

# LIBERAL HIGH SCHOOL

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Liberal, Ks 67901  
Website Address

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## Liberal High School Mission Statement

**“USD 480 challenges all to achieve educational excellence.”**

### **Fight Song**

ON FOR LIBERAL, ON FOR LIBERAL  
FIGHTING FOR OUR FAME  
KICK THE BALL RIGHT OVER THE GOAL  
AND WATCH US WIN THIS GAME, RAH, RAH, RAH  
ON FOR LIBERAL, ON FOR LIBERAL  
FIGHTING FOR OUR FAME  
FIGHT FELLOWS, FIGHT, FIGHT, FIGHT  
WE'LL WIN THIS GAME

### **School Creed:**

We, the members of the student body of Liberal High School, believe in democracy, high scholarship, in good sportsmanship, and in the necessity of dynamic school spirit. Our leaders represent our highest standards; our building we protect with pride from defacement; our teams we support – win, lose, or draw.

**This Handbook belongs to:** \_\_\_\_\_

## SCHOOL HISTORY

Public education has long been considered important for the community of Liberal. The first recorded school was a one-room sod building opened in the fall of 1886. It stood a mile south of Second Street. The first high school was called Lincoln School and was built in 1890 at a cost of around \$12,000. The school was located immediately north of the Sixth and Lincoln location. Two rooms in the new building were designated as high school rooms. According to records, the students graduating from high school at that time were two-year graduates, with the first student graduating in 1903. Four young ladies graduated in 1904. In 1909, at a cost of approximately \$20,000, the community built Washington School; a four year accredited high school. It was located at the site of the former Washington Elementary School at 840 North Washington; one student graduated there in 1909. In the fall of 1922 another high school was built at Sixth and Lincoln at a cost of nearly \$18,000. It housed Liberal High School for sixty years. Several generations of students passed through the halls of the old building, with a total of 7,390 graduating since the first class in 1923.

The present school, located at Second and Western, was built for approximately ten and a half million dollars. It was designed to comfortably house 900 students, with the ability to expand to serve an enrollment of 1,200. When the complex opened its doors in August 1983, grades 9, 10, 11, and 12 attended the new school for the first time. The school has rooms that are large and redesigned for specific academic disciplines. Staff members from each department worked with the architects to develop the final plans for the building. Departments are generally grouped together for better sharing of ideas among teachers, which benefits student interests. The present facility is air-conditioned and climate controlled. The new school has adequate parking space in several lots, and a large seating capacity in both the main gymnasium and the auditorium.

In 1999-2000 USD 480 added an addition to the high school, which consisted of nine classrooms, expansion of the cafeteria seating, and a state of the art kitchen and serving area at a cost of \$3,267,638. In May, 2000 the Liberal High School Auditorium was renamed the "James W. Maskus Auditorium" in honor of the long time Liberal High School principal. In October, 2004, the library was named the Stafford-Fairchild Library, honoring two former students who are world renowned authors and poets.

In 2017, West Middle School became part of LHS and is called the East Campus of LHS. LHS was chosen as one of 7 redesign schools for Kansas and the planning began. It is an opportunity to provide a more college like experience while making it more individualized for each student. The staff is looking at everything that we do and changing it to what is best for students and to give all students an advantage when they leave LHS.

Much credit must be given to the far-sighted citizens who through the years have helped Liberal High School to develop into a first-class educational institution with a reputation for excellence in academics and activities. LHS graduates have gone on to excel at major colleges and universities throughout the country, and may be found working and studying in countries around the world, daily paying tribute to the education they received at Liberal High School.

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## Directory of Information

USD 480 District Office	604-1010
LHS Office	604-1200
Attendance Office	604-1217
Administrative Office	604-1203
Activities/Athletics Office	604-1218
Bus Transportation	604-1090
Business Office	604-1216
ESL Information	604-1010
Food Service	604-2230
Nurse	604-1211
Redskin Field	604-2275
Counselor's Office	604-1209

### **Student Directory Information**

Certain directory information may be published about students attending our school. In accordance with Sec. 9528 of No Child Left Behind Act of 2001, ACCESS TO STUDENT RECRUITING INFORMATION – each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school student names, addresses, and phone numbers. Should students or their parents wish to have this information withheld from publication, they may request that student directory information not be released without prior written parental consent. Directory information includes the following information about the student: the student's name, address, telephone number, picture, parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received, and the most recent educational agency or school attended by the student.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to these records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment. Any person having questions or inquiries concerning USD 480's compliance with the stated regulations should contact USD 480 Director of Human Resources at 604- 1010.

