

LIBERTY HIGH SCHOOL
STUDENT - PARENT HANDBOOK
2008-2009

LIBERTY HIGH SCHOOL
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WELCOME

August 2008

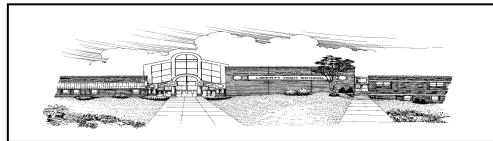
On behalf of all staff members of Liberty High School, I extend a warm welcome to parents and students as we begin a new year together. Our goal is to make Liberty High School a good place to be. We strive to make learning worthwhile and the learner our highest priority.

We believe education is a shared responsibility involving parents, students and educators. Research tells us that children whose parents are involved in and knowledgeable of the various aspects of school life will have a successful time in school. The purpose of this booklet is to encourage and help students and parents to be involved in and well-informed of all aspects of school.

I challenge each of us to make 2008-2009 the best year of learning possible for everyone. By sharing in the responsibility for learning, each of us can contribute to this end. Please take the time to read this book. We hope this information will help all of us work together to prepare students for the future.



Martin K. Jacobs, Ed.D.
Principal



MISSION STATEMENT

The mission of Liberty Senior High School is to provide students with equal opportunities for acquiring knowledge and developing skills in order to participate responsibly and successfully in an increasingly complex world, to serve community and society, and to achieve personal fulfillment.

To realize the mission of the Liberty Senior High School community, we recognize the following guiding principles:

- ☛ We acknowledge the importance of communicating effectively to enhance a collaborative, positive and safe environment.
- ☛ We commit to the application of knowledge through thinking critically, reasoning, and problem solving.
- ☛ We support the use of technology to access, process and apply information in a meaningful way.
- ☛ We value positive human relationships, tolerance and the worth of each person.
- ☛ We encourage wide-ranging creative expressions.
- ☛ We promote healthy lifestyles and physical well being.
- ☛ We endorse the anticipation, understanding, and management of change.

We promote the development of interests that foster life-long learning

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ACADEMIC INFORMATION GUIDANCE PROGRAM

The Guidance program is concerned with the educational, vocational, personal and social adjustments of all students. Counselors are responsible for coordinating educational and career planning, personal counseling and social development. The guidance office also maintains all academic records.

Specific activities provided in these areas are as follows:

- I. Educational and Career Planning
 - A. ACT Discover Computer Program (educational and vocational research)
 - B. High School Academic Program planning
 - C. Post High School planning and decision making
 - D. College admissions, testing and scholarship/financial aid assistance
 - E. Parent conferencing
 - F. ACT Testing and tutorials
- II. Personal counseling and social development
 - A. individual and group counseling
 - B. crisis intervention/conflict resolution
 - C. academic counseling
 - D. referral source for area agencies

The goal of the guidance department is to assist every student in achieving a positive high school experience.

GRADUATION REQUIREMENTS

The current Program of Studies, issued to all students, contains the complete listing of graduation requirements. Students must pass Missouri and Federal Constitution tests to graduate. These are typically completed in the American Government class.

GRADUATION CEREMONIES

All students must earn 25.5 credits. If a student does not complete required credits prior to the seniors last day of attendance, he or she may receive a diploma for the current year after the required credits are completed. All required credits must be completed before the beginning of the next school year. If credits are not completed until after the next school year begins, the student will receive a diploma with the next graduating class. Any student wishing to graduate early must see a guidance counselor for the necessary forms to be completed prior to the end of their junior year or first semester of their senior year. Any student graduating with the class in the top 15% will be accorded the appropriate recognition. This honor is based upon either the 6th and/or 7th semester class rank. **All participants in graduation ceremonies are expected to participate in an appropriate manner. If a student has incurred a of any kind he/she will not receive a diploma, grades or transfer of credits until the debt is paid. Students that do not meet all graduation requirements will not be allowed to participate in graduation ceremonies.**

VALEDICTORIAN

Each graduating class will have a valedictorian(s) which will be the top ranking senior(s) based upon grades earned for eight semesters beginning with the first semester in grade nine and ending with the eighth semester in grade twelve.

SALUTATORIAN

Each graduating class will have a salutarian(s), which will be the next highest-ranking senior(s). The ranking will be determined by the fewest number of "B" grades. For example, if two or more students have one "B" grade, they will be named co-salutarians.

REQUIREMENTS FOR INTERNATIONAL EXCHANGE STUDENTS DESIRING AN LHS DIPLOMA

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

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

SENIOR CLASS RANKING

1. In June, following the junior year, students' grade point averages will be computed using all marks earned in grades nine, ten and eleven.
2. A temporary ranking will be made as soon as grade point averages are computed.
3. During August and September, the names of students leaving Liberty High School will be removed from the temporary ranking and the names of students coming into Liberty High School will be added.
4. On or around October 1, the official sixth semester ranking will be completed and available in the office of each counselor and the guidance secretary.
5. A seventh semester and a final ranking of students will be made following computation of grade point average after the end of the seventh and eighth semesters.
6. EMH students will graduate without being ranked, but will be named and counted with their class.
7. Seniors not graduating will be ranked with their class. If students return and complete graduation requirements at Liberty High School they will be re-ranked in the new class.

THE COLLEGE PREPARATORY STUDIES CERTIFICATE

The State Board of Education has approved the issuance of a College Preparatory Studies Certificate. It is not a high school diploma but a certificate, issued in addition

to the high school diploma, to recognize outstanding academic achievement by a high school graduate. The certificate will bear the signature of the Commissioner of Education and will be validated by the signature of the Superintendent or high school principal.

The College Preparatory Studies Certificate is **NOT** a required item for admission to college. It does, however, reflect the values currently held by the Missouri Department of Education officials regarding preparation for college. Consult the current Program of Studies for the specific required classes. A student must also earn at least a 3.0 grade point average (GPA), on a 4.0 GPA scale, in the combined subject areas of English/Language Arts, Mathematics, Science, and Social Studies, and score at or above the national average on the American College Test (ACT) or Scholastic Aptitude Test (SAT).

Students who are interested in receiving the College Preparatory Studies Certificate are advised to see their guidance counselor for additional information.

HONOR ROLL

The Honor Roll is determined each quarter on the basis of the quarter grades. Students with an average of B (3.0) or better are placed on the "B" Honor Roll. Students with an "A" average (4.0) are placed on the "A" Honor Roll.

PUPIL PERSONNEL RECORDS AND RELEASE OF PERSONAL INFORMATION

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

DIRECTORY INFORMATION

Please be advised that the school district will release "Directory Information" concerning your child upon request. This will include the following information: the student's name, address, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, diplomas and awards received, photographs and other similar information. If you do not want this type of information about your child released, please send a signed letter to that effect to your child's principal.

TRANSFERS AND WITHDRAWALS

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

ACCELERATED PLACEMENT

Academically talented junior high students may request to be considered for accelerated high school placement under certain conditions. This student should be able to demonstrate pre-college aptitudes and abilities. The student needs to take the ACT assessment and earn a minimum composite score of 25 with at least a 21 in each subtest area. The student should also be able to demonstrate that he/she is ready for accelerated placement by their school achievement and self-directedness. A committee convened by the high school principal will review the student's rationale and documentation and make a decision on accelerated placement.

CLASS DESIGNATION OF LHS STUDENTS

A student enrolled at the senior high school will remain with the class he/she entered for classification purposes. He/she may have to spend two years or more as a senior if enough credits have not been earned for graduation. Graduation requirements must be completed regardless of the classification of the student. In order for a student to graduate from the senior high school in four years, he/she must earn 25.5 credits including credits earned in the ninth grade. A student deficient at the end of the junior year will be notified that he/she is behind on a four-year timetable for graduation. Additional notification to the twelfth grade student who is deficient will be made at the end of the 7th semester or at any other time deemed necessary by the counselor.

SEMESTER CREDIT

Graduation credit is awarded on the basis of semester grades. A passing semester grade of "D" or better results in 1/2 credit. If a student fails a semester or more of a required class, a counselor will assist the student in re-scheduling.

REPEATING CLASSES FOR NO CREDIT

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

1. No credit will be awarded the second time.
2. The first grade and second grade will be recorded on the student's permanent record.
3. The two grades will be averaged in the student's G.P.A.

The policy does not apply to courses that are intended to be repeated, such as: band, newspaper, weight training, etc.

INCOMPLETE GRADE/GRADE CHANGES

Incomplete work must be completed within two weeks after grades are distributed or a grade of "F" will be recorded on student records. Exceptions to this rule will be considered by the principal/or designee, after consultation with the student's counselor and/or teacher. Any decision to extend the time beyond two weeks will occur only in cases with extenuating circumstances. Any student receiving an incomplete grade must get in touch with his/her counselor as soon as possible. The student must also make arrangements with the teacher to complete the necessary work within the designated time period. Incomplete grades will ordinarily be given **only** when illness or emergency prevents a student from attending class or completing assigned work.

SUMMER SCHOOL

Students may earn credit by successfully completing courses in a summer school or

which is accredited by the Department of Elementary and Secondary Education. Students shall obtain the approval of the high school principal or counselor before enrolling in a summer or night school course, which is to count toward meeting graduation requirements.

