

# LIBERTY 53 SCHOOL DISTRICT

## HIGH SCHOOL STUDENT - PARENT HANDBOOK

### 2023-2024

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

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

#### **ADMINISTRATION**

Dr. Rosemary Camp, Principal  
Mr. Lane Green, Director of Athletics  
Dr. Lee Allen, Assistant Principal  
Mr. Josh Baldwin, Assistant Principal  
Dr. Brandon McCoy, Assistant Principal  
TBD, Assistant Principal

#### **COUNSELING**

Ms. Jill Brock, Department Chair  
Mr. Neal Corriston, Guidance Counselor  
Ms. Gabbi Day, Guidance Counselor  
Mrs. Lauren Eikel, Guidance Counselor  
Ms. Staci Harwell, Guidance Counselor  
Ms. Jessica Miller, Guidance Counselor  
Mrs. Breonna Lindsey, Social Worker  
Ms. Nakia Wilson, Social Worker

#### **LIBERTY HIGH SCHOOL**

200 BLUE JAY DRIVE  
LIBERTY, MISSOURI 64068  
Phone: (816) 736-5340- Receptionist  
(816) 736-7050 - Attendance  
(816) 736-7046 - Guidance  
(816) 736-5342 - Athletics  
Fax: (816) 736-5345  
<https://www.lps53.org/lhs>

#### **ADMINISTRATION**

Dr. Mike Sharp, Principal  
Mr. Jason Cahill, Director of Athletics  
Ms. Tara Bell, Assistant Principal  
Mr. Caleb Champ, Assistant Principal  
Ms. Bridget Herrman, Assistant Principal  
Mr. David McDorman, Assistant Principal

#### **COUNSELING**

Mrs. Brenda Wiederholt, Department Chair  
Mrs. Mindy Beard, Guidance Counselor  
Mrs. Brooke Dorr, Guidance Counselor  
Mrs. Nikki Duncan, Guidance Counselor  
Ms. Jamie Jensen, Guidance Counselor  
Ms. Taylor Barker, Guidance Counselor  
Ms. Kris Boyle, Social Worker  
Ms. Beth Schroeder, Social Worker

## 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 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 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.



# LIBERTY PUBLIC SCHOOLS

GRADUATE PROFILE

EVERY STUDENT *will*:

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

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

ACADEMIC

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**

CULTURAL

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.

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

PROFESSIONAL

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						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

<span style="color: blue;">■</span> First Day for New Teachers	<span style="color: teal;">■</span> First Day for Returning Teachers	<span style="color: yellow;">■</span> First Day of School
<span style="color: orange;">■</span> Last Day of School (3-Hour Early Release)	<span style="color: lightgreen;">■</span> 2-Hour Early Release	<span style="color: red;">■</span> 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

# Handbook

## 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](http://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. 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.

## **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](#)

### **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](#).



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

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

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

## **SAFETY DRILLS AND EMERGENCY PREPAREDNESS**

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

## **ATTENDANCE**

### **ATTENDANCE PROTOCOL AND APPEAL PROCESS**

Regular attendance is an important responsibility of every student, as poor attendance is one of the greatest factors in school failure. Students and parents/guardians are encouraged to check PowerSchool routinely regarding student attendance. Any discrepancies should be referred to the classroom teacher to correct issues with the Attendance Office. Specific questions regarding attendance should be directed to the attendance phone line at each high school.

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

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the ten-day limit, the student and parent may appeal the denial of credit. An appeal form must be completed and filed with the student's assistant principal by the designated date at the end of the semester in which the absences occurred. If no appeal request form is received by the end of the semester, then course credit is denied.

In reviewing the appeal, administration will consider the reasons for the student's absences and all relevant information including whether:

- The appeal form was submitted to the office by the specified due date.
- The student has supplied reasons for each absence with appropriate documentation.
- All class work has been completed with a minimum level of 60%.
- All class objectives have been met.

There are three possible outcomes from an appeal: Credit is denied; Credit is awarded; Credit is pending

The outcome from the appeals process will be shared with the student and parent/guardian. Parties who desire to appeal the outcome of the credit appeals process must notify the principal or superintendent within ten (10) days of the decision. Failure to make a timely request for a subsequent hearing will result in the denial of credit as affirmed by the original credit appeals process. Procedures for a Board hearing shall be the same as provided for in any student disciplinary matter.