### **Open Records Act**

If any person requests information obtaining access to public records, the individual will be required to follow the following procedures. A request for access to a public record should be directed to the USD 480 custodian of record in written form, which shall include the requester's name and address, the information necessary to ascertain the records to which the requester desires access, and the requester's right of access to the records.

- A. Request for Access to Open Records (excluding Federal Legal Holidays).
  - a. Regular Business day: Monday-Friday: 7:30 AM-4:30 p.m. during school year.  
Monday-Friday: 7:30 AM-4:00 PM during summer hours.
  - b. Regular Business days when office is closed: Monday-Friday 9:00 a.m.-3:00 p.m.  
Contact: **Liberal USD 480 (620).604.1010**
  - c. Official Custodian Address: 7 Parkway Blvd, Liberal, KS 67905
  - d. Official Information Officer: Mrs. Kristyn Reust
  - e. Fees: There will be a 25-cent charge per copy for open records.

Under no circumstances shall any document be allowed out of their usual building location without approval of the official custodian.

## **Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the USD #480 School District are hereby notified that this district does not discriminate on the basis of race, color, national origin, gender, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the USD #480 School District's compliance with the regulations implementing Title VI, Title IX, The American Disabilities Act (ADA), or Section 504 is directed to contact:

Mrs. Renae Hickert, Superintendent  
7 Parkway Blvd, Liberal, Ks, 67901  
(620) 604-1010

Mrs. Hickert has also been designated by the USD #480 School District to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, and Section 504.

## **Statement of Compliance**

It is policy of USD 480 to comply with section 504 of the Rehabilitation Act of 1973 that prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment

In order to fulfill obligations under Section 504, the Liberal school district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

## **Purpose of the Handbook**

The purpose of this handbook is to assist the students, especially those new to Liberal High School, to gain an understanding of the expectations for them as they attend LHS. It is the responsibility of the students to read, become familiar with, and reference when needed, the information provided in this handbook/planner. This book may assist students to succeed educationally through improved student organizational skills and better time-management practices.

## **USD 480 BOE Philosophy of Education**

The basic philosophy of the Board of Education of Unified School District 480 is expressed in the belief that the educational program should adequately care for the development of intellectual powers and to nurture the humane capabilities of the total student population. The Board also believes that each student should be developed to his/her capacity in:

- a. Basic learning skills of reading, writing, spelling, listening intelligently and a proficiency in mathematics;
- b. Literacy in acquiring information and communicating in the physical sciences, social sciences and the humanities;
- c. Ability to think critically and constructively;
- d. Power to be imaginative and creative.

The Board of education further understands that each child is unique with wide differences in rates of learning, background experiences, levels of energy and life goals. Because of these wide ranges of differences, the curriculum and program offerings should vary to meet individual needs. Education for life is essential, and children need to understand, rather than just know.

## **Daily Class Schedule**

**Due to Flex Scheduling, student's schedule will vary depending on individual needs and interests.**

### **SCHOLASTIC INFORMATION**

School begins promptly at 8:00 a.m. and ends at 3:20 p.m. The building is open at 7:15 a.m., and unless supervised in an activity, students are expected to leave the building by 20 minutes after the last bell rings.

When school is in session, courtesy and respect will be provided to those teachers and students who are in class. Students will be expected to have passes to be in the halls during any class time.

All students are required to be enrolled in seven classes, except for students who are enrolled in at least three clock hours of classes at SCCC. Exceptions may be made for students by permission of the Principal.

## **Graduation Requirements**

A minimum of 26 high school credits must be earned and credit received for ALL REQUIRED subjects and 20 hours of approved community service must be recorded in order to graduate from Liberal High School.

