

LIBERTY PUBLIC SCHOOLS



2023-2024 STUDENT/PARENT HANDBOOK

The Student Handbook may be modified at any time by the Liberty Public School Board of Education. The official copy is posted at www.libertyps.org and reflects the date of adoption.

A Message from the Superintendent

Dear Liberty Students and Parents:

On behalf of our Board of Education, Faculty, and Staff, we would like to welcome you to Liberty Public Schools. We are glad you have chosen Liberty!

In partnership with parents and community, the Liberty Public School Board of Education, administration, faculty and support staff seek to provide a safe, nurturing, student-centered and technology-rich educational environment. Rigorous academic standards and a culture of high expectations are paramount as curriculum decisions are made that address the physical, social and emotional needs of children with a variety of ability levels and learning styles. We believe that all children are empowered through education, thus, it is our goal to prepare our students to excel in a global society by facilitating the mastery of core content knowledge while developing the character attributes necessary for responsible citizenship, independent thinking and life-long learning.

Probably the most important aspect of our mission is that we believe education empowers students to be successful in life endeavors, whatever vocation is chosen. We realize that it takes the cooperation of students, parents, community, and school staff to achieve our mission. We look forward to working with you to create a positive and engaging learning environment for our students.

I extend a personal invitation to you to come in and visit with me if you have ideas that you think would improve our school. Please become involved in our Parent-Teacher Association (PTA) and our Liberty Athletic Booster Club as these organizations provide many “extras” for our students. The Liberty School Foundation also seeks to support our students and faculty and values your participation. With your continued support, we are looking forward to another great school year.

SCHOOL INFORMATION

ADDRESS

2727 E. 201st St. South, Mounds, OK 74047

SCHOOL COLORS

Blue and White

MASCOT

Tiger

TELEPHONE & FAX

Phone: 918.366.8496

Fax: 918.366.8497

WEB SITE

<http://www.libertyps.org>

SCHOOL HOURS

CLASS BEGINS AT 8:15 a.m.

CLASS DISMISSED AT 3:30 p.m.

PHONE NUMBERS

Superintendent	(Phone) 918-366-8496	(Fax) 918-366-8497
High School (7-12 th)	(Phone) 918-366-8784	(Fax) 918-366-1501
Upper Elementary (4-5-6 th)	(Phone) 918-366-1500	(Fax) 918-366-1558
Elementary (PK-3 rd)	(Phone) 918-366-8311	(Fax) 918-366-4312
Child Nutrition	(Phone) 918-366-4303	

DISTRICT-WIDE PARENTAL INVOLVEMENT

Parents' Bill of Rights

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right to be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

- **Parent teacher conferences**
- **Back to school / meet the teacher nights**
- **District sponsored web pages with class information available to parents**
- **Online School Information System**

2. The district will inform parents about their children's course of study by disseminating this information:

- During annual enrollment
- In student handbooks
- On the district's webpage
- **Online School Information System** Sylogist <https://wengage.com/Liberty>

Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.

4. The district does not offer sex education programs at this time, but in the event future classes are offered parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
7. Parents have numerous rights and decision-making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
 - A. The district does not currently provide sex education to students. If sex education is offered in the future, parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
 - B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.
 - C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
 - D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a waiver form from the Oklahoma State Department of Health.
 - E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
 - F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
 - G. The district provides AIDS education for students in grades 8 and 10. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library

or office during the scheduled instruction.

- H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.
- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.
- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.
- R. The district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.
- S. The district will not procure, solicit to perform, arrange the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a

student shall not be seen without consent.

- T. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

OKLA. STAT. tit. 70 §1-116.2

OKLA. STAT. tit. 25 § 2001

OKLA. STAT. tit. 25 §2004, et seq.

DISCRIMINATION/HARASSMENT

Discrimination and/or harassment of students are prohibited by Liberty Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, sex, national origin, religion, disability, sexual orientation, age or genetic information.

EQUAL OPPORTUNITIES

Liberty Public Schools, as an equal opportunity educational provider and employer, does not discriminate on the basis of race, color, religion, sex, gender, national origin, age, disability, sexual orientation, genetic information, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions and provides equal access to the Boy Scouts and other designated youth groups. The district is required by Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act; the Age Discrimination Act of 1975, as amended; as well as board policy, not to discriminate in such a manner. (Not all prohibited bases apply to all programs. If you suspect discrimination, please contact the individual corresponding to the area of concern listed in the grievance procedure below.

The district receives federal financial assistance directly and indirectly and, as a consequence, has adopted and published grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972. 34 C.F.R. 106.8(b). Title IX is the federal law that prohibits discrimination on the basis of sex: "No person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination by any district receiving federal financial assistance." 20 U.S.C. 1681 (a).

Grievance Procedure - Students or parents who wish to have a grievance considered under the District's Title IX policy or in connection with other complaints of discrimination should submit the complaint in writing to the site principal. The principal will then forward the grievance to the Liberty Public School's Title IX Administrator who will inform the Superintendent. A decision will be made by the Superintendent or his/her designee as to whether non-compliance exists and corrective actions will be taken if needed for compliance. If the parent or student feels that the alleged non-compliance has not been resolved in a satisfactory manner and continues to exist, they may appeal to the Board of Education by submitting the complaint in writing to the Clerk of the Board. A hearing will be scheduled at the next succeeding regularly scheduled meeting of the Board. The Board of Education shall serve as the final grievance committee within the Liberty Public Schools.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. The following individual has been designated to handle inquiries regarding the

district's nondiscrimination policies: Mr. Colby Wade, Title IX Administrator.

STATEMENT OF FERPA RIGHTS

Liberty School complies with the requirements of the Family Education Rights and Privacy Act of 1974 (FERPA) by annually notifying parents and eligible students of the rights and procedures under this act.

Parents and eligible students have the right to:

1. Inspect and review the student's education record;
2. Request the amendment of the student's education records to insure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information under the school district's Open Act Policy;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the School District to comply with the requirements of FERPA;
5. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202

6. Obtain a copy of the School's adopted FERPA Policy at the School District's Administration Offices.
7. Liberty School will provide, upon request, translation/interpretation for parents and eligible students whose primary or home language is other than English.

GENERAL INFORMATION

BOARD POLICY

The Liberty Board of Education believes that the formulation of school policy is its primary function and responsibility. School policies are statements that set forth the goals of the school community and the board of education. School policies serve as guidelines for the successful and efficient functioning of the school system. They create a framework within which the administrative staff can successfully discharge its responsibilities in organizing and carrying out a sound educational program. Policies may be cooperatively formulated by the Board of Education, working with students, teachers, and parents, but the final authority rests solely with the board. The implementation of school policy is the responsibility of the superintendent and the administrative staff. A board policy statement may be added or an existing policy statement may be changed or deleted at any board meeting by the approval of a majority of the membership, provided such action is properly announced in the agenda of that meeting. The student handbook will reflect the implementation of student-related board policy to the extent practical.

ADMITTANCE & PLACEMENT POLICY

Students who wish to enroll at Liberty School who have been home-schooled, attended a school not accredited by the State Department of Education or who have been in any program of studies not approved by the State Department of Education will be administered appropriate placement tests to be determined by Liberty School staff. Transfer records, standard achievement tests, and other information from the parent or previous school will be considered in making the placement decision.

ASBESTOS

In response to the Asbestos Hazard Emergency Act, P.L. 99519, and EPA regulation, Liberty Public Schools completes annual inspections of our buildings. We are pleased to announce that areas that contain asbestos pose no health problems. The management plan and the results of the annual inspection will be available for inspection during office hours in the office of the Superintendent. Please call for an appointment to view these documents.

STUDENT EXPECTATIONS AND CONDUCT

Liberty students' standard of conduct will include acceptable language; respect for others and their property; obedience to all rules and regulations; appropriate dress; and any other standard deemed necessary by Liberty Schools to improve the social and academic climate.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. **Courtesy:** Toward teachers, fellow students, and the officials of school activities.
2. **Pride:** In everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship:** The ability to win or lose gracefully. School spirit means loyalty to all functions of the school. Truly loyal students support their school and do their utmost to keep their scholastic and activity standards at the highest possible level.

PAWS PROGRAM

As a district, the PAWS program is designed to focus on acknowledging and teaching positive behaviors and providing proactive behavior interventions and supports.

Paws Program Statement

As a Liberty Tiger, I will Practice kindness and integrity, Act responsibly, Work together with my sacred community, and Show respect.

STUDENT RESPONSIBILITIES AND RIGHTS

A student and/or the parents shall receive, at the beginning of the school year or at the time of enrollment, this handbook setting forth the major policies and regulations to which students are subject. Student meetings outside of school hours on school property are subject to approval of the school administration of the building and may require the presence of a staff member. Freedom of expression is subject to laws relating to libel and slander, to due consideration of the rights of other students and to the maintenance of a positive learning environment. The school administration is responsible for passing judgment on materials containing obscenities and commercialism.

Procedures related to the redress of grievances or complaints of a student are as follows:

Step 1

The student and his/her parent/guardian shall attempt to resolve the difference with the teacher or other person involved.

Step 2

If within five (5) working days after meeting with the teacher or other person involved the matter has not been resolved, the student and the parent/guardian shall request a conference with the principal or his/her designee. The principal shall attempt to achieve a satisfactory settlement of the problem within ten (10) working days.

Step 3

If after ten (10) working days after the meeting with the principal the student and the parent/guardian are not satisfied, a written complaint must be submitted to the principal with a copy to the office of the Superintendent.

- a. The written complaint must be submitted within three (3) school days after the ten (10) working days have elapsed in Step 2.
- b. The written complaint must be specific as to the nature of the situation and, if a staff member is involved, must designate in detail who is being grieved against and when and where the incident(s) happened. The complaint must include the relief sought.
- c. Within five (5) school days after receiving the written complaint, the office of Superintendent shall conduct a

hearing to include the student, parent/guardian and teacher(s) affected by the complaint. In the course of the hearing, guarantees of due process will be afforded.

- d. Within three (3) school days following the hearing the student and parent/guardian will be sent a written summary of the hearing to include any decisions/recommendations of the office of the Superintendent.

Step 4

If the student and parent/guardian are not satisfied with the Superintendent's ruling, they may request a hearing before the Board of Education. This notification of appeal will be made in writing through the Superintendent within three (3) school days after the Superintendent's ruling. The Board of Education will hear the appeal at the next regularly scheduled meeting. The procedures listed below shall be followed:

- a. The student will be advised that he/she may be present at the Board hearing accompanied by a representative to act on his/her behalf.
- b. The teacher(s) or staff member(s) affected by the complaint will have the opportunity to be present at the Board hearing accompanied by a representative to act on his/her behalf.
- c. The student will be informed of hearing procedures and given reasonable time to prepare for the hearing.

The decision of the Board of Education will be final.

PUBLIC ACTIVITIES, SOLICITATION, FUND RAISING, ADVERTISING AND CONTESTS

Students, school personnel and school facilities may not be used for advertising, distributing printed materials, taking contributions, selling, soliciting funds, fund raising or promoting the interest of any non-school agency, organization or individual without the prior approval of the Superintendent or designee. Participation in any fund-raising activity involving sales off school premises will be determined by the principal and Board of Education. There will be no door-to-door selling by students in grades K-8. Participation in contests by students shall relate to the educational goals and objective of the Liberty Public Schools. Material or activities required for participation shall be judged by the principal according to their contribution to the total educational system.

24/7 TOBACCO FREE CAMPUS

Tobacco Products are products that contain or are derived from tobacco and are intended for human consumption, excluding drugs or devices approved for cessation by the United States Food and Drug Administration. All district staff are expected to assist in enforcing the District's tobacco-free campus prohibition. Site administrators will take appropriate steps to enforce this policy.

