LIBERTY HIGH SCHOOL
STUDENT - PARENT HANDBOOK
2009-2010

LIBERTY HIGH SCHOOL
200 BLUE JAY DRIVE
LIBERTY, MISSOURI 64068
Phone: (816) 736-5340 – Receptionist
736-7050 or 736-7051 – Attendance
736-7046 – Guidance
736-5342 - Athletics
FAX: (816) 736-5345
www.liberty.k12.mo.us

ADMINISTRATION
Dr. April M. Adams, Principal
Dr. Martin K. Jacobs, Co-Principal
Mr. Jason Cahill, Director of Athletics
Mr. Eric Greely, Assistant Principal/A+ Coordinator
Mrs. Penny Holm, Assistant Principal
Dr. Gregory W. Mees, Assistant Principal
Mr. John Rotert, Assistant Principal/Attendance
Mr. Kelly Saluri, Assistant Principal

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Mrs. Brenda Wiederholt, Co-Director of Guidance
Ms. Andrea Brennan
Mrs. Dana Combs
Mr. Keith Elmore
Mrs. Jennifer Holferty Gravina
Ms. Melanie Prince

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- Oyler, Mr. Brad  
- plast, Mrs. Lindsey  
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- Basketball-Mrs. Roger Stitz  
- Basketball-Girls-Mr. Mike Memly  
- Cross Country-Mr. Tim Nixon  
- Football-Mr. Joel Wells  
- Golf/B.Boys-Mr. Forrest Bertoldie  
- Golf/Girls-Mr. Forrest Bertoldie  
- Soccer/Boys-Mr. Tom Rotjakob  
- Soccer/Girls-Mr. Tom Rotjakob  
- Softball-Mr. Scott Howard  
- Swim & Dive/Boys-Mr. Chris Murphy  
- Swim & Dive/Girls-Mr. Chris Murphy  
- Tennis/Boys-Mr. Art Smith  
- Tennis/Girls-Mr. Doug Davis  
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- Thompson, Mrs. Jennifer-Registrar
WELCOME

August 2009

On behalf of all faculty and staff at Liberty High School, I extend a warm welcome to parents and students as we begin a new year together. Our goal is to make your Liberty High School experience a positive and memorable experience. The learner is our highest priority and we are passionate that the learning that takes place is worthwhile and meaningful.

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

I challenge each of us to make 2009-2010 the best year of learning possible for everyone. By sharing in the responsibility for learning, each of us can contribute to this end. Please take the time to review the information in this book. We hope that this will be a tremendous year of learning and succeeding for you and your student.

April M. Adams, Ed.D.
Principal

MISSION STATEMENT

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

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

- We acknowledge the importance of communicating effectively to enhance a collaborative, positive and safe environment.
- We commit to the application of knowledge through thinking critically, reasoning and problem solving.
- We support the use of technology to access, process and apply information in a meaningful way.
- We value positive human relationships, tolerance and the worth of each person.
- We encourage wide-ranging creative expressions.
- We promote healthy lifestyles and physical well being.
- We endorse the anticipation, understanding and management of change.
- We promote the development of interests that foster life-long learning.
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GUIDANCE PROGRAM
The guidance program is concerned with the educational, vocational, personal and social adjustments of all students. Counselors are responsible for coordinating educational and career planning, personal counseling and social development. The guidance office also maintains all academic records.

Specific activities provided in these areas are as follows:

- Educational and Career Planning
  - ACT Discover Computer Program (educational and vocational research)
  - High school academic program planning
  - Post high school planning and decision making
  - College admissions, testing and scholarship/financial aid assistance
  - Parent conferencing
  - ACT testing and tutorials

- Personal counseling and social development
  - Individual and group counseling
  - Crisis intervention/conflict resolution
  - Academic counseling
  - Referral source for area agencies

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

MSHSAA ELIGIBILITY REQUIREMENTS
In order to participate in a MHSAA sanctioned activity, students must have passed 3.0 units of credit from the preceding semester, as well as currently be enrolled in 3.0 units of credit. Students should communicate with their counselors, coaches, and athletic director concerning their eligibility status.

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

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

SALUTATORIAN
Each graduating class will have (a) salutatorian(s), which will be the next highest-ranking senior(s) based upon grades earned for eight semesters beginning with the first semester in grade nine and ending with the eighth semester in grade twelve. The ranking will be determined by the fewest number of "B" grades.

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

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

SENIOR CLASS RANKING
The following applies to senior class rankings.

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

THE COLLEGE PREPARATORY STUDIES CERTIFICATE
The State Board of Education has approved the issuance of a College Preparatory Studies Certificate. It is not a high school diploma but a certificate, issued in addition to the high
school diploma, to recognize outstanding academic achievement by a high school graduate. The certificate will bear the signature of the Commissioner of Education and will be validated by the signature of the superintendent or high school principal.

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

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

**HONOR ROLL**

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

**PUPIL PERSONNEL RECORDS AND RELEASE OF PERSONAL INFORMATION**

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

**LIBERTY PUBLIC SCHOOLS**

**DIRECTORY INFORMATION OPT-OUT REQUEST FORM**

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 person who requests it, under the Missouri Sunshine Law. Directory information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy.

The school district designates the following items as Directory Information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g. artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph including photos of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

The Opt-Out Request Form must be completed on an annual basis. This form is located in the main office.
I choose to “Opt-Out” and not have my child’s Directory Information released.

Student Name: __________________________ Date of Birth: __________

School: __________________________________________

Parent/Guardian Name: __________________________________________

Parent/Guardian Signature: ______________________________________

Date: __________________________

TRANSFERS AND WITHDRAWALS

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

ACCELERATED PLACEMENT

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

CLASS DESIGNATION OF LHS STUDENTS

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

SEMESTER CREDIT

Graduation credit is awarded on the basis of semester grades. A passing semester grade of "D" or better results in the earning of a 1/2 credit. If a student fails a semester or more of a required class, a counselor will assist the student in re-scheduling.
REPEATING CLASSES FOR NO CREDIT
Occasionally, students may wish to retake a class to improve their knowledge and skills in that subject matter area. If they had previously earned the credit, the following guidelines will apply:

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

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

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

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

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

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

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

**Administrative Reasons**
- Administrative error
- Extenuating circumstances approved by the building principal only (Should involve student, parents and counselors in a conference prior to a decision.)

**Board/Building Policy**
- Movement for placement (i.e. special education)
- Dual enrollment (i.e. college)

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

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

**American College Test/Plan (ACT/Plan)**
This test is administered to members of the sophomore class and is used by the school for information on the effectiveness of the high school program, as well as to give students and family’s feedback on an individual academic achievement.
- Group tested: sophomores
- Uses made of results:
  - A measurement of how effectively Liberty Public Schools are preparing students.
  - To locate special need areas within the school.
  - A measurement of student progress in core subject areas.
  - Help parents and students determine what courses to take during the junior and senior years and provide academic and career planning information.

**Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)**
Students should take this test if planning on attending college and obtaining scholarships.
- Groups tested: sophomores and juniors planning to attend college following graduation from high school
- Uses made of results:
  - Introduction to the SAT college admissions test
  - Criterion for National Merit Scholarships and other scholarships
  - College planning guide

**Scholastic Aptitude Test (SAT) and American College Test (ACT)**
All students planning on attending college should take one or both of these tests. Nearly all colleges in the United States require one or the other for admission.
- Group tested: College bound sophomores, juniors and seniors
- Uses made of results:
  - Part of college admissions requirements
  - Counseling service for college bound seniors
Scholarship criterion for numerous college and local scholarship committees

**Armed Services Vocational Aptitude Test (ASVAB)**
The ASVAB will be administered to students who wish to take it for vocational planning.
- Group tested: Sophomores, juniors, and seniors
- Uses made of results:
  - Area vocational school placement aid
  - Civilian or military career planning guide

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

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

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

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

**A+ PROGRAM**

*Eric Greely, Coordinator*

Participation in the A+ Schools program is an honor and a unique privilege for Liberty students. Students pursuing the A+ incentive must complete the following requirements.
- Submit an A+ Application
- Attend an A+ Designated school for 3 consecutive years
- Graduate with a 2.5 Grade Point Average
- Have a 95% attendance rate based on the four years of high school
- Maintain a record of good citizenship
- Submit the FAFSA during the last semester prior to graduation

Students are responsible for submitting all necessary documentation. Good citizenship is based on the official discipline record maintained in the high school office. Removal from the A+ program may occur if a student does not meet the citizenship requirements or specifically commits an incident involving drugs or alcohol or which falls under the Safe Schools Act. Students may, for good cause, appeal this dismissal from the A+ program. A written appeal must be submitted to the A+ Coordinator.
Qualified graduating students cannot use the A+ funds until they have officially graduated or after their designated graduating year. A+ pays tuition for full time enrollment to any Missouri state career and technical school or community college.

LIBERTY SENIOR HIGH GOOD CITIZENSHIP GUIDELINES
Liberty High School A+ participants are expected to be good citizens at school and in the community. A student pursuing the A+ incentive must avoid the unlawful use of drugs and alcohol.

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

- Students who violate the District’s Drug, Alcohol, and Substance Abuse Policy during the contract time will automatically forfeit A+ tuition reimbursement status.
- Students who sign a contract for A+ tuition reimbursement status are to maintain good citizenship during the contract period. Good citizenship is defined under the Liberty Senior High Student Code of Conduct. Students making an application to the A+ Program will be subject to the discipline policy and procedures of the Liberty School District. (Special cases outside the contract time involving serious violations will be subject to review.)
- Violations of the District’s student Discipline policy will be reviewed by the principal and designated committee each semester using the following:
  - Any violation committed by a student under contract which involves an out of school suspension may be reviewed.
  - Any violations repeatedly committed by a student under contract which involves poor behavior, disrespect, profanity, dishonesty, etc. may be reviewed.
  - Any student under contract who received two in school suspensions in one year may be reviewed.