CORRESPONDENCE COURSES

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

AUDITING A COURSE

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

POLICY FOR GRANTING CREDIT TO TRANSFER STUDENTS

A student transferring to the Liberty School District from outside the district will be placed in the grade, which corresponds to his/her placement in the previous school of attendance. However, school officials will have the right, after evaluation and testing, to determine credit, which will be granted for work, completed in another school. The following guidelines and procedures apply to transfers from within and outside the state or country from both public, nonpublic and home schools.

- I. Students will generally be granted full credit for work done in schools, which are accredited by one of the following agencies or organizations:
 - A. A state education agency - In Missouri this would be the Department of Elementary and Secondary Education.
 - B. A regional accrediting agency - In Missouri this would be the North Central Association.
 - C. A state university or other agency which serves as an accrediting agency for nonpublic schools - In Missouri this is done by the University of Missouri in Columbia.
 - D. A branch of the United States Armed Services.
- II. If the school from which the student has transferred is not accredited by one of the agencies or organizations listed above, the student may be granted transfer credit by the Liberty School District by fulfilling one of the following obligations:
 - A. If the student successfully completes course work at a Liberty school, which is sequentially higher than previous work for which approval is being sought, credit may be granted retroactively. For example, a student who successfully completes Integrated Math II at Liberty High School would be eligible to receive credit for an Integrated Math I course taken at a nonaccredited school.
- III. Credit towards high school graduation may not be granted for certain course work. Students will not, for example, be granted credit for religious courses taught from a specific doctrine whether taken either at an accredited or non-accredited school.

The guidance director and building principal will be responsible for monitoring and interpreting the above provisions and will make the determination regarding the credit and/or placement to be granted to transfer students.

SCHEDULE CHANGES

Students and their parent(s) have several opportunities to create and change course requests for the upcoming school year. Enrollment begins in the winter preceding the next school year. Final requests to add classes must be made by a pre-announced date in April of the preceding year. After this date changes will not be made due to the necessity of having accurate enrollment numbers for the hiring of teachers and the creation of the Master Schedule. Students will only be allowed to change classes for the following reasons:

Educational Reasons:

1. Summer school grades, which require re-evaluation of transcripts.
2. Doesn't meet prerequisite/course requirements.
3. Vocational job assignments (students don't gain employment until late in the summer or early fall.)
4. Graduation requirement adjustment.

Administrative Reasons

1. Administrative error
2. Extenuating circumstances (this would be approved by building principal only.)
Should involve student, parents and counselors in a conference prior to a decision.

Board/Building Policy (examples)

1. Movement for placement (special education)
2. Dual enrollment (college)

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

TESTING PROGRAMS

Because of the continuing importance placed on standardized test scores, parents and students should be familiar with various tests that are either required or strongly suggested for various reasons.

I. A.C.T./P.L.A.N.

This test is administered to members of the sophomore class and is used by the school for information on the effectiveness of the high school program, as well as to give students and families feedback on an individual academic achievement.

1. Group tested: sophomores
2. Uses made of results:
 - a. A measurement of how effectively Liberty Schools are preparing students.
 - b. To locate special need areas within the school.
 - c. A measurement of student progress in Core subject areas.
 - d. Help parents and students determine what courses to take during the junior and senior years and provide academic and career planning information.

II. PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT).

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

1. Groups tested: sophomores and juniors planning to attend college following graduation from high school.
2. The results are used as a(n):
 - a. Introduction to the SAT College Admissions Test.
 - b. Criterion for National Merit Scholarships and other scholarships
 - c. College planning guide.

III. SCHOLASTIC APTITUDE TEST (SAT) and AMERICAN COLLEGE TEST (ACT).

All students planning on attending college should take one or both of these tests. Nearly all colleges in the United States require one or the other for admission.

1. Group tested: College bound sophomores, juniors and seniors.
2. The results are used as a(n):
 - a. Part of college admissions requirements.
 - b. Counseling service for college bound seniors.
 - c. Scholarship criterion for numerous college and local scholarship committees.

IV. ARMED SERVICES VOCATIONAL APTITUDE TEST (ASVAB).

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

1. Group tested: Any grade level
2. The results are used as a(n):
 - a. Area vocational school placement aid.
 - b. Civilian or military career planning guide.

THE GIFTED EDUCATION PROGRAM

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

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

In addition, the program seeks to develop within gifted learners positive self-understanding and appreciation of their special abilities as well as self-directedness, which leads to a lifelong commitment to learning.

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

A+ PROGRAM

Eric Greely, Coordinator

Participation in the A+ Schools program is an honor and a unique privilege for Liberty students. Students pursuing the A+ incentive must complete the following requirements.

- Submit an A+ Application
- Attend an A+ Designated school for 3 consecutive years
- Graduate with a 2.5 Grade Point Average
- Have a 95% attendance rate based on the four years of high school
- Maintain a record of good citizenship
- Submit the FAFSA during the last semester prior to graduation

Students are responsible for submitting all necessary documentation. Good citizenship is based on the official discipline record maintained in the high school office. Removal from the A+ program may occur if a student does not meet the citizenship requirements or specifically commits an incident involving drugs or alcohol or which falls under the Safe Schools Act. Students may, for good cause, appeal this dismissal from the A+ program. A written appeal must be submitted to the A+ School Coordinator.

Qualified graduating students can not use the A+ funds until they have officially graduated or after their designated graduating year. A+ pays tuition for full time enrollment to any Missouri State Career and Technical School or Community College.

LIBERTY SENIOR HIGH GOOD CITIZENSHIP GUIDELINES

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

Unlawful Use of Drugs/Alcohol

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

1. Students who violate the District's Drug, Alcohol, and Substance Abuse Policy during the contract time will automatically forfeit A+ tuition reimbursement status.
2. Students who sign a contract for A+ tuition reimbursement status are to maintain good citizenship during the contract period. Good citizenship is defined

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

3. Violations of the District's Student Discipline Policy will be reviewed by the principal/vice-principal and designated committee each semester using the following:

A. Any violation committed by a student under contract which involves an out-of-school suspension may be reviewed.

B. Any violations repeatedly committed by a student under contract which involves poor behavior, disrespect, profanity, dishonesty, etc. may be reviewed.

C. Any student under contract who received two in-school-suspensions in one year may be reviewed.

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

1. A warning statement will be issued to the student's parent/guardian placing that student on probation for the next semester as which time no additional referrals can occur.

2. Notify the student's parents/guardian that the student has been removed from the A+ tuition reimbursement program.

Students may, for good cause, appeal their dismissal. Student/parents will have 30 days after notification to appeal a decision that is made dealing with citizenship. A written appeal must be submitted to the A+ School coordinator. The Coordinator will convene the A+ Appeals Committee, made up of:

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

The A+ coordinator will update each student's citizenship status on a semester basis. At the end of the year, students participating in the A+ Program will receive a letter reporting their progress. Any questions or concerns about the information will be used to fulfill the citizenship requirements of the A+ Tuition Reimbursement Program.

All records of A+ students will be reviewed by the A+ Coordinator, and names of eligible students will be submitted to the Principal and Guidance Office for official certification prior to graduation.

ATTENDANCE

We know that sometimes it is necessary for a student to be absent, but we also know that absences should be kept to an absolute minimum. Studies show there is a direct connection between good attendance and good grades. We feel the most valuable benefits of high school are found in daily classroom attendance. Making up work is, at best, less than an adequate substitute for a true teaching-learning experience, which can only take place when the student is present in the classroom.

In dealing with attendance, as well as in all other areas, it is important that parents and the professional staff of Liberty High School work together as partners.

Students participating in co-curricular activities (I.E. sporting events including practices, plays, concerts, rehearsals, drill team practices, et al) should be in attendance the entire day. Any student who has an unexcused absence from school on the day of an activity may not attend or participate in that activity. Any student who has an excused absence from school on the day of an activity must seek approval from a building principal in order to attend or participate in that activity.

The Attendance Policy for A+ student applicants requires the students to have a 95% attendance record which is averaged over their four years in high school. Only absences involving school sponsored functions and homebound studies will be excused for A+. Medical absences and family vacations will be excused through the school (with a doctor's note, phone call, or pre-approval), but will still be counted as an absence, therefore affecting the A+ attendance percentage. If a doctor or dental appointment must be made during the day, the absence should not last more than one or two blocks rather than the entire day. Parents are reminded that there is an Appeals Process, which normally takes place in the spring of a student's senior year. If there is a question or concern regarding attendance, students are urged to request a hearing at that time. In short, there is no excused/unexcused absence in the A+ Program unless it is a school-sponsored function.

ATTENDANCE POLICY 2008-2009

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

COMMUNICATION TO PARENTS FROM THE ATTENDANCE OFFICE

When a student has missed five days, excused and/or unexcused, in any class in a semester, a letter will be mailed from the Attendance Office. The purpose of the letter is to inform the parent about the absences and the impact these absences may have on the student's status.

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

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

At the time of the eleventh absence in a class, notification of *denial of credit* in that class will be sent by certified mail to the parent by the Attendance Office.

Documentation of the letter will be logged in SASI, Liberty High School's Student Information System, an email/phone call will be made to the parent/guardian of the student, and a copy of the student's daily attendance log will be included in the letter.

APPEAL PROCESS

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the ten-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office after the end of the semester the absence occurred in. The review by the Attendance Review Committee shall be held within a reasonable time after the appeal request is made.