## **LHS Community Service Requirements**

Students are required to perform 20 hours of community service for graduation. **To fulfill the requirement, a student must document 20 hours of volunteer work in service to the Liberal community, by 3:00 p.m. on the first Friday in May.** They may choose any activity that meets the guidelines below and verify their service on the Certificate of Supervision available in the counselor's office. The recommended completion time is by the end of the first semester of the senior year. Completion of this requirement will be noted on the transcript. It is further

recommended that students complete at least 5 hours of community service each year. Community service includes the following:

- Work completed for non-profit organizations within the community;
- Any service commencing after the successful completion of the eighth grade;
- Service that is completed outside of the student's regular school hours unless prior approval is gained from the principal;
- Service that meets the above guidelines and is provided under the direction of an approved sponsor;

Any student attending any part of grade 11 in Liberal High School, or has previously attended and then returned to LHS is required to fulfill community service requirements. Students who transfer to Liberal High School in the fall semester of their senior year to attend LHS for the first time are required to fulfill at least 5 hours of community service.

Community service will not be accepted for any service paid for, for credit, for disciplinary or adjudicated purposes, or as part of a regular class duty (such as prom, class floats, etc.) Community service hours will not be accepted if they are being credited for any other project or activity. Any service, other than what appears on the "Community Service Approved List" should be pre-approved in the counselor's office before completing it.

Students may petition the "Community Service Review Board" for approval of any service in question. An LHS counselor will be designated as the contact person. The review board will consist of one LHS administrator, three LHS faculty members, two STUCO representatives, and one LHS counselor.

### **Grade Classification**

#### **Grade 9 (Freshman) Classification**

*Any student in his/her initial year after the 8<sup>th</sup> grade*

#### **Grade 10 (Sophomore) Classification**

*Any student in his/her second year of high school*

#### **Grade 11 (Junior) Classification:**

*Any student in his/her third year of high school*

#### **Grade 12 (Senior) Classification:**

*Earned a minimum of 19 credits*

All students must have 26 credits in order to graduate. There may be exceptions based on extenuating circumstances that would be determined on an individual basis. It may be possible for a student who has been reclassified to graduate with their class if they are able to make up the credits in time.

### **Commencement Participation**

Students must complete all credit requirements not later than 3:00 p.m. on the Friday prior to graduation and community service requirements not later than 3:00 p.m. on the first Friday in May in order to be allowed to participate in LHS graduation ceremonies. All student obligations, such as fees and fines, must be paid before a diploma will be issued. Graduation ceremonies are scheduled to be held at Redskin Field with open seating. No one except the graduates and authorized personnel will be allowed within the fenced area. In case of inclement weather, ceremonies will be moved to the main gymnasium. Because gymnasium seating is limited, seniors will be issued tickets to distribute to guests for admission to the gymnasium if the ceremony has to move inside. The number of tickets issued to each student will be determined by the number of graduating seniors and the number of available seats. Seating for those guests who do not hold tickets will be available in the Maskus auditorium. No one will be admitted to the gymnasium without a valid entry ticket. No one will be admitted to the gymnasium after the seniors enter.

### **Early Graduation**

For guidelines on early graduation requirements contact your high school counselor for more information. **Note: Students who pursue early graduation will forfeit the opportunity to receive senior class ranking and eligibility for valedictorian/salutatorian honors.**

#### ***Kansas Scholars Curriculum and State Scholar Quick Facts***

***For more information about the Kansas Scholars Curriculum or State Scholar designation, contact the Kansas Board of Regents at (785) 296-3421 or visit the Board's website at [www.kansasregents.org](http://www.kansasregents.org).***

### **Kansas Qualified Admissions Quick Facts**

***High School Graduates Beginning Academic Year 2014-2015 and After***



**What are Qualified Admissions?**

Qualified Admissions (QA) are a set of standards used by the six state universities to review applicants for undergraduate admission. The universities that use QA are Emporia State University, Fort Hays State University, Kansas State University, Pittsburg State University, the University of Kansas, and Wichita State University. These standards are set by the Kansas Board of Regents, the governing body for the state universities.

**When are the new standards effective?**

State universities will use the standards for 2015 summer applicants. The standards will apply to freshmen entering high school in the fall of 2011.