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

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

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

- The A+ student’s guidance counselor
- The high school principal or assistant principal
- Two volunteer high school teachers

The A+ Coordinator will update each student’s citizenship status on a semester basis. At the end of the year, students participating in the A+ Program will receive a letter reporting their progress. Any questions or concerns about the information will be used to fulfill the citizenship requirements of the A+ tuition reimbursement program.
All records of A+ students will be reviewed by the A+ Coordinator. The names of eligible students will be submitted to the principal and Guidance Office for official certification prior to graduation.

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

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

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

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

ATTENDANCE POLICY 2009-2010
A student shall be allowed no more than ten (10) absences per semester, excused or unexcused, except as set forth in the section titled “Excused and Unexcused Absences.” On the eleventh (11) absence in any one class, the student may be denied credit for that class. The student will be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. The student will begin the appeal process at the end of the semester that credit may be denied. The official attendance record will be kept in the attendance office.

COMMUNICATION TO PARENTS FROM THE ATTENDANCE OFFICE
A five-day attendance letter will be mailed to the parent/guardian when a student has reached eight excused and/or unexcused absence days in any one class, in a semester. The purpose of the letter is to inform the parent about the absences and the impact these absences may have on the student’s status.

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

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

At the time of the eleventh absence in a class, notification of denial of course credit in that class will be sent by certified mail to the parent/guardian. Documentation of the letter will be logged in PowerSchool, Liberty High School’s Student Information System, an email/phone call will be made to the parent/guardian of the student, and a copy of the student’s daily attendance log will be included in the letter.

**DEALPEAL PROCESS**

If the student or parent feels that justifiable or extraordinary circumstances have contributed to reaching the ten-day limit, the student and parent may appeal to the Attendance Review Committee. An appeal form must be completed and filed with the Attendance Office after the end of the semester the absence occurred in. The review by the Attendance Review Committee shall be held within a reasonable time after the appeal request is made. If no appeal request form is received by the end of the semester, then course credit is denied.

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

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

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

- Credit is denied
- Credit is awarded
- The student is placed on probation for the next semester, with credit held pending satisfactory attendance during the probationary period.

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

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

Where the committee upholds the denial of course credit based on excessive absences; the student and parent/guardian may request a hearing before the Board of Education. Parties who desire to appeal the decision of the Attendance Review Committee must notify the principal or superintendent within ten (10) days of the decision. Failure to make a timely request for a Board hearing will result in the denial of credit as affirmed by the Attendance
Review Committee. Procedures for a Board hearing shall be the same as provided for in any student disciplinary matter.

**EXCUSED AND UNEXCUSED ABSENCES**

Except as indicated below, excused and unexcused absences count toward the ten-day limit per semester. An unexcused absence will mean that the student cannot get credit for the class work missed during that absence and may receive additional consequences.

The following excused absences will not count toward the ten-day limit:
- Hospitalization
- Death in the family
- School suspensions
- Mandatory court dates
- Counselor and office appointments
- Two college visits per year for juniors and two college visits per year for seniors with verification from college
- School related activities in which the student is a participant
- History of chronic health problems, provided that proper documentation is filed with the Attendance Office

Please note: There is no “Senior Skip Day.”

The following examples of excused absences (which are not all inclusive) will count toward the ten-day limit:
- Oversleeping
- Family vacations
- Going “out of town”
- Missing the bus
- No ride to school
- Needed at home
- Personal business
- Car trouble
- Dental/orthodontist appointments
- Doctor appointments
- Activity camps
- Temporary illness which does not necessitate hospitalization
- District/state contests or other school related activities in which student is not a participant

**How to Excuse an Absence:**
The best way to have an absence excused is for a parent to call the Attendance Office at (736-7050 or 736-7051) on the day of the absence.

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

If neither a call was made during the absence nor a note was brought to the Attendance Office, the student must report to the Attendance Office immediately upon his/her return to school and use the telephone to verify the excused nature of the absence. Failure to report to the office may result in an administrator meeting with the student regarding the absence.

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

**Arriving/Leaving Campus during the School Day:**
Once students arrive on campus, they may not leave unless they have obtained approval from a parent and a principal prior to leaving. They must sign out at the Attendance Office. When it is necessary to leave the school campus during the school day, the student must first check out through the Attendance Office. At that time, the student will be required to present written or oral (phone call) permission to leave from a parent/guardian and to sign out. When returning to campus, the student must sign-in with the Attendance Office. Because of the obvious safety and responsibility risks, students who fail to sign out or sign in may be subject to school consequences. Students must enter the building through the main front entrance during the school day hours 7:45 am to 2:55 pm.

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

**REQUEST FOR HOMEWORK DUE TO ILLNESS**
Homework assignments may be requested through the Guidance Office when a student misses school. Parents are advised to call as early as possible but no later than 8:30 am to receive assignments at the end of that day. Homework can be picked up in the Guidance Office between 3:15 pm and 4:00 pm.

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

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

**ILLNESS DURING SCHOOL DAYS**
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. The parents will be contacted if it is necessary for the student to leave.

**STUDENTS MUST STAY IN BUILDING**
Students are never allowed to be outside the building without permission anytime during the school day. This will be considered a truancy. The consequences for leaving campus without signing out will range from detention to a ten-day suspension.
OFFICIAL NOTIFICATION OF SCHOOL DISMISSAL

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

TARDIES

Consequences for tardiness to school/class will be broken down into two nine week time periods per semester as noted below.

The consequence structure will be the following:

- 6 tardies: 1 hour detention
- 9 tardies: 2 hour detention
- 12 tardies: 1 day In School Suspension
- 15 tardies: 2 days of In School Suspension
- 18 tardies: 1 day of Out of School Suspension
- Every three tardies after 18 (i.e. 21, 24, 27, etc.) will result in additional Out of School Suspension days assigned at the discretion of the administrator.

RULES, REGULATIONS AND CONSEQUENCES

Liberty High School has a proud tradition of high expectations for all students and adults. Good education requires these high expectations in all that occurs at Liberty High School. Good discipline is one characteristic of a good education. The following pages describe the standards of discipline for Liberty High School to ensure a safe, orderly and purposeful school.

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

RIGHTS AND RESPONSIBILITIES

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

Every student has the right to:

- have the opportunity for a free and appropriate education in the best possible environment.
- have the opportunity for freedom of speech and of the press so long as the exercise of those rights is not disruptive.
- not to be discriminated against on the basis of gender, race, ethnicity, color, religion, national origin, sexual orientation, 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 and slanderous remarks and obscenity in verbal or written expression.
• study diligently and maintain the best possible level of academic achievement.
• be punctual and present in the regular school program.
• dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety.
• help maintain and improve the school environment
• preserve school property and exercise the utmost care while using school facilities.
• refrain from disobedience, misconduct or other behavior which would lead to any physical harm or to the disruption of the educational process.
• respect the exercise of authority by school administrators, teachers and staff in maintaining discipline in the school and at school sponsored activities.
• obey the law and school rules so as not to possess or use alcohol, illegal drugs, and other unauthorized substances.
• carry only those materials on school property or at school sponsored activities which are acceptable under the law and accept the consequences for unacceptable articles stored in one's locker and/or vehicle.

Students are responsible for and subject to all school rules and regulations until they have received their diploma from Liberty High School.

STUDENT DRESS AND PERSONAL APPEARANCE

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

The Liberty Public Schools expect student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

The following items of dress need to be adhered to:
• Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
• All students must wear shoes, boots or other types of footwear.
• Printed wording or pictures on clothing advertising or promoting drugs, alcohol or that are obscene or profane in interpretation, will not be permitted to be worn.
• Class activities, which present a concern for student safety, may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
• Any dress or grooming that may be interpreted to interfere with the educational process will not be permitted in the schools. This would include excessive bagging/sagging of pants.
• Hats, skullcaps, bandanas or headband may not be worn; however, functional hair tiebacks are acceptable.
• Sunglasses may not be worn.
• Tops must have straps on both sides. No cleavage should be shown, no shirts that allow midriffs to show, no backless tops and no underwear showing.

Any student not abiding by the rules stated above will be dealt with in the following manner.
• **1st Offense:** Students who wear clothing that is not acceptable according to the policy may be removed from school or class to change clothing or wear provided
attire for that day. This absence may be regarded as an unexcused absence from school.

- **2nd Offense:** Students in violation of the dress and appearance policy may be placed on a 1 to 5-day suspension.
- **3rd Offense:** Students may be placed on a 6 to 10-day suspension.

**PUBLIC DISPLAYS OF AFFECTION**

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

**CARE OF PROPERTY BY STUDENTS**

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

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

- **1st Offense:** Detention to 90-day out of school suspension and restitution.
- **2nd Offense:** 11 to 90-day out of school suspension and restitution.
- **3rd Offense:** Expulsion and restitution.

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

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

**STUDENT CONDUCT ON SCHOOL BUSES**

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

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

- The driver is in charge of the pupils and the bus at all times. Pupils must obey and respect the orders of the driver on duty.
- Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- Pupils should not stand in the roadway while waiting for the bus. If students must cross a roadway in order to enter the bus, the driver will direct the students not to
cross the road until a signal is given. Students must cross ten feet or more in front of the bus.