If **no** appeal request form is received by the end of the semester, then *credit is denied*.

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

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

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

- denial of credit
- credit is awarded
- the student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period

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

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

Where the committee upholds the *denial of course credit* based on excessive absences; the student and parent/legal guardian may request a hearing before the Board of Education. Parties who desire to appeal the decision of the Attendance Review committee must notify the principal or superintendent within ten (10) days of the decision. Failure to make a timely request for a Board hearing will result in the

loss of credit as affirmed by the Attendance Review Committee. Procedures for a Board hearing shall be the same as provided for in any student disciplinary matter.

EXCUSED AND UNEXCUSED ABSENCES

Except as indicated below, excused and unexcused absences count toward the ten-day limit per semester. An unexcused absence (e.g. skipping a period or truancy from school for an entire day) will mean that the student **cannot** get credit for the class work missed during that absence and may receive additional consequences.

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

- *hospitalization
- *death in the family
- *school suspensions
- *mandatory court dates
- *counselor and office appointments
- *two college visits per year for juniors and two college visits per year for seniors with verification from college
- *School related activities in which the student is a participant
- *history of chronic health problems, provided that proper documentation is filed with the Attendance Office

Please note – there is no “Senior Skip Day.”

The following excused absences are “examples” of absences that will count toward the ten-day limit:

- *oversleeping
- *family vacations
- *going “out of town”
- *missing the bus
- *no ride to school
- *needed at home
- *personal business
- *car trouble
- *dental/orthodontist appts.
- *doctor’s appointments
- *activity camps
- *temporary illness which does not necessitate hospitalization
- *district/state contests or other school related activities in which student is not a participant

How to Excuse an Absence:

The best way to have an absence excused is for a parent to call the attendance office at the high school (736-7050 or 736-7051) on the day of the absence.

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

If neither a call was made during the absence nor a note was brought to the attendance office, the student must report to the attendance office immediately upon his/her return to school and use the telephone to verify the excused nature of the absence. Student will

be given an admit slip to classes when an absence is excused.

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

Arriving/Leaving Campus During the School Day:

Once students arrive on campus they may not leave unless they have obtained approval from a parent and a principal prior to leaving. They must sign out at the attendance office. When it is necessary to leave the school campus during the school day, the **student must first checkout with the attendance office.** At that time the student will be required to present written or oral (phone call) permission to leave from a parent, or legal guardian and to sign out. When returning to campus the student must sign-in with the attendance office. Because of the obvious safety and responsibility risks, **students who fail to sign out or sign in will receive a three-day in-school suspension.** Students must enter the building through the main front entrance during the school day hours 7:25 a.m. to 2:35 p.m.

FAKE NOTES AND PHONE CALLS

Because of the obvious safety and responsibility risks, any student forging a parent's or teacher's name to an excuse note, pass or using a fake phone call to gain an unauthorized absence, faces serious disciplinary action, including a minimum 5-day suspension.

REQUEST FOR HOMEWORK DUE TO ILLNESS

Homework assignments may be requested through the Guidance Office when a student misses school. Parents are advised to call as early as possible but no later than 8:25 a.m. to receive assignments at the end of that day. Homework can be picked up in the Guidance Office between 3:00 and 4:00 p.m.

Make-up work will be the responsibility of the student and must be completed within the established time requirements or loss of credit will result. Students are allowed two school days for the first day of absence and one additional day for each successive day missed thereafter. For example, a student missing two days of school will be allowed three school days to complete his/her make-up work. Teachers are expected to be available thirty minutes before and after school and provide time during the day to confer with students.

PREARRANGED ABSENCES

If parents are aware in advance of situations requiring student absences, they should notify the attendance office as far ahead of the absence as possible. If reasonable time permits, arrangements will be made to get assignments from teachers. In cases of prearranged absences, schoolwork as indicated by the instructors, should be completed prior to the absence of the student. There are special forms in the Attendance Office for this purpose. Students should generally avoid these types of absences, particularly during semester testing.

ILLNESS DURING SCHOOL DAYS

Illness during school days requires that the student report to the Attendance Office and he/she may then be sent to the nurse. The parents will be contacted if it is necessary for the student to leave.

STUDENTS MUST STAY IN BUILDING

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

OFFICIAL NOTIFICATION OF SCHOOL DISMISSAL

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

TARDIES

Student identification cards will be distributed the first week of school. Every student will be required to have their I.D. in their possession during academic school hours and school functions. The I.D. Card serves multiple purposes including enrollment status and types of activities that students are involved within the school day, ie: A+, dual, EIP, Academy, KLHS, etc. The I.D. card will also function as the School Student Activity Pass for those interested in purchasing the activity pass.

\$2.00 for Student I.D. Card

\$30.00 for Activity Pass/Includes I.D. Card

\$5.00 for replacement I.D. Card

When a student is late to class without a signed excused pass, the teacher should send the student to the attendance office for a Tardy Slip. The student should report to the attendance office, scan their ID and receive a tardy pass to class. Each semester will be broken down into two nine week time periods.

The consequence structure will be the following:

6 tardies: 1 hour detention

9 tardies: 2 hour detention

12 tardies: Saturday School (8:00am – 12:00pm)

15 tardies: 2 days of ISS

18 tardies: 1 day of OSS

Every three tardies after 18 will result in 1 day of OSS (21, 24, 27, etc.)

RULES, REGULATIONS AND CONSEQUENCES

Liberty High School has a proud tradition of high expectations for all students and adults. Good education requires that we have these high expectations in all that we do at Liberty High School. Good discipline is one characteristic of a good education.

The following pages describe the standards of discipline for Liberty High School to ensure a safe, orderly and purposeful school.

The following rules and regulations serve as the foundation for the district discipline policy. The consequences are suggested guidelines for use by building principals. Each principal has the authority to use discretion and common sense as they enforce the consequences for a particular violation of the rules.

RIGHTS AND RESPONSIBILITIES

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

Every student has the right to:

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

Every student has the responsibility to:

- * know and adhere to rules and regulations established by the local board of education and implemented by school administrators and teachers.
 - * know and adhere to state and federal laws.
 - * respect the human dignity and worth of every other individual.
 - * refrain from libel, 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. This is particularly true now that we are in a beautiful new building.
 - * 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, teachers and staff in maintaining discipline in the school and at school sponsored activities.
 - * obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.
 - * carry only those materials on school property or at school-sponsored activities which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker and/or vehicle.
- Students are responsible for and subject to all school rules and regulations until he or she has received their diploma from Liberty High School.

STUDENT DRESS AND PERSONAL APPEARANCE

Student dress and appearance is usually a concern of students and parents. The school administration also has the responsibility to help develop values, which contribute to good taste in matters of dress and appearance.

The Liberty Public Schools expect 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.

The following items of dress need to be adhered to:

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. Printed wording or pictures on clothing advertising or promoting drugs, alcohol or that are obscene or profane in interpretation, will not be permitted to be worn.
4. Class activities, which 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.
5. Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the schools. This would include excessive "bagging/sagging pants".
6. Hats, skullcaps, bandanas or headband may not be worn, however functional hair tiebacks are acceptable. No sunglasses may be worn.
7. Tops must have straps on both sides. No cleavage should be shown, no shirts that allow midriffs to show, no backless tops and no underwear showing. No sunglasses may be worn.

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

1st Offense: Students who wear clothing that is not acceptable according to the policy may be removed from school or class to change clothing or wear provided attire for that day. This absence may be regarded as an unexcused absence from school.

2nd Offense: Students in violation of the dress and appearance policy may be placed on one to five day suspension.

3rd Offense: Students may be placed on a six to ten day suspension.

STUDENT INJURIES IN LIBERTY PUBLIC SCHOOLS

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

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. Parents, please be prepared to pay for your child's possible medical expenses.

PUBLIC DISPLAYS OF AFFECTION

Society's mores change through the years but the great majority of students, parents and faculty still adhere to proper and respectful behavior regarding public displays of affection. In order to make a clear judgmental decision on these matters; it is simply put that public displays of affection beyond handholding are not permitted on the Liberty High School campus.

CARE OF PROPERTY BY STUDENTS

We are in a beautiful building and students are expected to take reasonable care of property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear. Payment shall be assessed by the principal of the school concerned or designated person, in accordance with the price of the book or other article lost or damaged. **Writing, displaying of drugs or alcohol related pictures, or pictures of men or women in swimwear or underwear are not permitted on lockers. Do not put stickers on lockers, use clear scotch tape for any acceptable picture on lockers only. Only staff or injured students may ride the elevator.**

Any students who carelessly or intentionally deface or damage school property or property of others may be required to pay for all damages and may be subject to the following additional disciplinary action:

1st Offense: Detention to 90 days of out-of-school suspension and restitution.

2nd Offense: 11-90 days out-of-school suspension and restitution.

3rd Offense: Expulsion and restitution.

Failure to pay for damages may result, after due notification to parent or guardian, in the student being suspended from school with re-admission only upon application to the superintendent of schools or his designee.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children up to an amount of \$2,000.00.

STUDENT CONDUCT ON SCHOOL BUSES

The safety of students during their transportation to and from school or activity is a responsibility, which they and their parents/guardians share with the bus drivers and school officials. Students are responsible for all the rules of conduct while waiting or riding a school bus. These rules will be issued to all students at the beginning of the school year and to new students upon enrollment. These rules are also posted in each school bus.

