



Liberty Public Schools

2022-2023 Middle School Handbook



Updated January 26, 2023

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

Principal: Dr. Reagan Allegri
Assistant Principal: Mr. Ryan Dahm
Assistant Principal: Mrs. Jennifer Selock
Activities Director: Mr. Ryan Stegall

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

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

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

Principal: Dr. Gregory Mees
Assistant Principal: Dr. Courtney Dickerson
Activities Director: Mr. Bob Willis
Administrative Intern: Dr. RoseAngela Taney

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

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

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

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

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

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

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

Principal: Mr. Jeremy Bradham
Assistant Principal: Mrs. Shirley Kantola
Activities Director: Mrs. Amanda Renfro
Administrative Intern: Mrs. Heather Lee

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

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

LIBERTY 53 SCHOOL DISTRICT STUDENT/PARENT HANDBOOK

The policies and procedures outlined in the Liberty Public Schools Middle Level Handbook and the [*Liberty 53 School District Student-Parent Handbook*](#) reflect District information and processes. Liberty Public School District policies and procedures are subject to change in accordance with revisions to Federal and State law and new policies and procedures adopted by the District. 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/>.

MIDDLE LEVEL BUILDING INFORMATION

ACTIVITY/INTRAMURAL PROGRAMS

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

ACTIVITY PASS

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

ASSEMBLIES

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

ATHLETICS

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

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

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

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

Discovery Middle School <https://www.lps53.org/domain/5100>

Heritage Middle <https://www.lps53.org/Page/8218>

Liberty Middle School <https://www.lps53.org/domain/5123>

South Valley Middle <https://www.lps53.org/domain/1525>.

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

BACKPACKS/SHOULDER BAGS

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

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

BICYCLES

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

BUILDING HOURS

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

CAFETERIA

Liberty Public Schools Nutrition Services

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

Parents can manage their student's meal account at www.schoolcafe.com/libertyps or download the Schoolcafe app for added convenience. School Cafe provides access to account balances, set spending limits, receive low balance alerts, make account payments, provide nutritional information as well as allergen information. Free and Reduced Meal applications may also be completed at www.schoolcafe.com/libertyps. On-line payments are charged a 5% transaction fee. Check and cash deposits are also accepted at your student's school. Each student is issued a personal identification number [PIN] to access his/her account for meal and a-la-carte purchases.

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

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

Type	Meal Price	22-23
Breakfast	Secondary (6-12)	1.80
Breakfast	Adult	2.25
Lunch	Secondary (6-12)	3.00
Lunch	Adult	4.25
Milk	Milk	0.65

General Building Lunch Information

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

Please Note

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

CHECKING OUT OF CLASS

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

CONFERENCES

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

DANCES/MIXERS

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

DRILLS: DISASTER-EARTHQUAKE-FIRE-TORNADO

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

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

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

FIELD TRIPS

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

FINES AND CHARGES

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

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

GRADES

The purpose of grades at the middle level is to measure student learning and growth over time. Students provide evidence of learning outcomes in alignment with the Missouri Learning Standards and Grade Level Competencies. PowerSchool is the official grade reporting system of Liberty Public Schools. Grades in PowerSchool are live and may change frequently throughout a course. Grades are captured and reported quarterly. Formal, printed grade reports are not sent directly to the home, however, can be accessed in PowerSchool. If parents/guardians would like to request a formal, printed grade card, please contact the guidance office. PowerSchool passwords for parents/guardians are available in the counseling office. All students can access PowerSchool by using their regular username and password. Many teachers use alternate forms of

reporting methods to share and track student progress outside of PowerSchool and may include grade updates in Canvas. For updates of student progress outside of quarterly reports through PowerSchool, please contact classroom teachers.

GUIDANCE AND COUNSELING

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

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

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

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

HEALTH SERVICES

A registered nurse supervises health services at each high school. In the event of an emergency, please notify both the Health Office and the Administration Office immediately. For non-emergency issues, a hall pass should be provided for students to visit the Health Office. The Health Office at each high school maintains copies of student health forms required by the district's Health Services Department. This includes the Health Update Form that is distributed in registration packets and required for parent/guardian(s) to fill out annually. Medical history noted on the Health Update Form may require further documentation. Physician documentation (including an emergency action plan) is required for all significant diagnoses such as: Asthma, Food Allergy, Seizure, Diabetes, and others. Please be advised that without this necessary documentation we cannot ensure proper care for the health and safety of your child at school unless these health forms are filled out properly and returned.

