

LIBERTY PUBLIC SCHOOLS



The handbook, and all referenced School District Board Policy, can be found online at <https://www.lps53.org>.

Revised 7/1/2023

2023-2024 SCHOOL YEAR ELEMENTARY SCHOOL HANDBOOK for PARENTS

ELEMENTARY SCHOOL DIRECTORY

<https://www.lps53.org>

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

INNOVATION AND LEARNING DEPARTMENT, 8 Victory Lane **736-5320** [fax 736-5325]
Dr. Julie Moore, Assistant Superintendent of Leadership & Learning Communities
Dr. Michelle Schmitz, Executive Director of Curriculum, Instruction, & Accountability
Dr. Andrea Wilson, Executive Director of Elementary Education

ELEMENTARY SCHOOLS

Alexander Doniphan, 1900 Clay Drive (8:45-3:45) **736-5400** [fax 736-5403]

Ms. Beth Cunningham, Principal
Mr. Chavis Clawson, Assistant Principal

Franklin, 201 W. Mill Street (8:45-3:45) **736-5440** [fax 736-5443]

Ms. Amy Toebben, Principal
Ms. Jaysa Hartman, Assistant Principal

EPiC, 650 Conistor Lane (8:30-3:05) **736- 5730** [fax 736-5735]

Ms. Jamie Ackart, Principal

Kellybrook, 10701 N Eastern Ave, KC 64157 (9:10-4:10) **736-5700** [fax 736-5705]

Dr. Kayli Burrell, Principal
Ms. Megan Thompson, Assistant Principal

Lewis & Clark, 1407 Nashua Road (8:45-3:45) **736-5430** [fax 736-5433]

Dr. Mitch Hiser, Principal
Ms. Dawn Shannon, Assistant Principal

Liberty Oaks, 8150 N. Farley Ave, KC 64158 (7:50-2:50) **736-5600** [fax 736-5605]

Ms. Jeanne Hinnenkamp, Principal
Ms. Ashlyn Garton, Assistant Principal

Lillian Schumacher, 425 Claywoods Parkway (9:10-4:10) **736-5490** [fax 736-5494]

Dr. Matthew Krohne, Principal
Dr. Emily Griffin, Assistant Principal

Ms. Jaysa Hartman, Assistant Principal

Manor Hill, 1400 Skyline Drive (7:50-2:50) **736-5460** [fax 736-5464]

Mr. Jordan Williamson, Principal
Ms. Julie Gosnell, Assistant Principal

Ridgeview, 701 Thornton Street (8:45-3:45) **736-5450** [fax 736-5454]

Dr. Tyler Shannon, Principal
Ms. Heather Buckman, Assistant Principal

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

Ms. Christy Boman, Principal
Ms. Danielle Compton, Assistant Principal

Warren Hills, 1251 Camille Street (9:10-4:10) **736-5630** [fax 736-5635]

Ms. Michelle Swierski, Principal
Ms. Heather Lee, Assistant Principal

SPECIAL EDUCATION SERVICES, 8 Victory Lane **736-5480** [fax 736-7096]

Dr. Toni Cook, Director
Dr. Sheryl Ferguson, Assistant Director of Elementary Special Services
Ms. Jennifer Henderson, Assistant Director of Secondary Special Services

EARLY CHILDHOOD CENTER, 9600 NE 79th Street, KC 54158 **736-5324** [fax 736-6781]

Mr. Bart Tittle, Principal
Ms. Sabrina Dotson, Assistant Principal

TRANSPORTATION, 801 South Kent Street **736-5360** [fax 736-5362]

Mr. Jeff Baird, Director

SCHOOL AGE CARE- KID'S ZONE, 801 South Kent Street **736-5378** [fax 736-5427]

Ms. Megan Hanna-Lushin, Program Director

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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 Elementary 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 (attached below) was developed and drives 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*:

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.

CULTURAL

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

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

PROFESSIONAL

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



2023-2024 SCHOOL YEAR ACADEMIC CALENDAR

Revisions may be made to this calendar. Any updates will be on the [LPS website](#).



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	4	5	6						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	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

ELEMENTARY PARENT HANDBOOK

DISTRICT 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 maintaining 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](#).

SPECIAL PROGRAMS

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](#)

1. Attendance

School attendance is compulsory for all elementary students 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.

2. Tardiness

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

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](#)

CLASSROOM TREATS:

In accordance with our district wellness policy ([District Wellness Program Policy ADF](#)) and in support of our increased 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.

INCLEMENT 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 [here](#). 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.