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

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

- 1st Offense: A warning slip will be issued to the student. A conference may be held with a principal to discuss the inappropriate behavior with the student. Detentions may be issued and a copy of the bus warning slip will be sent home to the parents. Serious violations may result in more severe disciplinary action.
- 2nd Offense: A warning slip will be issued to the student. A conference may be held with a principal to discuss the inappropriate behavior with the student. The parent will be contacted and a five-day suspension from bus transportation may occur.
- 3rd Offense: A warning slip will be issued to the student and a parent conference will be held. The student may be suspended indefinitely from bus transportation unless reinstated by the superintendent of schools or his designee.

Excessively dangerous behavior will result in immediate action.

**HEALTH CONCERNS FOR BUS RIDERS**

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.
STUDENT DISCIPLINE
The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others and to ensure the orderly operations of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. The consequences contained in Board Policy and student handbooks are suggested guidelines. Each principal has the authority to use discretion and common sense as he/she enforces the consequences for a particular violation of the rules. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. Legal authorities may also be contacted and charges filed. Additionally, the principal reserves the right to apply a higher-level consequence whether or not it is a first offense violation.

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

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

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

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

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

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

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten days for violation of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent/guardian and to the superintendent. Any violation of handbook policies may result in referral to legal authorities. Leave as is policy

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

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

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

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

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

- First degree murder under section 565.020, RSMo.
- Second degree murder under section 565.021, RSMo.
- Kidnapping under section 565.110, RSMo.
- First degree assault under 565.050, RSMo.
- Forcible rape under section 566.060, RSMo.
- Forcible sodomy under section 566.060, RSMo.
- Burglary in the first degree under section 569.160, RSMo.
- Burglary in the second degree under section 195.211, RSMo.
- Robbery in the first degree under section 569.170, RSMo.
- Distribution of drugs under section 195.211, RSMo.
- Distribution of drugs to a minor under section 195.212,RSMo
- Arson in the first degree under section 569.040, RSMo.
- Voluntary manslaughter under section 565.023, RSMo.
- Involuntary manslaughter under section 565.024, RSMo.
- Second degree assault under section 565.060, RSMo.
- Sexual assault under section 566.040, RSMo.
- Felonious restraint under section 565.120, RSMo.
- Property damage in the first degree under section 569.100, RSMo.
- The possession of a weapon under chapter 571, RSMo; committed on school property, including but not limited to actions on any school bus in service on behalf of the district or while involved in school activities.

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

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

### Violations Against Persons

- **Assault – Student**: Attempting to cause injury to another; intentionally placing another in reasonable apprehension of imminent physical injury.
  - **1st Offense**: 10 to 180-day suspension
  - **2nd Offense**: Expulsion

- **Fighting**: Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.
  - **1st Offense**: 3 to 5-day suspension
  - **2nd Offense**: 5 to 10-day suspension
  - **3rd Offense**: 1 to 180-day out of school suspension or expulsion

- **Threats and Intimidation**: Intimidation or a threat to cause injury to another or intentionally placing another person in reasonable apprehension of imminent physical injury, including cyber bullying.
  - **1st Offense**: 1 to 3-day suspension
  - **2nd Offense**: 3 to 10-day suspension
  - **3rd Offense**: 1 to 180-day out of school suspension or expulsion

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

Violators of these provisions may be referred to the appropriate legal authorities. In addition, a student who violates the provision may be subject to the following disciplinary action:
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 year or be expelled and will be referred to the appropriate legal authorities. The superintendent may modify such suspension on a case by case basis. For the purpose of this subparagraph the term "weapon" shall mean a "firearm" as defined under 18 U.S.C. 921:
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant
- Any concealed weapon. As per the Gun Free Schools Act.
- The frame or receiver of any weapon described above
- Any firearm muffler or firearm silencer
- Any explosive, incendiary or poison gas any combination of parts either designed or and from which a destructive device may be readily be assembled.

- Promoting Student Misconduct: No student shall intentionally promote or advocate misconduct by any student for any purpose including gang related activities, graffiti or attire. A student who violates this provision may be subject to the following disciplinary action:
  - 1st Offense: 1 to 180-day out of school suspension or expulsion

Violations Against Public Health and Safety
- Possession: Possession, use, attendance after recently using or being under the influence of controlled substances, drug paraphernalia, alcoholic beverages, inhalants with intoxicating or hallucinogenic properties or substances represented to be such:
  - 1st Offense: 10 to 180-day out of school suspension
  - 2nd Offense: 10 to 180-day out of school suspension
  - 3rd Offense: Expulsion

- Distribution of Substances: Distribution of alcoholic beverages, controlled substances, inhalants with intoxicating or hallucinogenic properties or substances represented to be such:
  - 1st Offense: 10-day suspension to Expulsion

- Sale or Distribution of controlled Substances: Sale or distribution of controlled substances or substances, alcoholic beverages or substances represented to be such:
  - 1st Offense: Expulsion

- Smoking and Chewing of Tobacco: The policy of the Liberty Public Schools prohibits students from smoking or chewing tobacco on school property or at a school activity. This includes activities away from Liberty High School. Students
are not permitted to leave campus for the purpose of smoking or chewing tobacco after arriving on campus.

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

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

   o 1st Offense: 3 to 5-day suspension
   o 2nd Offense: 5 to 10-day suspension
   o 3rd Offense: 11 to 90-day suspension or expulsion

Violations Against Property

- Arson: Arson can be described as purposefully setting a fire, which is likely to damage property of others. Arson is a serious offense and shall be treated as such. Disciplinary action will depend on the surrounding circumstances. Law officers may be called by school officials to help investigate or press appropriate charges.
  
  o 1st Offense: 1 to 180-day suspension and restitution or expulsion

- False Alarm: Any student, who knowingly gives or causes to be given an alarm of fire, bomb, other hazard or disaster, while knowing or with reason to know the alarm is false, shall be subject to the following disciplinary action. In addition, law enforcement officers may also be called for appropriate action.
  
  o 1st Offense: 1 to 180-day suspension
  o 2nd Offense: Expulsion

- Theft: Stealing or attempting to steal private or school property, (e.g. school lunches, etc.) will be considered a violation of school rules as well as the law. Disciplinary action will depend on the severity of the offense. Law officers may be called by school officials to help investigate or press appropriate charges.
  
  o 1st Offense: Detention to 180-day suspension, restitution and referral to legal authorities
  o 2nd Offense: 11 to 180-day suspension and restitution.
  o 3rd Offense: Expulsion and restitution

- Willful Damage to School, Staff or Student Property: Any student who willfully causes damage or attempts to cause damage to any property, real or personal belonging to the school, staff or students or vandalizing such possessions by the school, staff or students.
  
  o 1st Offense: Detention to 180-day suspension, restitution and referral to legal authorities
  o 2nd Offense: 1 to 180-day suspension, restitution and referral to legal authorities
  o 3rd Offense: Expulsion, restitution and referral to legal authorities.

Violations Regarding Vehicles

- Careless Driving: Driving on school property carelessly or without due caution, so as to endanger person or property.
Violations Against Public Decency and Good Order

- **Use of Abusive and Disruptive Language:** The oral or written use of abusive, derogatory, profane language or gestures is prohibited and offenders may be suspended or withdrawn from class or school. Disrespect toward staff, students and/or employees, will not be tolerated and students may face serious disciplinary action, including suspension.

  - **Definition of Abusive language:** Any words spoken or written of any student or school employee which may be interpreted as slanderous, derogatory of someone's gender, race, ethnicity, color, religion, national origin, sexual orientation, physical appearance or handicap.

  - **1st Offense:** Detention to 5-day suspension or removal from class
  - **2nd Offense:** 5 to 10-day suspension
  - **3rd Offense:** 1 to 180-day out of school suspension or expulsion

**Electronic Devices**

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

- **Category I** (cell phones/communication devices/internet accessible personal computing devices)
  These devices may be used during regular school hours, but are not to be used during instructional time, unless specifically allowed for instructional purposes. The school will not be responsible for personal items lost, stolen or broken. Electronic devices being used on school grounds during regular school hours may be confiscated by any teacher or administrator and returned at the end of the school day. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.

- **Category II** (photograph and/or video devices)
  These devices are permitted and may be used with proper faculty supervision. However, cameras, video cameras, video phones, and/or other type of photograph or video recording devices are strictly prohibited at all times from being used in locker rooms, restrooms, dressing rooms, or any other location where students may be changing clothes or have similar expectations of personal privacy.

- **Category III** (personal electronic devices/CD players/MP3 players/iPods/games, etc.)
  These devices may be used on school grounds during regular school hours and in classrooms at the discretion of the teacher. Misuse of electronic devices on school grounds during regular school hours may result in the confiscation of the device by any teacher or administrator and returned at the end of the school day. It is recommended that all personal items be clearly labeled with the student's name in a conspicuous place.
The school will not be responsible for personal items that are lost, stolen, or broken.

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

If any student is insubordinate to a faculty or staff member regarding the possession or use of an electronic device during class time the following actions will occur:

- **First offense:**
  - Teacher will send the student to the office with a pass to report to the appropriate principal.
  - The teacher will notify the principal or secretary of the referral and the reason(s) for the referral as soon as possible.
  - The office staff will keep the device until the end of that student’s school day.
  - Parents will be contacted.
  - The principal will assign a 2 hour detention.

- **Second offense:**
  - Repeat steps one through four for first offense.
  - 3 to 5-day in school suspension

- **Third offense:**
  - Repeat steps one through four for first offense.
  - 5 to 10-day in school suspension

- **Fourth offense:**
  - Repeat steps one through four for first offense
  - 5 to 10-day out of school suspension

**Commission of Felonies**

The Board of Education may suspend a pupil upon a finding that the pupil has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. The Board of Education and the superintendent shall follow the procedures set forth in policies dealing with student suspension and expulsion and student disciplinary hearings. This subsection applies to conduct whether it was committed on or off school premises, and whether at a school sponsored event or not.