**What are the new QA standards?**

- Students graduating from an accredited Kansas high school, under the age of 21, MUST;
- Complete the pre-college or Kansas Scholars Curriculum with at least a 2.0 GPA; AND
  - Achieve ONE of the following:
    - ACT score of 21 or higher; OR
    - SAT score of 980 or higher; OR
    - Graduate in the top one-third of their class; AND
    - Achieve a 2.0 GPA or higher on any college credit taken in high school.

New standards were also approved for graduates of unaccredited high schools (including home-schooled students), GED students, students 21 or older and international students. The standards can be viewed online at [www.kansasregents.org](http://www.kansasregents.org) in the December Board agenda.

**Were changes made to the pre-college curriculum?**

Yes. Changes were made to the English and Math requirements. Electives were added to the curriculum.

<b>Qualified Admissions Pre-College Curriculum</b>	
<b>English</b>	<b>4 approved units</b> of English, one unit taken each year of high school, 1/2 unit may be Speech.
<b>Natural Science</b>	<p><b>3 approved units</b> from the following, one unit must be Chemistry or Physics:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Biology</li> <li style="width: 50%;">• Chemistry</li> <li style="width: 50%;">• Advanced Biology (2nd Year Biology)</li> <li style="width: 50%;">• Physics</li> <li style="width: 50%;">• Earth/Space Science</li> <li style="width: 50%;">• Principles of Technology</li> </ul>
<b>Math</b>	<p><b>3 approved units</b> from the following:</p> <ul style="list-style-type: none"> <li>• Algebra 1</li> <li>• Geometry</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>4 approved units</b>, with one unit taken in the graduating year. Three units selected from the following:</p> <ul style="list-style-type: none"> <li style="width: 50%;">• Algebra 2</li> <li style="width: 50%;">• Algebra 1</li> <li style="width: 50%;">• Any course with Algebra 2 as a prerequisite</li> <li style="width: 50%;">• Geometry</li> <li style="width: 50%;">AND students must meet the ACT college readiness math benchmark.</li> <li style="width: 50%;">• Algebra 2</li> </ul> <p>The fourth unit may be prescribed by the school district and must be designed to prepare students for college.</p>

	<i>Dual enrollment, concurrent enrollment, and online courses may be used to fulfill the requirement. Courses completed in middle school/junior high do NOT fulfill the requirement.</i>	
<b>Social Science</b>	<b>3 approved units</b>	
	Students must complete the following: Approved courses from the following may be used to complete the requirement: <ul style="list-style-type: none"> <li>• One unit of U.S. History</li> <li>• Minimum of one-half unit of U.S. Government</li> <li>• Psychology</li> <li>• Economics</li> <li>• U.S. Government</li> </ul> Minimum of one-half unit from the following: (additional course) <ul style="list-style-type: none"> <li>• World History</li> <li>• U.S. History (additional course)</li> <li>• World Geography</li> <li>• Current Social Issues</li> <li>• International Relations</li> <li>• Sociology</li> <li>• Anthropology</li> <li>• Race and Ethnic Group Relations</li> </ul>	
<b>Electives</b>	<b>3 approved units</b> from the following:	
	<ul style="list-style-type: none"> <li>• English</li> <li>• Math</li> <li>• Natural Science</li> <li>• Social Science</li> <li>• Fine Arts</li> <li>• Computer/Information Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Foreign Languages</li> <li>• Personal Finance</li> <li>• Speech, Debate, Forensics</li> <li>• Journalism</li> <li>• Career and Technical Education</li> </ul>

### What is the Kansas Scholars Curriculum?

The Kansas Scholars Curriculum is one of the requirements Kansas residents must meet in order to receive State Scholar designation during the Senior year. This curriculum is NOT the same as the Qualified Admissions Curriculum.

### What are the other requirements to become a State Scholar?

- Students must have taken the ACT between April of the sophomore year and December of senior year.
- Students must be a Kansas resident.
- Students must have their curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official.

### What is the benefit of completing the Kansas Scholars Curriculum?

Students that complete the curriculum, and meet the other requirements, may be designated as State Scholars, which makes them eligible to receive State Financial Aid as provided by the Kansas Legislature.

