

**Liberty Middle School
1500 South Withers Road
Liberty, MO 64068**

**Dr. Mike Kimbrel-Principal
Dan Weakley-Assistant Principal**

School Hours 8:10 am – 3:20 pm
Cafeteria opens for students 7:40 am
Hallway areas open for students 7:55 am

LMS Main Number	736-5410
LMS Attendance Line	736-5411
Homework Hotline	736-6888
Nurse	736-6898
Fax	736-5415
Library Media Center	736-6891
Guidance Office	736-6797
Guidance Fax	736-5428
Cafeteria	736-5422

Dear parents, guardians, and students,

Welcome to Liberty Middle School. It's an exciting challenge each year to meet a new group of students, greet our returning students, and prepare ways to help them be successful throughout the new school year.

Enclosed in these pages you will find general information about Liberty Middle School. Please keep this handbook for reference to questions and situations, which may arise during the school year. These procedures are not all inclusive as each teacher may have rules specific to their classroom. Those items not covered specifically in the handbook will be judged by the administration after consideration of all facts.

LIBERTY MISSION STATEMENT

Our mission is to educate all students in a challenging yet nurturing environment so they acquire the skills, knowledge and attitudes necessary for responsible citizenship and productive work habits in a changing global society.

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 be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- ◆ 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.
- ◆ 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 utmost care while using school facilities.
- ◆ Refrain from disobedience, misconduct, or other behavior, which would lead to any physical harm or to the disruption of the educational process.
- ◆ Respect the exercise of authority by school administrators, 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.

STATEMENT OF NON-DISCRIMINATION

It is the policy of Liberty Middle School to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships. This policy will prevail in all matters concerning the staff, the students, the public, the educational programs and services of the school, and individuals with whom the school does business.

GENERAL INFORMATION

I. ACADEMIC INFORMATION

Academic Honor Roll

At the end of each semester, students will be awarded points for the academic honor roll according to the following scale:

- 4 points for each A grade
- 3 points for each B grade
- 2 points for each C grade
- 1 point for each D grade
- An "F" will automatically disqualify a student

Students with an average of “B” (3.2) or better will be placed on the A/B honor roll.
 Students with an average of “A” (4.0) will be placed on the Principal’s honor roll.

Citizenship

The student conduct rating system reflects the student’s behavior, attitude, and effort in the classroom. It is not indicative of his or her academic performance.

The criteria are as follows:

- ◆ Follows classroom rules and expectations
- ◆ Acts as a positive role model
- ◆ Shows respect to adults and peers

The rating scale is as follows:

- 1 = Satisfactory
- 2 = Needs Improvement
- 3 = Unsatisfactory

Conferences

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

Grading Scale

Grade	%	Grade	%	Grade	%
A+	100	A	93-99	A-	90-92
B+	88-89	B	83-87	B-	80-82
C+	78-79	C	73-77	C-	70-72
D+	68-69	D	63-67	D-	60-62
F	0-59				

Eligibility for 8th Grade Student Council

All candidates to 8th grade Student Council must have a 3.0 cumulative grade point average or better for the quarter prior to their selection to the Council. Each student must maintain a 3.0 cumulative grade point average or better while on the Student Council. They can receive no more than one “3” citizenship grade during the quarter prior to their selection. Each quarter while on the Council, students are required to receive no more than one “3” or “4” citizenship grade (Junior High citizenship scale goes from 1 to 4).

Eligibility for 8th Grade Athletics

To be eligible for 8th grade athletics, a student must have been promoted to the 8th grade at the close of the 7th grade year. However, any such student who failed more than **two** scheduled semester or yearlong courses shall be ineligible the following semester regardless of promotion to the higher grade.

Eligibility for 8th Grade Cheerleading

Any student wishing to try out for cheerleading must have good attendance and good citizenship. Any student who fails more than **two** scheduled semester or yearlong courses shall be ineligible the following semester to try out for or participate in cheerleading.

Enrollment and Student Scheduling

During the second semester of each year, all students will enroll for the next school year. The counseling staff will work closely with the students.

Make Up Work

Make up work should be completed as rapidly as possible. Students who have been absent have the responsibility of arranging for make up work upon return to school. This should be done with the teachers. It must be stressed that arranging to make up work missed is solely the responsibility of the student. Make up work for credit is not permitted for unexcused absences. Students are allowed one-day make up time per day missed with a maximum of five days. Extenuating circumstances may extend the time for making up work. When students know in advance that they will miss school they should contact the attendance secretary for their attending school and their teachers to get homework prior to their absence. Homework and books will be collected for students upon request when they are absent three days or more. Students may check their team’s Blackboard site, or call the Homework Hotline (736-6888) to get assignments for one or two day absences.

Student of the Month

Core teams and Encore teachers select students as a “Student of the Month”. The goal of the program is to recognize positive attitudes and encourage self-discipline and respect. These students are selected based on the following criteria: overcoming adversity, going above and beyond, school involvement, community involvement, personal accomplishment, and academic success. Students of the Month have their picture displayed in the main commons, have their names printed in the LMS bulletins, and are invited to attend a student activity time to celebrate their success with their peers in a fun atmosphere. In order to honor as many students as possible, students are selected as “Student of the Month” only once during the school year.

Withdrawal

Students moving to other districts or terminating their enrollment need to go to the counselor’s office to complete the necessary forms. Parents need to sign withdrawal forms before a student terminates enrollment at Liberty Middle School. This should be done one week prior to withdrawal.

II. ACTIVITY/INTRAMURAL PROGRAMS

The philosophy of the activity program is to provide wholesome interaction among students. This voluntary program will enable students to participate in a variety of activities. The focus in the activity program is on participation and instruction. All students are given the

opportunity to participate and acquire the skills and techniques necessary to perform in a given activity. Students interested in participating in an activity should contact the sponsor in charge for more information. Students will need to have a parent permission slip to participate. Students are not eligible to participate in or to attend school-sponsored activities while under suspension. **During extra-curricular (beyond school hours) activities, parents are responsible for providing for their student's routine health and medication needs. In the case of a health emergency or accidental injury during extra-curricular activities, necessary medical treatment will be secured through local emergency medical services.**

III. ATTENDANCE POLICY

It is recognized that absence from school may be necessary under certain conditions. However, every effort should be made by students, parents, guardians, teachers, and administrators to keep absences and tardiness to a minimum. The state of Missouri does require compulsory attendance. The state charges the family with the responsibility to ensure that each child attends school regularly.