**STUDENT DUE PROCESS RIGHTS**

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

**INTERROGATIONS AND SEARCH**

*Interviews with Police, Juvenile Officers, or other Law Enforcement Officials*

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

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

**Searches by School Personnel**
Students may be requested to submit to voluntary personal searches. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities, if such action is deemed appropriate by the principal.

School lockers and desks are the property of the Board of Education and are provided for the convenience of students and, as such, are subject to periodic inspection. Vehicles, lockers, and desks may be subject to search by school administrators for a variety of reasons. Among the reasons, but not limited to these reasons, are reasonable suspicion of concealed drugs, alcohol, materials of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

**STUDENT SUSPENSIONS AND EXPULSIONS**
*(Legal Authority of School Districts to Suspend or Expel Students)*

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

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

Therefore, the administrative prerogative to remove a student from his/her present school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school. In addition a student may be immediately removed upon a finding by the principal, superintendent, or Board that the student poses a threat of harm to him/herself or others, as evidenced by the prior conduct of such student. Prior disciplinary actions shall not be the sole basis for removal, suspension or expulsion of a student. Removal of any student with a disability is subject to state and federal procedural rights.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period. Procedures that should be followed to suspend a student differ from those that are required to expel a student.

**Suspensions**
In Missouri, a principal may suspend a student for up to ten school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below:

- Before suspending a student, a principal or superintendent must:
  - Tell the student, either orally or in writing, what misconduct he or she is accused of.
  - If the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension.
  - Give the student an opportunity to present his or her version of the incident.
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.)

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.

If suspension is imposed, the student's parent/guardians must be promptly notified of the suspension and the reasons for the action.

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.

If a student is suspended for more than ten days, the following rules also apply:

- The student, his/her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
- If the student gives notice that he/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.
- All notices of appeal shall be transmitted, either by the appealing party or by the Office of the Superintendent, to the secretary of the Board. Oral notices, if made to the Office of the Superintendent of Schools, shall be reduced to writing and communicated to the Secretary of the Board by that office.
- The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reason for the action.
- Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail or actual notice, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.
- Hearing of appealed suspensions will be conducted as described in the policy dealing with student disciplinary hearings.

**Suspensions for More than 180 Days and Expulsions**

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

- Before recommending to the Board that a student be expelled, the superintendent must:
  - Tell the student, either orally or in writing, what misconduct he or she is accused of.
  - If the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion.
  - Give the student an opportunity to present his or her version of the incident.

- If the superintendent concludes that the student has engaged in misconduct and should be expelled, the procedures described below apply unless the student is
disabled. (In case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)

- The superintendent will recommend to the Board the student be expelled. The superintendent may also immediately suspend the student for up to ten days or for a longer period if he or she believes that the student’s presence would pose a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- Upon receipt of the superintendent’s recommendation, the Board will follow the procedures described in the policy dealing with student disciplinary hearings.

**SUSPENSIONS**

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

Please note: Students who are assigned an in school suspension and are a member of a co-curricular organization or athletic group may attend a practice session with the sponsor/coaches’ permission, those on out of school suspension may not. However, students who are on either suspension may not compete, attend, or participate in co-curricular activities during the time of suspension, unless given permission by a principal. This includes dances, games, concerts, etc. Also, students may not compete or perform during the time of suspension.

**SEXUAL HARASSMENT OF STUDENTS**

Sexual harassment of student of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Liberty School District. For purposes of sexual harassment and sexual discrimination policies only, an employee includes any person employed by the district or in district instructional programs. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature made by a member of the school staff to a student or when made by any student to another student including, but not limited to:

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

Whether a student voluntarily submits to sexual advances or requests is irrelevant for purpose of this policy. Sexual harassment of a student by an employee or another student may include such things as sexually oriented jokes, remarks, cartoons, pictures, or letters; pressure for sexual activity whether written, verbal, or through physical gestures; and physical contact such as patting or pinching. Students who believe they have been victims of or have witnessed sexual harassment should report the incident(s) to any teacher, guidance
counselor or administrator. The staff member who receives the complaint shall promptly inform the administrator who is designated to investigate such reports (the building principal) or the next level administrator who is not the subject of the complaint.

Please Note: There will be no adverse action taken against a person for making a complaint of sexual harassment when the complainant honestly believes sexual harassment has occurred or is occurring or for participating in or cooperating with an investigation. Adverse action would include any form of intimidation, reprisal or harassment such as suspension, expulsion, termination, change in educational conditions, loss of privileges or benefits or other disciplinary action. Any individual who retaliates against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to a sexual harassment complaint will be subject to discipline.

CORPORAL PUNISHMENT
Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the presence of the teacher. It should never be inflicted in the presence of other pupils or without a witness.

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

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

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

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

<table>
<thead>
<tr>
<th>GRADE PERIOD DESIGNATION</th>
<th>GRADE IMPORT DATE &amp; TIME</th>
<th>DISTRIBUTION METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Progress Report</td>
<td>Oct 1 - 3 pm</td>
<td>P/T Conferences</td>
</tr>
<tr>
<td>2nd Progress Report</td>
<td>Nov 6 - 3 pm</td>
<td>Mail</td>
</tr>
<tr>
<td>1st Semester</td>
<td>Jan 4 - 10 am</td>
<td>Mail</td>
</tr>
<tr>
<td>1st Progress Report</td>
<td>Feb 18 - 3 pm</td>
<td>P/T Conferences</td>
</tr>
<tr>
<td>2nd Progress Report</td>
<td>Apr - 3 pm</td>
<td>Mail</td>
</tr>
<tr>
<td>Senior Deadlines</td>
<td>TBA</td>
<td>N/A</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>May 25 - 12 pm</td>
<td>Mail</td>
</tr>
</tbody>
</table>
STUDENT IDENTIFICATION CARDS

Student identification (ID) cards will be distributed to every student. Students will be required to have their ID in their possession during academic school hours and school functions. The ID card serves multiple purposes including enrollment status and types of activities that students are involved within the school day, i.e. A+, dual enrollment, EIP, Liberty Academy, KLHS, etc. The ID card will also function as the School Student Activity Pass for those interested in purchasing the activity pass.

- $2.00 for Student I.D. Card
- $30.00 for Activity Pass/Includes I.D. Card
- $5.00 for replacement I.D. Card

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

HALL PASSES

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

LUNCHTIME PROCEDURES

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

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

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

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

Parents may place a block on their student’s account that provides a spending limit for the day. Please note that this block will remain in effect until the parent contacts the cafeteria manager to remove it. In addition, this block is offered as a courtesy only to parents. The school district is not liable for any additional charging that may occur as a result of placing this block.
VISITORS TO SCHOOL
Parents are welcome and invited to participate in school life or visit the school at any time. Liberty High School welcomes the opportunity to have parents visit school personnel or tour the building. Visitors need to sign in and out of the building at the Attendance Office. Visitors will be given a pass to wear when they check in at the Attendance Office.

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

TELEPHONE USAGE AND TELEPHONE MESSAGES
A phone is available for student use in the commons area during or after school. Office phones are not available for students’ use unless approved by an administrator.

Students will be notified of telephone messages that are deemed of an important nature. These phone messages will be hand delivered to the students by office helpers. Students should understand that phone messages cannot be relayed to them during class time unless under an extreme emergency situation and phone calls or messages from anyone other than a parent/guardian cannot be accepted under any circumstances.

STUDENT EMAIL
One of the Liberty Public Schools technology initiatives includes the use of student email. Every student in grades 5-12 will be issued a student email account. This account will be used for peer and teacher revision of writing. Senior high students will have 24 hour access to their account.

Liberty Schools use the same measures for student accounts as it does for staff accounts to prevent spam and other unsolicited emails. Liberty Schools will also provide specific training on safe and ethical use of email prior to issuing the accounts. If parent/guardians wish to have a student opt out of having an email account, please contact a building administrator.

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

ANTI-BULLYING PROCEDURES
The following form may be obtained in the Guidance Office and on the guidance.

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

Victim’s Name: ________________________________

Did you witness the harassment or violence? Yes No

Other Witnesses: _______________________________

Date of Incident: _______________________________

Location of Incident: ___________________________

Perpetrator’s name(s) or physical description: _______________________________

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

Please return this form to Mr. Young or Ms. Robinson
STUDENT PARKING INFORMATION

Eligibility:
- Students have cleared all financial obligations to Liberty High School.
- Students are classified as a junior or senior during the 2009-2010 academic year.
- Students have completed/provided all necessary parking paperwork and submitted this information by July 31, 2009.

Availability: Parking spots are at a premium! Do not apply for a parking spot unless you will drive every day.

Waiting List: There are always more applications than parking spots, resulting in a waiting list of students requesting parking. As students lose their parking spots, waiting list students will be assigned parking spots.

Spot Assignment: Parking spots will be assigned over the summer. Parking assignments and hangtags will be available on junior and senior enrollment days during August 2009. Parking hangtags are the property of Liberty High School and must be returned when no longer in use. A fine of $50.00 may be assessed if the hangtag is not returned.

Payment: When a student has been assigned a spot, payment can be made on junior and senior enrollment days during August 2009.

Spots for 2009-2010 Juniors and Seniors Who Fail to Register by July 31, 2009: After all registrations received by July 31, 2009 have been processed, any remaining spots will be available for lease in August 2009 during junior and senior enrollment days.

Use of your spot: Unless you give someone permission to park in your spot, you will be the only person allowed to park in that spot from 7:00 am to 3:00 pm on school days. If anyone else parks in your spot without your hangtag, the vehicle may be ticketed and towed. The individual whose vehicle is towed will pay towing fees and may lose the opportunity to purchase a parking hangtag during the 2010-2011 school year.