*The academic profile of scholars included an average ACT of 30 and an average GPA of 3.90.*

State Scholars may receive up to \$1,000 annually for up to four undergraduate years (five, if enrolled in a designated five-year program) based on financial need and the availability of State funds.

### How is financial need determined?

Financial need is measured by the Federal Methodology using data submitted on the FAFSA.

<b>Kansas Scholars Curriculum</b>	
<b>English</b>	Same as the Qualified Admissions Curriculum.
<b>Natural Science</b>	<b>3 approved units</b> including: <ul style="list-style-type: none"> <li>• Biology</li> <li>• Chemistry</li> <li>• Physics</li> </ul>

	<i>A fourth year of science is recommended.</i>
<b>Math</b>	<p><b>4 approved units</b>  Students must complete the following:</p> <ul style="list-style-type: none"> <li>• Algebra 1*</li> <li>• Algebra 2</li> <li>• Geometry</li> </ul> <p>In addition, students must complete at least one of the following:</p> <ul style="list-style-type: none"> <li>• Analytic Geometry</li> <li>• Trigonometry</li> <li>• Advanced Algebra</li> <li>• Probability &amp; Statistics</li> <li>• Functions</li> <li>• Calculus</li> </ul> <p><i>*Algebra taken in the 8th Grade is accepted.</i></p>
<b>Social Science</b>	Same as the Qualified Admissions Curriculum.
<b>Foreign Language</b>	<b>2 approved units</b> of one foreign language.

### Programs of Study

#### **Scholar Program (same as Kansas Board of Regents Scholar Curriculum).**

**Students must complete this program to be considered for valedictorian or salutatorian**

- 4 Units of English
- 4 Units of Math (Algebra I and higher)
- 4 Units of Science (Honors Chemistry and Physics required)
- 3 Units of Social Science
- 2 Two years of same foreign language
- ½ Unit of PE
- ½ Unit of Health
- ½ Computer Concepts
- ½ Unit of Computer Applications
- 1 Unit of Fine Arts
- 4 Units of Electives

#### **College Program (same as KS Board of Regents qualified admissions)**

- 4 Units of English
- 3 Units of Math (Algebra, Geometry, Algebra II, Advanced Algebra & Trigonometry, Calculus)
- 3 Units of science (Physical Science, Biology, Anatomy & Physiology, Chemistry I and II, Physics, Botany-Zoology)
- 3 Units of Social Science
- ½ Unit of PE
- ½ Unit of Health
- 1 Unit of Fine Arts
- ½ Unit of Computer Concepts
- ½ Unit of Computer Applications
- 8 Units of electives – ACT/SAT/PSAT Test Preparation and Career Exploration, Research & Preparation (CERP) are highly recommended

*\*Note: Many out-of-state universities now require two years of the same foreign language and four years of both math and science.*

#### **General Program**

- 4 Units of English (regular or applied)
- 3 Units of Math
- 3 Units of Science (Earth/Space and Biology required)
- 3 Units of Social Science
- 1 Unit of Fine Arts
- ½ Unit of PE
- ½ Unit of Health
- ½ Unit of Computer Concepts I or Computer Applications I

½ Unit of Computer Applications I or II

8 Units of electives – ACT/SAT/PSAT Test Preparation and Career Exploration, Research & Preparation (CERP) are highly recommended

Note: Technical Prep students may wish to attend SCCC starting their junior year. They will enroll for (3) credits at LHS and (3) credit hours at SCCC. Period 4 will be used for travel. Students considering this option need to stay on track so graduation requirements can be met on time.

### Special Services

Modifications of graduation requirements for special services students will be reflected in the student's Individual Education Plan (IEP). Starting at grade nine and each year thereafter until graduation, the special education IEP committee shall complete or update an alternative graduation plan for all exceptional children who will not be following the regular education graduation requirements. The alternative graduation requirements shall be specified in the student's records during the school year in which the student is enrolled in the ninth grade or its equivalent. This plan shall be reviewed annually with the parents and student at the IEP conference. Upon completion of the units of study designated in the alternative graduation plan, the IEP committee shall recommend the student for graduation.