It is important to note that frequent absences disrupt the continuity of the instructional process. The school cannot teach students who are not present on a daily basis, and the educational opportunities afforded to children cannot be entirely replicated in "make-up" situations.

As a result, parents and students are strongly advised to limit absences to cases of emergencies, illness, doctor and dental appointments, and occasional family trips for unforeseeable events such as a death in the family. Family vacations should be planned for times when the school is not in session (i.e. summer break, winter break, spring break, etc.)

IV. BUILDING HOURS

Building hours for students are from 8:10 a.m. to 3:20 p.m. **FOR THE SAFETY OF CHILDREN DO NOT DROP STUDENTS OFF PRIOR TO 7:40 A.M.** Students arriving at school prior to 7:40 a.m., need to remain in the Commons area until the 7:55 bell rings. Students should clear the building after dismissal (3:20 p.m.) unless under the direct supervision of a teacher who is responsible for their conduct. Students who are in the building before 7:55 a.m. or after 3:35 p.m., are required to have authorization (hall pass) from a teacher or administrator. **Students involved in Wednesday late bus are required to stay with a staff member and in a supervised situation.**

V. BICYCLES

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

VI. CAFETERIA

All students will be issued a 5-digit personal identification number (PIN). When a student purchases lunch or breakfast he/she will use the PIN number to deduct money from his/her account. The PIN should not be shared with any other student. With this system, parents can put up to \$100 at one time into their child's account for future lunch and breakfast and ala Carte purchases. Cashiers will notify students of account balances on a daily basis. Students may charge up to \$5.50, any subsequent charges on an account will be a \$1.25 cheese sandwich and a drink until the charge is paid in full. Parents can also pay daily for a lunch or put a daily dollar limit on their student's account if they want to control spending. Ala Carte items and second lunches cannot be charged at all.

Students should not have a parent bring in food from fast food restaurants, nor can students order fast food themselves. If a parent brings in fast food lunch for a student, that student will be asked to eat lunch in the office conference room. Students will not be permitted to bring sodas into the cafeteria. Vending machines will be closed during school hours. The cafeteria is meant to be a pleasant place for the middle school students.

Students' responsibilities in the lunch area:

- ◆ Help clean the table after having eaten. Trays, plates, and silverware should be returned to the kitchen. All trash must be thrown away in proper containers. Students will not be dismissed until their area is clean.
- ◆ Keep food on the tray.
- ◆ Stay seated while eating.
- ◆ Seating is limited to 6 students per table.
- ◆ Students are asked to raise their hand to be excused by an adult in the cafeteria.

Food or drinks, other than clear water, are not to be taken from the cafeteria.

LMS has a breakfast program. Breakfast will be served daily. Unlike lunches, there will be no breakfast charges. Students can use their PIN number to pay for breakfast or they can pay daily. The cost for breakfast and lunch are as follows:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Premium Lunch</u>
Student	\$1.50	\$2.25	\$2.75
Adult	\$2.00	\$2.75	\$3.25

VII. COMMUNICATION CHANNELS

- ◆ Homework Hotline (736-6888)
- ◆ Team Voicemail and Meetings
- ◆ E-mail
- ◆ Bi-Monthly Newsletter
- ◆ School Website (student announcements posted daily – <http://www.liberty.k12.mo.us/lms>)
- ◆ LMS News (sign up through website)
- ◆ Quick News (sign up through website)
- ◆ Power School
- ◆ Channel 18 (Liberty cable subscribers only)

VIII. DRESS AND PERSONAL APPEARANCE

The school administration has the responsibility to help develop guidelines, 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. Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the schools. Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other types of footwear.
3. Printed wording or pictures on clothing advertising or promoting drugs and/or alcohol or that is obscene or profane in interpretation will not be permitted to be worn. Shirts containing any print or image that is derogatory or disrespectful to any race or ethnic group will be prohibited.
4. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during class period in the interest of maintaining safety standards.
5. Clothing that shows bare midriffs are not to be worn. Shirts must cover the mid-section at all times. Shirts that expose cleavage will not be allowed.
6. Tank tops are not allowed. Students may wear sleeveless shirts that extend to the edge of the shoulder. Cut off shirts with low-cut armpits are not allowed.
7. Shorts (no 'soffe' or PE/gym shorts outside of PE), skirts, and dresses must extend beyond the length of the hand when the student's arm is hanging straight down at his/her side. Clothing shorter than this length will not be allowed. Pants/skirts must be worn above the hips with no underwear or mid-section showing. No holes in pants above the knee will be allowed, even if the hole does not expose flesh.
8. No head coverings or sunglasses are to be worn in the school building. This includes hair picks and headbands.
9. Chains attached to billfolds are not permitted in school. Spiked jewelry of any kind is prohibited.
10. Students should not draw or write on themselves or other students.
11. Outlandish hairstyles and hair colors are not allowed. This includes, but not limited to bright, unnatural colors, Mohawks, and spiked hair. Hair should be kept clean and out of the eyes.
12. Additional dress regulations may be imposed upon students participating in certain extracurricular or classroom activities.

When, in the judgment of the administration, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

IX. EMERGENCY INFORMATION

Parents are asked to provide the school with emergency information, including alternate adults to contact in an emergency. **For your benefit, it is very important that the school has updated telephone numbers and addresses on file at all times.** Students reporting late to school must sign in at the receptionist desk before going to class. Students leaving during the scheduled school day must have a parent sign them out at the receptionist desk before leaving. Unless prior notice (verbal/written) is given only parents/guardians and those listed as emergency contacts are allowed to sign a student out of school.

X. FIRE/TORNADO/CRISIS DRILLS

Fire drills, tornado drills, and crisis drills are held at regular intervals throughout the year and are an important safety precaution. **It is essential when these drills are held that everyone obeys orders promptly.** The staff in each classroom will give the students instructions.

XI. GUIDANCE AND COUNSELING

The school offers guidance and counseling services to students, parents, and teachers. Counselors are available to work with students in finding information or solutions to problems of concern. Students are free to come to the counselors' offices before, after, and during the school day. (Remember you must have permission from your teacher before missing a class.) The counselors invite all students to come in and become familiar with the counseling program. The counseling offices are located off of the main 6th grade hallway. To see a counselor, students should do one of the following:

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

XII. HEALTH/MEDICAL SERVICES

When students are ill, they should remain at home. In cases of emergency or illness at school, students should report to their teacher for permission to go to the nurse. If warranted, the nurse will consult with the parent/guardian to determine whether the student should continue in school or be sent home. Students are to report all personal accidents to the nurse.