Tobacco Product use is prohibited anywhere on School Property, 24 hours a day, seven days a week, by any person. This includes e-cigarettes and vapor products with or without nicotine. This policy extends to personal vehicles while such vehicles are on School Property, school vehicles, and school sponsored or school-sanctioned events, including those held off-campus.

Students are prohibited from possessing Tobacco Products on School Property and at any off-site, school-sponsored meeting or event, including, but not limited to, field trips and athletic events. The failure of a student to abide by State Law and Liberty policy will result in disciplinary action, which may include referral for rehabilitation, expulsion from school and referral for prosecution. Citations may be issued for tobacco use resulting in fines in addition to any school disciplinary action.

CHILD NUTRITION INFORMATION

Information on reduced or free lunches will be made available to each parent and student. We urge all who qualify to take advantage of the free meal program. For information please contact the Cafeteria Manager at 918-366-4303.

- No charges will be extended to students in grades 6-12.
- When cafeteria charges exceed \$5.00 **per family (grade PK-5)**, students will be served an alternate meal. This meets the child nutrition requirements and is **served at no cost, until the charges are paid.**

Cafeteria account balances are the parent's responsibility, but we do strive to help you get the information you need. Parents wanting notification of a low cafeteria balance should contact your student's school office.

- The cafeteria discontinues charges two (2) weeks before the last day of school. Students must bring money each day or have the money in their account.
- If the Seamless Summer Option is extended by the OSDE during the school year then school lunches will be free for all students during that time regardless of classification on the application for free or reduced meals.
- Cafeteria prices will be available on the school website.

CONTACT DURING SCHOOL HOURS

Liberty Public Schools encourages parent involvement in the education of their children. Parents are recognized as active participants in the learning process and are considered a valuable resource for all schools.

I. Reporting to Parents. In order to keep parents adequately informed, quarterly reports of pupil progress will be issued to parents. Two (2) parent conferences will be held annually.

II. Contact During School Hours. Parents/guardians have the right to contact their children during the school day. They are encouraged, however, to limit contact with students during the school day to necessary/emergency contact, thereby reducing disruptions to instruction. In order to protect the rights of students, the following guidelines will be followed related to student contact during school hours:

- A. Contact with Police, Department of Human Services, and Agents of the Court and Community Service Agencies.** Official representatives of state and community agencies may talk with students without parental permission, within the confines of the law. It is the responsibility of agency personnel to protect student and parent/guardian rights.
- B. Divorced/Separated Parents.** A student's custodial parent may refuse to allow the non-custodial parent to see the child or check him/her out of school. The custodial parent must show a court certified copy of custody papers to school officials when requesting that the non-custodial parent not be allowed access to the child. In the case of parent separation, either parent may check the child out of school regardless of where the child is living, unless a court order is presented to the school that prohibits parental contact. The non-custodial parent may legally receive information concerning their child's attendance, conduct and grades.
- C. Attorneys at School.** Any attorney wishing to see a child at school must secure prior approval from the Superintendent's Office.
- D. Others.** Anyone other than those specified in Board Policy must have the permission of the principal or his/her designee before having contact with a student during school hours.

III. Removal from School Property. In accordance with state statutes, the Superintendent and principals have the authority to remove individuals from school property who are considered a threat or who negatively impact the peaceful conduct of school business. Individuals who do not comply may be charged with a misdemeanor.

IMMUNIZATIONS

IMMUNIZATION - REQUIREMENTS FOR 2023-2024

For the protection of children throughout the community, state law and district policies require that each child enrolled in school provide proof, either certification from a licensed physician or authorized representative of the State Department of Public Health, that the child has received or is in the process of receiving immunizations. By law, all students attending school must have received the following immunizations:

PRE-K

- 4 DTaP/DTP (diphtheria, tetanus, pertussis)
- 1 MMR (measles, mumps rubella)
- 1-4 HiB (Haemophilus influenzae type B)

- 1 Varicella (chickenpox) (note: or history of chickenpox disease)
- 3 IPV (polio)
- 2 Hep A (hepatitis A)
- 3 Hep B (hepatitis B)

KINDERGARTEN–SIXTH GRADE

- 5 DTaP/DTP (diphtheria, tetanus, pertussis)
(Note: 4 doses if the 4th is administered on or after the 4th birthday)
- 2 MMR (measles, mumps rubella)
- 1 Varicella (chickenpox) (see note above)
- 4 IPV (polio) (note: 3 doses if the 3rd dose is administered on or after the 4th birthday)
- 2 Hep A (hepatitis A)
- 3 Hep B (hepatitis B)

SEVENTH–TWELFTH GRADES

- 1 Tdap (tetanus, diphtheria, pertussis)
 - 5 DTaP/DTP (diphtheria, tetanus, pertussis) (see note above)
 - 2 MMR (measles, mumps rubella)
 - 1 Varicella (chickenpox) (see note above)
 - 4 IPV (polio) (see note above)
 - 2 Hep A (hepatitis A)
 - 3 Hep B (hepatitis B)
- (Note: students 11–15 years of age who have not received the Hep B vaccine may receive the 2-dose Merck® Adult Hepatitis B vaccine)

In some cases, because of possible physical harm to the child or religious beliefs, the requirements of this law may be waived, **only** by using ODH Form 216A.

Records required to be on file at the school:

Each public, parochial and private school shall maintain a permanent record, preferably a cumulative health record, ODH Form 216, showing the type and date of each immunization; then a signed physician's statement that required immunizations were received must be kept in the school file.

The school's responsibility when a child is presented for admittance without a certificate of adequate immunization:

All minor children applying for admission to any Oklahoma school, who have not completed the required immunizations must be informed of the necessary requirements and complete those requirements within 120 days of school entry.

The school's responsibility for enforcing this immunization law:

It is the duty of school authorities to enforce this law by admitting only those students who have completed all immunizations required. Any student that is not adequately immunized within 120 days of school entry will be subject to dismissal from school until immunizations are completed. If you have any questions, call the office where your child attends.

MENINGITIS IMMUNIZATION

Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or bacterium. If caused by a virus, it is usually less severe and resolves without special treatment. Meningitis caused by a bacteria can be severe and may result in:

- Brain damage
- Hearing loss
- Limb amputation
- Learning disabilities

There are several types of bacteria that cause meningitis, including:

- Neisseria meningitidis,
- Streptococcus pneumonia,
- Group B streptococcal disease,
- Haemophilus influenzae type B

The risk for meningococcal disease increases for adolescents and young adults ages 15 to 22 years, due to behaviors that spread the disease. Other persons at increased risk include those with immune system problems, those without a spleen, or travelers going to places in the world where the disease is more common.

The disease is spread by droplets in the air and by direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes/vapes, lipstick, and lip balm – anything an infected person touches with his or her mouth.

Meningococcal disease is especially dangerous because every year in the United States about 1,000 people are infected and about 150 of those people die in spite of treatment with antibiotics. Of those who live, about 200 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally disabled or suffer seizures or strokes.

Signs and Symptoms of Meningitis:

- Headache
- Fever
- Chills
- Stiff neck
- Extreme tiredness
- Vomiting
- Confusion
- Sensitivity to light
- Seizures
- Rash of small purplish black-red dots

If your child has symptoms of meningococcal disease contact your health-care provider immediately.

Vaccines can prevent many but not all types of meningococcal disease. The vaccines available in the United States protect against the five (5) most common strains of the meningococcal bacteria.

Vaccination is recommended for all adolescents 11-18 years of age.

Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

The meningococcal vaccines are safe. However, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines carry a risk of an allergic reaction, but this risk is very small.

A two (2) dose vaccine protects about 90% of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These four types (A, C, Y and W135), cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent Type B, which causes about 40% of the cases in teenagers. A separate two (2) dose vaccine to protect against Type B is now available. The CDC recommends all teens be vaccinated with Type B meningococcal vaccine, preferably at 16 through 23 years old.

If your child has health insurance, you may obtain the meningococcal vaccine from your regular health-care provider. Local county health departments also have the vaccine for vaccine eligible children (VFC), please

refer to www.cdc.gov for VCF eligibility requirements.

The meningococcal vaccines are not required to attend public schools in Oklahoma. For more information, contact your healthcare provider, or the Tulsa County Health Department, or visit the CDC website at www.cdc.gov.

STUDENT ILLNESS AND CONTAGIOUS DISEASES

Parents or guardians should keep their child home if:

- Fever above 100 degrees – Students should be fever free for 24 hours without fever reducing medications before returning to school. Please do not give fever reducing medications and send your child to school.
 - Sore Throat or Tonsillitis – Severe sore throat could be a symptom of a more serious illness. Contact your healthcare provider. Students diagnosed with Strep Throat may return to school 24 hours after antibiotic treatment begins.
 - Eye Inflammation or Discharge – Students with yellow/green eye drainage, matted eyelids after sleep, eye pain and/or redness should not come to school. Notify your healthcare provider. Students diagnosed with Pinkeye may return to school 24 hours after antibiotic treatment begins, or with written healthcare provider recommendation.
 - Vomiting and/or Diarrhea Illness – Students should stay home for 24 hours after the last episode, without using vomiting or diarrhea relief medication.
 - Bad Cough/Cold Symptoms – Students with bad coughs/colds need to stay home, and possibly see their healthcare provider. When the cough/cold improves the student may return to school.
 - Rashes – Students with a rash should stay home until a healthcare provider says it is safe to return to school. Students with ringworm, scabies or impetigo may return to school 24 hours after treatment begins. Students with Poison Ivy may attend school unless complications arise. All rashes should be covered if possible.
 - Head Lice – Students found to have live head lice must be treated with a special preparation for killing head lice. Students may return to school after treatment if: proof of treatment is supplied (product box and cash register receipt), student is found to be free of live lice, and progress has been made on removing all of the nits.
 - Acute Pain – Students who require narcotic medication for pain relief should not attend school. Students should return to school when pain can be managed with over-the-counter medications.
- If you have any questions regarding student illness or any other health questions, please contact your site principal at 918-366-8496.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Not only do we urge students to challenge themselves with academics, but we urge those students who can to participate in our athletic programs. We also urge students to participate in FFA, FCCLA, Student Council and all other activities that Liberty has to offer. Such participation will ultimately prepare the student to face a challenging and complex world after graduation.

Extracurricular activities are an integral part of a student's education, and Liberty Schools endeavors to offer various activities to enhance each child's learning experience. Integrity, character, and sportsmanship are required elements of all activities. Participants are held to standards reflecting the philosophy of the school and the OSSAA and are subject to disciplinary measures for failing to meet these standards.

In order to facilitate a cooperative effort to instill sportsmanship among coaches, players, and spectators, any spectator ejected from a Liberty contest, home or away, by an official or administrator will be subject to a minimum two (2) game suspension. There may be additional consequences depending on the severity of the spectator's action—including removal from district property for up to six (6) months. We thank you in advance for your support and cooperation.

ELIGIBILITY TO REPRESENT LIBERTY IN SCHOLASTIC OR ATHLETIC EVENTS

Liberty High School is a member of the Oklahoma Secondary School Activities Association and is subject to the rules and

regulations in regards to activities competition. The basic requirements per OSSAA that must be met are:

1. Parents must reside within the boundaries of the school district or acquire resident eligibility
2. The student must be younger than 19 on the last day of August.
3. Each student has four years of opportunity for participation from the date of his/her enrollment in the ninth grade.
4. Semester Grades
 - a. A student must have received a passing grade in a minimum of all but one of the subjects that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 7th and 8th grade students).
 - b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
 - c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
5. Student Eligibility During a Semester
 - a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
 - b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday
 - c. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 5 with the first class of the new one-week period (Monday through Sunday).
6. Special Provisions
 - a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 5, Section B-2 at the end of a three-week period.
 - b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 5, Section C-3) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two weeks to apply this exception.)
 - c. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 5, Section A-1 for the end of spring semester.
 - d. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
 - e. A student must be in attendance the majority of the school day on the day of the event in order to participate, unless previous arrangements have been made through the principal's office
 - f. Students who are ineligible in an activity will not be allowed to ride the bus to that activity and must pay to attend events where admission is charged. Eligibility rules of the OSSAA and Liberty Schools will apply to all Liberty students that represent the school in any type of competition or activity.