Students who fail to observe these rules will be subject to disciplinary action since their failure to do so may affect the safety of others.

1. The driver is in charge of the pupils and the bus at all times. Pupils must obey and respect the orders of the driver on duty.
2. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
3. Pupils should not stand in the roadway while waiting for the bus. If students must cross a roadway in order to enter the bus, the driver will direct the students not to cross the road until a signal is given. Students must cross ten (10) feet or more in front of the bus.
4. No student may enter the bus who is eating, smoking, drinking, shoving, or acting boisterous. The use of profanity is prohibited.
5. Students will occupy seats from the rear to the front of the bus. (If students can

- load quickly and politely, they won't have to load in this fashion.)
6. The driver may assign any seat for any student.
 7. Students may bring onto the bus only those items (musical instruments, book, etc.) that are small enough to be carried on their laps without interfering with the seating of other passengers, or that can be placed in an assigned area if sufficient need is indicated. Large objects are not to be placed on the front seat.
 8. Students must be seated before the bus is put in motion. Students will remain seated until the bus has come to a complete stop. Students must remain seated while the bus is in motion.
 9. Students will be picked up and discharged only at scheduled school bus stops. The driver will not discharge students at places other than their regular bus stop near the home or at school, unless by proper authorization from the director of transportation or the principal of the school. Arrangements are to be made in advance.
 10. Classroom conduct is to be observed by pupils while riding on the bus. No "horse play" is permitted. Loud, unnecessary noise, shouting or scuffling is prohibited. Ordinary conversation is all that is acceptable.
 11. Pupils must not at any time extend arms or head out of bus windows.
 12. Pupils must not try to get on or off the bus, or move about within the bus while it is in motion.
 13. Pupils must not throw waste paper or rubbish on the floor or out the windows of the bus. Throwing items of any nature is prohibited.
 14. Any damage to the bus is to be reported at once to the driver. Damage to a bus by a student must be paid for by the student responsible for the damage.
 15. Pupils must observe instructions from the driver when leaving the bus.

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

1st Offense: A warning slip will be issued to the student. A conference may be held with a principal to discuss the inappropriate behavior with the student. Detentions may be issued and a copy of the bus warning slip will be sent home to the parents. Serious violations may result in more severe disciplinary action.

2nd Offense: A warning slip will be issued to the student. The student will conference with a principal. The parent will be contacted and a five-(5) day suspension from bus transportation may occur.

3rd Offense: A warning slip will be issued to the student and a parental conference will be held. The student may be suspended indefinitely from bus transportation unless reinstated by the superintendent of schools or his designee.

Excessively dangerous behavior will result in immediate action.

STUDENT DISCIPLINE

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operations of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. **The consequences contained in Board Policy and student handbooks are suggested guidelines. Each principal has the authority to use discretion and common sense as he/she enforces the consequences for a**

particular violation of the rules. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. Legal authorities may also be contacted and charges filed. Additionally, **the principal reserves the right to apply a higher-level consequence whether or not it is a first offense violation.**

The public Schools of this nation have the responsibility, conferred on them by the state, to provide public education for children until they graduate or reach the age of 21. To discharge this function effectively and equitably, school authorities and parents must ensure an environment in each school, which is conducive to the learning process. While there are many factors which affect the learning environment, perhaps the most critical is the problem that results from inappropriate conduct and lack of consistent and effective disciplinary response. A renewed commitment to the establishment of consistent local discipline codes is seen as a way to deal with dropouts, lowered academic achievement, alienated youth, and demoralized teachers.

Federal and state laws confer rights and freedoms to every citizen both in and out of school. At the same time, every citizen has the responsibility to respect the identical rights of others. In the school environment, these rights and responsibilities must be harmonious with the learning process. School authorities are, thus, allowed a broader range of powers in maintaining an orderly environment than is generally allowed law enforcement authorities in society, provided they adhere to the requirements of due process and other constitutional standards.

All school district personnel responsible for the care and supervision of students are authorized to hold every pupil strictly accountable for any disorderly conduct in school or on any property of the school, on any school bus going to or returning from school, during school - sponsored activities, or during intermission or recess periods.

Rules, which establish discipline, serve as guidelines for students and are necessary and basic to their growth and development. Thus, it becomes the responsibility of local school districts to have a discipline policy, which reflects the community's standards and expectations for student behavior. The discipline guidelines are important for the maintenance of an atmosphere where orderly learning is possible and encouraged. The consequences contained in Board policy and student handbooks are suggested guidelines. **Any crisis type situation may cause changes in rules/regulations and building procedures as determined by the administration.**

Schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and the mutual trust among parent, teacher and student. The discipline policy is the tool. In this regard, the student discipline policy becomes an integral component of the education process and a symbol of the commitment of parents, students and administrators to the maintenance of an effective learning environment.

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

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. **Any violation of handbook policies may result in referral to legal authorities.**

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:

- (1) First degree murder under section 565.020, RSMo.
- (2) Second degree murder under section, 565.021, RSMo.
- (3) Kidnapping under section 565.110, RSMo.
- (4) First degree assault under 565.050, RSMo.
- (5) Forcible rape under section 566.060, RSMo.
- (6) Forcible sodomy under section 566.060, RSMo.
- (7) Burglary in the first degree under section 569.160, RSMo.
- (8) Burglary in the second degree under section 195.211, RSMo.
- (9) Robbery in the first degree under section 569.170, RSMo.
- (10) Distribution of drugs under section 195.211, RSMo.
- (11) Distribution of drugs to a minor under section 195.212, RSMo.
- (12) Arson in the first degree under section 569.040, RSMo.
- (13) Voluntary manslaughter under section 565.023, RSMo.
- (14) Involuntary manslaughter under section 565.024, RSMo.
- (15) Second degree assault under section 565.060, RSMo.
- (16) Sexual assault under section 566.040, RSMo.
- (17) Felonious restraint under section 565.120, RSMo.
- (18) Property damage in the first degree under section 569.100, RSMo.
- (19) 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.

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.

I. Violations Against Persons

A. Assault - Student

Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.

1st Offense: 10-180 day suspension

2nd Offense: Expulsion

B. Fighting

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

1st Offense: 3- to 5-day suspension

2nd Offense: 5- to 10-day suspension

3rd Offense: 1- to 180-day out-of-school suspension or expulsion

C. Threats and Intimidation

Intimidation or a threat to cause injury to another or intentionally placing another person in reasonable apprehension of imminent physical injury, including cyber (computer) bullying.

1st Offense: 1- to 3-day suspension

2nd Offense: 3- to 10-day suspension

3rd Offense: 1- to 180-day out-of school suspension or expulsion

D. Dangerous weapons in the school

The safety of students and staff is a matter of utmost concern. Any person utilizing a school facility or attending a school sponsored event or activity shall not carry, conceal, or transmit any kind of firearm, **firearm silencer**, BB gun, pellet gun, any instrument that expels a projectile through pressurized cartridges or springs, **explosive weapon**, spot marker or paint gun, knives, razor blades, metal knuckles, slingshots, clubs, bats, **blackjack, a gas gun, fireworks, ammunition, or items that can be used as a weapon or weapon components**, or other dangerous weapons in school buildings or on or about the school district's grounds or at school sponsored events or activities. Any items of this nature will be confiscated and turned over to the principal. Items which may reasonably be mistaken for or bear a reasonable resemblance to any of the aforementioned ("look alike weapons") may be treated as "dangerous weapons" for the purposes of this policy.

Violators of these provisions may be referred to the appropriate legal authorities. In addition, a student who violates the provision may be subject to the following disciplinary action:

1st Offense: 3-10 days in-school suspension or
1- to 180- day out-of-school suspension, or
expulsion

2nd Offense: Expulsion

In compliance with the "Gun Free Schools Act" (Federal) and sec. 160.261 RSMo (amended 1995):

Any student who is determined to have brought a weapon (as defined in this subparagraph) to school in violation of this policy shall be suspended for a period of not less than one (1) year or be expelled and will be referred to the appropriate legal authorities. The superintendent may modify such suspension on a case by case basis. For the purpose of this subparagraph the term "weapon" shall mean a "firearm" as defined under 18 U.S.C.921:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant
- Any concealed weapon. As per the Gun Free Schools Act.
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary, or poison gas any combination of parts either designed or and from which a destructive device may be readily be assembled.

E. Promoting Student Misconduct

No student shall intentionally promote or advocate misconduct by any student for any purpose including gang related activities, graffiti, or attire. A student

who violates this provision may be subject to the following disciplinary action:

1st Offense: 1- to 180-day out-of-school suspension or expulsion

II. Violations Against Public Health and Safety

A. Possession

Possession, use, attendance after recently using or being under the influence of controlled substances, drug paraphernalia, alcoholic beverages, **inhalants with intoxicating or hallucinogenic properties** or substances represented to be such:

1st Offense: 10-to 180-day out-of-school suspension

2nd Offense: 10-to 180-day out-of-school suspension

3rd Offense: Expulsion

B. Distribution of Substances

Distribution of alcoholic beverages, controlled substances, inhalants with intoxicating or hallucinogenic properties or substances represented to be such:

1st Offense: 10 day to Expulsion

C. Sale or Distribution of controlled Substances

Sale or distribution of controlled substances or substances, alcoholic beverages or substances represented to be such:

1st Offense: Expulsion

D. Smoking and Chewing of Tobacco

The policy of the Liberty Public Schools prohibits students from smoking or chewing tobacco on school property or at a school activity. This includes activities away from Liberty Junior and Senior High Schools. Students are not permitted to leave campus for

the purpose of smoking or chewing tobacco after arriving on campus.