Immunizations

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized in accordance with law. The district will exclude from school all students who are not immunized or exempted as required by law. "It is unlawful for any student to attend school unless he has been immunized as required by law and can provide satisfactory evidence of such immunization unless the child is properly exempted" (Missouri Statute 167.181).

Illness

If a student becomes ill or is seriously injured during the school day, the school will make every effort to contact the parent/guardian or emergency contact. Medical or other information pertaining to the student and situation will be shared with emergency contacts as necessary. "It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it" (Missouri Statute 167.191).

Parents should keep students home from school if they have a fever or other symptoms or illness. An ill student may not return to school until the student:

- 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).

Note: 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.

Medications

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.

All Medications

- Written authorization from the parent must be sent with the medication or school personnel will not administer it.
- Medication is kept in the nurse's office at all times.
- Nurses, using their professional judgment and in consultation with the parent, may allow select students to carry their own inhalers and epinephrine auto-injectors. A physician will need to provide a written treatment plan and authorization for select students to carry their own inhalers or epinephrine. Written parental authorization is also required by way of the required district forms for self-administration of medication.
- All medications must be delivered to the school nurse or building designee by parent/guardian or arranged student delivery. Medication must be in a properly labeled container from the pharmacy or in the 5 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.
- 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.
- No medication will be given past the expiration date on the container.
- Generic Tylenol will be available but will only be administered with written parent authorization. Due to the risk of liver damage, a physician's order is required if the student needs to take more than 25 doses of any combination of medications containing acetaminophen (such as Tylenol) or Non-Steroidal Anti-Inflammatory Medication (such as Ibuprofen, Aleve, Excedrin Migraine, etc.) in a given school year. The school only stocks generic Tylenol. Other medications mentioned need to be provided by the parent/guardian.

Injectable Medications

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

Emergency Medication

Each school is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. District stocked epinephrine remains in the nurse's office at all times.

Emergency Medication for Field Trips

Students' personal emergency medications such as an epinephrine auto injector (Epi-Pen) must accompany the students 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.

Illness and Injury Response ([Board Policy EBBA](#))

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on district property, on district transportation or at a district activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal liability insurance. Families should be prepared to pay for their child's possible medical expenses.

Life Threatening Allergies

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

INTERNAL SECURITY OFFICERS

A full time Internal Security Officer is assigned to each middle school. The Internal Security Officers oversee safety and security protocols at each middle school and are available to assist students and parents with issues of a law enforcement nature. They work closely with the Liberty Police Department and the district-wide School Resource Officer (SRO). They assist the SRO with teaching the LIFE (Liberty Intervention Focus in Education) curriculum as well as other safety programs throughout the year. They spend much of their day creating and building positive relationships with students and helping students understand how the law works to protect people. Through these positive relationships they are able to mediate student conflicts and help troubled students avoid future problems.

LIBRARY MEDIA CENTER

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

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

Mid-Continent Partnership

Mid-Continent Public Library has partnered with Liberty Public Schools to provide digital library access to every LPS student and staff member. This will allow students to access the many digital and print resources that MCPL provides. These resources include research databases, homework help, ebooks, digital 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. Nothing needs to be done to ensure your child receives access to these resources. If you have questions about this partnership or if you would like to opt out of this offering, please email Andrea Sumy, Director of Library Media Services at andrea.sumy@lps53.org.

LIFE

LIFE is a prevention based program developed in cooperation by the Liberty Police Department and Liberty Public Schools. The program, taught by an experienced LPS employees, Liberty Police Department, and many LPS partners in education, covers sexual harassment, bullying/cyber bullying, cyber security, intellectual property, the brain, gateway drugs, marijuana, meth/prescription pills and alcohol. LIFE is facilitated at school during Health classes at all grade levels.

LOCKERS

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

LOST AND FOUND

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

MAKE-UP WORK

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

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

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

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

SCHOOL CLOSING

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

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

SEARCHES

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

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

SELLING/PURCHASING GOODS

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

SIGNING IN AND OUT

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

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

VIOLENCE HOTLINE

Keeping schools safe is a responsibility for all staff, students, and patrons. If you learn of/or suspect a school violence incident, please help prevent the act before it happens. You can report incidents anonymously by calling;

Missouri School Violence Hotline

1-866-748-7047

or by reporting on-line at <https://schoolviolencehotline.com/>

GENERAL INFORMATION

CIVILITY (Board Policy KKA)

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.