EXTRACURRICULAR ACTIVITIES/DRUG TESTING

Participation in district-sponsored extracurricular activities is a privilege—not a right. The Liberty Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Liberty Public School District, has adopted a policy for drug testing of students participating in all extracurricular activities.

- Random tests are given to extracurricular participants
- Drug tests are given based on random selection
- Tests can be given any time after a student has tested positive or there is reasonable suspicion of drugs or alcohol by a teacher, coach, or administrator.
- Drug test results are confidential.

- Students have a right to appeal a positive test within five (5) days of notice of test results.
- Positive drug tests will result in consequences approved by the Board of Education as outlined in policy.
- Before students may participate in any extracurricular activities a urine screen and physical examination will be required. The school charges a \$20.00 participation fee per year (fee is subject to BOE approval and is subject to change on an annual basis).

All students will receive a copy of the extracurricular activities and extracurricular activities policy in its entirety in the school enrollment packet. All students will also receive a student extracurricular activities contract, which must be signed by the student and parent.

ATTENDANCE FOR ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL

Educational programs are built on the foundation of continuity of instruction and participation in the classroom setting. Consistent classroom attendance can lead to the development of strong work habits, responsibility, and self-discipline. Because attendance also has a definite correlation to academic performance, the quality of a student's education suffers when he/she is absent from class. Students are encouraged to maintain regular attendance and to schedule non-academic activities during times which will not conflict with classroom instruction.

Students will be recorded as "absent" when they do not attend in accordance with each building's administrative regulations. This will apply to both the regular schedule and to a modified schedule.

CATEGORIES OF ATTENDANCE

Unexcused Attendance:

- Absence Parent Contact - When a student misses one or more classes during a school day with the knowledge or permission of a parent/guardian and school authorities.
- Truancy - When a student misses one or more classes during a school day without the knowledge or permission of a parent/guardian and school authorities.

Distance Learning Absences:

- Attendance for distance learning students is measured by making adequate academic progress in the course. After 2 days of no contact and no work, the teacher will inform the administrator. If no contact and no academic progress occurs for one week, the administrator may begin assigning absences for those days, and a student attendance plan will be created. If the documented attempts by teachers and administrators fail to produce any communication or academic progress, then truancy laws will apply, and a truancy officer may be contacted. Attendance may be adjusted or recovered on a 9 week basis according to the attendance plan created by teacher and administrator and by evidence of academic progress.
- Distance learning for individual students is available for certain circumstances that are unavoidable or major life events. Examples include but are not limited to funerals, extended illness, or hospital stays. Absences specified in special education services plans are not included in this policy but will follow the individualized educational plan.

Individual Distance Learning Process

1. Guardian contacts office before or on date of absence and requests distance attendance. Requires administrator approval.
2. After administrator approval, attendance is recorded as DVAP. Guardian and student informed that assignments must be submitted within 1 day of student's return to school or a reasonable arrangement with the instructor.
3. Teacher notifies administrator if a student does not fulfill the requirements and attendance is changed to APC.

ATTENDANCE PROVISIONS

- If a student is absent, a parent or guardian must notify the school office, give a reason for the absence, and an approximate date of return.
- Students who are unaccounted for and/or truant may receive disciplinary action
- Students must be in attendance at least two of the first three hours or two of the last three hours to be recorded present one-half day, each for the morning and afternoon.
- Students are encouraged to make up any work missed due to an absence. In order to receive credit, the student is responsible for obtaining, completing and returning to the teacher the assignments missed during the absence. In general, students will be granted one school day for each school day missed due to an absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and length of the absence.
- After the fourth week of each semester students that are chronically absent may not attend or participate in extracurricular activities. Chronic absenteeism is defined as missing 10% or more of the available days in session.
- Students, who for any reason other than school-sponsored activities, miss more than seven class periods per semester or the equivalent thereof, may not receive credit for the class(es).
- It shall be unlawful for a parent, guardian, custodian, or other persons having control of a child who is over the age of five years and under the age of 18 years, and who has not finished four years of high school work, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private, or other school, unless other means of education are provided for the full term the schools of the district are in session; and it shall be unlawful for any child who is over the age of 12 years and under the age of 18 years, and who has not finished four years of high school work, to neglect or refuse to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session.
- If a child is absent without a valid excuse for four or more days or parts of days within a four-week period, the principal or designee shall notify the parent, guardian or custodian of the child with an attendance warning letter. After the warning letter is sent, the parent, guardian, or custodian of the child does not comply with the compulsory attendance laws and six (6) additional days are recorded, the principal or designee shall immediately report such absences to the Tulsa County School Resource Officer. The officer or principal may then report the truancy to the Tulsa County District Attorney pursuant to Okla. Stat. Tit. 70, Article X, Section 232.
- All students attending Liberty Public Schools, unless they are legally emancipated or meet the requirements to qualify for “self-support,” shall be required to have absences excused by their parent/guardian. Students who are legally emancipated or meet the requirements of “self-support” may assume responsibility for all absences.
- The maximum number of absences for activities, whether sponsored by the school or outside agency/ organization, which removes any student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the Board of Education.
- College visitations may be counted as a school activity and will not count as an absence provided the following criteria are met:
 1. limited to two per year,
 2. parent notifies attendance office,
 3. documentation confirming the visit is provided by the college or university and turned in to the attendance office upon return to school.
- In order to determine medical exemptions for accountability purposes on the Oklahoma School Report Card, a district medical exemption committee consisting of three to five administrators that represent both elementary and secondary education shall convene. That committee shall use the rules provided by the Oklahoma State Department of Education as guidance to determine which exemption requests qualify as medical exemptions when calculating chronic absenteeism rates.

It is the responsibility of the parent to notify the school within 24 hours of the absence either by phone or in writing.

Upper Elementary	918-366-1500
Middle School	918-366-8784
High School	918-366-8784

ARRIVING LATE

When reporting to school after the first hour roll has been taken, a student should report to the office and obtain an admit to class.

PASSES FOR LEAVING SCHOOL

All requests to leave campus while school is in session must be cleared through the principal's office. To sign all students out of school during the school day including students 18 years old and older, a parent must send a written note, call or come to the attendance office. Leaving school without permission is classified as truancy. When signing a student out of school for an illness please indicate your relation to the student and the reason for leaving (Dr. appt., etc.). Only individuals with noted permissions on the student's record or with express permission from the guardian will be allowed to check a student out of school.

MAKE-UP WORK

It is each student's responsibility to make arrangements for any make-up work. A student with an excused absence will have approximately the same number of days to make up work as days absent. Any examination or test, announced during the student's presence in class or which is regularly scheduled (e.g., Nine weeks or semester), which is missed by the student due to any type of absence other than truancy, shall be made up on the day the student returns to class. If the test is first administered on the day the student returns to class, he/she shall be obligated to take the test on that day.

EXTENDED ABSENCES

If the student has been absent three or more consecutive days and is still out of school, make-up work may be obtained through the office by telephone. Twenty-four (24) hours should be allowed after the request is made for the teachers to write out the assignments.

TRUANCY

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent. Credit for school assignments will not be issued for students determined to be truant and the student may be subject for further disciplinary action.

PRE-K PROGRAM MAXIMUM ABSENCES

Students who miss in excess of seven (7) days in one semester may be dropped from the program and replaced by a student on the Pre-K waiting list.

TARDY POLICY FOR ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL

Students will be counted tardy if they are not in the classroom when the tardy bell begins to ring. The classroom teacher will determine if a student is excused or unexcused. The teacher will place the student's name on the absence-tardy report made at the beginning of each class period and also make a notation in the daily class record book. Excessive tardies will be dealt with as a discipline issue. Tardies will require detention or other disciplinary action.

The following guidelines will be used to determine excused and unexcused tardiness:

1. When a student is detained by a teacher or other school personnel, the student must have written or verbal verification from the same.
2. Inclement weather (determined by the principal's office).
3. Extenuating circumstances (principal's discretion).

CAMPUS CURFEW

In order to maintain better security, reduce vandalism, discourage loitering, and cooperate with the police, the guidelines for campus curfew are as follows:

- All school facilities, including but not limited to, parking lots, athletic fields, basketball courts and playgrounds

shall be closed when school or extracurricular activities are not in progress.

- School sponsored or approved activities shall be exempt from curfew except that the curfew shall begin 30 minutes after the conclusion of such event.
- Law enforcement officials/agencies will be asked to patrol and enforce the above curfew times on all school properties.
- Violators will be considered to be trespassing and may be prosecuted.

CELL PHONES/ELECTRONIC DEVICES (Excluding School Issued Devices)

Use of personal cell phones or other electronic devices (including those with headsets) will be permitted only at the discretion of the classroom teacher on instructional tasks. Cell phones are expected to be off or silenced in the classroom. Students may not have cell phones out or in use in the classroom or during class time without the express permission of a teacher or administrator. Variances can be made upon consent of an administrator. Violations may result in disciplinary actions.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

To help the school handle emergencies, maintain communication, and keep student records current, please notify the school office of any change in address or telephone number including home and work numbers.

CHECK POLICY

If your check is not honored or returned to us for any reason, your account will be debited electronically for the amount of the check plus a processing fee of \$30.00 including any applicable sales tax. Checks will not be accepted from anyone who has an outstanding check or from whom the school has had to refer to the District Attorney for collection.

CLOSED CAMPUS

Parents checking any students out early must do so through the office. Once a student arrives on the school grounds, he/she shall not leave the school grounds or return to the car until the close of the day without special, expressed permission from the office.

COLLECTION OF FUNDS/SALES OR DISTRIBUTION

No person may solicit contributions, collect funds, display, distribute materials, offer to sell, or sell any item without the permission of the superintendent. All fundraisers must be approved by the Board of Education each year by the September board of education meeting.

CONTROL AND DISCIPLINE OF CHILD

SCHOOL LAWS OF OK, SECTION 104 - CONTROL & DISCIPLINE OF CHILD

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher or administrator. (70/6/114)

SOME METHODS OF DISCIPLINE THAT MAY BE EMPLOYED BY LPS:

1. Contact with parent(s)
2. Conference with parent(s)
3. Before school, lunch, or after school detention
4. Work Detention
5. In-school placement
6. Out-of-school suspension (short- or long-term)
7. Removal from extracurricular activities temporarily or permanently.

**This is not an exhaustive list. Disciplinary actions will be determined in accordance with Board policy.

BUS SUSPENSION POLICY

We ask each parent to support and assist our efforts to ensure safety and a healthy atmosphere for each student that rides a bus. Good discipline is the first step to acquiring these two goals.