#### EXCUSED AND UNEXCUSED ABSENCES

Except as indicated below, both excused and unexcused absences count toward the ten-day absence limit per class per semester.

With proper documentation, the following excused absences **will not count** toward the ten-day limit:

- Hospitalization
- Death in the family
- Doctor appointments (including dental/orthodontist appointments)
- School suspensions
- Mandatory court dates
- Counselor and office appointments
- Two college visits per year in the junior and senior years with verification from college
- School related activities in which the student is a participant
- Medical documentation of chronic health problems

#### **How to Excuse an Absence**

The best way to have an absence excused is for a parent to call the Attendance Office (LN 816-736-5511; LHS 816-736-7050) on or before the day of the absence. If a phone call is not possible, a written note from the parent excusing the absence should accompany the student upon his/her return to school. Absences will remain unverified until contact from a parent/guardian is made. Unverified absences count toward the ten-day absence limit per class per semester and also against a student's attendance percentage for the A+ program. **Note: There is NO "Senior Skip Day."**

**Arriving/Leaving Campus during the School Day:** When it is necessary to leave campus for an appointment during the school day, the student must first check out through the Main Office. At that time, the student will be required to present permission to leave from a parent/ guardian and to sign out. When returning to campus, the student must sign-in with the Main Office. Because of safety concerns, students who fail to sign out or sign in may be subject to school consequences.

#### **Truancy (Board Policy JEDA)**

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

#### **Building Access for Students**

Students may enter the building starting at 7:30 am and must leave by 3:30 pm unless they are in a supervised activity. Students who are in violation of the above guidelines will not be the responsibility of Liberty 53 School District. In addition, those individuals who are in violation will be instructed to leave the school grounds and may be issued a disciplinary consequence and/or a trespass citation for being on school property. This includes the use of athletic facilities. Parents are not to drop off or leave students at the high school during unsupervised times.

### **Request for Homework**

Homework assignments should be available via Canvas or students may send a request to their teachers via school email when a student misses school. Homework materials can be picked up in the Counseling Office between 3:15 pm and 4:00 pm. Make-up work will be the responsibility of the student and must be completed within the established time requirements or loss of credit will result. Students are allowed two school days for the first day of absence and one additional day for each successive day missed thereafter. For example, a student missing two days of school will be allowed three school days to complete his/her make-up work. Teachers are expected to be available thirty minutes before and after school and provide time during the day to confer with students for long term absences.

### **Prearranged Absences**

If parents are aware in advance of situations requiring student absences, they should notify the Attendance Office as far ahead of the absence as possible. If reasonable time permits, arrangements will be made to get assignments from teachers. In cases of prearranged absences, schoolwork, as indicated by the instructors, should be completed prior to the absence of the student. A Pre-Arranged Absence Form, available in the Counseling Office, should be completed prior to the student's departure; however, students should generally avoid these types of absences, particularly during semester exams.

## **INSTRUCTIONAL PROCESS**

### **ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES (Board Policy JECC-1)**

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

### **Transfers from Accredited Schools**

For the purposes of this policy, an "accredited school" includes a Missouri public school district, a Missouri charter school, the Missouri Course Access Program (MOCAP); a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri State Board of Education, AdvancED or the Independent Schools Association of the Central States (ISACS). If a school or school district is located in another state, that school or school district must be accredited by that state's department of education, AdvancED, ISACS or the equivalent organizations.

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

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

### **Transfers from Unaccredited Schools**

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

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

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

### **Transfers while Enrolled in MOCAP**

Students who transfer to the district while enrolled in one or more MOCAP courses will remain enrolled in the courses as required by law.

### **Transfers of Students of Military Families**

If a transfer student is in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, the district will initially place the student in the same courses and programs the student was in while attending the previous district, to the extent the district offers such courses and programs. Such placements may include, but are not limited to: honors classes; vocational, technical and career pathway courses; and International Baccalaureate, Advanced Placement, English learner and gifted programs. After placement, the district may perform additional evaluations to ensure that the student has been placed appropriately and may change the student's placement after consultation with the student's parent/guardian.