Parking Lot Problems: If someone is parked in your spot when you arrive at school, please park in the visitors parking area and report the situation to an administrator. Administrators will deal with illegally parked cars as soon as possible. You will be notified to move your vehicle to your assigned spot if needed.

No Parking Zones: Students are not allowed to park in the fire lanes, faculty parking spots, visitor parking, or reserved spaces unless instructed to do so. Violators are subject to ticket, towing, and/or possible loss of parking privileges.

Tickets: Tickets may be issued for illegally parking in an assigned spot, handicapped spot, visitor spot, non-parking area, and along yellow/red curbs. Tickets will cost drivers a minimum of $25.00. Persistent offenders may be fined larger amounts, face disciplinary consequences, and/or lose the privilege of applying for parking in 2010-2011.

Non-Refund Policy: If a student loses the privilege to park on campus during the year, he/she is not eligible for a refund of parking fees or to transfer the parking spot to another student.

Sophomore Parking: Sophomores are not permitted to park on school grounds. If sophomores must drive to school they will have to park on side streets, but they are not allowed to park in the parking lots of the high school that border the campus.
**Loss of Parking Privileges**: Student behaviors including, but not limited to, the following list may result in loss of parking privileges for the remainder of the 2009-2010 school year.

- visiting your car without administrative approval during the school day
- missing any one class for 10+ days per semester, including study hall
- any suspension related to drugs or alcohol
- being truant from class
- dangerous driving in the lot
- not properly displaying your hangtag on your rearview mirror
- leaving the school grounds and/or taking others with you in your vehicle during the school day
- three In School or Out of School Suspensions assigned for any reason
- being tardy to your first hour of the day 6+ times
- earning three or more parking tickets
- loud music in the lot

**GOING TO THE PARKING LOT DURING SCHOOL**
Students are permitted to leave class to go to the parking lot only under the following circumstances:

- They must have a dated and timed pass signed in full by the principal.
- They may be accompanied by a staff member if needed.
- The student must present the pass to a faculty or staff member upon request.

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

**LIBRARY MEDIA CENTER INFORMATION**

**Schedule and Guidelines**
The Library Media Center (LMC) is open to students and staff from 6:50 am to 4:00 pm Monday-Friday and open to serve the Liberty community from 6:30 pm to 8:30 pm on Monday and Wednesday evenings when school is in session.

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

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

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

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

**Book Selection**
Reading is an important life skill. Therefore, the LMC staff purchases a wide variety of materials to encourage leisure reading and research. Staff members are encouraged to request titles to be added to the LMC collection. Recommendations will be evaluated according to the Liberty Public Schools library selection policy before purchases are made.
Software Checkout
Teachers may checkout and install Microsoft Office programs and Inspiration on their home computers. See an LMC staff member for more information.

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

Sustained Silent Reading (SSR)

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

COMPUTER LAB INFORMATION
A computer lab is provided for the use of students in computer science classes. This is not a recreational area. Students may use the computer labs before school from 6:50 to 7:45 am after school until 3:50 pm and during evening hours when the media center is open.

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

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

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

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

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

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

ILLNESS
If a student becomes ill, or is seriously injured during the school day, the school will make every effort to contact the parent/guardian. The emergency phone number listed for the child will be called if the parents cannot be reached. Please keep the school advised of any changes in phone number or emergency contacts.
“It is unlawful for any child to attend a public school in Missouri while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed to it” (Missouri Statute 167.191).

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

- The student has been fever free for 24 hours without the use of fever-lowering medication. A fever is defined as a temperature of 100 degrees or higher orally.
- The student has been free of vomiting or diarrhea for 24 hours after the last episode of such.
- The student is free of continuous coughing.
- Students may not return to school until free of lice and nits.

**MEDICATION**

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

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

**All Medications**

- Written authorization from the parent must be sent with the medication or school personnel will not administer it. The Student Medication Authorization Form for Prescription & Non-prescription Medications form must be signed and returned to school.
- Medication is kept in the nurse’s office at all times.
- 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 Medications**

- Written instructions from a physician stating the name of student, type of medication (the name of the drug), current date, the dosage to be given and the times to be administered, or the medication label provided by the pharmacy at the physician’s directions will be sufficient if the prescription was prescribed for the student and a current date is on the label. Liberty Schools do not allow students to take medication with another family member’s name on the label.
- The Student Medication Authorization Form for Prescription and Non-prescription Medications must be completed and sent with the prescription drug or school personnel will not administer it. Medicine must be in the original and current prescription bottle. The pharmacist can provide an extra-labeled prescription bottle for school doses.
- The first dose of any medication should be given at home whenever possible. 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.
- Any prescription medications, including inhalers, that don’t have a prescription label, need a written note from the prescribing physician.
Non-Prescription Medication

- All student medication is kept and dispensed in the school office at all times.
- All medication is logged and noted in the office.
- Such drugs must be clearly marked as to the type of medication, current date, child’s own name, need for medication, and time to be given.
- Non-prescription medicine must be in the original container and accompanied by written authorization from the parent by way of the Student Medication Authorization Form for Prescription and Non-prescription Medications.
- No medication will be given past the expiration date on the container.
- 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.

Injectable Medications

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

Emergency Medication

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

Emergency Medication for Field Trips

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

HEALTH 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: including 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. Parent/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, parent/guardians may contact the school nurse to request screening results. Parent/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 Liberty School 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.

**STUDENT INJURIES IN LIBERTY PUBLIC SCHOOLS**

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

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal liability insurance. Parents, please be prepared to pay for your child’s possible medical expenses.

**LOST AND FOUND**

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

**OBLIGATION LIST**

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

**ATHLETICS**

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

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
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</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Football</td>
<td>Wrestling</td>
<td>Golf</td>
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<tr>
<td>Soccer</td>
<td>Tennis</td>
<td>Track and Field</td>
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<tr>
<td>Swimming</td>
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GIRLS

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
<th>Spring Sports</th>
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</thead>
<tbody>
<tr>
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<td>Basketball</td>
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<tr>
<td>Golf</td>
<td>Swimming</td>
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<tr>
<td>Softball</td>
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<tr>
<td>Tennis</td>
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<tr>
<td>Volleyball</td>
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All athletes must adhere to the Missouri State High School Activities Association (MSHSAA) eligibility requirements, the Athletic Code established by the athletic director and the training rules established by each head coach.

CO-CURRICULAR SPORTSMANSHIP AND CONDUCT

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

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

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

INTRAMURALS

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

<table>
<thead>
<tr>
<th>ORGANIZATIONS</th>
<th>NAME</th>
<th>SUPERVISOR</th>
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<tbody>
<tr>
<td></td>
<td>ACE Mentoring Club</td>
<td>Dennis Blochlinger</td>
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<td>African American Association</td>
<td>Eric Greely</td>
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<td></td>
<td>Alliance</td>
<td>Nicole Werth</td>
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<td>Book Club</td>
<td>Alison Schultz</td>
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<td>Breakfast Club</td>
<td>Bruce Failla</td>
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<td></td>
<td>Cheerleading</td>
<td>Brenda Moats</td>
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<td></td>
<td>Chess Club</td>
<td>Eric Greely</td>
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<tr>
<td>NAME</td>
<td>SUPERVISOR</td>
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<td>-------------------------------------------</td>
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<tr>
<td>China Skype</td>
<td>Julie Miller</td>
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<tr>
<td>Competitive Theater/Forensics</td>
<td>Don Johnson</td>
<td></td>
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<tr>
<td>Debate</td>
<td>Sean Nicewaner</td>
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<tr>
<td>DECA</td>
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<tr>
<td>Dinner and a Movie</td>
<td>Amy Tuso</td>
<td></td>
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<tr>
<td>EIP</td>
<td>Tara Harvey</td>
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<tr>
<td>Environmental Club</td>
<td>Rick Knowles</td>
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<tr>
<td>Exit 16</td>
<td>Jeff Braden</td>
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<tr>
<td>FBLA</td>
<td>Adrienne Fowler</td>
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<td>FCA</td>
<td>Doug Davis</td>
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<td>FCCLA</td>
<td>Marla Poteet</td>
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<tr>
<td>French Club</td>
<td>Laura Sneed</td>
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<tr>
<td>German Club</td>
<td>Stefan Frank</td>
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<tr>
<td>Intramurals</td>
<td>Tara Harvey</td>
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<tr>
<td>Japanese Club</td>
<td>Kathy Moburg</td>
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<tr>
<td>Key Club</td>
<td>Zach Werner</td>
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<tr>
<td>KLHS</td>
<td>Ann Bertoldie</td>
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<tr>
<td>Liberty Experimental Film Club (LEF)</td>
<td>Randy Miller</td>
<td></td>
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<td>Mock Trial</td>
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<td>Kurt Gates</td>
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<td>National Honors Society</td>
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<td>New Directions</td>
<td>Dana Combs</td>
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<td>Peer Helpers</td>
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<td>Maggie Willis</td>
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<td>Ben Heavilin</td>
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<td>Scholar Bowl</td>
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<td>Special Olympics</td>
<td>Ken Lenger</td>
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<td>Student Council</td>
<td>Jennifer Helftery Gravina</td>
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<td>Students Against Destructive Decisions (SADD)</td>
<td>Brenda Wiederholt</td>
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<td>Thespians</td>
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<td>Trap Shooting</td>
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<td>Yearbook</td>
<td>Ronna Sparks-Woodward</td>
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<td>Young Democrats</td>
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<td>Young Republicans</td>
<td>Doug Winkler</td>
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Students are encouraged to participate in club activities and maintain contact with their club sponsor. The sponsor will be directing and assisting officers and members of each class in the various projects that call for individual class participation throughout the year.