Generally, bus discipline referrals will be handled as designated below:

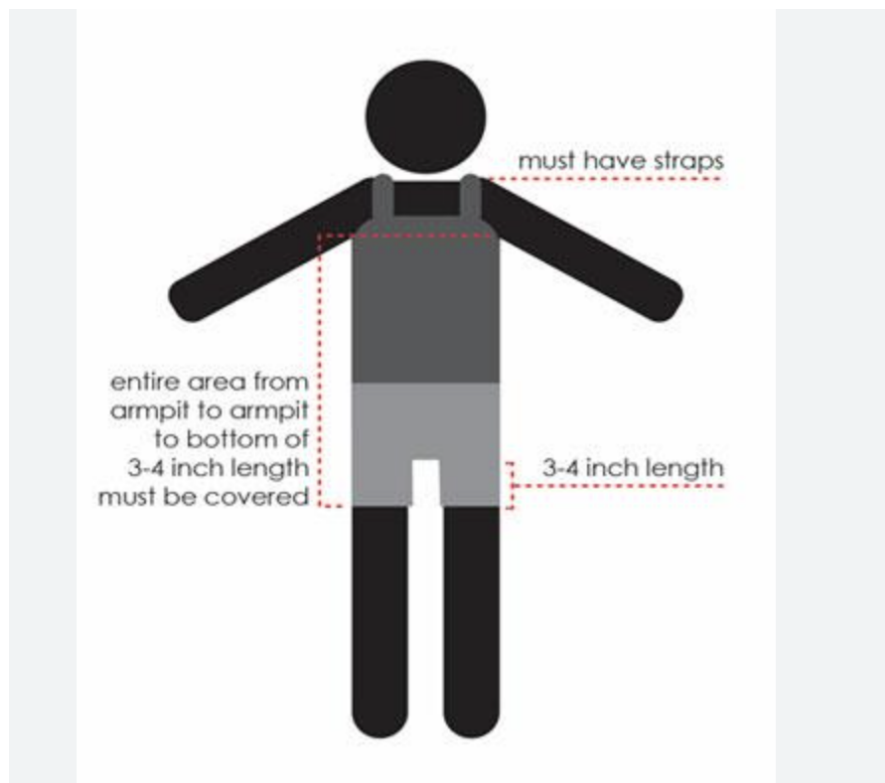
1. 1st referral = conference with student and parent/guardian
2. Additional referral = possible loss of bus riding privileges, including long term consequences

Note: This policy serves as a guide. Severe misbehavior may cause the loss of bus riding privileges immediately, and/or other disciplinary measures.

DRESS CODE

A student shares with his/her parents, guardian, or custodian the right to dress according to personal preference except where such dress is dangerous to the student’s health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and teaching process. It is the responsibility of each individual to do everything possible to represent our school in a positive manner by maintaining proper grooming, cleanliness, and dress. Clothing and/or caps advertising/promoting alcoholic beverages, drugs, tobacco or those with obscene or questionable character representations will not be permitted. Standards of grooming and dress may be prescribed for participation in extracurricular activities including commencement exercises.

Dress code will be in effect at all times and will be enforced at all school sponsored events. Interpretation of the dress standards is the responsibility of the administration. Administrators are given the authority to rule on the appropriateness of attire. To provide a safe and effective learning environment and to help students meet college and career readiness standards, the following guidelines are given.



The entire area from armpit to armpit and to the bottom of a 3-4 inch inseam length minimum must be covered. Shirts must have straps and must follow the coverage guidelines. Shorts must have a minimum 3-4 inch inseam length with skirts, shorts, and dresses following the coverage guidelines.

PUBLIC DISPLAY OF AFFECTION (PDA)

Demonstrations of affection (in an inappropriate or sexual nature) in all forms between individuals will not be permitted in any area during the time school is in session or at school sponsored extracurricular events. Violations of the PDA

guidelines will result in disciplinary action.

EMERGENCY NOTIFICATION SYSTEM

The **Sylogist Wengage and Messenger systems** will be used by Liberty Public Schools to notify parents when it becomes necessary due to emergency situations such as school closing, etc. Notifications may also be posted on the school's Facebook page.

It is the responsibility of the parent/guardian to provide current email addresses and emergency contact phone numbers and to keep them updated so that emergency notification can be made.

FIELD TRIPS

Field trips are a supplement to the educational process, and as such are a privilege. If it is in the best interest of the student to attend the field trip, he/she CAN be there; if it is in his/her best interest to remain in class she/he MUST be there. To attend club-sponsored or school-sponsored events, a student must have a permission slip signed by his/her parent and teacher(s). Permission may be denied for disciplinary or academic reasons. **Overnight trips must have the approval of the administration and the Board of Education.** Siblings should not be checked out of school to attend the field trips of brothers/sisters.

FIRE DRILL

1. Students are to know and use the proper exits from the building.
2. Students are to leave buildings according to exit plans posted in all buildings.
3. The fire alarm is a constant sounding of the alert tone.
4. Students are to evacuate the building immediately. Do not linger to get books, coats, or other items.
5. Teachers are to see that the students leave the rooms as quickly as possible in an orderly manner with no running or shoving.
6. Teachers are to be the last to leave the room. All hallway doors should be closed and classroom lights should be turned off.
7. Students are to move away from the building to designated areas. They are to remain outside until told to re-enter the building.

STANDARD GRADING SCALE

- A = 90-100 = 4.0
- B = 80-89 = 3.0
- C = 70-79 = 2.0
- D = 60-69 = 1.0
- Under 60 = Not Passing

GRADUATION REQUIREMENTS

Twenty-three (23) units are needed to graduate from Liberty High School. Students must complete all OSDE state testing and graduation requirements. School Board policy requires senior students to enroll in a full class schedule and attend class until the completion of the school year. Students who have failed are not guaranteed the opportunity to make-up the credit during the regular school day. The priority will be given to those students who are taking the class for the first time. Admission to the classes needing to be repeated will depend on the class size and availability. Summer School classes are an option and information will be available in the counselor's office.

Minimum Required courses:

- 4 Units – English
- 3 Units – Science
- 3 Units – Mathematics
- 1 Unit – Arts (Visual Art & General Music)
- 3 Units – Social Studies (includes American, Government & Oklahoma History)
- 9 Units – Electives (includes Personal Financial Literacy)

HONOR AWARDS

Honor Roll students making no grade lower than “A” will be a member of the Superintendent’s Honor Roll for that semester. Students making no grade lower than a “B” will be a member of the Principal’s Honor Roll for that semester.

INSURANCE

Student accident insurance is available to all Liberty students. More information on school insurance is available in the school offices. THE LIBERTY BOARD OF EDUCATION DOES NOT ASSUME THE RESPONSIBILITY AND IS NOT LIABLE FOR ANY ATHLETIC INJURIES TO STUDENTS. INSURANCE IS AVAILABLE. Any student participating in athletics must have proof of personal family insurance, sign an insurance waiver (available in the office), or purchase the policy made available at the school. These claims will be handled through the principal’s office.

LIBRARY

Books may be checked out for a three-week period. Reference books may be checked out for overnight use only. If a student fails to return a book on time, he/she may be fined five cents for each day to a maximum of the replacement cost of the book. Library hours are from 8:05 A.M. to 3:50 P.M. on all school days. The librarian may post in the library and on the bulletin board the names of all persons with overdue books.

LOCKDOWN DRILLS

State statute requires lockdown drills each semester. Should it become necessary to lockdown the buildings in order to provide for the safety of our students, no one other than authorized officials will be allowed to access the buildings for any reason while in lockdown.

Students should not make cell phone calls while in lockdown. Parents please do not call the school during lockdown because the phone lines need to be available for emergency use. Notification will be made as soon as possible following the lockdown.

LOCKERS AND DESKS

Middle school and high school students may be assigned a locker. Each student will be held accountable for seeing that his/her locker is locked at all times. Any student needing a locker or a change of lockers should check at the principal’s office. Decals and stickers should not be placed on the lockers. The school locker and all school property may be inspected or searched at any time without prior notification. Students may be charged for lockers that are damaged. The lockers are the property of Liberty Schools.

As specified in state statute 70 § 24-102, school personnel will have access to school property in order to ensure the welfare of students. Students have no privacy rights in relationship to school lockers, desks, or other school property.

LOST AND FOUND

Students who have lost personal or school-owned articles may ask for them at the principal’s office. Lost items will be held no longer than 60 days. Parents are encouraged to label their child’s belongings. Liberty school is not responsible for lost or stolen property.

PARENT VISITATIONS

We urge all parents to visit their child’s teachers and principal any time they feel there is a need.

Visitors shall clear through the principal’s office before visiting with teachers or students. Visits by parents should be pre-arranged to accommodate both the teacher and the parents. All visitors must be issued a proper identification badge through the office. Visitors are not allowed (except for assemblies) without the prior approval from the building principal. Any approved student visitors must be accompanied by an adult chaperone.

Days will be set aside during the school year for parent/teacher conferences, which will be announced in advance. Students will not be in attendance these days.

Registered sex-offenders must seek administrative approval before being physically present on district property; sex offenders may drop off/pick up children if they do not leave the vehicle without administrative approval.

PARKING AND DRIVING REGULATIONS

Any student driving a vehicle to school must register their vehicle with the main office. A valid driver's license, proof of insurance, current tag, and parental permission is required in order to park a vehicle on campus.

Any vehicle not registered with the office or improperly parked, is subject to impounding and removal at the owner's expense. Failure to comply with parking and driving regulations may result in disciplinary actions and/or fines.

Students are restricted to parking in the areas directly west of the high school. Teachers/staff will park in the areas to the south of the high school building.

The school speed limit is 5 miles per hour. Please observe the speed limit and all state and local laws.

Students must park in the area designated for student parking. Enter the parking lot using the west entrance. **Vehicles should not use the south entrance from 7:30 A.M. until 4:00 P.M. on days when school is in session.** Students must leave the vehicle upon arrival at the school and may not return to the vehicle or parking lot until the end of the day. Vehicles may not be driven to the Vo-Ag shop, music room, gym, elementary, 5/6 center or athletic fields.

VIOLATION/FINE STRUCTURE

Parking Improperly - \$10 fine or 5 days off campus. Second offense \$20. Third offense is \$30 with a required parent conference. Fourth offense is a 9-week suspension of parking privileges, \$30 fine. Fifth offense, the vehicle will be towed at the owner's expense.

Parking in a Handicapped Zone - \$10 and 10 days off campus parking

Improper/Reckless/Unsafe Driving - \$50 and 20 days off campus parking

After the end of the third (3rd) week of the fall semester and for the remainder of each school year, unregistered vehicles parked on campus may be removed at the owner's expense.

RULES OF STUDENT BEHAVIOR

STUDENT BEHAVIOR AND DISCIPLINE

The Board recognizes that students do not surrender any rights of citizenship in attendance at Liberty Public Schools. The school is a community with rules and regulations that are in effect throughout the school year including summer school. Those who enjoy the rights and privileges provided also must accept the responsibilities that membership demands, including respect for and obedience to school rules.

When a student violates school rules or exhibits inappropriate or illegal behavior, he/she may receive a variety of disciplinary actions dependent upon the severity of the offense. Students may be suspended out- of-school for serious offenses. The length of the suspension may not exceed the remainder of the semester plus the ensuing semester, with certain limited exceptions. Discipline of students with disabilities will be administered pursuant to federal and state law, including District Regulation.

I. Prohibited Conduct

Inappropriate behavior is prohibited at school and school sponsored events, as well as being prohibited while traveling to and from school, while off-campus during lunch or before and after school, at school bus stops, or at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school. Specific examples of prohibited conduct are listed in Board policy.

II. Forms of Discipline

Liberty Public Schools believes parental involvement is necessary in successful discipline. Discipline shall be consistent with the nature and severity of the offense, and shall take into account whether it is a first or repeat offense and the student's general disciplinary record.

Discipline also shall be consistent from student-to-student under similar circumstances considering the exemptions dictated by federal law. With the exception of the specific forms of discipline for violation of the District's policies relating to Firearms, and Drugs and Alcohol, the following types of discipline may be imposed for the performance of Prohibited Acts: (a) movement to an alternative setting, (b) behavior modification, (c) bus suspensions, (d) detention, (e) dismissal from a class, (f) fines, (library, lost books, vandalism, etc.), (g) guidance and counseling, (h) denial of parking privileges, (i) conference with parents, (j) denial of participation in or attendance at school activities, (k) suspension, i.e., In school suspension, Long-term out-of-school suspension (suspension for more than ten school days), short-term out-of-school suspension (suspension for less than ten school days), (l) student conferences – conference with students and contact of parents, (m) written assignments - assigned only when students are asked to analyze their behavior and to create solutions for correcting their behavior.

The foregoing list is not exclusive. The District may impose disciplinary measures it deems appropriate. However, corporal punishment may not be administered as a method to correct student behavior or to maintain order and discipline in the school.