### **Transfers of Students in Foster Care**

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

### **CLASS RANKINGS (Board Policy IKC)**

#### **Valedictorian/Salutatorian**

In the interest of encouraging outstanding academic achievement, valedictorian(s) and salutatorian(s) will be recognized in each high school graduating class. The valedictorian(s) and salutatorian(s) will be identified according to the following procedure:

1. The valedictorian(s) will be the student(s) with the highest grade point average as computed at the completion of high school work.
2. The salutatorian(s) will be the student(s) with the second highest grade point average as computed at the completion of high school work.
3. To be eligible for valedictorian or salutatorian honors, a student must be enrolled within the school district prior to and continuously following the 10th school day of the student's senior year.

#### **Graduating With Honors**

In addition to recognizing valedictorian and salutatorian, students will be recognized "With Honor" according to the following distinctions:

##### *Summa Cum Laude:*

- The Summa Cum Laude definition is With Highest Honor.
- Grade point average: 3.9 to 4.000

##### *Magna Cum Laude:*

- The Magna Cum Laude definition is With Great Honor.
- Grade point average: 3.7 to 3.89

### *Cum Laude:*

- The Cum Laude definition is With Honor.
- Grade point average: 3.500 to 3.69

## GRADUATION REQUIREMENTS (Board Policy IKF)

### **Requirements**

A student must meet the following requirements in order to graduate from the district, unless otherwise exempted. The student must:

1. Complete a minimum of 25.5 credits, including credits required by the State Board of Education.
2. Pass examinations on the provisions and principles of American history, American institutions, American civics, and the Missouri and U.S. Constitutions. (§§ 170.011, .345, RSMo.)
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (§ 170.011, RSMo.)
4. Have earned credit in the district's educational program between the ninth and twelfth grades.
5. Have taken all required end-of-course (EOC) examinations. (DESE Graduation Guidance)
6. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (§ 170.310, RSMo.)

### **Exceptions**

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP). Any specific graduation requirement may be waived if recommended by the student's IEP team. (DESE Graduation Guidance)
2. Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE) and may have some graduation requirements waived depending on the circumstances. (DESE Graduation Guidance)
3. The district will waive the requirement to pass examinations on the provisions and principles of American history, American institutions and the Missouri and U.S. Constitutions for students who transfer from a school outside Missouri if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve. The district will waive the requirement to pass a civics examination when recommended by the student's IEP team. (§ 170.011, RSMo., DESE Graduation Guidance)
4. Graduation requirements for foster care students will be modified or waived in accordance with law and board policy IGBE. (§ 160.1990, RSMo.)
5. Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district may have graduation requirements modified or waived in accordance with law. (§ 160.2000, RSMo.)
6. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma. (5 C.S.R. 20-500.330)