STUDENT RIGHTS AND RESPONSIBILITIES

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

Every student has the right to:

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

Every student has the responsibility to:

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

VISITORS TO DISTRICT PROPERTY/EVENTS (Board Policy KK)

District Property

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

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

Appropriate Behavior

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

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

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

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

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

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

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

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

Disruptive Conduct

If a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal or designee may require the visitor to leave. In extreme situations, the superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. During any period of prohibition,

the visitor will not be allowed on district property except to attend a meeting of a public governmental body. The superintendent may make exceptions for parents, guardians or custodians of students enrolled in the district if the person's presence is necessary to transport the student, may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times. This paragraph does not apply if the person is otherwise prohibited or banned from district property by other sections of this policy.

Enforcement

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

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

STUDENT CONDUCT & DISCIPLINE

DISCIPLINE AUTHORITY

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

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

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

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

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

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

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

- First degree murder under section 565.020, RSMo.
- Second degree murder under section, 565.021, RSMo.
- Kidnapping under section 565.110, RSMo.
- First degree assault under 565.050, RSMo.
- Forcible rape under section 566.060, RSMo.
- Forcible sodomy under section 566.060, RSMo.
- Burglary in the first degree under section 569.160, RSMo.
- Burglary in the second degree under section 569.170 RSMo.
- Robbery in the first degree under section 569.020, RSMo.
- Distribution of drugs under section 195.211, RSMo.
- Distribution of drugs to a minor under section 195.212, RSMo.
- Arson in the first degree under section 569.040, RSMo.
- Voluntary manslaughter under section 565.023, RSMo.
- Involuntary manslaughter under section 565.024, RSMo.
- Second degree assault under section 565.060, RSMo.

- Sexual assault under section 566.040, RSMo.
- Felonious restraint under section 565.120, RSMo.
- Property damage in the first degree under section 569.100, RSMo.
- The possession of a weapon under chapter 571, RSMo; committed on school property, including but not limited to actions on any school bus in service on behalf of the district or while involved in school activities.
- Third degree assault under section 565.070, RSMo.

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

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

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

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

Department of Education (ED)

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

Receive notice and an opportunity to opt a student out of

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

Inspect, upon request and before administration or use:

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

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

Liberty Public Schools has policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Liberty Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Liberty Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Liberty Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

PUBLIC COMPLAINTS

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

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

STUDENT ALCOHOL/DRUG ABUSE (Board Policy JFCH)

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

students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

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

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

Due Process

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

SUSPENSION AND EXPULSION (Board Policy JGD)

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

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

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

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

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and School Board Policy JEC, Student Admissions. Before

making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

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

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

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

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

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

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

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

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

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

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

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies that accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.

2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless that student is disabled. (If the student is disabled, the procedures described in the policy dealing with the discipline of disabled children apply.)
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by a principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part in or in full, at any time.
6. If a student is suspended for more than ten (10) days the following rules also apply:
 - The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - If the student gives notice that he or she wished to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - All notices of appeal shall be transmitted, either by the appealing party or by the Office of the Superintendent, to the secretary of the Board. Oral notices, if made to the Office of the Superintendent of Schools, shall be reduced to writing and communicated to the secretary of the Board by that office.
 - The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, action taken by the superintendent, and the reason for the action.
 - Upon the receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail or actual notice, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
 - Hearing of appealed suspensions will be conducted as described in the policy dealing with student disciplinary hearings.

SUSPENSIONS OF 180 DAYS OR MORE/EXPULSIONS

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

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

VIOLATIONS OF LAW

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

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

WEAPONS IN SCHOOL (Board Policy JFCJ)

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

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

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

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

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

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

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

PROHIBITED CONDUCT

Academic Dishonesty

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

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

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

Arson

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

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

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

Assault

1. Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

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

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

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

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

Subsequent Offense: Expulsion.

Bullying and Cyberbullying (see Board policy JFCF)

Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

Bus or Transportation Misconduct (see Board policy JFCC)

Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

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

Third Offense: Warning slip issued to student, parental conference will be held and transportation privileges may be suspended or revoked.

Dishonesty

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

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

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

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

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

Dress and Personal Appearance

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

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

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment. This would include excessively “baggy pants”.
4. Printed wording or pictures or clothing advertising or promoting drugs and/or alcohol or that is obscene or profane in interpretation will not be permitted to be worn. Shirts containing any print or image that is derogatory or disrespectful to any race or ethnic group will be prohibited.
5. No head coverings or sunglasses are to be worn in the school building, except for religious observances
6. Bare midriffs and inappropriate tank tops are not to be worn.
7. Bermuda shorts, dress shorts, coaching shorts or walking shorts will be permitted. Short shorts are not permitted. No pants that have holes in them above the knee will be allowed.
8. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period, in the interest of maintaining safety standards.
9. Additional dress guidelines may be imposed upon students participating in certain extracurricular or classroom activities.