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.

Children 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 apply for dispensing prescription and nonprescription drugs in 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. The *Student Medication Authorization Form for Prescription & Non-Prescription Medications* must be completed, signed, and returned to school with the medication or school personnel will NOT administer it.
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. The *Student Medication Authorization Form for Prescription and Non-prescription Medications* must be completed, signed, and 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 the completed and signed *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 written parent authorization. Due to the risk of liver damage, a physician's order is required if the student needs to take more than 25 doses of any combination of medications containing acetaminophen (such as Tylenol) or Non-Steroidal Anti-Inflammatory Medication such as Ibuprofen, Aleve, Excedrin Migraine, etc... in a given school year. The school only stocks Tylenol. Other medications mentioned need to be provided by the parent/guardian.
7. Antacid tablets, cough drops, or throat lozenges will need to be provided by parents.

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. District stock epinephrine remains in the nurse's office at all times.

Emergency Medication for Field Trips

Students' personal emergency medications such as an epi-pen (epinephrine auto injector) must accompany the student on all scheduled field trips. This includes only those emergency medications that the Missouri State Board of Nursing has deemed allowable to delegate its administration by a non-health provider such as a teacher. The parent is

responsible for providing emergency medications to the school. If the emergency medication has not been provided or is expired, the student may **not** attend the field trip.

Procedures for Screenings

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

Life Threatening Allergies:

The district has a policy and procedure manual in place which specifically addresses life threatening allergies. This manual titled *Life Threatening Allergy Policy & Guidelines*, can be found on the district website at the following link:

<http://www.liberty.k12.mo.us/parents/immunizations/life-threatening-allergies/>

If you do not have access to a computer, a copy of this manual may also be obtained from your school administrator upon request.

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.

Student Insurance

Student accident insurance is available for parents to purchase for their child. Brochures are available at orientation and in the office during the school year.

XIII. STUDENT ARRIVAL AND DROP-OFF

It is the goal of the Liberty School District to provide a safe environment for students. The district recognizes that rules regarding the arrival and dismissal of students are a necessary part of the district’s safety program. The following pick up and drop off procedures must be followed.

- Drop off and pick up of students who are not riding the district provided transportation is permitted only in the front of the school. Only busses are permitted on the bus lot. Personal vehicles, rented/hired vehicles, or other unauthorized forms of transportation are never to be on the bus lot during student arrival and dismissal times.

XIV. STUDENT INTERNET AND EMAIL USE

The resources of the Internet hold the promise of enhancing the quality of the education available to students. Therefore, students who have an Acceptable Use Policy on file signed by a parent or guardian and have completed appropriate instruction may access the Internet for the purposes of communication, research, and instruction. The intent of the Liberty School District is to provide an Internet environment that is safe and appropriate for the maturity level and need of student users. The degree of access to the Internet will be dependent upon the ages of students. The following are suggested guidelines for Internet use at the middle level.

Without Signed Acceptable Use Policy: Teacher-directed presentation (at all grade levels).

With Signed Acceptable Use Policy: Student interaction according to the following: (grades 6-7)

Navigation Level/Focused Searching

1. Students using the Internet should receive formal instruction and guidance.
2. Student’s usage will be project-focused, teacher-directed and adult-supervised.
3. Adult-supervised (indirect or direct) student use may include navigation using URL’s, teacher designed web pages and bookmarks. Sites should be screened before being used in instruction.
4. Adult-supervised student use may include searching for educational purposes using search engines following instruction.

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 assignments, entrance into Turn It In (anti-plagiarism site) and various other technology projects. In addition to the regular school hours, middle school students will have extended access into the evening while junior and senior high students will have twenty-four hour access to their account.

Liberty Schools uses 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.

XV. LOCKERS FOR STUDENTS

A locker with a combination lock is assigned to each student at the beginning of the year. Locker combinations are changed each year, and the combination is issued only to the student(s) who is/are responsible for his/her own locker and possessions. The lockers are the property of LMS and are subject to inspection by authorized school personnel if just cause warrants such action. The school is not responsible for stolen items. Let an adult know if you need help opening your locker.

- ◆ Keep your valuables and money with you. Do not keep these items in your locker.
- ◆ Always close your locker door and make sure you lock it. "Cocking" your locker is not permitted.
- ◆ Keep your locker and locker area neat and clean.
- ◆ **Keep your locker combination secret.**
- ◆ Locker trading is not allowed.
- ◆ Keep your backpack and coat in your locker.
- ◆ Refrain from hanging items that could damage the locker.
- ◆ Do not write on lockers.

If a student chooses to abuse his/her locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary action will be taken.

In order to provide an environment that is safe and conducive to learning, LMS, in cooperation with local law enforcement agencies, will be proactive in the occasional use of specially trained dogs to check lockers for illegal drugs. Lockers will only be opened and searched if a positive contact has been made by the dog(s). Students and parents will be contacted in the event of a positive contact.

XVI. SCHOOL RESOURCE OFFICER

Liberty Police Officers are assigned as school resource officers to LMS. This program is a joint effort of the Liberty School District and the Liberty Police Department. The officers teach the L.I.F.E. (Liberty Intervention Focus in Education) curriculum as well as other drug abuse and violence prevention units throughout the school year. They work with students and teachers in such areas as: understanding how the law works to protect people, mediating conflict with students, and helping troubled students avoid future problems. They are also available to assist students and parents with issues of a law enforcement nature.

XVII. SKATEBOARDS/ROLLERBLADES

Students should not ride skateboards or roller blades to school. Liberty City Code prohibits the use of these items on public property under section 20-55.

Skateboards are only allowed as part of our Skateboard Intramural Club under Section 20-55 as a Structured School Activity. Helmets are required in order to participate. Other protective padding is optional, but recommended.

XVIII. STUDENT ORGANIZER/AGENDA

This STUDENT ORGANIZER was designed to be an organizational and learning tool for students. The purpose of the organizer is threefold:

1. It serves as a place to record your class-work and homework assignments in your classes each day.
2. It provides for an effective regular means of communication between home and school.
3. It allows for monitoring of your participation and progress by parents, teachers, and you.

It is your responsibility to have this organizer in each class and to enter information. Have your parents review the organizer daily as a way to keep them informed about your progress and the content of your classes.

The organizer serves as the official hall pass for the students in our Middle School. Students should not be out of class at any time without their student organizer.