**NATIONAL HONOR SOCIETY**

**Selection Criteria**
The faculty selects members based on exemplary, voluntary performance in the areas of:

- Service
- Character
- Leadership
- Scholarship (3.25 cumulative academic average)
**Election Procedure**

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

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

**KLHS-TV NEWS CHANNEL 18**

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

**PUBLICATIONS**

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

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

**ACTIVITY TICKETS**

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

**STUDENT COUNCIL ELECTIONS**

In the spring of each school year, the election of the Student Council officers for the upcoming school year is held. The Student Council is the primary, elected, governing group of the student body. Any student with a cumulative 3.0 grade point average may run for Student Council office. Candidates for Student Council president must be seniors the upcoming year and must have been a member of the Liberty High School Student Council unless the office is uncontested.

Early in the autumn of the school year, elections are held for class officers. Students, from individual classes, with a cumulative 3.0 grade point average are eligible to run for these offices. Class officers serve as their class representatives to Student Council. The Student Council and the Student Council sponsors are in charge of organizing and supervising all school elections.
HOMECOMING
Homecoming is a traditional weekend of activities held during the autumn. Preparations for Homecoming begin with float building by classes during the week. To minimize interference with classes, there will be no school sponsored evening activities Monday through Wednesday except float building. On Friday, the tradition of Homecoming parade and game will take place; and on Saturday, the dance. This will be October 9th and 10th respectively.

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

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

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

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

THE SPECTATOR (YEARBOOK) QUEEN
All senior girls are eligible to try out for the Spectator Queen. The Spectator Walk takes place in the autumn. Candidates are judged on poise, personality, stage presence and attractiveness by a panel of judges from outside of the Liberty community. The judges have some expertise with the areas in which the girls are judged. The selection committee narrows the number to ten finalists from the total number of tryouts. The ten finalists are further judged on the listed qualities.

JUNIOR-SENIOR PROM
The Junior-Senior Prom is probably the most anticipated weekend dance of the entire year. The junior class sponsors this dance. The officers plan and work from the beginning of the school year to make the dance an enjoyable activity for all juniors and seniors. Dress is formal. One member of every couple must be a Liberty High School junior or senior. Outside dates are to be registered at the Administration Office prior to the Junior-Senior Prom date. They must be under 21 years of age. Single students are welcome.
SIGNS AND POSTERS
Putting up signs is strictly limited to approved areas. In order to keep our building clean, we do permit unlimited signs put up all over the building. Approved signs are allowed only on the approved bulletin boards or areas designated by a principal.

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

NEW DIRECTIONS
The Committee is proud to continue two programs for the 2009-10 school year. These two programs are: Turning Recreational Excitement in New Directions (T.R.E.N.D.) and the Spotlight Players.

Below is a brief description of these programs:
- **Turning Recreational Excitement in New Directions (T.R.E.N.D.):** This group will be developing social activities for all students to give all the opportunity to have fun without the use of drugs, alcohol or tobacco. These activities will be held throughout the year. Watch KLHS-TV news for information about T.R.E.N.D. events.
- **The Spotlight Players:** This is a drama troupe that will develop dramatic presentations for younger audiences about making healthy, positive choices throughout life. These presentations will include information on making good choices on how to handle peer pressure, using time wisely, developing positive activities and making good choices rather than turning to drugs, alcohol or tobacco. The Spotlight Players will travel to elementary and middle schools to make presentations.

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

WHAT TO DO WHEN CERTAIN PROBLEMS ARISE
When a problem arises that needs a specific answer, the following guide may help you when you have a questions regarding:
- **General matters of school administration and public relations**
  - Contact the Principal's Office at 736-5340 for an appointment.
- **Information pertaining to school calendar, time of events, etc.**
  - Contact the Administration Office at 736-5340.
- **Reporting absences, students needing to be away from school, etc.**
  - Contact the Attendance Office at 736-7050 or 736-7051

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

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

Penalty for Plagiarism: The faculty has agreed that students will be advised of these definitions and precautions regarding plagiarism. Students are responsible for understanding what plagiarism involves and how it can be avoided. If a student is suspected of plagiarizing material, the teacher will confer with him/her privately about the matter and present corroborating evidence. The student has the opportunity to respond to that evidence. In cases where doubt still exists, the matter will be presented to the Department Chair of the class in question who will examine the evidence and request one other teacher to do the same. Concurrence among the three teachers will constitute final judgment of the issue. In the event that two teachers disagree or that doubt still exists, the Department Chair will have the responsibility of referring the matter to higher administrative authority. If guilty of plagiarism, the student will not receive any credit for the assignment. Parent/guardians will be notified of the evidence and consequences for subsequent instances of plagiarism. Further plagiarism may result in dismissal from the course with a failing grade.

NOTICE TO ALL BUILDING OCCUPANTS

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

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

NOTICE OF NONDISCRIMINATION

Students, their parents, and employees of the Liberty School district are hereby notified that this school district does not discriminate on the basis of race, sex, or handicap and is required by the Title 6, Title IX and Section 504 not to discriminate on the basis of race, sex, or handicap in admission or access to, or treatment or employment in, its programs and activities. Although all our facilities are not fully accessible, we are committed to providing access to our program and activities. Any person having inquiries concerning Liberty School District compliance with Title 6, Title IX and Section 504 is directed to contact:
Eunice Johnson has been designated by the school district to coordinate the district’s efforts to comply with Title 6, Title IX and Section 504. Ninety (90) days notice is required to insure program accessibility.

**AMERICANS WITH DISABILITIES ACT (ADA)**

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

**PUBLIC NOTICE**

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

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

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

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. The census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian’s name/address; birth date and age of each child; and each child’s disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact:
Ms. Eunice Johnson  
Director of Special Services  
Liberty Public Schools  
650 Conistor  
Liberty, MO 64068 (816)736-5300  

NOTIFICATION OF RIGHTS UNDER THE  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:  

1. The 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, SE; Washington, DC 20202-4605  

5. “Directory Information” may be released by school officials, including in print and electronic publications of the school district. Such information is also considered a “public record” which must be released upon demand to any persons who requests it, under the Missouri Sunshine Law. Directory Information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy. The school district designates the following items as Directory Information: student’s name, parent’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports including audiovisual or photographic records of the openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, award ceremonies, etc…), weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photograph including photographs of regular school activities that do not
disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's Directory Information and to provide notice in writing to the school district that they choose to not have this information released. Unless notified to the contrary in writing within the ten- (10) school day period, the school district may disclose any of those items designated as Directory Information without prior written consent. School officials may release “Directory Information.” This includes print and electronic publications of the school district. Such information is also considered a “public record” which must be released upon demand to any persons who requests it, under the Missouri Sunshine Law. Directory information is information designated by the school district which, if disclosed, would not generally be considered harmful or an invasion of privacy.

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

Mr. Cordell-Administrator
Mrs. Grimm-Secretary
Mrs. Shevlin-Social Worker
Mrs. Streu-Guidance Counselor

Mrs. Anderson-Science Teacher
Mrs. Bauer-Paraprofessional
Ms. Calohan-Communication Arts Teacher
Mr. Cantwell-Paraprofessional
Mrs. Howren-Communication Arts Teacher
Ms. Hunt-FACS Teacher
Mrs. Keller-Paraprofessional
Mrs. Lucas-Math Teacher
Mrs. Patterson-Social Studies Teacher
Mr. Sims-Social Studies Teacher
Ms. Smith-Computer Lab Teacher
Mrs. Sohm-Art Teacher
Ms. Underwood-Computer Lab Teacher
Mr. Walling-Custodian

WELCOME

August 2009

Welcome back to school for the 2009-2010 year. The staff of Liberty Academy strives to create educational alternatives so students will be successful and productive citizens. Our school believes that the collaboration of school, parents/guardians and students must be unified to increase the students’ learning and success. Please take the time to read our school handbook. The purpose of the information is to allow all stakeholders to be well-informed on expectations and aspects of school. We hope this information will be a tool to collaboration for student success. Thank you.

Sincerely yours,
Mr. Cordell
Liberty Academy, Administrator

MISSION STATEMENT

The Liberty Academy provides educational alternatives in a safe environment so students will be successful and productive citizens.

Together…We believe that the partnership of the school, parents/guardians and students must be unified to increase students’ learning, accountability, and integrity to ensure students succeed.
The policies and procedures explained in the following pages are intended to provide the foundation to the Pyramid of Student Success described below. Please read this handbook carefully and familiarize yourself with its contents. We hope you have a productive, successful year at the Liberty Academy, and we look forward to celebrating your successes with you!

Sincerely,
The Liberty Academy Staff

The Liberty Academy is the alternative school for the Liberty School District which offers a variety of alternative routes to student success. We believe in a pyramid of three factors that contribute to student success.

**Attendance**
Research has demonstrated a direct correlation between good attendance and academic achievement. Some students who come to the Academy have had poor attendance in their school lives, which has had a negative impact on their academic achievement. This may be due to a variety of factors. We believe that secondary students are of an age when they need to learn the valuable concepts of attendance and punctuality. The lesson is important for their maturation and acceptance of the responsibility for their actions. Good school attendance helps to prepare teenagers for attendance requirements placed upon them as adults. Poor attendance at work may lead to job dismissal; poor attendance at school results in loss of instruction.

**Positive Behavior**
One of our primary responsibilities is to help students develop and constantly improve upon positive behavior and social skills. Toward that end, the Academy provides opportunities for students to learn about and build effective social skills for successful school and work relationships. We are committed to providing a physically and emotionally safe, structured, and flexible environment with policies geared toward accepting students at their current state and helping them become increasingly productive and responsible in their behavior. We also provide various incentives throughout the year and within each classroom for students to demonstrate and improve upon positive behavior.
**Academics**

In its simplest sense, “student success” is defined by meeting graduation requirements for Liberty High School. We are proud to help students achieve the ultimate goal of walking across the stage to receive a high school diploma.