## Earning Credit

1. The superintendent or designee is directed to assign credit values for courses offered by or through the school district and to develop formulas and procedures for awarding credit to students who transfer from a district that uses a different standard for awarding credit.
2. The district recognizes units of credit obtained through Missouri Course Access Program (MOCAP). Generally, the district accepts credit from accredited schools and school districts, including credits earned through courses delivered primarily through electronic media, such as online courses. For the purposes of this policy, an "accredited school" is a Missouri public school, a Missouri charter school; a private agency where students with disabilities are placed by a public school; or any school or school district accredited by the Missouri State Board of Education, AdvancED or the Independent Schools Association of the Central States (ISACS). If a school or school district is located in another state, that school or school district must be accredited by that state's department of education, AdvancED, ISACS or the equivalent organizations. (§ 161.670, RSMo., DESE Graduation Guidance)
3. The district may waive one unit of academic credit in English language arts, mathematics, science or social studies, whichever is most appropriate, for students who successfully complete an eligible three-unit career/technical program. Students must request this credit waiver prior to enrolling in the career/technical program for which the waiver is sought. Students must take the end-of-course exam required for any waived course. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (DESE Graduation Guidance)
4. In addition to the waiver of credit above, a student may fulfill one unit of academic credit with a district-approved agriculture or career and technical education course for any English language arts, mathematics, science or social studies unit required for high school graduation in any combination up to fulfilling one requirement in each of the four subject areas. The substitution may not be made for courses that require an end-of-course assessment. Unless otherwise waived by law, students who waive a social studies unit under this section are still required to complete a course of study of at least one semester in length covering the institutions, branches and functions of the government of the state of Missouri, including local governments, and of the government of the United States and the electoral process. Students are also required to meet state requirements regarding American civics. (§ 170.017, RSMo.)
5. The district may allow a student to fulfill one credit of any district-required mathematics, science or practical arts unit with a district-approved computer science course if the student has taken or is on track to take all courses that require end-of-course examinations for math and science. The district will notify all students relying on this provision that some institutions of higher education may require four units of academic credit in mathematics for college admission. The district will require the parent, guardian or legal custodian of each student to acknowledge in writing that taking a computer science course to fulfill a unit of academic credit in mathematics may have an adverse effect on college admission decisions. (§ 170.018, RSMo.)
6. Students may earn credit for a subject that has been embedded into another subject-area course in accordance with guidelines established by DESE. (DESE Graduation Guidance)
7. Students may earn credit by other means as approved by the board and in accordance with law.

8. Students may earn advanced-standing credit by successfully completing coursework in seventh or eighth grade for a course approved by DESE as a credit-bearing high school course. A student who earns one credit in seventh or eighth grade in a credit-bearing high school course may count the credit toward the total required for high school graduation. Middle school courses taken for this purpose will show on the high school transcript as a pass but will not count toward the high school grade point average. (DESE Graduation Guidance)
9. The superintendent or designee may approve credit earned on a proficiency basis if a student is able to demonstrate mastery of the competencies for a particular course and if state requirements are met for a quality, competency-based credit system. (DESE Graduation Guidance)

### **Diplomas and Certificates**

Students who complete the district's graduation requirements or are otherwise entitled to a diploma in accordance with law and district policy will receive a district diploma. Effective with the graduating class of 2025, the number of credits earned will determine the diploma received: Silver Seal (24 credits earned), Gold Seal (25.5 credits earned) and Platinum Seal (28 credits earned).

### **District Diploma for Coursework Completed in Other Districts**

In accordance with law and DESE guidance, the district may be required to issue a diploma to students who did not complete their education in the district but who graduated based on the district's graduation requirements. Such circumstances include, but are not limited to, situations where a foster student transfers from the district to another school or district or a student in the household of an active duty member of the military transfers to another district, in accordance with law. (§§ 160.1990, .2000, 167.019, RSMo.)

### **Diplomas from Other Districts**

Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district at the beginning of or during their senior year and who will not meet the graduation requirements of the district by the end of the senior year may receive a diploma from the school district they are transferring from if they are able to meet the graduation requirements of that district. (§ 160.2000, RSMo.)

Foster care students who enroll in the district at the beginning of or during their senior year who cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, may receive a diploma from the previous school attended if they are eligible to receive a diploma from the previous school. (§ 160.1990, RSMo.)

### **Certificate of Attendance**

Students with disabilities who reach age 21 or otherwise terminate their education and who have met the district's attendance requirements but have not completed the requirements for graduation may receive a certificate of attendance as directed by the student's IEP team. (DESE Graduation Guidance)

### **Career and Technical Education Certificate**

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education. (§ 170.029, RSMo.)

### **Seal of Biliteracy**

The district may award a Missouri Seal of Biliteracy to students who have attained proficiency in English and at least one other language before high school graduation in accordance with rules established by DESE.

### EARLY GRADUATION (Board Policy IKFA)

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

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

### GRADUATION EXERCISES (Board Policy IKFB)

When students complete all graduation requirements, it is an achievement of not only the students, but also the community. The Board will recognize students in a public graduation ceremony that has as its purpose honoring and celebrating the graduates. The superintendent or designee will plan an appropriate ceremony on the date approved by the Board, with input from the students graduating. If appropriate, the district may hold more than one ceremony or recognition celebration.