Organizers are available for purchase during orientation in August or at any time during the year in the main office. The price is \$5.00 each.

XIX. TEXTBOOKS

Textbooks are the property of the public and are available for your use. If a book is marred, defaced or shows excessive wear and tear, it will be necessary for the student to pay for their book. If a student loses a book and pays to have it replaced and it is later found, the money would be refunded.

XX. VISITORS

All visitors are **required** to report directly to the reception desk and to sign in with the receptionist. A visitor's badge will be issued and must be worn while on the school campus. Parents/Guardians are invited to visit the school regularly and to be involved in all school activities. Parents/Guardians are also invited to join us for lunch, but we do ask for advance notification so that lunchroom arrangements can be made. Students from other locations should not visit during instructional time. This also includes former students who wish to visit teacher or friends.

XXI. YEARBOOKS

LMS publishes a yearbook, which is distributed to students during the last week of school. Yearbooks are sold at orientation before school starts, and at various times throughout first semester. The yearbook provides an enjoyable way to remember the school year.

DISCIPLINE POLICY

Statement of Student Misconduct:

The following discipline policy is designed to notify students as to the type and range of behaviors that are unacceptable; nevertheless, every rule has not been included. Consequently, students should expect to be disciplined for misconduct that interferes with the learning process, whether it is listed in this handbook or not.

I. LMS DISCIPLINE POLICY

School Behavior

All teams will establish guidelines for students to follow; however, all students at LMS are expected to comply with the following:

1. Students need to follow the directions of any adult the first time they are given. This includes but is not limited to school bus drivers, district teachers, para-professionals, administrators, custodians, secretaries, and food service staff.
2. Students need to walk inside the school building.
3. Backpacks, purses, and coats are to be kept in students' lockers.
4. No toys (i.e. yo-yos or balloons), chains or chain wallets.
5. Electronic communication devices are not to be used during the school day (pagers, cell phones, CD players).
6. Electronic gadgets & other devices not relevant to the learning process are to be out of sight and unheard.

The policies and procedures that follow are designed to clarify Liberty Middle School's code of conduct for all students. It is the student's responsibility to understand and follow these expectations.

Behavior Intervention Support Team (B.I.S.T)

One of the most important goals of Liberty Middle School is to create an atmosphere, that promotes responsible young people. We believe students must learn to make choices that are healthy and safe for themselves and others, and accept the natural consequences of their decisions.

The process by which we achieve this goal is through the use of the *Behavior Intervention Support Team* model (B.I.S.T. for short). This system was developed by the Ozanam Home to help manage student behavior while promoting an environment where students are given ownership for their actions. The B.I.S.T model, which is used throughout the Liberty School District, is based on the philosophy of providing students with a balance of grace and accountability.

The B.I.S.T Philosophy

WE BELIEVE

- ✓ That all students can learn and behave appropriately

- ✓ That actions which prevent teachers from teaching and students from learning will not be tolerated
- ✓ That school must be a safe place where students learn to function effectively together, working to achieve common goals
- ✓ That communication between students, staff, and parents is vital to a healthy school environment and to learning
- ✓ That students get into trouble when:
 1. They don't know any better (They need information)
 2. They test limits (They need consistency)
 3. They can't manage their feelings (Due to abuse/neglect, organic/neurological issues)

The B.I.S.T Model

Students with behavior problems at school are generally having trouble with one or more of the following guidelines for student conduct:

- Students will allow the adults to be in charge, even when they don't want to, so that everyone will be productive and safe.
- Students will not talk, use body language or gestures that interfere with learning.
- Students will not touch, hit or be physical with others, including horseplay.
- Students will not use words or body language to be hurtful to others.
- Students will allow adults to set limits regarding where they will be.

The teachers at Liberty Middle School work to provide the discipline that students need to be successful at school. The process includes removing the student from the conflict (safe seat) and working with the student to eliminate the negative behavior (Processing) before his/her return to class.

The process allows the student to redirect his/her own behavior without being "in trouble". The student avoids an administrative referral, office detention, or suspension by working through the processing that is directed by the teacher, team of teachers, and/or behavior interventionist.

The B.I.S.T Recovery Process

1. Removal from the conflict. This may include the following:
 - ◆ Changing the student's seat in the classroom
 - ◆ Movement to a "safe seat" in another area of the classroom
 - ◆ Movement to a "safe seat" in a "buddy room" (another teacher's room) – While in a "safe seat" students are provided all the necessary instructional materials and class work so that they can continue to learn. There is no academic penalty or loss of credit/grades.
 - ◆ Movement to the recovery room. A B.I.S.T. trained adult will be available to work with the child upon their arrival to the recovery room. There is no academic penalty or loss of credits/grades.
 - ◆ Team Focus – an "intensive care" placement which could be multiple periods or an all day placement due to chronic acting out behavior or poor behavior in multiple settings.

2. Asking the student to look at the problem behavior.
 - ◆ Completion of a “Think Sheet”
 - ◆ Processing, or conferencing with the teacher or team and/or behavior interventionist to discuss the problem behavior, which the student has identified.
3. Planning with the student to identify strategies that will help the student eliminate the problem behavior in the future.
 - ◆ Development of student Behavior Success Plans
4. Return to the classroom, following a “reversal” of the removal process. The student begins with the last placement and must return to each of the previous placements to gain return to the classroom.

Goals of the B.I.S.T Recovery Process

For the Student:

- To have the opportunity to calm down
- To be safe from continued acting out and getting in trouble
- To develop adult relationships
- To establish clear boundaries for classroom behavior
- To look at his/her behavior in order to change
- To replace his/her attitude of failure with an attitude of hope

For the Teacher:

- To have the opportunity to calm down
- To maintain order in the classroom
- To have a safe place for children to go
- To have options of support when dealing with difficult, challenging or out-of-control children
- To be able to implement positive, constructive discipline options

II. RULES AND REGULATIONS

Liberty Middle School has high expectations for all students and adults. Good education requires that we have high expectations in all that we do. Good discipline is one characteristic of a good education. The following information describes the standards of discipline for LMS 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 he/she enforces the consequences for a particular violation of the rules.

