or school’s process for teaching social and behavioral skills so its focus can be on teaching and learning. Schools have a responsibility to provide an education to students in safe and predictable environments. Establishing a positive, proactive schoolwide discipline plan is a necessary first step for enabling schools to achieve their goals and responsibilities.

PBIS is an organizational framework for discipline. As a framework or approach, it is not a specific “model” or “program,” but a compilation of research-validated and effective practices, interventions, and systems change strategies. PBIS provides the framework for:

- Improving the social behavioral climate of schools
- Supporting or enhancing the impact of academic instruction on achievement
- Increasing proactive, positive, preventive management while decreasing reactive management
- Integrating academic and behavior supports
- Improving services for all students, including students at risk and students with identified disabilities

Searches:

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

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

Selling and/or purchasing goods:

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

Signing in and out:

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

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student’s safety or whether a

person is authorized to transport the student. Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to: verifying custody orders, contacting the other parent, or contacting appropriate authorities. Any person requesting release of a student must present proper identification prior to release of the student.

GENERAL INFORMATION

STUDENT RIGHTS AND RESPONSIBILITIES

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

Every student has the right to:

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

Every student has the responsibility to:

- know and adhere to the rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
- know and adhere to state and federal laws.
- respect the human dignity and worth of every other individual.
- refrain from libel, slanderous remarks, and obscenity in verbal or written expression.
- study diligently and maintain the best possible level of academic achievement.
- be punctual and present in the regular school program.
- dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- refrain from disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
- respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
- obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.
- carry only those materials on school property or at school that are school appropriate.
- sponsored activities that are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker and/or vehicle.

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, or designee will establish procedures for crowd control at district events consistent with this policy.

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

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

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

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

Despite the prohibition in this section, the superintendent or designee 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, or designee, does not grant permission, the parent, guardian, or custodian may seek permission from the Board. The superintendent or designee, will inform the principal and other relevant district staff of the scope of the permission granted.

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

Disruptive Conduct

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

Enforcement

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

The superintendent, principal, or designee may file a report or sign a complaint with law enforcement on behalf of the district. The Board grants the superintendent or designee the authority to consult an attorney for guidance or to seek a court order banning the visitor from district property. A visitor denied access to district property may request to address the Board on the matter in accordance with Board Policy.

PUBLIC NOTICES

Special education notices: Child find public notice:

Liberty Public Schools assures that it will provide a free and appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction, including those attending private/parochial schools. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment, orthopedic impairment, intellectual disability, multiple disabilities, other health impairment, specific learning disabilities, speech and/or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay (YCDD).

The building principal represents the Local Educational Agency (LEA) for each special education team when consideration for special education testing occurs. Each school has support for any student who is experiencing special learning concerns addressed through its School-Based Problem-Solving Teams. When all options of general education support are exhausted, a referral for Special Education consideration follows. Specialists who will become important in the consideration for Special Education referral are the School Psychologist, Special Education Case Manager and the District Process Coordinator. For more information, contact the Director of Special Services, 736- 6742, or write directly to the Special Services Department, Liberty Public Schools, 8 Victory Lane, Liberty, MO 64068.

Directory information:

School officials may release Directory Information. This includes print and electronic publications of the school district. Such information may be considered a public record, which may be released upon request under the Missouri Sunshine Law. Directory information is information designated by the school district that would not generally be considered harmful or an invasion of privacy.

Liberty Public Schools designates the following items as directory information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent and previous school attended, and photograph, including photos of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents will have ten (10) school days after this annual public notice to view the student's directory information and the school district's opt-out form stating in writing that they choose not to have this information released. Unless notified to the contrary in writing within the ten (10) school-day period, the school district may disclose any of those items designated as directory information without prior written consent. For more information, contact the Office of Student Services at 736-5310.

§504 Child find notice:

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

Aviso Sobre La Identificación de Estudiantes Incapacitados bajo la Sección 504

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

Rights Under the Protection of Pupil Rights Amendment (PPRA):

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

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

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

Receive notice and an opportunity to opt a student out of:

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

Inspect, upon request and before administration or use:

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Liberty Public Schools has established policies, in consultation with parents, regarding these

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

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

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

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

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 February 2023 and was conducted by EPA certified inspectors. All schools are subject to periodic surveillance inspections every six months from February 2023 through February 2026, at which time the schools will be re-inspected by EPA certified inspectors.

Inclement weather, Emergency preparation, Outside play

Inclement Weather: In instances where weather forecasts indicate that operating schools may be questionable, a plan for assessing road and weather conditions goes into effect by 4:00 a.m. By 5:45 a.m. or earlier, a final determination is made on whether to have school. If the decision is made to not have school, all area media are notified by 6:00 a.m.

Although an infrequent occurrence, changing weather conditions may dictate late start or early dismissal. A late start would delay the start of school for two hours. For an early dismissal once children are at school, at least three hours are required to get the last child home from the time a decision is made to close schools.

Emergency Preparation: In the rare instances when school is dismissed early, it is most important that parents have discussed with their child a procedure to follow that will ensure safety and eliminate

possible anxiety. Children should be instructed about what they are to do, whom they are to contact and/or where they are to go if school is dismissed early [i.e. neighbor, friend, etc.].

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

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

Complaints and Grievances

Standard Complaint Resolution Procedure:

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

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

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

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

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

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information	
<ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? 	
Complaints filed with LEA <ol style="list-style-type: none"> 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)? 	Complaints filed with the Department <ol style="list-style-type: none"> 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals	
<ol style="list-style-type: none"> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? 	

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V
² In compliance with ESSA Title VIII-Part C, Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.