III. Search and Seizure

- A. In accordance with state law, school administrators shall have the authority to search and to detain a student when questions arise concerning possession of dangerous weapons, controlled dangerous substances, alcoholic beverages, or stolen/missing property pursuant to 70 O.S. § 24.102. Administrators also will have the authority to retain wireless communication devices when they are believed to be part of a discipline related incident.
- B. All searches shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one (1) other authorized person, said person to be of the same sex if practicable. The search shall be reasonably related to the infraction and not excessively intrusive in light of the age and sex of the student. In no event shall a strip search of a student be allowed (70 § 24-102).
- C. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Vehicles on school property are subject to search upon "reasonable suspicion."
- D. Liberty Public Schools maintain cooperative agreements with local, county, and state law enforcement agencies. Periodically and/or upon request these agencies may provide the services of a canine officer to assist in the search of property or persons on school premises or while under the authority of the school or while attending any function sponsored or authorized by the school.

IV. Out of School Suspensions

A. Possible Length of Suspensions

Except in the case of a Firearms violations, a student may be suspended out of school for the remainder of a semester and the ensuing semester.

In such events the term "ensuing semester" does not refer to Summer School. No student who has been suspended long-term may attend Summer School. If a student received long-term suspension from Summer School, the fall semester may be included.

B. Pre-Suspension Conference

- 1. When a student violates Board policy, a school rule, or regulation, the principal/assistant principal/designee will conduct an informal conference with the student. At the conference with the student, the principal/assistant principal/designee will identify the policy, rule, or regulation which the student is charged with violating and will discuss the conduct of the student which violated the policy, rule, or regulation. The student will be asked whether he/she understands the policy, rule, or regulation and be given a full opportunity to explain and discuss his/her conduct.
- 2. The principal/assistant principal/designee will consider in school placement options and shall make a

determination as to whether other in-school placement options are appropriate.

When making this determination, the principal/assistant principal/designee shall consider the severity of the offense and the student's past history of disciplinary infractions.

3. If it is concluded that a suspension is appropriate, the student will be advised that he/she is being suspended and the length of the suspension. The principal/assistant principal/designee will notify the parent/guardian by phone and/or in writing that the student is being suspended out of school and that alternative in school placement was considered and that suspension was determined to be the most appropriate consequence.
- 4.

C. Appeal Procedure from a Short-Term Suspension

Step 1 - Notice of Appeal

The student/parent shall notify the principal verbally or in writing within two (2) school days following a suspension of their intent to appeal the suspension. During the appeals process, the student shall not be readmitted unless the suspension period has ended. Failure to request an appeal within this specified time constitutes a waiver of the student's right to an appeal.

Step 2 - Appeal to Principal

Student/parent shall request a conference with the principal.

If the principal was involved in the suspension then he/she tells the parent of the involvement and informs them of the next step in the appeals process which is to notify the office of Student Services (see Step 3 below).

The principal shall investigate the incident and after a conference with the student/parent shall determine guilt or innocence and the reasonableness of the length of suspension.

Principal announces his/her decision at the conclusion of the conference or as soon as the decision is made.

If the parent/student is not satisfied with the principal's decision they should follow the appeals process in Step 3.

Step 3 - Appeal to Short-Term Suspension Committee

Appeal must be filed with the office of Student Services in writing within two (2) school days following the principal's decision. Failure to request an appeal within this specified time shall constitute a waiver of the student's right to an appeal.

Director appoints a committee composed of three (3) certified personnel and shall designate a person from within the committee to serve as chairperson.

Committee shall hear the appeal within three (3) school days after notification of the office of Student Services. The Committee shall hear both sides and then adjourn for deliberation.

Committee shall determine guilt or innocence and the reasonableness of the length of the suspension.

Committee shall make the decision at the conclusion of the hearing and the chairperson shall notify the student/parents and the office of Student Services in writing.

Decision of the committee is final.

D. Procedure and Appeals Procedure from a Long-Term Suspension

Step 1 - Conference with Parent

When a principal/assistant principal/designee determines that a long-term suspension should be recommended, the principal/assistant principal/designee shall implement a ten-day suspension pending a hearing.

A principal/assistant principal/designee shall hold a conference with the parent as soon as possible and shall inform them of the policy violated and the results of the investigation.

The principal/assistant principal/designee shall inform the parent of the recommended length of the suspension and the student's right to a hearing on the suspension and/or the recommended length of the suspension. The parent may waive the right to a hearing either by signing a waiver or by failing to request a hearing within two (2) school days. If the student/parent waives their right to a hearing then the length of the recommended suspension will be effective immediately and the suspension will be final and cannot be appealed.

Step 2 - Hearing of Long-Term Suspension Committee

If a student/parent desires a hearing on the suspension and/or the recommended length of the suspension they shall submit a request in writing to the office of Student Services within two (2) school days after notification of the recommended long-term suspension. Failure to request a hearing, within this specified time, shall constitute a waiver of the student's right to a hearing.

Any further appeals of the suspension, and the length of the recommended suspension, will be effective immediately.

The director appoints three (3) certified administrators from within the school district to serve on this committee and designates a hearing officer from within the committee.

The director sets the hearing date and informs parents by telephone and in writing.

The written notification shall include information pertinent to the hearing.

Step 3 - Long-Term Suspension Hearing

The hearing will be held at a neutral site determined by the director.

The Committee will hear both sides and then will adjourn for deliberation.

The Committee will determine guilt or innocence and the reasonableness of the recommended length of the suspension.

Review committee may uphold, withdraw, reduce, or increase the length of the recommended suspension.

The Committee will render a verbal decision after deliberations. If, because of the complexity of the case or the existence of multiple hearings arising out of the same incident, the Committee determines that additional time is required to review the evidence or conclude other hearings, the Hearing Officer may recess the hearing to reconvene at the earliest practicable time.

After the decision is made the hearing officer will make a written report of the findings of fact and the discipline to be imposed and submit it to the office of Student Services.

The committee chairperson shall notify the parent of the committee's decision verbally and in writing.

Copies of the report and the Appeals Procedures shall be mailed or hand delivered to the student/parents within three (3) school days after the date of verbal notification of the Committee's decision or the date the written notification was mailed by the committee chair, whichever is earlier.

All hearings on recommended long-term suspensions will be closed.

The decision of the committee will be final unless the decision is appealed in accordance with procedures set forth in Step 4.

Step 4 - Appeal from the Decision of the Long-Term Suspension Committee

If the student and parent are not satisfied with the ruling of the Long-Term Suspension Committee, they may request a hearing before the Board of Education.

The request for hearing must be made in writing through the Superintendent within three (3) school days after the notification of the decision of the Long-Term Suspension Committee. The hearing will be held at the next regularly scheduled meeting of the Board of Education or at a special meeting called for the hearing after a written notice of appeal by the student/parent has been received by the Superintendent.

During the appeal period, the student shall be returned to school after expiration of the initial ten (10) days unless the student is suspended out-of-school long term for committing an alleged criminal act, possession of a Dangerous Weapon (including a Firearm) or any other act which threatens the health, safety or well-being of other persons or which disrupts the normal conduct of school.

The hearing before the Board of Education may take place in executive session if requested by the student and the parent or guardian.

At the hearing, the student, the parent or guardian and counsel will be given the opportunity to present evidence, testimony and argument. The school administrator and counsel for the district will also be given the opportunity to present evidence, testimony and argument. After due consideration and full investigation, the Board of Education will make a determination as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension.

The Board of Education must render its decision on any such appeal no later than five school days after the conclusion of the hearing.

The decision of the Board of Education shall be final.

V. Special Rules Relating to Out-of-School Suspensions

A. Participation in School Activities

During the period of any out-of-school suspension, students subject to the suspension: (a) will not be eligible to participate in any competitive event sanctioned by the Oklahoma Secondary School Activities Association (b) will not be allowed to participate in performances, events or activities outside the Oklahoma Secondary School Activities Association sanction, (c) will not be allowed to attend any school functions or be on any school property without the permission of the site administrator, and (d) will not be allowed to enroll in any other Liberty Public School.

B. Suspensions of More Than Five (5) Days

1. With the exception of students who are suspended out-of-school for use or possession of a Firearm, students who are suspended out-of-school for more than five days will receive an out-of-school education plan. Academic work will be graded; however, credit for the course may be affected by the requirements in the Attendance Policy.
2. The parent or guardian of a student suspended out- of-school has the legal responsibility for providing the student with a supervised structured environment in which the parent or guardian shall monitor the student's educational progress until the student is readmitted to school.

C. Suspensions of Five (5) Days or Less

1. Students who are suspended out-of-school for five (5) days or less will not receive an out-of-school education plan. Upon returning to school, the student will be responsible for obtaining assignments from each teacher, completing the assignments and returning them to the teacher by the date designated by the teacher.
2. Grading and credit guidelines specified in District Regulation will be followed. Academic work will be graded; however, credit for the course may be affected by the requirements in the Attendance Policy.

D. Removal of Students

1. Except as set forth in the following paragraph, when any out-of-school suspension is imposed during the school day, the student shall not be removed from the school until the parents or guardians of the student have been notified. If the parents or guardians cannot be notified, then, the student shall remain under the jurisdiction of the school until the regular dismissal time.
2. If an out-of-school suspension is imposed and the building administrator believes that a student's presence in a school, on school grounds or at a school activity poses a danger to persons or property or substantially disrupts, impedes, or interferes with the operation of the school or school activities, the parent and/or guardian of the student will be asked to immediately remove the student from the school premises. If the parent and/or guardian cannot be reached or cannot or will not pick up the student or make arrangements for the removal of the student from the school premises, then, the school shall contact the local police department or juvenile authorities to obtain assistance. In such cases, the initial conference with the principal shall take place within three (3) school days following the student's removal from school.

E. Violent Offense Toward a Teacher

Students who are suspended out-of-school for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

VI. Special Rules Relating to the Possession of a Firearm As defined in the Gun Free Schools Act

A firearm is: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer or any destructive device, including any bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter of an ounce, mine or similar device or any other type of weapon by whatever name known which may be readily converted to, or expel a projectile (18 USC Section 921).

If a student is found in possession of a firearm, the student will be suspended out-of-school for a minimum of a calendar year according to the mandates of the Gun Free Schools Act. There will be a hearing before the

Board of Education, who has the sole authority to determine the length of the suspension (one year or more).

After the Board of Education imposes the length of the suspension, the student may submit a written appeal to the Superintendent, who has the legal authority to modify the length of the suspension to a minimum of one calendar year.

The appeal to the Superintendent must be delivered to the Superintendent's office within two (2) school days following the decision by the Board of Education. The Superintendent will then have ten (10) school days to make a decision whether to modify or uphold the length of the suspension. The decision of the Superintendent shall be final.

Any firearms found on school district property shall be reported and turned over to local law enforcement as per state law requirements. State and Federal law will be followed when firearms are involved (70 O.S. §24-101.3; 70 O.S. §24-132.1)

VII. Special Rules Relating to Violation of Drug and Alcohol Policy

Whenever it appears that a student may be under the influence of alcohol or drugs, the principal or designee shall immediately notify the Superintendent of Schools or designee and a parent or legal guardian of the student. (Reference:

70 O.S. §24-138). In addition, the Principal will contact law enforcement or the District Attorney if a student is found to be in possession of, distributing or selling/attempting to sell dangerous controlled substances and/or alcohol.

The parent and/or guardian of students found guilty of violating any of the provisions of the drug and alcohol policy will be informed of the availability of the Student Assistance Program offered by the School District. The School District encourages all students who are found guilty of violating any of the provisions of the drug and alcohol policy to participate in the Student Assistance Program. The Student Assistance Program is also available to students who voluntarily seek assistance in addressing drug and/or alcohol issues.