ABSENCE (UNEXCUSED)

Parents are requested to call the LMS attendance line 736-5411 by 8:00 a.m. if a student is going to be absent from school. The attendance voicemail is accessible 24 hours a day for your convenience. If parents do not call the school or the school cannot make telephone contact with the parents, **the student must bring a signed note**

the next day following the absence. All other absences are considered unexcused and require the student to report to the office upon arrival at school. Students with unexcused absences may make up the work they miss, but will not receive credit for it. Even though parents may excuse a child, the administration has the final authority in determining if an absence is excused or unexcused. A parent contact will be made when absences become excessive.

Students must be in attendance for a full day in order to participate in any school activity or event that day or evening. Extenuating circumstances should be discussed with a principal to determine if the student is eligible to participate.

Students who are absent from school without the knowledge and consent of the parent/guardian and the administration, or students who leave school during the day without the consent of the principal, will be considered truant. Every effort will be made to work with the parents and/or guardians. Consequences for truancy may include, but are not limited to the following:

Truancy

A student's unexcused absence from school for a full or partial day is considered a "Truancy".

- 1st offense** – student conference, parent notification, ISS
- 2nd offense** – 3-10 days in ISS
- 3rd offense** – parental conference and suspension 3-90 days

Tardies

Students are expected to be on time for school and class. Generally, all tardies will be considered unexcused. Excuses such as car trouble, missing a ride, oversleeping, etc. will not be excused. Tardies that occur within a given quarter receive the following consequences:

- 1st Tardy = Warning
- 2nd Tardy = Last warning
- 3rd Tardy = Detention (parent signature)
- 4th Tardy = Detention (parent signature)
- 5th Tardy = Detention (parent signature)
- 6th Tardy = Extended Day School (parent contact)
- 7th Tardy = 1 Day ISS (parent contact)
- 8th Tardy = Long Term ISS (parent contact)

ARSON

Arson can best be described as purposefully setting or attempting to set fire which is likely to damage the property of others. Arson is a serious offense and shall be treated as such. Law officers may be involved to help investigate or press charges.

- 1st Offense: Detention, ISS, 1-180 days OSS or expulsion. Restitution if appropriate.

Subsequent Offenses: 1-180 days OSS or expulsion. Restitution if appropriate.

ASSAULT

Assaulting is attempting to cause injury to another; intentionally placing another in reasonable fear of immediate physical injury. Immediate referral to the principal's office will occur, resulting in disciplinary action, which may include suspension or expulsion.

1st Offense: Principal/Student conference, detention, ISS, 1-180 days OSS or expulsion.

Subsequent Offenses: ISS, 1-180 days OSS, or expulsion.

BULLYING

Repeated and systematic intimidation, harassment and attacks on a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.

1st Offense: Detention, ISS or 1-180 days of OSS.

Subsequent Offenses: 1-180 days OSS or expulsion.

BUS REGULATIONS

The safety of students during their transportation to and from school or an activity is a responsibility, which students and their parents/guardians share with the bus driver and school officials. Students are responsible for all the school rules of conduct while waiting for 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. Bus rules are also posted in each school bus. A general list of expectations is listed in what follows:

Bus Rules are as Follows:

- ◆ Follow directions the first time they are given.
- ◆ Stay in your seat with your feet on the floor while the bus is in motion, keeping your hands, feet, and objects to yourself.
- ◆ Do not eat, drink, chew gum, use tobacco, drugs or alcohol on the bus.
- ◆ Keep all harmful or frightening objects, weapons, and creatures off the bus.
- ◆ Do not litter, write on, or damage the bus in any way.
- ◆ Do not be loud, swear, use rude or vulgar gestures, or offensively tease anyone on the 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.

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

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of the bus warning slip will be sent home to the parents.

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

Subsequent Offenses: 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 or her designee.

Excessively dangerous behavior will result in immediate action.

Students who need to ride the bus other than their assigned bus must bring a written permission slip to the reception desk signed by a parent or guardian. **The office cannot accept verbal permission from parents by telephone.** The receptionist will then issue a pass to be given to the bus driver.

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

DISHONESTY

Dishonesty includes any act of lying, verbal or written, including forgery.

1st Offense: Nullification of forged document. Principal/Student conference, detention, ISS, or 1-10 days OSS.

Subsequent Offenses: Nullification of forged document. Detention, ISS, 1-180 days OSS or expulsion.

DISRESPECTFUL CONDUCT OR SPEECH

Verbal, written, or symbolic language or gesture directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational setting. Constitutionally protected speech will not be punished.

1st Offense: Principal/Student conference, detention, ISS, or 1-10 days OSS.

Subsequent Offenses: Detention, ISS, 1-180 days OSS, or expulsion

DISRUPTIVE CONDUCT OR SPEECH

Verbal, written, pictorial or symbolic language, that materially and substantially disrupts classroom work, school activities

or school functions. Constitutionally protected speech will not be punished.

1st Offense: Principal/Student conference, detention, ISS, or 1-10 days OSS.

Subsequent Offenses: Detention, ISS, 1-180 days OSS, or expulsion

DRESS CODE VIOLATIONS

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. Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the schools. Student dress and grooming will be the responsibility of the individual and parent/guardian within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. All students must wear shoes, boots, or other type of footwear.
3. Printed wording or pictures on clothing advertising or promoting drugs and/or alcohol or that is obscene or profane in interpretation will not be permitted to be worn. Shirts containing any print or image that is derogatory or disrespectful to any race or ethnic group will be prohibited.
4. Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during class period in the interest of maintaining safety standards.
5. Clothing that shows bare midriffs are not to be worn. Shirts must cover the mid-section at all times. Shirts that expose cleavage will not be allowed.
6. No spaghetti straps. Students may wear sleeveless shirts that extend to the edge of the shoulder. Cut off shirts with low-cut armpits are not allowed. Undergarments must not be seen.
7. Shorts (no 'soffe' or PE/gym shorts outside of PE), skirts, and dresses must extend beyond the length of the hand when the student's arm is hanging straight down at his/her side. Clothing shorter than this length will not be allowed. Pants/skirts must be worn above the hips with no underwear or mid-section showing. No holes in pants above the knee will be allowed.
8. No head coverings or sunglasses are to be worn in the school building. This includes hair picks and headbands.
9. Chains attached to billfolds are not permitted while on school property. Spiked jewelry of any kind is prohibited.
10. Students should not draw or write on themselves or other students.
11. Outlandish hairstyles and hair colors are not allowed. This includes, but not limited to bright, unnatural colors, Mohawks, and spiked hair. Hair should be kept clean and out of the eyes.
12. Additional dress regulations may be imposed upon students participating in certain extracurricular or classroom activities.
13. No purses, backpacks, or coats in the classroom.
14. No pajama pants or sleepwear.