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. 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 busses are not equipped with nursing or medical personnel. To best protect your student, emergency services (911) will be called for health emergencies that rise 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 seat with feet on the floor while the school bus is in motion.
 3. Students are expected to keep their hands, feet and objects to themselves on the school bus.
 4. Students are expected to *refrain from*: eating or drinking on the school bus.
 5. Students are expected to *refrain from*: littering, writing on; or otherwise damaging the bus.
 6. Students are expected to *refrain from*: being loud and rude; using profane language; making obscene gestures; or teasing/bullying other students on the school bus.
- **The use of tobacco, drugs or alcohol is strictly prohibited.**
 - **The possession of harmful or concerning objects and weapons while on the bus is strictly prohibited.**

NUTRITION SERVICES

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 ala 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 improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students; families and other patrons of the district, all of which positively impact student achievement. The 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 type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.
- Electronic devices will be allowed on school buses as long as usage does not cause disruption and/or create a safety concern.
- Liberty Schools does allow students to bring an electronic device that could be connected to the District's wireless network if there is an instructional need. An additional form must be filled out and the form can be obtained by contacting the building principal.

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 PLACE:

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 principal.

SUCCESS PLAN:

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

IN-SCHOOL SUSPENSION [\[JGB\]](#):

Students stay at school to complete work outside the classroom.

DETENTION [\[JGB\]](#):

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

OUT-OF-SCHOOL SUSPENSION [\[JGD\]](#):

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

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, please do not interrupt classroom instruction, as this is not the appropriate time for the teacher to have a conference. It is also requested that pre-school 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 our 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.

RELEASE FROM SCHOOL

When it is necessary to deviate from the normal routine [walking home instead of riding the bus, riding home with someone else, being picked up by the parent, etc.], a written note/email notification should be sent to the teacher, **AND** a phone call to the school office **prior to the last hour of the school day**. Students will only be released to those individuals listed as a primary or emergency contact in PowerSchool, unless permission is given to do otherwise.

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. **Therefore, except for the first week of school, parents are NOT permitted to walk their children to classrooms.**

If a parent needs to leave a message for the teacher, either send a note with the student or stop 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. If your child's dismissal time is different from the norm, please send a note or call the school office at least one-hour prior to the end of the school day. 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 & FOUND ARTICLES:

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

SALES & FUNDRAISING:

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

PARENT/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 main office and forwarded to the classroom teacher so a return call can be made as quickly as possible. If a **non-emergency**, your call will be forwarded to the teacher's voice mail or the message given to your child. Most staff check their voice mail at the end of the day. Students will not be called to the office to receive phone calls unless the parent indicates it is an emergency situation.

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.

RECESS [\[ADF-AP\(1\)\]:](#)

In accordance with LPS Wellness Guidelines, **30 minutes of recess per day** will be scheduled for each grade level K-5 [may be *one* 30-minute increment, or *two* 15-minute increments] as determined by the principal of each school building. Staff members will refrain from recess being taken away from a student as a form of disciplinary action.

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 3-5. 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 PARTIES:

The school organizes three parties for students during the school year: Fall, Winter and Spring. ***Parties will be held within the allocated time specific to each building. Parents/guests may arrive no earlier than 15 minutes prior to the party.***

PLEASE NOTE: Invitations to home parties **CANNOT** be distributed at school. Please make other arrangements to distribute personal invitations. In addition, due to student privacy issues, the office or teacher cannot give out student addresses for personal invitations.

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 students. Information will be given to parents during March/April of each school year.

LIBRARY MEDIA SERVICES

Through an agreement with Liberty Public Schools, Mid-Continent Public Library provides a digital access account for all LPS students with parent permission. This account allows students to use their LPS username to access books and digital resources to support their learning. Resources include research databases, homework help, ebooks, digital sound books, digital magazines, online courses, language learning resources, and more. Multiple MCPL resources are used during instruction by teachers and librarians. The digital cards that MCPL

provides do not conflict with personal library cards that students may already have. Parents authorize the digital MCPL account through the LPS online registration process. Please email Mrs. Andrea Sumy, Director of Library Media Services at andrea.sumy@lps53.org if you have questions.

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 IF NO ONE IS HOME.**

PUBLIC NOTICES

ASBESTOS HAZARD NOTICE TO ALL BUILDING OCCUPANTS

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, please be advised the Liberty Public School District complies 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 insure safety and eliminate possible anxiety. Children should be instructed about what they are to do, whom they are to contact and/or where they are to go if school is dismissed early [i.e. neighbor, friend, etc.].

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

SPECIAL EDUCATION SERVICES: CHILD FIND PUBLIC NOTICE

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

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

- *Receive notice and an opportunity to opt a student out of –*

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

•*Inspect, upon request and before administration or use –*

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Liberty Public Schools has established policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Liberty Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

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

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

Parents who believe their rights have been violated may file a complaint with:

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

COMPLAINTS AND GRIEVANCES

Alleged acts of unfairness or any decision made by school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians

believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

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

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

It will be the duty of the principal in charge, or 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.