- A. The possession, sale or distribution of alcohol or drugs (as defined in 63 O.S. Section 2-101 et. seq.), is considered such an egregious act that alternative in- school placement options such as detention, reassignment or alternative suspension programs are not realistic or feasible. Therefore, students who are found guilty of violating this policy shall be suspended out-of-school for the remainder of the current semester and the entire ensuing semester.
- B. Appearing to be Under the Influence or Possession of Drug Paraphernalia
 - 1. For a first or second drug/alcohol policy offense (during the same school year), constituting a violation of being under the influence or in possession of drug paraphernalia, the student shall be suspended from school for a period of forty-five (45) days for each offense. The student will have the ability to reduce the length of the out-of-school suspension to ten (10) days per offense by fully participating in the Student Assistance Program according to the procedures described in District Regulation. Upon commission of a second offense, the Principal shall notify the Liberty Police Department.
 - 2. For a third drug/alcohol offense (during the same school year) constituting a violation of the District's drug/alcohol policy, the student will be suspended from school for the remainder of the current semester and the ensuing semester. The term of suspension shall not be reduced; however, families are encouraged to participate in the Student Assistance Program.
- C. Students suspended out of school may use the appeal procedures set forth in this Policy.

VIII. Special Rules Related to Delinquency Adjudications

Oklahoma law provides that no public school shall be required to provide education services in the regular school setting to any student who has been adjudicated as a delinquent for a violent offense until the school has determined that the student does not pose a threat to himself, other students, or school faculty.

If the delinquency adjudication is the result solely of an act by a student which has already resulted in disciplinary action against the student pursuant to the provisions of this Policy, then, there will not be any further action taken by the District upon receipt of a delinquency adjudication unless exceptional circumstances exist.

If the delinquency adjudication arose out of a non-school related act, then, the following procedures shall apply:

Upon receipt of notice of a delinquency adjudication, the office of Student Services shall notify the student's principal of the adjudication. The principal shall immediately conduct an initial investigation by talking to the student's teachers and counselors and shall make a determination as to whether or not it is advisable to place the student on an out-of-school suspension. When making this determination, the principal shall consider placement alternatives other than out-of-school suspension, such as assignment to an alternative school or an in-school detention program. If the principal decides that it is feasible to assign the student to an in- school detention program or an alternative school, then the principal's decision is final.

If the principal decides to proceed with an out-of-school suspension, then, the appeal and review procedures, relating to long-term suspensions, shall apply.

However, at each step of the process, the determination to be made by the principal in the first instance and then the Long-Term Suspension Review Committee, the office of Student Services and the Board of Education, is whether the student poses a threat to himself, other students or faculty. In the event of a long-term out-of-school suspension for adjudication as a delinquent, the school shall provide an out-of-school education plan to the student in accordance with Oklahoma law.

NONDISCRIMINATION AND HARASSMENT

Discrimination and/or harassment of students are prohibited by Liberty Public Schools. It is the intent of the District to be nondiscriminatory to all students regardless of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. The district also provides equal access to the Boy Scouts of America and other designated youth groups.

I. Sexual Harassment

The Board will not permit or tolerate sexual harassment of students. This policy is equally applicable to administrators, supervisors, all other employees, and students. It is also applicable to non-employees and volunteers on district property or serving as trip sponsors.

A. Definition of Sexual Harassment

“Sexual harassment” includes any repeated and unwelcome sexual advances, requests for sexual favors, or verbal, physical, or other sexually offensive conduct made by someone in or on any district owned or operated facility/property when the student is under the supervision of district personnel or at school sponsored events/activities when:

1. Submission to the conduct is either explicitly or implicitly a term or condition of an individual’s grades;
2. Submission to or rejection of such conduct by an individual is used as a basis for grade decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s school performance or creating an intimidating, hostile, or offensive school environment.

B. Examples of Sexual Harassment

Examples of acts of sexual harassment which shall not be tolerated include, but are not limited to:

1. Written: sexually suggestive or obscene letters, notes, emails invitations, graffiti which identifies an individual;
2. Verbal: sexually derogatory comments, epithets, slurs, degrading jokes, “teasing”, “kidding”, double meanings; demeaning comments about a person of one sex being able to succeed in a job/class historically considered to be held/taken by the opposite sex; solicitation by employees of sexual favors or attention from students;
3. Physical: unwelcome touching of an individual, such as pinching, hugging, patting, repeated brushing against a student’s body; pulling at clothing; blocking one’s passage;
4. Visual: sexually oriented gestures; displaying sexually suggestive or derogatory objects, pictures, magazines, cartoons, or posters;
5. Any other action, including all forms of electronic communication, which emphasizes the vulnerability of the victim specifically because of gender.

C. Notification

A student should directly inform the harasser that the conduct is unwelcome and must stop. A student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

A student who feels that he/she is a victim of sexual harassment is urged to report such complaints as soon as possible while facts are known and potential witnesses are available.

D. Disciplinary Action

Employees who sexually harass shall be subject to disciplinary action which may include verbal warning, written admonishment, suspension, and recommendation for non-reemployment or termination subject to applicable procedural and due process requirements.

Students who sexually harass shall be subject to disciplinary action which may include verbal warning, written admonishment, suspension from school or other appropriate action subject to applicable procedural and due process requirements.

It shall be a violation of this policy to disregard and fail to investigate allegations of sexual harassment whether reported by the individual who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred. The Board is concerned with the "off-duty" conduct of school personnel when the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any

sexual affiliation between school personnel and students under the age of eighteen (18) may constitute a crime under state or federal law.

E. Procedures for filing a Sexual Harassment Complaint

A student who feels that he/she is a victim of sexual harassment must make the concerns known through the following procedures:

1. A student who feels comfortable doing so should directly inform the person(s) engaging in sexual harassment conduct or communications that such conduct or communications is offensive and must stop.
2. Students who feel that employees of the district or other students are subjecting them to sexual harassment should report these conditions to a teacher or counselor. If the student's teacher or counselor is the alleged offending person, the report will be made to the building principal or assistant principal. If the student's principal or assistant principal is the alleged offending person, the report must be made to the office of Student Services or the Deputy Superintendent of Personnel Services in the Administrative Services Center. Confidentiality will be maintained and no one other than those necessarily involved will be contacted.
3. A teacher, principal, director or other administrator is responsible for taking appropriate and effective action when he/she knows, or reasonably should have known, that an individual under his/her supervision is being sexually harassed.
4. The teacher, principal, director or other administrator shall promptly discuss any concerns with the student making the complaint.
5. The adult shall be responsible for immediately informing the office of Student Services and the Deputy Superintendent of Personnel Services of the complaint.
6. The Superintendent shall develop regulations outlining steps to be taken in the investigation process.
7. It is improper for the student, acting on his/her own, to solicit statements in support of the allegation.
8. Retaliation is prohibited against an individual who complains of sexual harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation, proceeding, or hearing

conducted under this policy.

9. If a student intentionally fabricates a complaint of sexual harassment against another individual covered under this policy, the student shall be subject to disciplinary action which may include verbal warning, written admonishment or suspension from school subject to applicable procedural and due process requirements.

II. Racial Harassment

The Board will not permit or tolerate racial harassment of students. This policy is equally applicable to administrators, supervisors, all other employees and students. It is also applicable to non-employees and volunteers when they are on district property, serving as trip sponsors, or participating in a school sponsored event.

A. Definition of Racial Harassment

According to the Office of Civil Rights, Racial Harassment occurs when a hostile environment related to an individual's race is created through oral, written, graphic or physical conduct, which is sufficiently severe, persistent or pervasive so as to interfere or limit an individual's participation in educational programs and activities.

B. Examples of Racial Harassment

Examples of acts of racial harassment which shall not be tolerated include, but are not limited to:

1. Verbal: demeaning remarks to an individual or group, including name calling, racial slurs and jokes; fighting words based on race, color, or national origin
2. Visual and Written: materials intended to create a hostile or demeaning environment.
3. Physical: threatening or assaulting; impacting the safety of others.

C. Notification

A student who feels that he/she is a victim of racial harassment is urged to report such complaints as soon as possible while facts are known and potential witnesses are available to his/her teacher, counselor, or principal. The school staff member shall report the incident to the Superintendent of Administrative Services.

D. Non-Retaliation

Retaliation is prohibited against an individual who complains of racial harassment, anyone who testifies on behalf of the complainant, or anyone who assists or participates in an investigation or proceeding conducted under this policy.

E. Disciplinary Action

Individuals engaging in racial harassment shall be subject to disciplinary action which may include verbal warning, written admonishment, suspension, and in the case of employees, recommendation for non-reemployment or termination subject to applicable procedural and due process requirements.

It shall be a violation of this policy to disregard and fail to investigate allegations of racial harassment whether reported by the individual who is the subject of the alleged harassment, or a witness, and to fail to take immediate corrective action in the event misconduct has occurred.

F. Procedures for Filing a Racial Harassment Complaint

A student who feels that he/she is a victim of racial harassment must make the concerns known through the following procedures:

1. Reporting the condition to a person of authority. Students who believe that employees of the district or other students are subjecting them to racial harassment must report these conditions to a teacher or counselor. If the student's teacher or counselor is the alleged offending person, the report will be made to the building principal or assistant principal. If the student's principal or assistant principal is the alleged offending person, the report must be made to the office of Student Services or the Deputy Superintendent of Personnel Services in the Administrative Services Center. Confidentiality will be maintained and no one other than those necessarily involved will be contacted.

2. Filing the complaint with district administration. The teacher, principal, director or other administrator shall promptly discuss any concerns with the student making the complaint and immediately inform the office of Student Services of the complaint.
Investigating the complaint. Within five (5) working days of the complaint being filed, an initial investigation of the complaint will be initiated by the Superintendent or his/her designee.

BULLYING

Bullying is prohibited by Liberty Public Schools. It is an anti-social behavior that distracts both the target (i.e., victim) and the perpetrator (i.e., the person bullying another). Bullying a student based on his/her race, color, creed, disability, sex, sexual orientation, age, religion or any other personal characteristic is grounds for disciplinary action (O.S. 70 §24-100.2).

Bullying is defined as any pattern of harassment, intimidation, threatening behavior, physical acts or communication (verbal or electronic) that is directed toward a student or group of students. Bullying is performed with the intent, or reasonably perceived intent, of causing negative educational or physical consequences for the targeted student or group. Bullying is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. (O.S. 70 §24- 100.3)

Threatening behavior is any pattern of behavior or action that would cause a reasonable person to believe that there is potential for future harm to students, school personnel or school property. (O.S. 70 §24-100.3)

Electronic communication is the communication of any written, verbal, pictorial information or video content by means of an electronic device. (O.S. 70 §24-100.3)

Bullying is prohibited at school and school sponsored events. It also is prohibited: (a) while traveling to and from school; (b) while off-campus during lunch or before and after school; or, (c) at any other time outside of the normal school day where such behavior has a negative or adverse effect on the discipline or educational process of the school. (O.S. 70 §24-100.3)

Examples of bullying include but are not limited to: (a) unwanted teasing, (b) comments that are threatening or intimidating, (c) stalking or cyberstalking, (d) publicly humiliating another, (e) behaving in a way that physically harms or is physically aggressive towards another, (f) stealing or destroying property, (g) spreading rumors, digital images, or falsehoods, and (h) socially excluding another.

In accordance with Board Policy on Student Behavior, any violations for bullying could be subject to disciplinary action, up to and including long-term suspension.

I. Enforcement and Data Collection

It shall be the responsibility of the Superintendent of Administrative Services to enforce this policy. The Director of Guidance and Counseling shall be responsible for the yearly collection, maintenance and reporting of data pertaining to the number, severity and potential for future violence regarding bullying incidents for the district.

II. Reporting Incidents

When a student believes he/she is being bullied, or when a staff member witnesses a possible incident of bullying, the student and/or staff member should report the incident to a school administrator or law enforcement agency.

Anonymous reporting of bullying incidents is allowed; however, no formal disciplinary action will be taken solely on the basis of an anonymous report. Any person who knowingly makes a false accusation of bullying will face the same potential disciplinary action as if they themselves committed an act of bullying. The principal or his/her designee will conduct an investigation to determine whether bullying occurred.