- We offer small classes. This gives students greater opportunities for one-on-one assistance.
- Some classes are offered in a traditional, teacher-led manner.
- Many Independent Study classes are offered, in which a student works at his/her own pace within established timelines.
  - Plato, an on-line curriculum program, allows students to complete course work using the computer and off-line resources. Assignments must be completed in the order listed on the course contract.
  - Syllabus contracts allow students to complete textbook work on an independent study basis. Assignments must be completed in the order listed on the course contract.
- Our schedule provides students with alternatives such as a shortened day, dual enrollment with Liberty High School, the Northland Career Center in the Platte County School District or the Area Career Center in the Excelsior Springs School District and the possibility of an extended school day with more time to complete required work.
- Many of our students are active, tactile learners. Knowing this, our teachers focus on differentiated classroom instruction to meet the various learning styles of our students.
- Courses completed through Plato require 80% mastery to be considered passing. Percentages below 80% on Plato classes will be assigned an F grade.

**ADDITIONAL ACADEMIC INFORMATION**

**Class Size**

Liberty Academy preserves the importance of small class size. Our teacher-led core and elective courses have an average class size of ten students.

**Grounding Groups**

All full time Liberty Academy students will be assigned to a Grounding Group Leader. This teacher will be in contact with parents on any school wide information. All parents are encouraged to monitor their student’s grades and attendance through our district on-line link. This is the most up-to-date grade and attendance information. Parents can monitor assignment completion, test grades, tardies to class and school, and absenteeism.

**Parent-Student-Principal Conferences**

Liberty Academy will have formal conferences with parents and students a minimum of 2 times a year. For many students, however, more than 2 conferences are necessary. These will be set up on an individual basis.

Any student who is suspended out of school or has had repeated disciplinary actions by the principal will be required to have a Parent-Student-Principal conference. The administrator has the authority to require that a conference take place before the student is allowed to return to Liberty Academy.

**Student Success Plans**

Students at the Academy that need additional structure and support during the school day will partner with staff to develop a plan for success. The staff works with the student to create a
plan that will help the student. This plan is comprised of student initiated and directed goals in academics, attendance and behavior. Plans will be monitored throughout the school year and revisited at the end of the school year to determine student progress. Students who fail to work towards achieving their goals may jeopardize their placement at the Academy. Parents will be provided a copy of the Plan for Success after it has been composed. If a parent would like to participate in the composition of the plan, please contact the Academy at 736-5470.

**Progress Reports**

Parents and students will be sent progress reports every six weeks, twelve weeks, and at the end of each semester. Students will be notified immediately after completing a ½ credit and grades will be reported accordingly.

**Credit Requirements**

In order to graduate from Liberty Public Schools, 25 ½ credits must be earned.

**Plato and Independent Study**

All Plato and Independent Study courses have a maximum time allowance of the 18 week semester. If contracts are not completed within the allotted time, the expired contract will constitute a failing grade. Replacement contracts will only be assigned at a mid-semester date. If a student fails a course and re-scheduled into the same course, they will have to start from the beginning of the course.

**Recovery/Focus Room**

Students receiving repeated consequences due to behavior violations will be admitted back to classes via the Recovery/Focus Room. Our Recovery/Focus Room is designed to help students recognize behaviors and the consequences of those behaviors and then to learn the skills or strategies needed to help the students be successful in their transitions back to class. Students are expected to maintain classroom behaviors and follow the guidelines of the Recovery Room in order to transition back to their classes. Recovery Room is skill-based as opposed to time-based and time spent in Recovery/Focus room is dependent on the students’ success in meeting the expectations set forth. Time will be spent helping the student recognize changes that happen in the body in response to stress, activities the students can use to help themselves calm down and plans for what to do next time while in a small protective environment. These activities, as well as role playing, work to help the student succeed in life by learning to make the choices necessary to take of themselves in an appropriate manner when faced with difficult people or situations. Other activities that may take place in the Focus/ Recovery Room could be student Plans for Success, processing with staff to make restitution for the misbehavior and/or triage to help students in dealing with daily frustrations.

**Therapeutic Interventions**

Our on-site social worker will be providing a multitude of therapeutic groups. All students are encouraged to participate in groups relating to topics that are relevant to personal issues. Groups will rotate on an 8-week rotation. Topics may include anger management, healthy relationships and personal development. Topics are determined by student need and referrals to outside agencies may be necessary.

**SUPPLEMENTAL LIBERTY ACADEMY INFORMATION**

The following policies are additional and/or supplemental to those included in the Liberty High School student handbook. The administration has the authority to make changes during the school year. If this occurs, students will be notified of changes via announcements and/or in writing. All Liberty High School discipline policies apply to Liberty Academy students. Several supplemental policies are included below. Such policies supersede those specific policies at Liberty High School, but apply only to Academy students.
Behavior
Our goal at the Liberty Academy is to help students develop positive behaviors and practice productive social skills.

The Six Ps of the Liberty Academy
As part of the overall program at Liberty Academy, the staff has adopted a comprehensive positive behavior approach. Specific life skills such as time management, cooperative work strategies, conflict resolution and anger control will be taught in the cross-curricular context of all the classes offered at the Academy. As part of this approach, students will become familiar with the Six Ps of Liberty Academy. Students will be expected to demonstrate the Six Ps, as we know they will be successful:

- With a Positive Mental Attitude.
- When they are Polite.
- When they are Prompt.
- When they are Prepared.
- When they Participate in classroom learning.
- And when they Produce high quality work.

To ensure that all students have a clear understanding of the importance of the six P’s and the overall impact these concepts can have on basic interactions and life success, Liberty Academy has adopted the Discovery program. This is a semester long required course that counts as a ½ credit elective. These life skills assist students to reinforce personal strengths and nurture personal growth.

Additionally, students will learn about and be expected to demonstrate the “Attending Skills”. These attending skills are being in the moment, appropriate body language, appropriate eye contact, appropriate feedback and asking questions to clarify or validate the listener.

Attendance
Parent/guardians must call the Academy at 736-5470 when their student is going to be absent. Parent/guardians must notify the Academy within twenty-four hours to excuse their child for an absence. Notification is preferred by a phone call. A signed note may be accepted. Failure to make contact with the Academy within 24 hours will result in the student being counted as unexcused for all of the days missed. If a student is absent for all or part of the day due to a professional appointment, a note from that office should be submitted upon return to school.

Credit Appeals
After a student has exceeded the 10-day limit of excused or unexcused absences set forth by the Liberty Public Schools, that student will need to appeal for his/her credit. The student may be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. The student will begin the appeal process at the end of the semester though the credit may still be denied.

Liberty Academy 15-Day Excessive Absence Policy
Once a student has missed a total of 15 full unexcused days of class at the Liberty Academy, the student will automatically be suspended out of school for ten days with the recommendation to the Superintendent of Liberty Public Schools to suspend the student for the remainder of the semester. In such event, the student will forfeit the opportunity to earn credit for that semester of enrollment at the Liberty Academy. If a student is sent home for behavior issues, the missed classes/time will count toward the 15 day rule as unexcused.
This rule applies only to Liberty Academy classes. Students who are enrolled in Liberty High School classes are expected to continue attending classes there. For the purposes of this policy, the student’s day is defined by the number of periods he/she is enrolled at the Academy.

**Attendance Incentives**

In addition to the consequences for poor attendance, we also provide incentives for students to have good attendance at the Academy. They are:

- Monthly perfect attendance award
  - All students who have perfect attendance for one month will be eligible.
  - At the end of the month, a party will be held in honor of those students with rewards such as pizza, ice cream, or other treats the students choose.

- Semester perfect attendance award
  - Any student who has perfect attendance for the entire semester will be recognized as well.

**Awards Programs**

In an effort to provide incentives for students to demonstrate and improve positive behavior and social skills, students will be afforded the opportunity to operate in the student award programs. Students will be rewarded based on his/her attendance, behavior and academic progress. These award programs will allow them to participate in out of school lunches and activities.

**Liberty Academy Student Advisory Team (LASAT)**

LASAT is the Liberty Academy Student Advisory Team. This is comprised of two representatives from the sophomore, junior, and senior classes. These individuals are the voice of the student body and have the responsibility of being role models and positive leaders.

Meetings will occur during grounding time. Members are the student body representative for the entire school year pending any behavior, attendance or academic concerns. If a member is asked to step down, a new member will be elected from the class holding only one representative.

**Student Activities and Clubs**

Students at Liberty Academy are eligible to participate in Liberty High School extra-curricular activities; pending all eligibility requirements are met and maintained.

**Detentions**

Detentions that are given by the administrator may be served at the Academy or at Liberty High School. Times for serving detentions will be announced. Students who fail to serve assigned office detentions could receive one day of out of school suspension for each detention not served. Students given a Common Area Expectations violation detention are expected to be on time; otherwise, the detention will be noted as failure to serve with consequences to follow.

**Electronic Devices**

Students are not to be using their personal cell phones during class time. At no time should the staff hear or see the students’ cell phone during class. If parents need to speak with their student, they should call the front desk at 736-5470 and leave a message with the secretary. This will be the most efficient means of getting in contact with a student. Calling or texting...
while a student is in class is distracting and places the student in jeopardy of getting in trouble for not following the expectations set forth by the staff.