Speakers at graduation ceremonies are subject to the provisions of policy INC.

Unless otherwise stated in this policy, students may only participate in graduation ceremonies if they have successfully completed all graduation requirements or the requirements to receive an alternative diploma or a certificate of attendance in accordance with Board policy. Students seeking to apply credits earned through other accredited schools, as defined in policy IKF, toward graduation requirements must provide the district with verified documentation of the completion of these courses ten working days prior to the graduation ceremony in order to participate in the ceremony. Any student who has otherwise met all requirements for graduation will be granted a diploma, regardless of whether he or she participates in graduation exercises.

Participation in the graduation ceremony is a privilege and not a right. A student must be in good standing with the district, as defined by the district, in order to participate in graduation exercises.

### **Students Eligible for Services under the IDEA**

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

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

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

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



REQUIREMENTS FOR INTERNATIONAL EXCHANGE STUDENTS DESIRING A DIPLOMA  
International exchange students can earn a diploma from if the following are accomplished:

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

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

The Liberty 53 School District encourages its students to further their education and training after they graduate from the district. For that reason, the district will participate in the state A+ Scholarship Program to provide students an opportunity to pursue postsecondary education at a low cost or earn college credit while in high school. The district will follow the requirements as established by state law and regulation for the implementation and administration of its A+ Schools Program. The district shall employ an A+ Schools Program coordinator, as required by law.

**Program Goals**

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

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

**Citizenship Component**

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

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

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

Students who sign a contract for A+ tuition reimbursement status are to maintain good citizenship during the contract period while in grades nine through twelve. Good citizenship is defined under the

*Student Code of Conduct.* Students making A+ application will be subject to the discipline policy and procedures of the Liberty School District. (Special cases outside the contract time involving serious violations will be subject to review.)

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

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

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

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

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

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

Students may, for good cause, appeal their dismissal. Students/Parents will have 30 days after notification to appeal a decision that is made dealing with citizenship. A written appeal must be submitted to the A+ school coordinator. The coordinator will convene the A+ appeals committee, made up of:

- The A+ student's guidance counselor
- The high school principal or vice-principal
- Two volunteer high school teachers

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

### **POWERSCHOOL**

Student grades and attendance can be monitored on a daily basis through PowerSchool. Parents can access student grades and attendance through the parent portal at <https://lps53.powerschool.com/public/>. For assistance in creating a parent account, please contact Mrs. Lois Magnuson ([lois.magnuson@lps53.org](mailto:lois.magnuson@lps53.org)) at Liberty High School or Mrs. Gail Stark ([gail.stark@lps53.org](mailto:gail.stark@lps53.org)) at Liberty North High School. Grades serve as indicators of student progress during a course. Formal grades are transcribed at the end of the semester. Please email your student's teachers directly with any questions or concerns about your student's grades for their courses.

## SEMESTER CREDIT

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

## REPEATING CLASSES FOR NO CREDIT

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

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

## INCOMPLETE GRADES/GRADE CHANGES

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

## SUMMER SCHOOL

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

## CORRESPONDENCE COURSES

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

## AUDITING A COURSE

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

## LIBERTY VIRTUAL ONLINE LEARNING

As we prepare students for college and career readiness, we believe having the option to take online courses is important for students. LPS offers several Liberty Virtual courses taught by LPS faculty and partners with other online providers, such as Springfield LAUNCH. For specific details regarding virtual course enrollment, please visit with your student's guidance counselor.

## SCHEDULE CHANGES

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

add classes must be made by a pre-announced date in the spring of the preceding year. After this date, students will only be allowed to change classes for the following reasons:

### **Educational Reasons**

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

### **Administrative Reasons**

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

### **Board/Building Policy**

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

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

## **STUDENT GUIDELINES**

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

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

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

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

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

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

The superintendent or designee is directed to clearly mark and maintain parking spaces and will designate parking areas for students and employees. The district will also designate parking spaces for

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

## STUDENT PARKING INFORMATION

### **ELIGIBILITY:**

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

**REQUIREMENTS:** All students who are granted the privilege to park must have their parking permit displayed properly in their vehicle. All students will be issued a student parking permit and must park in the student lots only. Students are not allowed to park along curbs, on fire lanes, or in the faculty/visitor parking lots. All parking locations are clearly marked.