III. Publicity Efforts and Training

An annual written notice of this policy shall be provided to parents, guardians, staff, volunteers and students. The policy shall be included in all student and employee handbooks, placed upon district websites, and posted in various locations

within each physical school site.

Relevant annual training for all district employees shall be required, as developed and provided by the State Department of Education related to preventing, identifying, responding to and reporting incidents of bullying.

The district shall provide to parents and students a State Department of Education approved educational program created through consultation with the Office of Juvenile Affairs related to preventing, identifying, responding to and reporting incidents of bullying.

IV. Investigating Alleged Bullying Incidents

An investigation will be initiated by the principal or his/her designee immediately following a report of alleged bullying. All information collected during the investigation will be recorded in writing and maintained by the principal. The following actions will be included in the investigation:

- A. Contact the parent/guardian of both the victim and the accused to inform them of the situation and that an investigation will take place.
- B. Conduct interviews of the victim, the accused perpetrator, and any witnesses to the behavior in order to collect descriptions of the incidents.
- C. Analyze the information collected during the investigation, considering the following questions:
 - i. Did the behavior/action result in fear, harm, injury, or damage?
 - ii. Did the behavior/action create a hostile environment for the victim?
 - iii. Did the behavior/action infringe on the student's rights at school?
 - iv. Did the behavior disrupt the educational process?
 - v. Is the behavior criminal?
- D. Create a summary report that describes the situation, the findings, and any disciplinary action being taken. Disciplinary actions may include verbal warning, admonishment, short-term suspension, or long-term suspension. The summary report shall include in the details the severity of the incident and the potential for future violence.
- E. Contact the parents of both the victim and the accused, providing them with the outcome of the investigation of documented and verified bullying incidents upon completion of the investigation.
- F. Upon completion of the investigation, the principal or his/her designee, may recommend necessary mental health care, substance abuse or other counseling as considered appropriate to the circumstances. The principal or his/her designee may also refer the student to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
- G. Report to law enforcement all documented and verified acts of bullying which may constitute criminal activity or reasonably have the potential to endanger school safety.
- H. If an explicit threat to school safety is found to be a part of the incident, the investigating principal or his/her designee may make inquiry into any mental health, substance abuse or other care issues relevant to the investigation by the parties involved pursuant to Oklahoma Statutes [70 O.S. §24-100.4(A)(14), 12 O.S §1376, 59 O.S. §1376], the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, or any other state or federal laws regarding the disclosure of confidential information. The school may request the disclosure of information in order to allow school officials to determine if it is safe for the student to return to the regular classroom or if alternative education arrangements are needed.

V. Resolution

Depending on the severity and/or the pattern of repeated bullying behavior, a long-term suspension may result. In the event of a long-term suspension, an intervention plan is recommended.

A. Students on IEPs

Prior to suspension of a special education student the administrator should refer to the student's IEP and to Policies and Procedures for Special Education in Oklahoma the Oklahoma State Department of Education Special

Education Handbook.

B. Procedures for Intervention for First Time Suspension

- i. The site administrator will notify the student and parent/guardian of the availability of the Alternative Suspension Program (ASP) offered by Liberty Public Schools.
- ii. The parent/guardian will contact the Director of Guidance and Counseling for referral information.
- iii. Students receiving a long-term suspension may be given the opportunity to reduce it to ten days by participating in intervention counseling recommended by the District.

VI. The Safe School Committee

Each Safe School Committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues which interfere with and adversely affect school safety.

With respect to student bullying, each committee shall assist the board in promoting a positive school climate. The Committee will study the district's policy and currently accepted bullying prevention programs (available on the state department website) to make recommendations regarding bullying.

These recommendations must be submitted to the principal and cover:

- i. needed staff development, including how to recognize and avoid bullying,
- ii. increasing student and community involvement in addressing bullying,
- iii. improving individual student-staff communication,
- iv. implementing problem solving teams which include counselors and/or school psychologists, and utilizing behavioral health resources.

VII. Transfers

Students who are victims of bullying, and who report the incident(s) to school administrators, may choose to transfer to another school district. Any application for transfer must be made in accordance with the receiving school district's transfer policy.

PROFICIENCY-BASED PROMOTION

The student and parent(s) or guardian(s) will make an application for Proficiency Based Promotion on forms available at each school office. The application form must be completed and returned to the Director.

I. Kindergarten Proficiency Testing

Students may be required to demonstrate mastery of the kindergarten curriculum and will be assessed using a District approved assessment tool.

II. Grades 1-8 Proficiency Testing

The student will complete a comprehensive exam that covers various content areas. The student and their parents/guardians will be notified of the results. If the student scores 70% or higher, school site staff will be notified of the results, and the student will be promoted to the next grade level.

III. Proficiency Testing for Grades 9-12 and High School Credit

Students may complete available High School Proficiency Exams for original or repeat credit. Once the student completes the exam, parents/guardians will be notified of the results. If the student scores 70% or higher, the school site will be notified of the results, and credit will be awarded; Credit by Exam (CBE) will be posted on the transcript. If the exam was taken for repeat credit to improve a grade to a 70% or higher, the new grade will be placed on the student's transcript and used to calculate the student's GPA. The previous course will remain on the student's transcript but will not be calculated into the student's GPA.

RETENTION OF STUDENTS

I. Elementary Guidelines

At the elementary level, multiple indicators are used to determine student retention. Data is collected throughout the school year. Conferences with parents/guardians are conducted to discuss the student's progress. At the end of the fourth nine weeks, if the criteria for retention are met, an intervention team meeting is held and the teachers of the student and an administrator make a final recommendation for retention.

Except when Third-Grade Retention applies under state law, §70- 1210.508, the following information is considered when determining retention: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs and (g) other criteria. If recommendation for retention is made, parents will be informed in writing of the team's decision and the parent's options.

If parents/guardians disagree with the team's recommendation for retention, their request for placement at the next grade level must be submitted in writing. A copy of the request and the school recommendation shall be included in the permanent record of the student.

By the end of the first week of June, a retention list shall be submitted to the office of Student Services by each elementary principal. This list shall include students who are being retained and students who are being promoted based on parent-requested placement.

II. Secondary Guidelines

A. Middle School

At the middle-school level, one criterion considered when determining the retention of a student is failing grades (F's) for any two nine-week periods in two or more core classes. Other information used to determine retention includes: (a) performance in all classes, (b) assessment results, (c) age, (d) social/emotional maturity, (e) previous placements, (f) enrollment in Special Education Programs, and (g) other relevant information provided by the principal or his/her designee.

At the end of the first, second, and third nine weeks, letters will be sent to the parents/guardians of students who are being considered for retention. Conferences with parents may be conducted to discuss the student's progress. At the end of the fourth nine weeks, the school staff will make a recommendation about retention.

Parents will be informed in writing of the team's recommendation and the parent's options.

If parents disagree with the team's recommendation, their request for placement must be submitted in writing. A copy of the request and the school recommendation shall be included in the permanent record of the student.

By the end of the first week of June, a retention list shall be submitted to the Director of Student Services by each middle school principal. This list shall include students who are being retained and students who are being promoted based on parent-requested placement.

B. High School

Counselors or advisors of students in grades 9, 10, and 11 will notify students of their classification status at the time of registration. Parents/guardians of students who are not promoted to the next grade level will be notified in writing.

At the end of the first semester, parents of seniors who currently do not meet graduation requirements for May graduation will be notified in writing by a high-school administrator.

PROGRESS REPORTS

Parents of students in grades PK-12 may view student progress online through the GRADEBOOK link on the school website <http://www.libertyps.org>. Parent passwords may be obtained by contacting the building secretary. Hard copy progress reports will be provided for those without online access upon written request.

PROM RULES AND REGULATIONS

All Liberty seniors and juniors with at least fifteen (15) units on record are eligible to attend the JR-SR Prom. All guests must be approved by the school administration by the designated date prior to the prom. Guest registration forms are available in the principal's office. Guests must be at least in the ninth grade, a current student of an accredited high school or university, a high school graduate and under the age of 21 as of the date of the prom. GED programs do not qualify. Eligibility rules apply.

READING SUFFICIENCY ACT TESTING AND PROCEDURES

Every student enrolled in kindergarten shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary, and comprehension, for the grade level in which enrolled. Every first-, second- and third-grade student shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, phonics, reading fluency, vocabulary, and comprehension, for the grade level in which they are enrolled. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading assessment plan. The plan shall include a program of reading instruction designed to enable the student to acquire the appropriate grade level of reading skills.

If the reading deficiency of a student, as identified based on the assessments administered, is not remedied by the end of the third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test, the student shall be retained in the third grade. For students who do not meet the academic requirements for promotion, the school district may promote the student for good cause only.

ADMINISTRATION OF MEDICATION

ADMINISTERING MEDICATION TO STUDENTS

Medication, including acetaminophen and ibuprofen, may not be administered by school personnel unless the LPS Medication Request and Release form, necessary for administration of medication, is filled out and signed by the parent, guardian, or custodian on an annual school year basis. In the case of prescribed medication, the LPS Medication Request and Release form must be signed by both the parent, guardian, or custodian and the physician.

The LPS Medication Request and Release form shall be kept at the school for one (1) year after the student was last enrolled. Each school shall keep a written record of medication that includes the name of the student, the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine administered (Reference: 10 O.S. §170.1).

SCHOOL PROPERTY AND EQUIPMENT

SCHOOL LAWS OF OK. SECTION 644, DAMAGES TO PROPERTY LIABILITY OF PARENTS

The State or any county, city, town, municipal corporation or school district or any person, corporation, or organization, shall be entitled to recover damages in an amount not to exceed One Thousand Five Hundred Dollars (\$1,500.00) in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization. (23-10)

SCHOOL RECORDS

A cumulative folder of student records is kept on file in the principal's office. Parents and guardians may inspect and review any school records dealing with their children. Holds may be placed on report cards and diplomas due to unpaid financial obligations.

Students who graduate may pick up their diploma and contents of their cumulative folder following graduation. The school will notify students via announcement and email.

SCHOOL TRANSPORTATION (DEPARTMENT PHONE: (918.366.8404)

Students will be placed on their regularly assigned bus at the end of the school day unless the office has received specific instructions from the student's parent/guardian to do otherwise (note or phone call). **Parents/Guardians should not change the transportation procedure frequently, or on short notice, as it is difficult to provide safe transportation when doing so.**

Students are urged to ride the school bus. However, those students wishing to drive private vehicles will be allowed to do so after meeting the following restrictions:

Return a completed Permission to Drive form.

Obtain an annual parking permit which requires:

- Driver's License
- Proof of Insurance
- Minimal fee, currently \$10
- Properly display the parking permit when parked on school grounds

Students permitted to drive a vehicle to school must park it immediately upon entering the school grounds. The vehicle must remain parked until the end of the school day or until the student is released from school for the day. Any vehicle moved before these times must have the approval of the principal or the approval of a teacher designated by the principal. Any student driving a vehicle to or from school in a manner that might endanger his/her life or the lives of others will have his/her privilege of driving to school revoked.

All vehicles parked on or driven on school property are subject to be searched by school officials. Students not complying with these requirements will be subject to disciplinary action. After the third (3rd) week of the fall semester vehicles parked on school property without registering the vehicle with the school may be towed from the campus at the owner's expense.

SEMESTER TESTS

Illnesses of the student or attending a funeral are the only acceptable reasons for not taking tests at regularly scheduled times. Out of town trips are not considered sufficient reason to miss semester tests, nor will permission be granted to take tests early. Students in grades 7-12 may be exempted from semester tests with administrator approval.