When, in the judgment of the administration, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Any student not abiding by the rules stated above will receive the following:

1st Offense: Students who violate the dress and personal appearance policy will be required to correct the violation before returning to class. If this results in an absence from class, the absence may be regarded as an unexcused absence.

2nd Offense: Referral to office. Student must correct violation before returning to class. Office detention assigned and parent contact made.

3rd Offense: Referral to office. Student must correct violation before returning to class. EDS assigned and parent contact made.

Subsequent Offenses: Referral to office. Student must correct violation before returning to class. ISS assigned and parent contact made.

DRUGS / ALCOHOL

State laws and School Board policies prohibit the use, possession, or transfer of behavior-affecting substances, drug paraphernalia, and look-alikes of any type, anywhere on school property or at any school-sponsored activity. Students violating this policy may be suspended or expelled, and may be referred to the appropriate legal authorities.

A. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug is prohibited. Any student in possession of a parent authorized over-the-counter medication for personal use must deliver the medication immediately to the nurses office and that medication must be dispensed solely through the nurses office in order to avoid being treated in accordance with this policy. Exceptions to this policy (i.e. cough drops) should be made by the nurse or school administration prior to the medication's use.

1st Offense: ISS or 1-180 days OSS.

Subsequent Offenses: 1-180 days OSS or expulsion.

B. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug related paraphernalia, including controlled substances and illegal drugs.

1st Offense: ISS or 1-180 day OSS

Subsequent Offenses: 1-180 days OSS, or expulsion

C. Sale, purchase or distribution of any prescription drugs, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances, or drug related paraphernalia, including controlled substances and illegal drugs.

1st Offense: 1-180 days OSS, or expulsion

Subsequent Offenses: 1-180 days OSS, or expulsion

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. They are as follows:

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

Grades PreK-9: These devices are not to be used on school grounds during regular school hours. If students bring these items to school, they must remain out of sight and unused during regular school hours. The school will not be responsible for personal items that are lost, stolen, or broken.

Category II – (photograph and/or video devices)

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

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

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

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

1st Offense: Principal/Student conference, confiscation of item, returned to the student at the end of the school day. Possible detention to be served, or 1-10 days ISS.

Subsequent Offenses: 1-180 days ISS or OSS, confiscation of item until the end of the semester and parent may be required to pick up item.

EXTORTION

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

1st Offense: Principal/student conference, detention, ISS, or 1-10 days OSS

Subsequent Offenses: ISS, 1-180 days OSS, or expulsion

FALSE ALARM

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

1st Offense: Restitution. Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion

Subsequent Offenses: Restitution. ISS, 1-180 days OSS, or expulsion

FIGHTING

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

1st Offense: Principal/Student conference, detention, ISS, or 1-180 days OSS

Subsequent Offenses: ISS, 1-180 days OSS, or expulsion

HARRASSMENT

“**Harassment**” is defined as any unwelcome behavior of a physical or sexual nature (see policy on sexual harassment for harassment of a sexual nature) whether written, verbal, or nonverbal such as name calling that interferes with a student's ability to learn or a teacher's ability to teach. “Unwelcome” means the person witnessing or being affected by the behavior didn't ask for or invite the behavior, nor did the person respond in kind with similar behavior.

1st Offense: Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.

Subsequent Offenses: ISS, 1-180 days OSS, or expulsion.

HAZING

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

1st Offense: ISS or 1-180 days OSS.

Subsequent Offenses: 1-180 days OSS or expulsion.

INSUBORDINATION

Insubordination is defiance of authority. Authority figures include teachers, administrators, any staff member, bus driver or other adult in an authority role.

1st Offense: Principal/Student Conference, detention, ISS, 1-180 days OSS, or expulsion.

Subsequent Offenses: ISS, 1-180 days OSS or expulsion.

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 OSS or expulsion.

Subsequent Offenses: 1-180 days OSS or expulsion.

PUBLIC DISPLAYS OF AFFECTION

Society's values change over the years; however, the majority of students, parents, and faculty want to see proper and respectful behavior regarding public display of affection. Students are not to show public displays of affection such as hugging, kissing, hand holding or groping.

1st Offense: Principal/student conference, detention, ISS, or 1-180 days OSS.

Subsequent Offenses: Detention, ISS, 1-180 days OSS or expulsion.

SEXUAL HARRASSMENT

A. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, or other verbal, written or symbolic language based on gender, or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.

1st Offense: Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.

Subsequent Offenses: ISS, 1-180 days OSS, or expulsion.

B. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching in another person's private areas, regardless of whether or not the touching occurred through or under clothing.

1st Offense: ISS, 1-180 days OSS, or expulsion.

Subsequent Offenses: 1-180 days OSS, or expulsion.

TECHNOLOGY MISCONDUCT

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

1st Offense: Restitution. Principal/Student conference, detention, ISS, 1-180 days out-of-school suspension, and/or suspension or loss of user privileges.

Subsequent Offenses: Restitution. Loss of user privileges, 1-180 days OSS, or expulsion

B. Violation other than those listed in "A" above or in accordance with Board Policy EHB and regulation EHBR, administrative procedures or netiquette rules governing student use of district technology.

1st Offense: Restitution. Principal/Student conference, detention, ISS, 1-180 days out-of-school suspension. Suspension or loss of user privileges.

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

THEFT

Theft, attempted theft or knowing possession of stolen property.

1st Offense: Restitution or return of property. Principal/Student conference, detention, ISS or 1-180 days OSS.

Subsequent Offenses: Restitution or return of property. 1-180 days OSS or expulsion.

THREATS OR VERBAL ASSAULT

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

1st Offense: Principal/Student conference, detention, ISS, 1-180 days OSS, or expulsion.

Subsequent Offenses: ISS, 1-180 days OSS or expulsion.

TOBACCO

A. Students shall not possess cigarettes, lighters, cigarette packages, chewing tobacco, matches, or other smoking

materials on school grounds, school transportation or at any school activity.

1st Offense: Confiscation of item. Principal/Student conference, detention, or ISS.

Subsequent Offenses: Confiscation of item. Detention, ISS, or 1-90 days OSS.

B. Use of any tobacco products on school grounds, school transportation or at any school activity.

1st Offense: Confiscation of item. Principal/Student conference, detention, ISS, or 1-3 days OSS.

Subsequent Offenses: Confiscation of item. ISS or 1-90 days OSS.