**VIOLATIONS:** A ticket, parking boot, or tow (as deemed appropriate by the school administration) may occur for any violation. Tickets cost a minimum of \$10.00, \$60.00 for no permit, boot cost a minimum of \$60.00, and towing fees are based upon tow company rates and will be accompanied by a \$10.00 ticket.

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

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

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

### **Consent to Search**

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

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

### **Going To The Parking Lot During School**

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

- Students have a pass from an administrator.
- Students are accompanied by a staff member.

Administration reserves the right to not allow students to go to the parking lot during the school day.

### **STUDENT PUBLICATIONS (Board Policy IGDB)**

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

### **HALL PASSES**

Students must have their student ID and a time-stamped hall pass approved by a staff member in order to leave the classroom for any reason (i.e. bathroom, LMC, counselors, lockers, etc.).

### **TELEPHONE USAGE AND MESSAGES**

A landline phone located in the office is available for students before or after school. Students will be notified of telephone messages that are deemed of an important nature. Students should understand that phone messages cannot be relayed to them during class time unless under an extreme emergency situation. Phone calls or messages from anyone other than a parent/guardian cannot be accepted under any circumstances.

Students are expected to have cell phones silenced and to refrain from texting during instructional time, as cell phone etiquette is an expectation. Teachers have the discretion to determine the extent in which cell phones can be used or not used in their classrooms. Cell phone usage at school that is disruptive or interferes with the learning environment is prohibited.

### **LIBRARY MEDIA CENTER (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:
  - o Work at a volume that does not interfere with learning for others.
  - o Use headphones when listening to music, video or animated websites.
  - o 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](mailto:andrea.sumy@lps53.org).

## LOST AND FOUND

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

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

The superintendent is expected to protect the interest of taxpayers of the school district by making every effort to collect all bills due to the district. Although the intention is not to jeopardize the educational opportunities of pupils because of the oversight or the financial inability of parents/guardians, the Board of Education believes that there are important educational values to be learned concerning the payment of obligations. Therefore, the superintendent will take every fair and reasonable action to ensure receipt of payment for fines, vandalism, and services.

Pupils shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Such payment shall be assessed by the principal, or a person of the school concerned whom the principal delegates, in accordance with the price of the book or other article lost or damaged.

## 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.

### STUDENT IDENTIFICATION CARDS

Student identification (ID) cards will be distributed to every student. Students will be asked to wear their ID during school hours and at other school functions including, but not limited to, dances and athletic activities. The ID card serves multiple purposes including security, identification, enrollment status, access to LMC materials, and access to lunch account payment. **The ID card will also function as the School Student Activity Pass.** Students may be charged a replacement fee of \$5 for lost ID cards.

Note: Failure to have your ID in your possession and be able to produce it during the academic day may result in a disciplinary consequence.

### STUDENT CONDUCT ON SCHOOL TRANSPORTATION (Board Policy JFCC)

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

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

If the student will be utilizing district transportation, it is the responsibility of the parent/guardian to notify transportation of any student health concerns (i.e., asthma, severe allergies, seizure disorder, etc.). A *Transportation Emergency Information Form* may have accompanied the student's bus assignment letter and is also available from the transportation department by calling 816-736-5360. This form must be filled out by the parent/guardian for all student health concerns and returned to the transportation department.



## SIGNS AND POSTERS

Any student or staff member wishing to place a sign or poster on the school campus must first receive administrative approval. Once approved, the signage will be stamped with the official Liberty High School or Liberty North High School approval stamp. Any signs without this official stamp will not be permitted to be placed on school property. Approved signs are allowed only on the approved bulletin boards or areas designated by administration.

## RIGHTS AND RESPONSIBILITIES

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

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

Employees failing to follow the directives of this policy or state or federal law will be subject to discipline including, but not limited to, termination, and may be subject to criminal prosecution. Board members who fail to follow this policy and applicable law may be subject to adverse action by the board and criminal prosecution.