Students shall **not possess tobacco paraphernalia, cigarettes, lighters, rolling papers or cigarette packages or chewing tobacco**. These items may be confiscated and disciplinary action may result.

Definition of Smoking: Smoking consists of being seen holding a lit or unlit cigarette or being seen throwing a cigarette away or being seen with smoke coming out of the nose or mouth or admitting to having smoked on school property or at a school function or in possession of any tobacco related items.

1st Offense: 3-5 day suspension

2nd Offense: 5-10 day suspension

3rd Offense: 11-90 day suspension or expulsion

II. Violations Against Property

A. Arson

Arson can best be described as purposefully setting a fire, which is likely to damage property of others. Arson is a serious offense and shall be treated as such. Disciplinary action will depend on the surrounding circumstances. Law officers may be called by school officials to help investigate or press appropriate charges.

1st Offense: 1- to 180-day out-of-school suspension and restitution or expulsion and restitution

B. False Alarm

Any student, who knowingly gives or causes to be given an alarm of fire, bomb, other hazard or disaster, while knowing or with reason to know the alarm is false, shall be subject to the following disciplinary action. In addition, law enforcement officers may also be called for appropriate action.

1st Offense: 1- to 180-day suspension

2nd Offense: Expulsion

C. Theft

Stealing or attempting to steal private or school property, (e.g. school lunches, etc.) will be considered a violation of school rules as well as the law.

Disciplinary action will depend on the severity of the offense. Law officers may be called by school officials to help investigate or press appropriate charges.

1st Offense: detention to 180-day out-of-school suspension and restitution.

2nd Offense: 11-180 day out-of-school suspension and restitution.

3rd Offense: expulsion and restitution

D. Willful Damage to School, Staff or Student Property

Any student who willfully causes damage or attempts to cause damage to any property, real or personal belonging to the school, staff or students or vandalizing such possessions by the school, staff or students.

1st Offense: Detention to 180-day out-of-school suspension, restitution and referral to legal authorities

2nd Offense: 1- to 180-day out-of-school suspension, restitution and referral to legal authorities

3rd Offense: Expulsion, restitution and referral to legal authorities.

IV. Violations Regarding Vehicles

A. Careless Driving

Driving on school property carelessly or without due caution, so as to endanger person or property.

1st Offense: 3- 10-day suspension, loss of parking privileges for 30 days

2nd Offense: 10-day suspension, loss of parking privileges for one semester/year.

3rd Offense: Expulsion

B. Sophomores are not permitted to park on school grounds. If sophomores must drive to school they will have to park on side streets, but they are not allowed to park in the parking lots of the high school that border the campus.

C. Parking in an unauthorized space may result in the students' vehicles being towed.

D. Students cannot give a parking pass for other's use. This will result in the revocation of parking privileges and possible suspension from school.

V. Violations Against Public Decency and Good Order

A. Use of Abusive and Disruptive Language

The oral or written use of abusive, derogatory, profane language, or gestures is prohibited and offenders may be suspended or withdrawn from class or school.

Disrespect toward staff, students and/or employees, will not be tolerated and students may face serious disciplinary action, including suspension.

Abusive language is defined as any words spoken or written of any student or school employee which may be interpreted as slanderous, derogatory of someone's racial or ethnic background, physical appearance or religious preference.

1st Offense: Detention to 5-day suspension or removal from class

2nd Offense: 5- to 10-day suspension

3rd Offense: 1- to 180-day out-of-school suspension or expulsion

VI. Electronic Devices

Electronic Devices – For the purpose of administering policy on the use of electronic devices in schools, on school grounds, and on school busses; electronic devices are categorized into three separate categories: Category I – Cell phones/communication device/internet accessible hand held devices; Category II – photograph and/or video device; Category III – personal electronic devices/CD players/MP3 players/ I-Pods/games etc.

Category I (cell phones/communication devices/internet accessible hand held devices)

These devices may be used during regular school hours, but are not to be used during instructional time, unless specifically allowed for instructional purposes. The school will not be responsible for personal items 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.

Category II (photograph and/or video devices)

These devices are permitted and may be used with proper faculty supervision. However, 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.

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

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 I and III electronic devices will be allowed on school buses as long as

usage does not cause disruption and/or create a safety concern.

If any student is insubordinate to a classroom teacher, aide, study hall monitor or substitute regarding the possession or use of an electronic device during class time the following actions will occur:

First offense:

1. Teacher will send the student to the office with a pass to report to the appropriate principal.
2. The teacher will notify the principal or secretary of the referral and the reason(s) for the referral as soon as possible.
3. The office staff will keep the device until the end of that student's school day.
4. The grade level principal will assign a 2 hour detention.
5. Parents will be contacted.

Second offense:

Repeat steps 1-3 above.
In school suspension 3 – 5 days

Third offense:

Repeat steps 1-3 above.
In school suspension 5–10 days

Fourth offense:

Repeat steps 1-3 above
Out of school suspension 5-10 days

VII. Commission of Felonies

- A. The school board may suspend a pupil upon a finding that the pupil has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. The Board of Education and the Superintendent shall follow the procedures set forth in policies dealing with Student Suspension and Expulsion; and Student Disciplinary Hearings. This subsection applies to conduct whether it was committed on or off school premises, and whether at a school sponsored event or not.

STUDENT DUE PROCESS RIGHTS

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

INTERROGATIONS AND SEARCH

Interviews With Police or Juvenile Officers/Other Law Enforcement Officials

Liberty Public Schools have legal jurisdiction over students during the school day and hours of approved co-curricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law officials. When law enforcement officials find it necessary to question students during the school day or periods or co-curricular activities, the school principal or designee will be present.

Students will be afforded the same rights in dealing with law enforcement officials

that exist outside the school; school officials will make every effort to notify parents, students must be informed of their constitutional rights by the law officials, students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials.

Searches by School Personnel

Students may be requested to submit to voluntary personal searches.

Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities, if such action is deemed appropriate by the principal.

School lockers and desks 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 concealed 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.

STUDENT SUSPENSIONS AND EXPULSIONS

(Legal Authority of School Districts to Suspend or Expel Students)

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.

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 regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is 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 term "suspension" refers to an exclusion from school that will not exceed a specific period of time. 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.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 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 the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student an opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the 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 in part or in full, at any time.
6. If a student is suspended for more than ten (10) days, the following rules also apply:
 - A. 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.
 - B. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - C. 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.
 - E. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reason for the action.
 - F. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail 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.

G. Hearing of appealed suspensions will be conducted as described in the policy dealing with student disciplinary hearings.

Suspensions for More than 180 Days and Expulsions

Only the Board may expel a student or suspend a student 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 case of a **disabled** student, the procedures described in the policy dealing with the discipline of **disabled** children shall apply.)

A. The superintendent will recommend to the Board 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 process.

B. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the policy dealing with student disciplinary hearings.

SUSPENSIONS

There are two types of suspensions: In-School Suspension and Out-of-School Suspension. A building principal will make the determination as to which type of suspension must be served. An In-School Suspension requires a student to remain in the separate In-School Suspension Room during regular school hours each day of suspension. An In-School Suspension Supervisor will monitor this room. On any In-School suspension, students are required to fill out packets of self-help information and work on classroom studies for which they will receive credit. With rare exceptions, students who are placed on an Out-of-School Suspension will **not** receive academic credit for any classroom work missed during the time of suspension.

NOTE: Students who are on In-School Suspension and are a member of a co-curricular organization or athletic group may attend a practice session with the sponsor/coaches' permission, those on Out-of-School Suspension may not. But, students who are on either suspension may not attend or participate in co-curricular activities during the time of suspension, unless given permission by a principal. This includes dances, games, concerts, etc. Also, students may not compete or perform during the time of suspension.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of student of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Liberty No. 53 School District. For purposes of sexual harassment and sexual discrimination policies only an employee includes any person employed by the district or in district instructional programs. Sexual harassment is defined as unwelcome sexual advances, requests for sexual

favors, or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress; or
- Submission to or rejection of such conduct by a student is used as the basis for evaluating the student's performance within a course of study or other school-related activity; or
- Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment, or
- Such conduct has the effect of favoring another student.

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purpose of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal, or through physical gestures; and physical contact such as patting or pinching.

Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance counselor or school administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports (the building principal), or the next level administrator who is not the subject of the complaint. **There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal, or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits, or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.**

CORPORAL PUNISHMENT

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the presence of the teacher. It should never be inflicted in the presence of other pupils, nor without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The teacher or principal shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advanced notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district.

**GENERAL INFORMATION
PROGRESS REPORTS**

Special academic progress reports will be issued three times both semesters to parents of all students. These grades are indicators of your student's progress thus far in each class. The formal grade will be given at the end of the semester. Several major projects/tests and many activities for grades may occur after this report has been sent. Progress reports reflect grades in progress not final grades. Listed below are the dates progress reports and semester grades will be available.