UNAUTHORIZED ENTRY

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

1st Offense: Principal/Student conference, detention, ISS, or 1-180 days OSS.

Subsequent Offenses: 1-180 days OSS or expulsion.

VANDALISM

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment or other school property lost or damaged beyond ordinary wear and tear.

Any student, who willfully causes damage or attempts to cause damage to any property, real or personal, belonging to the school, staff, or students will face the following consequences:

1st Offense: Principal/Student conference, detention, ISS or 1-180 days OSS, expulsion. Restitution.

Subsequent Offenses: Restitution. ISS, 1-180 days OSS, or expulsion.

WEAPONS

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, 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, or other dangerous weapons in school buildings, or on or about the school district's grounds or at school sponsored events or activities. Any item of this nature will be confiscated and turned over to the principal. Items, which may reasonably be mistaken for, or bear a resemblance to any of the aforementioned ("look alike weapons") may be treated as "dangerous weapons" for the purpose of this policy, this

includes any instrument or device used to inflict physical injury to another person.

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

1st Offense: ISS, or 1-180 days OSS or expulsion.

Subsequent Offenses: 1-180 days OSS or 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 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
- ◆ The frame or receiver of any weapon described above
- ◆ Any explosive, incendiary, or poison gas
- ◆ Any combination of parts either designed or intended for use in converting any device into any destructive device described above, and from which a destructive device may be readily assembled.

1st Offense: One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offenses: Expulsion.

III. EXPLANATION OF CONSEQUENCES

CORPORAL PUNISHMENT

No person employed by or volunteering on behalf of the Liberty 53 School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance 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.

IN-SCHOOL SUSPENSION (ISS)

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

A student may be sent to ISS for a variety of reasons from mis-behavior to truancy. **The student must follow all rules pertaining to ISS or the suspension will become an out-of-school suspension (OSS).**

Some cases will involve a student being sent to ISS for part of a day. If the student fails to work or comply with the rules, the suspension may then become a full day(s) ISS the following day. Students placed in ISS will not be able to participate in any after school or evening school sponsored activities or performances.

Students in ISS will earn points for their work and behavior. In order to earn enough points for the day, students must work productively on assignments and maintain behavior that isn't interfering with his or her own or other student's learning. If students don't earn enough daily points, they may be assigned additional time in ISS, or additional time after school. Parents will be notified if their child is not working productively and is not earning sufficient points for that day.

STUDENT SUSPENSION AND EXPULSION

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

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

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The terms "suspension" and "removal" refers to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for "suspensions" in this policy. The term "expulsion" refers to exclusion for an indefinite period.

Suspension (OSS)

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) 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 by the superintendent for a period exceeding more than (10) days, the following rules also apply:
 - A. The student, his or her parents, guardians or others have custodial care, have a right to appeal the superintendent's decision to the Board or 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.
 - D. 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.
 - E. 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 witness, and to present evidence at the hearings.

- F. Hearing of appealed suspensions will be conducted as described in the policy dealing with student disciplinary hearings. This policy appears in detail in the district's Board Governance and School District Policies and may be requested by contacting the school or district.

Suspension (OSS) Greater than 180 Days/Expulsion

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 her or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled, or suspended for more than 180 days, the procedures described below apply unless the student is **disabled**. (In the case of a **disabled** student, the procedure described in the policy dealing with the discipline of **disabled** children shall apply.)
 - A. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
 - B. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the policy dealing with student disciplinary hearings.

Suspension (Handicapped Students)

If a handicapped student is charged with misconduct for which a suspension may result, the student and the student's parents or guardian shall be given oral or written notice of the charges. If the charges are denied, the student, parent or guardian shall be given an oral or written explanation of the facts, which form the basis of the proposed suspension. The student, with assistance of a parent or guardian, shall then be given an opportunity to present the student's version of the incident.

The principal shall keep a record of all disciplinary action taken against a handicapped student, which, if continued for more than ten consecutive days would amount to a change of placement.

When the proposed OSS will exceed a total of ten (10) days for a given school year, the director of special education will be notified in writing. Notice should include action pending, reasons for such action and previous history of suspension.

Within five (5) days of a receipt of notice, the director of special education will reconvene the student's Individual Education program (IEP) committee. This committee will determine: (1) whether the current placement is in the least restrictive environment, (2) whether the behavior(s)

for which action is recommended is/are related to the student's handicapping condition, and (3) whether the student is a danger to himself or herself or others.

The IEP committee will include: (1) the principal, (2) the director of special education or his or her designee, (3) the student's regular and/or special education teacher, (4) the parents/guardian, and (5) the student, when appropriate, and (6) others with relevant information.

The student shall be accorded all procedural rights under federal and state law, including:

- ◆ Notice of the proposed action,
- ◆ The right to examine the record,
- ◆ Re-evaluation if a significant change in placement is proposed,
- ◆ A hearing with representation of counsel,
- ◆ The right to remain in the current placement during the pendency of the proceedings,
- ◆ The right to appeal.

If a handicapped student is found by the district to present a danger to himself or herself or others, and the student's parents or guardian has not consented to an immediate change in placement pending due to process procedures, then the district may seek a court order for an immediate change in placement, pending the completion of such procedures. If the court does not determine the nature and extent of services to be provided to such child during this period, the multi-disciplinary committee shall make such determination.

If the discipline would result in a change in placement, the committee shall determine whether the behavior for which discipline is proposed is related to the children's handicap, and whether the child is currently placed in the appropriate least restrictive environment based on a multi-disciplinary evaluation.

If the committee determines that the behavior is unrelated to the handicap, discipline resulting in a change of placement may be imposed, including suspension or expulsion. A determination that the student's behavior is unrelated to the handicap indicates that normal disciplinary measures recommended by the administration are appropriate. The committee's determination may be appealed. The nature and extent of educational services to be provided during any such period of suspension or expulsion, if any, shall be based on recommendations of the multi-disciplinary committee, subject to the right of appeal.

If the committee determines that the behavior is related to the student's handicap, the student shall remain in the current placement pending completion of the administrative process. The committee shall modify the student's placement or IEP as appropriate.

If the committee is unable to reach a decision based on the information presented, it may recommend further assessment. In this event, the student will remain in the present placement until assessment is completed and reviewed by the committee.

Due process procedures, applicable to suspension or expulsion under state law, as provided in section 167.161

and 167.171 RSMO shall be provided prior to suspension or expulsion of handicapped students.