### WEAPONS IN SCHOOL (Board Policy JFCJ)

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

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

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

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

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

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

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

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

The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students and, in some limited situations, may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. The superintendent or designee is directed to provide staff with appropriate training and is authorized to contact the district's attorney for advice prior to conducting any search.

#### **School Security & Safety**

- Professional security personnel along with School Resource Officers are on duty daily to patrol all Liberty Public School buildings and grounds.
- Registered Nurses and trained aides are on staff at each school to provide assistance to students when needed. Liberty 53 School District is unique in having RN's at every site.

#### **Emergency Awareness and Collaboration**

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

#### **Crisis Communications**

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

#### **Parent Crisis Communication**

- During any crisis event, communication to parents/guardians will be one of our top priorities. To assist us in being effective and efficient as possible in the delivery of this information, we ask that you adhere to the following guidelines:
- Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system be available for emergency communications.
- Tune to local radio and television stations for emergency announcements and status reports. District Cable Channel KLPS-TV 18 will also be a direct source along with our website and mobile app. You will also receive instructions via phone, through our Parent Notification System, as to where you should go and how/when you may be able to pick up your child.
- Do not come to the school or evacuation location until you are instructed to do so. It may be necessary to keep the streets and parking lot clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the school. LPS has sites planned and mobilization plans in place. You will be notified of the locations through the media outlets or district website and Cable Channel KLPS-TV 18.
- When talking or texting with your children, emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.

- Carefully read all information you receive from your school. You may receive updates about our safety precautions from time to time or Parent Alerts for possible safety concerns.

## STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Education believes that Liberty students have certain rights, which should be recognized and respected. However, along with every right there are certain responsibilities. Among these student rights and responsibilities are the following:

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

- have the opportunity for a free and appropriate education in the best possible environment.
- have the opportunity for freedom of speech and of the press so long as the exercise of those rights is not disruptive.
- not to be discriminated against on the basis of gender, race, ethnicity, color, religion, national origin, sexual orientation, or disability.
- be informed of school rules and regulations.

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

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

Students are responsible for and subject to all school rules and regulations while enrolled in Liberty 53 School District.

## STUDENT DUE PROCESS RIGHTS

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

## DISCIPLINE OF STUDENTS WITH DISABILITIES (Board Policy JGE)

It is the goal of the Liberty 53 School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications

mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

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

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

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

#### DISCIPLINE REPORTING AND RECORDS (Board Policy JGF)

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

### **ACTIVITIES AND ATHLETICS**

#### CO-CURRICULAR SPORTSMANSHIP AND CONDUCT

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

Coaches of all teams will be trained in the methods of establishing policies of good sportsmanship in their players, and they will be considered as role models in this respect. Liberty 53 School District is a member of the Greater Kansas City Suburban Conference Association (GKCSCA). Additionally, all athletes must adhere to the Missouri State High School Activities Association (MSHSAA) eligibility requirements, the Athletic Code established by the athletic director, and the training rules established by each head coach.

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

#### ACTIVITY TICKETS

Students may purchase Student Activity Tickets for admission to all school activities, such as athletic events and concerts. Greatly reduced prices are, therefore, possible through the purchase of an activity

ticket. This ticket does not cover invitational and district tournaments, away games, post season play and some musical and drama productions.

#### DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND GROUPS (BOARD POLICY IGD)

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

#### MSHSAA ELIGIBILITY REQUIREMENTS

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

## 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.

### **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 patrons at athletic and other events. The Board will work with parents/guardians, alumni associations and local service organizations to keep appropriate behavior a top priority. The superintendent will establish procedures for crowd control at district events consistent with this policy.

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

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

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

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

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

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

**Disruptive Conduct**

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or a designee of either may require the visitor to leave. 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. 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 or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. The superintendent may make an exception for visitors to attend a meeting of the Board or its committees but is not obligated to do so. 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 communicate with the Board in writing but will not be allowed back onto district property unless allowed by the Board.

**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 programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)<sup>2</sup>.

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
<b>Complaints filed with LEA</b> 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)?	<b>Complaints filed with the Department</b> 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?
<b>Appeals</b>	
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.

<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V  
<sup>2</sup> 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.