GRADE PERIOD DESIGNATION	Grade IMPORT BY DATE & TIME	DISTRIBUTION METHOD & DATE
1 st Progress Report	October 7 3pm	P/T Conferences
2 nd Progress Report	Nov 12 3pm	Mail
1 st Semester	Jan 2 10am	Mail
1 st Progress Report	Feb 18 3pm	P/T Conferences
2 nd Progress Report	April 1 3pm	Mail
Senior Deadlines	TBA	
2 nd Semester	May 22 NOON	Mail

STUDENT IDENTIFICATION CARDS

Student identification cards will be distributed the first week of school. Every student will be required to have their I.D. in their possession during academic school hours and school functions. The I.D. Card serves multiple purposes including enrollment status and types of activities that students are involved within the school day, ie: A+, dual, EIP, Academy, KLHS, etc. The I.D. card will also function as the School Student Activity Pass for those interested in purchasing the activity pass.

\$2.00 for Student I.D. Card

\$30.00 for Activity Pass/Includes I.D. Card

\$5.00 for replacement I.D. Card

* Infractions to the disciplinary policies and/or failure to have your I.D. in your possession during school hours will result in disciplinary consequences.

HALLPASSES

Students must have a written hall pass in order to leave the classroom for any reason (ie; bathroom, LMC, counselors).

LUNCHTIME PROCEDURES

Students are expected to remain in the school building and on the campus throughout their entire lunch period. Students are not allowed to bring in, order, or have delivered fast/carried out food during lunchtime. Each student is expected to use good manners during lunch as expected everywhere. Each student is responsible for the cleanliness of the table after finishing their meal and preparing to leave.

Because of the difficulties involved in supervising the potentially large number of students during lunch periods, it should be clearly understood by all students that violation of the lunchtime procedures will be met with strict disciplinary action including possible suspension. Consistent violations may result in a student being confined to the ISS Room or the office during Lunch.

The Food & Nutrition Service staff is excited about providing meals for students in the Liberty School District. They provide breakfast and lunch and students may select from a variety of different food choices daily at each meal period. A variety of Ala' Carte choices are offered daily as well as premium meals and/or combo meal deals.

Prepaying for lunch, breakfast, and/or ala carte items is an efficient way to pay for school meals. Meals may be paid either by check, cash, or on-line. Please refer to the district website for specific instructions on paying on-line. Parents can get their child's meal account balance and a history of meal selections by contacting the cafeteria manager or view their purchases using our on-line payment system. Parents may use this feature even if they do not use the on-line payment feature.

Parents may place a block on their student's account that allows no charging and/or a spending limit for the day. Please note that this block will remain in effect until the parent contacts the cafeteria manager to remove it. In addition, these blocks are offered as a courtesy only to parents. The school district is not liable for any additional charging that may occur as a result of placing these blocks.

VISITORS TO SCHOOL

Parents are welcome and invited to participate in school life, or visit the school at any time. We welcome the opportunity to have parents visit school personnel or tour the building. Visitors need to sign in and out of the building at the attendance office. Visitors will be given a pass to wear when they check in at the attendance office.

In maintaining Liberty High School as a safe campus, visitors other than parents will not be permitted to attend classes or be on campus during the school day. Any visitor that wishes to see the building will need to check in at the office and will be given either a brief tour or taken to see the person that they need to see, so that we maintain the safe and healthy environment we currently enjoy at Liberty High School.

TELEPHONE USAGE AND TELEPHONE MESSAGES

Pay phones are available for student use in the commons area during or after school. Office phones are not available for students' use unless approved by an administrator.

Students will be notified of telephone messages that are deemed of an important nature. These phone messages will be hand delivered to the students by office helpers. Students should understand that phone messages cannot be relayed to

them during class time unless under an extreme emergency situation, and phone calls or messages from anyone other than a parent or an immediate legal guardian cannot be accepted under any circumstances.

STUDENT EMAIL

One of the Liberty Public Schools technology initiatives includes the use of student email. Every student in grades 5-12 will be issued a student email account. This account will be used for peer and teacher revision of writing. Senior high students will have twenty-four hour access to their account.

Liberty Schools use the same measures for student accounts as it does for staff accounts to prevent spam and other unsolicited emails. Liberty Schools will also provide specific training on safe and ethical use of email prior to issuing the accounts and if you wish to have your student opt out of having an email account, please contact one of your child's building administrators.

Student's email accounts should be used for school related purposes only. When misuse is detected, disciplinary measures including suspension and loss of technology privileges may result.

ANTI-BULLYING PROCEDURES

The following form may be obtained in the Guidance Office and on the guidance website under Incident Report Form.

Incident Report Form

No one has the right to harass or commit acts of violence against you or anyone else. Please complete this form if you or someone you know experience any of the following forms of harassment or violence: verbal harassment, sexual harassment, physical violence, threats, or intimidation.

Your Name: _____

Victim's Name: _____

Did *you* witness the harassment or violence?

Yes No

Other Witnesses _____

Date of Incident: _____

Location of Incident: _____

Time of Incident: _____

Perpetrator's name/s (or physical description):

Description of Incident (include as much detail as possible):

Please return this form to Mr. Young or Ms. Robinson

PARKING LOT AND ACCESS ROAD REGULATIONS

ONLY Juniors and Seniors with an official L.H.S. Parking Permit (Cost - \$50.00 per year) are permitted to park on campus. **Sophomores are reminded that if it is**

imperative they drive to school they will have to park on side streets near the campus because they are not permitted to park in the parking lots of business buildings that border the campus and are absolutely not permitted to park on campus.

Students must submit an acceptable application to be considered for parking privileges. In addition, any student wishing to be considered for a parking spot must clear all school debts.

A student who parks in an unauthorized space may lose his/her driving-parking privileges for a period of time and/or have his/her car towed away at his/her expense. Two-wheeled motor vehicles will have a specific area. Students are not to remain in their cars after parking. Student parking is not permitted in the District Administrative Center parking area.

Violations of parking privileges will result in fines being assessed.

No three or four-wheeled off-the-road or ATV type vehicles are permitted on school grounds.

City Ordinance 2851 provides that anyone not obeying Liberty High School parking regulations is subject to having his/her car towed away at his/her expense and prosecution for violating the city ordinance and/or loss of campus parking privileges. Driving on the parking lot is limited to entrance and exit only. Students may not loiter in parked cars.

Repeated disciplinary incidents may result in loss of parking privileges. Students and staff may not use the back parking lot exit at any time.

GOING TO THE PARKING LOT DURING SCHOOL

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

1. They must have a dated, timed pass signed in full by the receptionist or principal.
2. They must be accompanied by a staff member.
3. The student must present the pass to the appropriate staff member.

Posted speed signs and safe driving will be observed. Failure to cooperate may result in long-term suspension of parking privileges.

LIBRARY MEDIA CENTER INFORMATION

Schedule and Guidelines:

The Library Media Center is open to students and staff from 6:30 a.m. to 3:40 p.m. Monday-Friday and open to serve the Liberty community from 6:30-8:30 on Monday and Wednesday evenings when school is in session.

Teachers may reserve research time in the LMC lab or on a wireless cart by signing the schedule at the circulation desk. If a teacher has a small group of students (less than ten) who need to use the LMC, they may be sent on individual passes.

Internet Use:

Students are expected to have a signed Technology Usage Agreement and forms on file in the LMC. If these forms are not on file, students do not have fee access to the Internet, network, or equipment, and teachers must provide an alternate assignment for these students. Teachers will be informed of noncompliant students as necessary.

Passes:

When sending individual students or small groups to the LMC or labs, please make sure each student has a signed pass.

Study Hall Use:

Students from study hall need a teacher pass in order to work longer than 20 minutes in the LMC. The study hall teacher will initial the pass so the student may use the LMC for an extended time.

Book Selection:

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

Software Checkout:

Teachers may checkout and install Microsoft Office programs and Inspiration on their home computers. See an LMC staff member for more information.

Copyright:

The LMC staff encourages all teachers to follow copyright guidelines. If you need assistance, the LMC staff is available to answer questions.

SSR:

The LMC is available for group checkout during any SSR session. In addition, there are five sets of books provided by the PTSA for SSR class checkout. The LMC staff is also available to provide reading suggestions for individual students.

COMPUTER LAB INFORMATION

A computer lab is provided for the use of students in computer science classes. This is not a recreational area. Students may use the computer labs before school 6:30 - 7:25 a.m., after school until 3:30 p.m., and during evening hours when the media center is open.

TECHNOLOGY ACCESS

Access is available to all students and staff. Students must sign an Acceptable Use Policy, and obtain parental permission in order to use any technology at the high school.

STUDY HALL

When students are not enrolled in a content area class, they will be expected to be in the study hall. Students should bring class assignments and reading material to use if class work is completed before the study hall time is over. Passes to the Media Center will be issued on a limited basis. The Media Center is a quiet study area. Additional rules and regulations for the use of these areas will be distributed and explained.

Counselor appointments may be made during all study hall periods except fourth hour. Fourth hour study hall students will need to make their appointments before study hall period. Since permanent assignment from study hall constitutes a schedule change, normal schedule change procedures will apply, and approval in writing forwarded from the Guidance Office to the study hall monitor is needed.

Study Halls will be a time for study and leisure reading. Students will be expected to work on assignments or pursue individual reading for academic growth during this time.