SEVERE WEATHER

Radio stations and TV will be notified if school is to be dismissed. They ARE NOT notified if school is going to be in session. Listen to area radio or TV on the evening or early morning news to see if school has been dismissed. If at all possible, you should avoid calling the school or school personnel at their homes. Additionally, those who have made Alert Now® calling information available to the school will receive a phone call advising them of school closings (see next section).

STUDENT CONDUCT AT SCHOOL ACTIVITIES

Liberty students attending extracurricular activities should always remember that YOUR conduct speaks for YOU, YOUR FAMILY and YOUR SCHOOL. Each student is expected to be on his/her best behavior at these events - whether at home or away. Students that display inappropriate behavior at extracurricular activities will be subject to disciplinary measures. **Parents are expected to supervise their children at extracurricular activities. Students will not be allowed to congregate in parking lots, practice fields, or playgrounds during events.**

STUDENT SCHOOL EXPENSES

Some expenses may be incurred for classroom supplies for personal use in subjects such as band, FACS, VO-AG, art, computers, etc. Other expenses the student may incur are paying for damaged computers, lost textbooks, library fines, school pictures, graduation costs, extracurricular participation fees, and other items beneficial to their education.

STUDENT TELEPHONE USE

School telephones will not be used without permission of the principal, teacher, or office secretary. Students will not be called from class to the phone unless an emergency exists. Under no circumstances will a long distance call be charged to the school.

TESTING

ACT & SAT: The juniors and seniors may take these tests during the school year. Liberty Schools participates in the Oklahoma State Testing Program. These tests are used to evaluate the progress of Liberty students as compared to other Oklahoma students. Criterion Referenced Tests are given in grades 3 through 8. The pre-ACT, PSAT, and ACT are used to evaluate students in grades 9 through 12. Each student should exert maximum effort to perform well on these tests, anything less results in an invalid score.

TEXTBOOKS

Free textbooks may be provided to each student at the beginning of the school year. If the student loses the book, he/she will be expected to pay for the textbook. If damage is done to a textbook, the student will be expected to pay according to the damage.

TORNADO DRILLS

1. Students are to go to pre-designated areas when the tornado alarm sounds. The tone for tornado drill or alert is three short sounds on the alarm.
2. Drills will be held during the year to assure that students are aware of the emergency procedures

WITHDRAWALS

Withdrawal slips must be signed by each teacher assigned to the withdrawing student and signed by an administrator. All books, fees and fines must be taken care of in order to ensure no delays in having records sent to the new school. Student records will be sent to other schools upon written request. All withdrawals must be approved by an administrator.

SCHEDULE CHANGE PROCEDURES

The class schedule for the current school year was constructed to fit the needs indicated by spring pre-enrollment. Therefore, students may change their schedules during the first two weeks of school for the following reasons only: Outside credit earned, misplacement due to lack of prerequisite or background, to balance class sizes, credit recovery, or scheduling error.

Beginning with the eleventh day of each semester, COURSES WHICH ARE DROPPED WILL BE NOTED ON THE TRANSCRIPT AS WD/F OR WD/P. A WD/F WILL BE NOTED ON THE TRANSCRIPT FOR A STUDENT THAT DROPS COMPETITIVE ATHLETICS AFTER THE FIRST TWO WEEKS OF A SPORT. Students must participate in a sport to be enrolled in competitive athletics. Students who enroll in courses after the first ten (10) days of school may receive **No Credit** for the **semester** as a general policy. This regulation applies to students who enroll for the first time after ten (10) days of school if these students bring no prior credit for the semester and to currently enrolled students who would drop a class after the first ten (10) days in class.

The building Principal or his designee may use his discretion, however, to review any case and render a decision that is in the best interest of a student and that is consistent with the goals and philosophy of the school district.

VALEDICTORIAN PROGRAM LIBERTY HIGH SCHOOL

To be considered a valedictorian at Liberty High School a student must maintain a 4.0 grade point average on a weighted GPA scale or have the highest weighted GPA if no GPA exceeds a weighted 4.0 GPA (to be computed for seven semesters after the first semester of the senior year), and attend Liberty High School the full year of his/her graduation, and successfully complete the following courses:

Credit	Subject*	Courses
4	English	Eng1, Eng2, Eng3, Eng4
4	Math	Alg1, Alg2, Geometry, and Trig,

		Precalculus, Calculus or other advanced math course
4	Science	Biology, Physical Science, Chemistry, Anatomy, or other advanced science course
4	Social Studies	Ok History/Geography, World history/Govt, Amer. Hist, and other social studies course
1	Community Service	Service learning or 40 community service hours
2	Foreign Lang. or Technology	2 credits in the same language or one credit in each of American sign language and native American language or 2 credits in computer courses
4	Electives	
23	Total Credits	

*These requirements may be reduced due to the unavailability of course offerings - requirement waiver will be determined by the administration

Liberty reports both a standard and weighted GPA on the High School transcript. Weighted GPA will be used to determine class rank. Weighted classes include: All Advanced Placement Courses, Courses with Honors designation (Honors Zoology, Honors Calculus, Honors Trigonometry), and all college concurrent enrollment classes.

WEIGHTED GRADING SCALE

A = 90-100	= 5.0
B = 80-89	= 4.0
C = 70-79	= 3.0
D = 60-69	= 2.0
Under 60	= Not Passing

CAREER-TECH STUDENTS

Students attending Career-Tech are required to ride the bus to and from the Career-Tech campus unless the Liberty Administration grants an exception. If a student rides the bus to Career-Tech they MUST return on the bus to Liberty High School in the afternoon or be subject to disciplinary action as determined by administration. If an exception is granted, an authorization form must be signed by the parents and be on file in the principal's office.

All exceptions granted during the school year can also be ruled invalid at any time due to a student returning to class tardy, and reports of improper driving, and any other reason that involves the safety of the student.

ACADEMIC INTEGRITY POLICY

Liberty High School expects all students to abide by ethical academic standards. Academic dishonesty—including plagiarism, cheating or copying the work of another, using technology for illicit purposes, or any unauthorized communication between students for the purpose of gaining advantage during an examination—is strictly prohibited. Liberty's Academic Integrity Policy covers all school-related tests, quizzes, reports, class assignments, and projects, both in and out of class. The purpose of Liberty's Academic Integrity Policy is to prepare students for the reality created by the technology explosion, for the world of college and beyond, where cheating and plagiarism have dire consequences.

Plagiarism is not the same as cooperation or collaboration. Teachers often expect, even encourage, students to work on assignments collectively. This is okay, as long as whose work being presented is clearly communicated.

Collaboration is to work together (with permission) in a joint intellectual effort.

Plagiarism is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or

speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is plagiarism.

Cheating includes, but is not limited to, copying or giving an assignment to a student to be copied (unless explicitly permitted by the teacher). Cheating also includes using, supplying, or communicating in any way unauthorized materials, including textbooks; notes, calculators, computers or other unauthorized technology, during an exam or project.

Forgery or stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, or forging signatures for the purpose of academic advantage.

The determination that a student has engaged in academic dishonesty shall be based on specific evidence provided by the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from others.

Students found to have engaged in academic dishonesty shall be subject to disciplinary as well as academic penalties, as outlined below.

Range of Possible Consequences (Consequences may be more severe than those listed based on the totality of the circumstances.)		
Copying class work or homework	Zero on assignment* Parent notification	Detentions
Plagiarism or cheating on an Exam or assignment	Counselor notification Zero on assignment* Parent/student/teacher/counselor conference	Referral to administration Detentions or ISP
Forgery or stealing	Zero on assignment* Parent conference	ISP for semester and/or succeeding semester Dismissal from extracurricular activities, elected or appointed student offices, athletics, and/or senior privileges such as graduation.

*Zeros may not be made up or substituted for another grade.

WIDE-AREA NETWORK, THE INTERNET AND OTHER TECHNOLOGICAL RESOURCES

Liberty Public Schools recognizes the advantages and opportunities associated with using computers and internet-based instructional resources. The District also acknowledges that misuse of such resources can be harmful to students and their educational endeavors. All individuals using the computer-based resources of Liberty Public Schools will be expected to do so responsibly and legally.

Each student who uses the internet must sign an agreement to follow the Liberty Public Schools rules for internet use.

Students will be asked to sign a new agreement each school year before they are given access to the Internet. Students, and if appropriate, students' parents/guardians, may be asked from time to time to sign a new policy, for example, to reflect developments in the law or technology. Such a new policy must be signed before internet use is continued.

A. Internet Uses and Behavior

The District provides access to its computer network and the internet for educational purposes only. Students should consult their teacher or librarian if they question the appropriateness of an internet activity, site, or resource.

The District recognizes that online based instruction can expand course offerings not currently available in the District, for recovery of credit, or in certain cases to fulfill graduation requirements. Credit will be granted only for courses that have been approved by the District and for students who have met requirements outlined in regulation.

Prerequisites for online courses are the same as for regular courses. The Principal or designee shall determine the appropriateness of course/s for each student.

B. Netiquette

All students must abide by rules of network etiquette, which include the following:

1. Being polite.
2. Using appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language. Avoid language that is offensive to other users. Distributing jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation is prohibited.
3. Asking permission.
4. Forwarding email or materials without permission of the sender is prohibited.
5. Being considerate when sending attachments. Be sure that a file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

C. Unacceptable Uses of the Internet and Computers

The following are among the uses considered unacceptable and a violation of this policy.

1. Uses that violate the law or encourage others to violate the law. Students may not:
 - a. plagiarize works found on the internet;
 - b. transmit offensive or harassing messages;
 - c. offer for sale or use any substance the possession or use of which is prohibited by the District's Student Discipline Policy;
 - d. view, transmit or download pornographic materials or materials that encourage others to violate the law;
 - e. intrude into the networks or computers of others; or,
 - f. download or transmit confidential, trade secret information, or copyrighted materials. Students should assume that all materials are copyrighted unless explicit permission is given to use them.
2. Uses that cause harm to others or damage to their property.
 - a. engaging in defamation (harming another's reputation by lies);
 - b. using another's password or some other user identifier that misleads message recipients into believing that someone other than the student is communicating or otherwise using his/her access to the network or the Internet;
 - c. uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism;
 - d. participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the internet.
 - a. disclosing or sharing their password with others;
 - b. impersonating another student or member of the District Staff
4. Uses that are commercial transactions.
 - a. selling or buying anything over the internet.
 - b. disclosing private information about themselves or others, including credit card numbers and social

security numbers.

5. Uses for the purposes of campaigning and/or lobbying.

D. Internet Safety

Students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school- aged pupils. Every student must take responsibility for his or her use of the computer network and internet and avoid these sites. Parents of minors are the best guides concerning inappropriate materials. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to the appropriate staff member.

Students should be safe. In using the computer network and internet, students should not reveal personal information such as home address or telephone number. Students should not use their real last name or any other information that might allow a person to locate them without first obtaining the permission of a supervising teacher. Students should not arrange a face-to-face meeting with someone they "meet" on the computer network or internet without their parent's permission.

Students should never agree to meet a person they have only communicated with on the internet in a secluded place or in a private setting.

The District-provided internet access utilizes filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. The District must monitor the activities of minors and must educate minors about: (a) appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, (c) cyber bullying awareness and response.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age seventeen (17) and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

E. Privacy

Network and internet access is provided as a tool for educational purposes. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District and no student shall have any expectation of privacy regarding such materials.

F. Compliance

A student who violates the District's internet policy will be subject to disciplinary action.

G. No Warranties

The District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student's use of its computer networks or the internet under this policy. By signing the agreement, students are taking full responsibility for his or her use, and the student who is eighteen (18) or

older or, in the case of a student under eighteen (18), the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the District, and all of their administrators, teachers, and staff harmless from any and all losses, costs, claims or damages resulting from the student's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the student. The student or, if the student is a minor, the student's parent(s) or guardian(s) agree to cooperate with the school in the event of the schools initiating an investigation of a student's use of his or her access to its computer network and the internet, whether that use is on a school computer or on another computer outside the District's network.