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. An asbestos management plan has been developed for the district by an E.P.A. certified planner. The district management plan is available for public review in the Office of the Assistant Superintendent for Business Service.

South Valley Middle School was constructed after the 1986 federal law and is therefore exempt from further AHERA inspections. If you have questions or concerns about this issue please contact central office at (816) 736-5300. The Assistant Superintendent of Business Services will be able to help you or provide clarification to any questions you might have.

NOTICE OF NONDISCRIMINATION

Students, their parents, and employees of the Liberty Public 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 programs and activities. Any person having inquiries concerning Liberty Public School District compliance with Title 6, Title IX and Section 504 is directed to contact the Director of Special Services: 650 Conistor, Liberty, Missouri 64068. (816) 736-5300.

The Director of Special Services has been designated by the Liberty Public School District to coordinate the school 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.

Director of Special Services
c/o Liberty Public Schools
650 Conistor
Liberty, Missouri 64068
Phone Number: (816) 736-5300
Monday - Friday, 8:00 - 4:30

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.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational 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 right 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, SW
Washington, DC 20202-4605**

DIRECTORY INFORMATION

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.

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 photographs including those 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 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.

Quick-Sheet of Consequences for Misbehavior (Pages 7-14)

Infraction	Reference	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	Repeated
Alcohol: Possession	p. 11	ISS or 1-180 days OSS	1-180 days OSS or expulsion			
Alcohol: Distribution	p. 11	1-180 days OSS or expulsion				
Arson	p. 10	Detention, ISS, 1-180 days OSS or expulsion. Restitution.	1-180 days OSS or expulsion. Restitution.			
Assault	p. 10	Student Conference, detention, ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion			
Bullying	p. 10	Detention, ISS, or 1-180 days OSS	1-180 Days OSS or expulsion			
Bus Misconduct	p. 10	Warning and possible detention	Up to a 5 day bus suspension	Long term bus suspension		
Classroom Misconduct (B.I.S.T.)	p. 8	Warning	Safe Seat	Buddy Room	Recovery	ISS or OSS
Destruction of Property (Vandalism)	p. 14	Student conference, detention, ISS, 1-180 days OSS, or expulsion. Restitution.	Restitution. ISS, 1 to 180 days OSS, or expulsion			
Dishonesty	p. 10	Nullification of document, student conference, detention, ISS, or 1-10 days OSS	Nullification of forged document. Detention, ISS, 1-180 days OSS or expulsion.			
Disrespectful Conduct or Speech	p. 10	Student conference, detention, ISS, or 1-10 days OSS	Detention, ISS, 1-180 days OSS, or expulsion			
Disruptive Conduct or Speech	p. 10	Student conference, detention, ISS, or 1-10 days OSS	Detention, ISS, 1-180 days OSS, or expulsion			
Dress Code Violation	p. 11	Correction to violation before returning to class, unexcused absence may result.	Referral to office, student must correct violation, parent called, detention assigned	Referral to office, correction of violation, Extended Day School, and parent contacted	Referral to office, correction of violation, ISS and parent contact made	
Drugs: Possession	p. 11	ISS or 1-180 days OSS	1-180 days OSS or expulsion			
Drugs: Distribution	p. 12	ISS or 1-180 days OSS, or expulsion				
Electronic Device	p. 12	Principal//Student conference, confiscation of item until the end of the day, possible detention may occur, or 1-10 days OSS	1 to 180 days ISS or OSS, and confiscation of the item until the end of the semester. Parent may be required to pick up item			

Infraction	Reference	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	Repeated
Extortion	p. 12	Student conference, detention, ISS or 1-10 days of OSS	ISS, 1-180 days OSS, or expulsion			
False Alarms/ 911 calls	p. 12	Restitution. Student conference, detention, ISS, 1-180 days OSS, or expulsion	Restitution. ISS, 1-180 days OSS, or expulsion			
Fighting	p. 12	Student conference. Detention, ISS, or 1-180 days OSS	ISS, 1-180 days OSS, or expulsion			
Harassment	p. 12	Student Conference, detention, ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion			
Hazing	p. 12	ISS, or 1-180 days OSS	1-180 days OSS or expulsion			
Insubordination	p. 12	Student conference, detention, ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion			
Promoting Student Misconduct	p. 13	1-180 days OSS or expulsion				
Public Display of Affection	p. 13	Student conference, detention, ISS, or 1-180 days OSS	Detention, ISS, 1-180 days OSS			
Sexual Harassment:: Verbal	p. 13	Student conference, detention, ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS or expulsion			
Sexual Harassment:: Physical	p. 13	ISS, 1-180 days OSS, or expulsion	1-180 days OSS or expulsion			
Tardy	p. 9	1 st Tardy = Warning 2 nd Tardy = Warning	3 rd Tardy = Detention 4 th Tardy = Detention 5 th Tardy = Detention	6 th Tardy = EDS 7 th Tardy = ISS x 1 8 th Tardy = ISS x 2 plus		
Technology User Agreement Violation	p. 13	Restitution, Student conference, detention, ISS, 1-180 days OSS, loss of user privileges	Restitution, ISS, 1-180 days OSS, or expulsion, and loss of user privileges			
Theft	p. 13	Restitution, student conference, detention, ISS, or 1-180 days OSS	Restitution, 1-180 days OSS or expulsion			

Infraction	Reference	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	Repeated
Threats or Verbal Assault	p. 13	Student conference, detention, ISS, 1-180 days OSS, or expulsion	ISS, 1-180 days OSS, or expulsion			
Tobacco: Possession	p. 13	Student conference, detention, ISS, confiscation of item	Detention, ISS, 1-90 days OSS, confiscation of item			
Tobacco: Use	p. 14	Student conference, detention, ISS, or 1-3 days OSS, confiscation of item	ISS or 1-90 days OSS, confiscation of item			
Truancy	p. 9	Student conference, parent notification, detention, or EDS	Detention or 3-10 Days ISS, parent conference or 11-90 days OSS			
Unauthorized Entry	p. 14	Student conference, detention, ISS, or 1-180 days OSS	1-180 days OSS or expulsion			
Vandalism	p. 14	Restitution. Student conference, ISS, 1-180 days OSS, or expulsion	Restitution. ISS, 1-180 days OSS or expulsion			
Weapons: firearms	p. 14	Up to one calendar year suspension or expulsion	Expulsion			
Weapons: Non-firearms	p. 14	ISS, 1-180 days OSS or expulsion	1-180 days OSS or expulsion			