HEALTH SERVICES

A registered nurse supervises health services at Liberty High School. A hall pass from a teacher is needed when going to the Nurse's Office except in an emergency. The rest rooms are not adequately equipped to serve ill students and should not be so used. Injured students should be accompanied by a staff member.

In the event of an emergency, notify the Administration Office immediately.

ILLNESS

If a child becomes ill, or is seriously injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed for the child will be called if the parents cannot be reached. **Please keep the school advised of any changes in phone number or emergency contacts.**

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

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

- The student has been fever free for 24 hours without the use of fever-lowering medication. A fever is defined as a temperature of 100 degrees or higher orally.
- The student has been free of vomiting or diarrhea for 24 hours after the last episode of such.
- The student is free of continuous coughing.

Students may NOT return to school until free of lice and nits.

MEDICATION

In an effort to provide for the health and safety of students by avoiding the misuse of medication, the following procedures now apply for dispensing prescription and nonprescription drugs in the Liberty Public Schools.

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

All Medications:

1. Written authorization from the parent must be sent with the medication or school personnel will NOT administer it. The *Student Medication Authorization Form for Prescription & Non-prescription Medications* form must be signed and returned to school.

2. Medication is kept in the nurse's office at all times.
3. The nurse, using her 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.

Prescription Drugs:

1. 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. We do not allow students to take medication with another family member's name on the label.
2. A note signed by the parent or guardian by way of the *Student Medication Authorization Form for Prescription and Non-prescription Medications* must be sent with the prescription drug. Medicine must be in the original and current prescription bottle. The pharmacist can provide an extra-labeled prescription bottle for school doses.
3. The first dose of any medication should be given at home whenever possible. The nurse can decide not to administer the first dose of a medication if, in her clinical judgment, it may compromise the safety of the student while attending school. In that instance, parents would be notified.
4. Inhalers that don't have a prescription label need a written note from the prescribing physician.

Over-The-Counter Medication:

1. All student medication is kept and dispensed in the school office at all times.
2. All medication is logged and noted in the office.
3. 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.
4. Non-prescription medicine must be in the original container and accompanied by written authorization from the parent by way of the *Student Medication Authorization Form for Prescription and Non-prescription Medications*.
5. No medication will be given past the expiration date on the container.
6. Generic Tylenol will be available but will only be administered with a signed Tylenol consent administration form by the parent or guardian. A physician's order may also be required if the student needs to take more than 25 doses of Tylenol in a given school year.

Injectable Medications:

1. If a medical condition exists requiring injectable medication, whenever possible the student should self-administer the medication.
2. If the nurse is unavailable, the parent will be responsible for making other arrangements.
3. If the injectable medication is required in an emergency, and the nurse is unavailable, school personnel will call 911.

4. 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. [Updated 4/08]

Injuries in Liberty Public Schools (Students)

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

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 guardians. The district carries only legal liability insurance. Parents, please be prepared to pay for your child's possible medical expenses.

LOST AND FOUND

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

OBLIGATION LIST

Any student failing to return textbooks, combination locks, calculators, athletic equipment, etc. at the end of the course or season may be placed on the high school's Obligation list by the teacher/sponsor/coach. The student's school transcripts as well as diploma will be withheld until all obligations have been cleared. Paying the fee, returning the object or presenting a receipt or note from the teacher regarding the debt may clear obligations. **Objects left in lockers are not considered as "returned" and students will not be removed from the obligation list until the teacher/sponsor/coach confirms return of the object to his/her inventory.** Books and equipment may be returned or fees paid in the administration office. Questions and concerns regarding the obligation list should be directed to Mrs. Barrett at 736-5340.

ATHLETICS

Liberty High School is a member of the Greater Kansas City Suburban Conference of Cooperating Schools – Red Division. A varied sports program is offered at Liberty High School. Team sports include:

Boys

Fall Sports

Cross Country
Football
Soccer

Winter Sports

Basketball
Wrestling

Spring Sports

Baseball
Golf
Tennis

Swimming

Track and Field

Girls

Fall Sports

Cross Country
Tennis
Volleyball
Softball
Golf

Winter Sports

Basketball
Swimming

Spring Sports

Track and Field
Soccer

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

CO-CURRICULAR SPORTSMANSHIP AND CONDUCT

The Liberty 53 School District believes that student participation in interscholastic competition is a vital part of the total educational program, and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations. To this end, the Board shall encourage the display of good sportsmanship by students and school district patrons. Members of the student body, whether participants or spectators, are urged to exhibit exemplary behavior at interscholastic events. These events provide an excellent opportunity to display school spirit, and to show pride in the district. Since interscholastic athletic events are an extension of the classroom, the school discipline code will be enforced in relation to student conduct.

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

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

INTRAMURALS

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

ORGANIZATIONS

African American Association..... Eric Greely
Alliance.....
Blue Jay Junction Megan DiLonardo
Breakfast Club..... Bruce Failla

Cheerleading.....	Brenda Moats
Chess Club.....	Eric Greely
Competitive Theater/Forensics.....	Cassie Price
Debate.....	Sean Nicewaner
DECA.....	Ryan Nichols
EIP.....	Tara Harvey
Environmental Club.....	Rick Knowles
Exit 16.....	Jeff Braden
FBLA.....	Adrienne Fowler
FCA.....	Doug Davis
FCCLA.....	Marla Poteet/Nicole Hunt
French Club.....	Laura Snead/Jessica Lumetta
German Club.....	Stefan Frank
Intramurals.....	Tara Harvey/Andi Morris
Japanese Club.....	Kathy Moburg
Key Club.....	Erin Garvey/Zach Werner/Jennifer Richardson
KLHS.....	Chuck Zavos
LHS Book Club.....	Alison Schultz/Connie King
LHS Peer Helpers.....	Dana Combs/Charity Stephens
Liberty Robotics.....	Ben Heavilin/Joyce Boike/T.J. Goeglein
Mock Trial.....	Lori Greenfield
Model UN.....	Sean Nicewaner
National Honors Society.....	Tara Harvey
New Directions.....	Dana Combs/Brenda Wiederholt
Newspaper.....	Jennifer Higgins
Philosophy.....	Kurt Gates
Pom Pon.....	Maggie Willis
SADD.....	Brenda Wiederholt
Scholar Bowl.....	Rosemary Camp
Serteens.....	Jill Hertzog
Spanish Club.....	Russell Magerfleisch
Special Olympics.....	Ken Lenger
Student Council.....	Jennifer Gravina/David Chatlos
Thespians.....	David Young
Trap Shooting.....	Ken Lenger/Brett Coffman
Yearbook.....	Ronna Sparks-Woodward
Young Democrats.....	Jeff Wilkins
Young Republicans.....	Doug Winkler

Students are encouraged to participate in their class activities and maintain contact with their class sponsor. The sponsor will be directing and assisting officers and members of each class in the various projects that call for individual class participation throughout the year.

NATIONAL HONOR SOCIETY

Selection Criteria

The faculty selects members based on exemplary, voluntary performance in the

areas of:

1. Service
2. Character
3. Leadership
4. Scholarship (3.25 cumulative academic average)

Election Procedure

After the calculation of academic averages at the beginning of the spring semester, juniors and seniors will be notified of their initial eligibility for membership. If they wish to be further considered for membership, they will attend a general meeting at which appropriate forms and information will be distributed to the students. They will then have one week to complete the forms and write an essay of 300-350 words on a specific topic. Submitted materials will be reviewed by the faculty council and then distributed with a ballot for voting and comments to the faculty and administration. Those candidates selected for membership must be present at the induction ceremony.

Membership responsibilities include maintenance of the four criteria listed above, attendance at NHS meetings, and participation in service projects. Failure to meet these obligations may result in expulsion from the society.

KLHS-TV NEWS

Liberty High School has its own TV News Team, which broadcasts the daily school news live over Channel 18/KLHS to all rooms in the school. Students wishing to gain valuable experience in this media as anchorpersons, news writers, camerapersons etc. must be enrolled as members of the Broadcast Journalism classes.

PUBLICATIONS

Liberty High School students produce two official publications: The Bell, the school newspaper, and the Spectator, the school yearbook. Students wishing to purchase the Spectator are able to do so at designated times during the school year. The Bell is distributed free to the student body.

The Liberty High School Editorial Board, which consists of student members of the publications classes, various faculty members, the publications sponsor and an administrator, is the official review board of material submitted to be published through the school. Any material of a possible controversial content must be submitted by the publications sponsor and approved by the Editorial Board before publication is permitted.

ACTIVITY TICKETS

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

STUDENT COUNCIL ELECTIONS

In the spring of each school year the election of the Student Council officers for the upcoming school year is held. The Student Council is the primary, elected, governing group of the student body. Any student with a cumulative 3.0 grade point average may run for Student Council office. Candidates for Student Council

president must be seniors the upcoming year and must have been a member of the LHS Student Council unless the office is uncontested.

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

HOMECOMING

Homecoming is a traditional weekend of activities held during the autumn. Preparations for Homecoming begin with float building by classes during the week. To minimize interference with classes, there will be no school sponsored evening activities Monday through Wednesday except float building. On Friday, the tradition of Homecoming parade and game will take place; and on Saturday, the dance. This will be October 3, 2008

PROCEDURES FOR CLASS PROJECT APPROVAL

In cooperation with their class sponsor and their class officers, members of individual classes must obtain approval for any class project two weeks prior to the proposed date of its implementation. Class officers should finalize the description of the project and take it to their class sponsor for approval. Examples of class projects needing this type of procedural approval are as follows: Annual Homecoming Floats, Courtwarming skits and decorations, Homecoming parade entries, themes for various celebrations, such as Homecoming, money raising projects, etc.