**Student Search Policy**
The safety of staff and students at the Liberty Academy is of the highest priority. Searches will take place if there is sufficient evidence for the administrator to conclude “reasonable suspicion” that the safety of students is being compromised or the student is in violation of school expectations. Searches may be done at anytime without advance notice. The search may include the school’s lockers, the student’s backpack, coats, pockets clothing, etc. All students are required to cooperate during the search process. Failure to cooperate will impact a student’s ability to attend school that day and will result in an out of school suspension ranging from one to nine days.

**School Owned Materials**
Textbooks, library books, or any school owned materials must be returned to Liberty Academy when a student leaves the school. If these items are not returned, students will be billed for the items. Credits, grades and possible enrollment will be held until items are returned or payment is made.

**Parking**
All students must follow the same parking policy set forth by Liberty High School. Students needing to seek exceptions to this policy should see the Academy administrator.

**Lunch**
Students enrolled at the Academy will eat 4th lunch shift at Liberty High School. The students walk over as a group and are dismissed at the end of the lunch shift to return to the Academy. Students misbehaving during lunch will eat lunch at the Academy with the option of ordering a sack lunch from the high school cafeteria.

Family members, other students and friends are not allowed to bring in lunch for students from fast food establishments. Parent/guardians may bring in a sack lunch for students who have forgotten lunch or who do not have sufficient funds in their lunch account to order lunch from the high school. Students with Youth Friends may have lunch brought to them from fast food establishments when their Youth Friend is visiting them.

**LIBERTY ACADEMY STUDENT DISCIPLINE**
Students enrolled in the top four grades of secondary education know what is acceptable behavior in school. Act accordingly, and it becomes unnecessary to make a list of “do’s” and “don’ts.” No student has the right to interfere with the learning or safety of another.

The following policies are additional and/or supplemental to those included in the Liberty High School student handbook. Students at the Liberty Academy are held accountable for both the Academy policies and all District policies that are outlined within the Liberty High School student handbook.

**Bullying**
Liberty Academy was established under the Safe Schools Act of 1996. One factor in our school’s success is the safety of the environment. Students must feel safe for learning and the school should be free from bullying. Bullying is defined as any unwelcome behavior that is expressed or implied, verbally or physically, that is interpreted as physically or emotionally threatening and/or intimidating to anyone who witnesses the action. Bullying can come in the form of jokes, remarks, cartoons, pictures or letters; through written and verbal communication; or gestures. The victim or any person who witnesses the bullying can notify any staff member. Bullying will not be tolerated.
Consequences may include: one day in school suspension to three-day out of school suspension.

Physical Contact
Physical contact with other students, faculty, or staff is prohibited. While the Academy staff recognizes that not all physical contact is inappropriate, the staff serves an at-risk student population. Such students usually have valid concerns with physical space and touch issues; therefore, students will receive one re-direct for horseplay or negative physical contact. Negative physical contact will be determined at the staff’s discretion or if a student complains about the contact. If physical contact is repeated, the student will be referred to administration.

Consequences may include: assignment to in school suspension or out of school suspension ranging from one class period to three. Repeated offenses will also include parent contact and a Parent-Student-Principal conference.

Insubordination
As part of regular disciplinary policy, the Academy rules and procedures are to be followed. The classroom rules and expectations that each teacher has for any given class must be met and followed as well. During the school day, students may come into contact with various teachers and staff and are expected to conduct themselves in a respectful manner and follow the directions of all staff members. Insubordination whether in the classroom or outside of the class setting will be immediately referred to the principal.

Consequences may include: in school suspension or out of school suspension ranging from one class period to nine days.

Academic Dishonesty
Academic dishonesty will not be tolerated at Liberty Academy. Academic dishonesty incorporates the following components: cheating, plagiarism, fabrication of information, stealing, destroying, defacing or concealing material, unauthorized collaboration on academic assignments, falsification of records and official documents and unauthorized access. Any conduct in the above areas will result in stringent disciplinary actions.

Consequences may include: a failing grade on an assignment or denial of credit for the course. Also, this behavior may include in school suspension or out of school suspension and possible recommendations to the Superintendent of Liberty Public Schools for further disciplinary actions.

LIBERTY ACADEMY EXPECTATIONS

Before School
- Students may wait in the building lobby beginning at 7:00.
- Students may enter the Academy area at 7:35.
- Students may purchase and eat breakfast at Liberty High School, but are still expected to be in 1st hour on time.

Arrival
- Doors open at 7:35 am (8:05 am on Mondays).
- No open containers will be allowed in the Academy area (Throw these items in the trash can upon entering, i.e. Starbucks, fountain drinks, etc.)
- Proper attire is expected—Please refer to the complete dress code regulations
  - t-shirts and belts/cable ties will be provided if you cannot stay covered up
Gang related colors, chains including wallet chains, bandanas, drug/alcohol references are not allowed

If you are asked to cover what you are wearing, you will be expected to comply and maintain compliance

- Hats, coats, and backpacks need to be removed and place in the student’s assigned locker. These items cannot be carried around the building
- All cell phones, iPods and other electronic devices are not to be used or seen during class time, from the starting to the ending bell. Any device that makes an audible disturbance or is seen will be confiscated immediately.
- No physical contact with other people or their property during your Academy school day (This includes all parts of the building, i.e. main lobby, stairwells, sidewalks, etc.)
- Greet adults and other students (Make eye contact and return the greetings of others)
- Go directly to your lockers and straight to class (No loitering)
- Enter your classroom promptly and with a Positive Mental Attitude

**Passing Periods**

- Go directly to your lockers and move out of the way quickly so others can access their lockers
- No physical contact with other people or their property
- Keep your valuables with you during passing period (purses, iPods, phones, etc.)
- Talk only to the people near you; do not shout down the hall
- Walk down the halls; do not run
- Sign up to see counselor, social worker, principal or other adults as needed
- Use the restroom, vending machines, or water fountains as needed
- Students going to the 4th floor need to use the stairs and should wait for the teacher’s arrival before starting upstairs. No students are to use the elevator or the lobby restrooms.
- Enter your classroom promptly and with Positive Mental Attitude

**Restrooms**

- Use during passing period or with specific pass from your teacher.
- Leave your cell phone with your teacher if you are using the restroom during the class period. If a student is caught using a cell phone while on a pass from the teacher, he/she will be referred to the Academy administrator.
- Use the facility properly and wash your hands. If a student defaces or destroys property, he/she will face charges by the district.
- If a student sees that the restroom needs attention, he/she should alert someone in the office.

**Hallways**

- If a student is in the hall during class time, he/she is to promptly take care of the business as stated on the pass.
- Students are not to be on their phones or at the vending machines during class time.
- Student should take their valuables with them when they leave the classroom (turn phone into teacher) when using the restroom during class time.
- Do not disturb other students, adults, classrooms or property.
- Return to the classroom using the most direct route.
- Enter the classroom politely.
● Students must use the stairs to the 4th floor and should wait for the teacher before starting up the stairs.

**Lunch**

● When the lunch bell rings, immediately gather in the foyer. Make sure to leave all backpacks, purses and books in lockers. Students may take their wallets, cell phones or jackets. If a student takes his/her hat he/she will need to remove it immediately upon entering the high school building and leave it off.

● As a group, Academy students will walk on the sidewalk to the back door of the cafeteria.

● Passing period rules apply: no physical contact, may use phone, etc.

● No off campus lunch or no smoking is allowed.

● Students may not go to their cars or anyone else’s car on the way to or from lunch.

● Remain in cafeteria throughout the duration of lunch. There is a restroom in the cafeteria; it is advisable that students use this one before returning to the Academy.

● When the dismissal bell rings, exit through the 400’s hallway. Leave the building near the LMC exit, NOT the science exit.

● Use the sidewalks and return directly to the Academy.

● Once inside Academy, go to the locker if necessary to leave hats/jackets and get class supplies.

● Vending machines are not to be used at this time.

● Enter the classroom promptly and with a Positive Mental Attitude.

**Departure**

● After the bell rings and students are dismissed, exit the classroom in an orderly fashion.

● Go directly to the student’s assigned locker and move out of the way quickly so others can access their lockers.

● No physical contact with other people or their property.

● Talk to the people near; do not shout down the hallways.

**Student Dress**

Appropriate dress for school is for all undergarments to be covered by clothing. Clothing should also cover all cleavage, belly buttons, torsos, bare backs, and buttocks when standing or sitting. Extremes in wearing apparel or personal appearance which disrupt the learning process or interfere with the intended function are not acceptable. The following is a list of examples of school dress that are not permissible:

● Students who wear jeans and/or pants that “sag” on the buttocks. Pants must be worn at the natural waist.

● Clothing and accessories that advertise products dealing with alcohol, tobacco, drugs and inappropriate language or slogans.

● Backless or midriff garments

● Half shirts, halter tops, tank tops, tube tops, or mesh tops, spaghetti strap tops, regardless of gender.

● Head gear such as bandanas, caps, hats or sunglasses

● Reasonable length of t-shirts. Long t-shirts will not be worn to conceal sagging pants

● Undergarments/lingerie (boxers, thong underwear, bras, etc…) may NOT be worn as outer garments and should NOT be visible to other students and staff

● Nylon brief shorts, short shorts and spandex shorts. All shorts must be of finger tip length when sitting at natural waist with hands to the sides.
- House slippers or pajama pants.
- Jewelry should not impose a safety hazard for a student or other students (spikes, studded wristbands, chains, excessive piercing, chains for wallets or watches, etc)

**Sleeping Incidents**
Students are expected to be awake and alert in class. If a student falls asleep in class, the teacher will give the student one re-direct. If the student falls asleep again in class, the teacher may refer the student to the administrator for disciplinary action.

Please Note: Any Liberty Academy adult can address a student with concerns about these expectations and the student will be expected to comply with his/her request. If the student is caught violating these expectations during the school day or while on school property, consequences may be imposed.