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

Drugs/Alcohol (see Board policies JFCH and JHCD)

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

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

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

Subsequent 11-180 days out-of-school suspension or expulsion.
Offense:

3. Sale, purchase or distribution of or possession with the intent to sell, or distribute any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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

Subsequent 11-180 days out-of-school suspension or expulsion.
Offense:

Electronic Devices

For the purpose of administering policy on the use of electronic devices in schools, on school grounds and on school buses; electronic devices are categorized into two separate categories: Category I - Photography and/or video devices; Category II - Personal electronic devices/CD players/MP3 players/I-Pods/games etc.

1. *Category I (photography and/or video devices)*

Grades K-7 - Personal devices in this category are not allowed to be brought to school. The school will provide these devices as needed for instructional purposes.

Grades 8-12 - These devices are permitted and may be used with proper faculty supervision. However, cameras, video cameras, video phones and/or any other type of photograph or video recording devices are

strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.

2. *Category II (personal electronic devices/CD players/MP3 players/I-Pods/games, etc.)*

Grades PreK-7 - These devices are not to be used on school grounds during regular school hours. If students choose to bring these items to school, they must remain out of sight and unused during regular school hours. The school will not be responsible for personal items that are lost, stolen or broken. Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.

Grades 8-12 - These devices may be used on school grounds during regular school hours and in classrooms at the discretion of the teacher. Misuse of electronic devices on school grounds during regular school hours may result in the confiscation of the device by any teacher or administrator and returned at the end of the school day. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place. The school will not be responsible for personal items that are lost, stolen or broken.

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

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

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

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

Extortion

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

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

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

Failure to Care for or Return District Property

Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

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

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

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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

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

False Alarms (see also "Threats or Verbal Assault")

Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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

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

Fighting (see also, "Assault")

Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

Gambling

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

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

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

Harassment – Other Illegal Discrimination (see Board policy AC)

Unwelcome conduct based on religion, disability or any other characteristic protected by law or based on a belief that such a characteristic exists including, but not limited to: comments, slurs, jokes, insults and name calling; written material including, but not limited to graffiti, notes, epithets, social media, pictures, posters, and cartoons; defacing or damaging personal property and/or district property; physical threats and physical attacks.

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

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

Harassment – Race/Color/National Origin/Ancestry (see Board policy AC)

Unwelcome conduct based on race, color, national origin or ancestry including, but not limited to comments, slurs, jokes, insults and name calling; written material including, but not limited to, graffiti, notes, epithets, social media, pictures, posters, and cartoons; defacing or damaging personal property and/or district property; physical threats and physical attacks.

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

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

Harassment – Sexual (see Board policy AC)

Unwelcome conduct of a sexual nature including, but not limited to, comments, slurs, jokes, insults and name calling; written material including, but not limited to graffiti, notes, epithets, social media pictures, posters and cartoons; defacing or damaging personal property and/or district property; physical threats and physical attacks; touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing.

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

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

Hazing (see Board policy JFCG) – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing can occur even when all students involved are willing participants.

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

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

Incendiary Devices or Fireworks

Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

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

Nuisance Items

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

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

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

Public Display of Affection

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

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

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

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

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

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

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

Sexual Activity

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

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

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

Technology Misconduct (See Board policies EHB and and KKB procedure EHB-AP1)

1. Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

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

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

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

Grades PreK-9 – These devices are not to be used on school grounds during regular school hours. If students choose to bring these items to school, they must remain out of sight and unused during regular school hours. The school will not be responsible for personal items that are lost, stolen or broken. Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day. It is recommended that all personal items be clearly labeled with the student’s name in a conspicuous place.

Grades 10-12 - These devices may be used during regular school hours, but are not to be used during instructional time, unless specifically allowed for instructional purposes. The school will not be responsible for personal items that are lost, stolen or broken. Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day. It is recommended that all personal items be clearly labeled with the student’s name in a conspicuous place.

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

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

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

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

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

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

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

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

Theft

Theft, attempted theft or knowing possession of stolen property.

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

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

Threats or Verbal Assault

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

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

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

Tobacco

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

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

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

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

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

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

Truancy or Tardiness (see Board policy JED and procedures JED-AP1 and JED-AP2)

Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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

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

Unauthorized Entry

Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

Vandalism (see Board policy ECA)

Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

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

Weapons (see Board policy JFCJ)

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

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

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

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

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

Subsequent Offense: Expulsion.

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

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

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

PUBLIC NOTICES

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 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.

DIRECTORY INFORMATION

School officials may release Directory Information. This includes print and electronic publications of the school district. Such information is considered a public record, which must be released upon demand to any persons who request it 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 (816) 736-5310.