KING AND QUEEN SELECTIONS

Senior boys and girls wishing to be candidates for Homecoming and/or Courtwarming King and Queen will be provided the opportunity to fill out a Candidate Qualification Form prior to both events. Those students completing and turning in the form with acceptable qualifications will have their names entered onto ballots for each honor. This qualification form must be turned in to the Administration Office at the appropriate time. *Students wishing to qualify for king or queen must realize they are required to be an active participant in two co-curricular activities at the time of application or the last time the activity was officially held. The signature of the adult sponsor(s) must be on this form to verify the active participation in that or those activity(ies). Plan ahead now! The selection process will then be as follows:

Each member of the senior class will vote for 10 female candidates and 10 male candidates. After the votes on this first process are completed the "Top Ten" candidates for boys and girls will both be announced. The entire student body will then vote for 3 of the top ten selections in each category. The senior student in each category receiving the highest number of votes is the King or Queen, and the next highest vote getters are the attendants.

*The Homecoming King and Queen are ineligible to be candidates for the Courtwarming and Prom Courts.

THE SPECTATOR (YEARBOOK) QUEEN

All senior girls are eligible to try out for the Spectator Queen. The Spectator Walk takes place in the autumn. Candidates are judged on poise, personality, stage

presence and attractiveness by a panel of judges from outside of the Liberty community. The judges have some expertise with the areas in which the girls are judged. The selection committee narrows the number to ten finalists from the total number of tryouts. The ten finalists are further judged on the listed qualities. The announcement of the Spectator Queen (highest vote getter) and the introduction of her attendants and the ten finalists takes place at the annual Spring Vocal Music Concert.

JUNIOR-SENIOR PROM

The Junior-Senior Prom is probably the most anticipated weekend dance of the entire year. The junior class sponsors this dance. The officers plan and work from the beginning of the school year to make the dance an enjoyable activity for all juniors and seniors. Dress is formal. One member of every couple must be a Liberty High School junior or senior. Outside dates are to be registered at the Administration Office prior to the Junior-Senior Prom date. They must be under 21 years of age. Single students are welcome.

SIGNS AND POSTERS

Putting up signs is now strictly limited to approved areas. In order to keep our building clean, we do permit unlimited signs put up all over the building. Approved signs are allowed only on the approved bulletin boards or areas designated by a principal.

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

NEW DIRECTIONS

The Committee is proud to continue two programs for the 2007-2008 school year. These two programs are: T.R.E.N.D. (Turning Recreational Excitement in New Directions) and the Spotlight Players.

Below is a brief description of these programs:

T.R.E.N.D. - (Turning Recreational Excitement in New Directions) This group will be developing social activities for all students to give all the opportunity to have fun without the use of drugs, alcohol or tobacco. These activities will be held throughout the year. Watch KLHS-TV news for information about T.R.E.N.D. events.

The Spotlight Players -This is a drama troupe that will develop dramatic presentations for younger audiences about making healthy, positive choices throughout life. These presentations will include information on making good choices on how to handle peer pressure, using time wisely, developing positive activities, and making good choices rather than turning to drugs, alcohol or tobacco.

The spotlight players will travel to elementary schools and the middle school to make presentations.

HANDBOOK

It is required that each student have their handbook at all times. If it is lost, you must replace it at the Attendance Office. The replacement cost is \$5.00.

WHAT TO DO WHEN CERTAIN PROBLEMS ARISE

When a problem arises that needs a specific answer, the following guide may help you when you have a questions regarding:

General matters of school administration and public relations - Contact the Principal's Office, Dr. Jacobs, 736-5340 for an appointment.

Reporting absences, students needing to be away from school, etc. - Contact the attendance Office, 736-7050 or 736-7051, Mrs. Long.

Information Pertaining to school calendar, time of events, etc. - Contact the Administration Office, 736-5340.

LIBERTY HIGH SCHOOL POLICY REGARDING PLAGIARISM

Definition: In its composition and literature course at the University of Kansas, the KU English Department advises its freshmen students that "any attempt to pass off the work of someone else as your own is a form of cheating called plagiarism and is viewed as a serious breach of integrity"(p.x). The KU manual emphasizes that "summarizing, or paraphrasing, or any other means by which you put into your own words the ideas of another, does not relieve you of the responsibility for giving proper credit"(p.x.).

Precautions: In order to avoid plagiarizing material, observe the following guidelines:

1. When summarizing or paraphrasing the ideas of another person, indicate the person's name in the text and provide a footnote or properly credit the source by using a parenthetical note.
2. When using the actual words of another person, employ quotation marks around the material and include a footnote or internal citation indicating the source.
3. Avoid allowing extensive revisions of your work by other people outside the context of the class, unless given permission by your instructor. It is certainly permissible to ask for the reactions of readers to your work and to incorporate their suggestions as your revise, but remember that you primarily are responsible for composing and editing your work. Your teacher can help you best when he or she has the opportunity to see your own best efforts after appropriate revisions.
4. It is not necessary to reference readily available information of common knowledge. Nor do references to well-known Biblical phrases need footnoting. When you are in doubt about the use of another source, consult your teacher.
5. In creative writing assignments, be especially careful not to incorporate the plot, imagery, or character development of another work you have read in a book or popular magazine.

Penalty for Plagiarism: The faculty has agreed that students will be advised of these definitions and precautions regarding plagiarism. Students are responsible for understanding what plagiarism involves and how it can be avoided. If a student is suspected of plagiarizing material, the teacher will confer with him/her privately about the matter, presenting corroborating evidence. The student has the opportunity to respond to that evidence. In cases where doubt still exists, the matter will be presented to the Department Chair of the class in question who will examine the evidence and request one other teacher to do the same. Concurrence among the three teachers will constitute final judgment of the issue. In the event that two

teachers disagree or that doubt still exists, the Department Chair will have the responsibility of referring the matter to higher administrative authority. If guilty of plagiarism, the student will not receive any credit for the assignment. Parents or guardians will be notified of the evidence and consequences for subsequent instances of plagiarism. Further plagiarism may result in dismissal from the course with a failing grade.

NOTICE TO ALL BUILDING OCCUPANTS

In compliance with the Asbestos Hazard Emergency Response Act of 1986, please be advised the Liberty Public School District is in compliance with federal regulations. All schools have been developed for each school by E.P.A. certified planners. Each school building has a copy of AHERA management plan available for public review. The district management plan is available for public review in the Office of the Assistant Superintendent for Business Service

As a result of the AHERA regulations, all schools are subject to a three-year re-inspection. This inspection occurred in June of 1995 and was conducted by E.P.A. All schools will continue to be subject to a six-month periodic surveillance inspection.

NOTICE OF NONDISCRIMINATION

Students, their parents, and employees of the Liberty School district are hereby notified that this school district does not discriminate on the basis of race, sex, or handicap and is required by the Title 6, Title IX and Section 504 not to discriminate on the basis of race, sex, or handicap in admission or access to, or treatment or employment in, its programs and activities. Although all our facilities are not fully accessible, we are committed to providing access to our program and activities. Any person having inquires concerning Liberty School District compliance with Title 6, Title IX and Section 504 is directed to contact:

Liberty Public Schools
650 Conistor
Liberty, MO 64068
(816) 736-5300

Eunice Johnson has been designated by the school district to coordinate the district's efforts to comply with Title 6, Title IX and Section 504. Ninety- (90) days notice is required to insure program accessibility.

AMERICANS WITH DISABILITIES ACT

The Liberty Public Schools does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Liberty Public Schools does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Liberty Public School's designated ADA Compliance Coordinator. Individuals who need auxiliary aids for effective communication in programs and services of Liberty Public Schools are invited to make their needs and preferences known to the Director of Special Services. This notice is available in large print, on audiotape, and in Braille, from Eunice Johnson, Director of Special Services.

PUBLIC NOTICE

All public schools are required to provide a free and appropriate public education to all students, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally-identifiable information collected and used or maintained by the District relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Liberty Public School District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. The census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact:

Ms. Eunice Johnson
Director of Special Services
Liberty Public Schools
650 Conistor
Liberty, MO 64068 (816)736-5300

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The rights to inspect and review the student's education records within 45 days

of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: **Family Policy Compliance Office; U.S. Department of Education; 400 Maryland Avenue, SE; Washington, DC 20202-4605**

5. "Directory Information" may be released by school officials, including in print and electronic publications of the school district. Such information is also considered a "public record" which must be released upon demand to any persons who requests it, under the Missouri Sunshine Law. Directory Information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy. The school district designates the following items as Directory Information: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc...), weight and height

of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's Directory Information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten- (10) school day period, the school district may disclose any of those items designated as Directory Information without prior written consent.

School officials may release "Directory Information." This includes print and electronic publications of the school district. Such information is also considered a "public record" which must be released upon demand to any persons who requests it, under the Missouri Sunshine Law. Directory information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy.

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Parents or eligible students will have ten (10) school days after the annual public notice to view the student's Directory Information and the school district's "Opt-Out" form stating in writing that they choose to not have this information released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as Directory information without prior written consent.