### Student Class Scheduling Requirements

Generally, all students are required to be enrolled in at least eight classes. Exceptions may be made for students enrolled in coursework at SCCC. Exceptions may also be made for exceptional students who are under the guidance and direction of an IEP. In addition, seniors may take an abbreviated schedule second semester with principal permission.

## NCAA ELIGIBILITY STANDARDS QUICK REFERENCE SHEET KNOW THE RULES

### Divisions I and II Initial-Eligibility Requirements

#### Core Courses

- **NCAA Divisions I and II require 16 core courses.** See the charts below.
- **Beginning August 1, 2016, NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.
  - *Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

#### Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- **Division II** requires a minimum SAT score of 820 or an ACT sum score of 68.
- The SAT score used for NCAA purposes includes **only** the critical reading and math sections. The writing section of the SAT is not used.
- The ACT score used for NCAA purposes is a **sum** of the following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

## Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** GPA required to receive athletics aid and practice **on or after August 1, 2016**, is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for competition **on or after August 1, 2016**, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.
- For Division I and Division II sliding scales, visit [http://fs.ncaa.org/Docs/eligibility\\_center/Quick\\_Reference\\_Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf)

### **DIVISION I 16 Core Courses**

4 years of English.

3 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

1 year of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or comparative religion/philosophy).

### **DIVISION II 16 Core Courses**

3 years of English.

2 years of mathematics (Algebra I or higher).

2 years of natural/physical science (1 year of lab if offered by high school).

3 years of additional English, mathematics or natural/physical science.

2 years of social science.

4 years of additional courses (from any area above, foreign language or a comparative religion/philosophy).

## Information to consider in Academic Planning

1. Students will become aware of the three major graduation programs (Scholars, College, and General). Course selection is based on program requirements.
2. Students will declare (tentatively) a program at 9<sup>th</sup> grade pre-enrollment.
3. Ninth grade core course placement is based on the most recent assessments and teacher recommendations.
4. World history/World geography is required in either 9<sup>th</sup> or 10<sup>th</sup> grade. American history is required in the 11<sup>th</sup> grade, and American Government is required in the 12<sup>th</sup> grade.
5. Freshmen schedules must include English I, math, and science.
6. Most sophomore schedules include English II, a math and/or a science, and World History/World Geography.
7. Students may, by teacher recommendation or by IEP, take both Geometry and Algebra II in their sophomore year in order to take calculus their senior year.
8. For classes requiring teacher permission or audition, students must obtain permission prior to enrolling.
9. All juniors are encouraged to take the PSAT in the fall of their junior year. This test offers students the opportunity to compete for prestigious scholarships through the National Merit Scholarship program.

10. Senior class rankings will be based on seven semesters of weighted senior high school course work.

### **Report Cards and Progress reports**

Progress reports will be sent to parents at 4 ½ week intervals. Nine weeks progress reports and semester grades will be mailed within one week of the conclusion of the grading period. Progress reports are an attempt to build lines of communication with the parent/guardian so as to monitor and stay informed of student performance throughout the semester. To be eligible for the **Superintendent's Honor Roll**, a student must have all A's. To be eligible for the **Principal's Honor Roll**, a student must have at least two A's and no grade below a B.

### **Senior High School Fees**

LIBERAL HIGH SCHOOL BOOK RENTAL AND FEES are Board approved.

### **Release of Student projects**

Permission will NOT be granted to release any project with outstanding cost from the classroom until costs for materials used are paid in full.

### **LHS ENROLLMENT INFORMATION**

**(Note: Students enrolling for the 1<sup>st</sup> time at LHS must have complete records of required immunizations, including a TB skin test, before being allowed to attend LHS.)**

### **Spring Pre-Enrollment:**

Pre-enrollment will be conducted during the second semester. At that time parents/guardians will have the opportunity to review their child's pre-enrollment selections with the LHS counseling staff.

### **Schedule Changes (Drop/Add)**

Requests for 1<sup>st</sup> semester class changes must be made by the end of the fifth day of classes, and for 2<sup>nd</sup> semester by the end of the third day of classes, by completing a **Schedule Change Application** from the counseling office. Schedule changes after the Drop/Add deadlines will be considered only for the following reasons:

1. A new student enrolls.
2. A student qualifies for special services, E.S.L., or a 504 plan placement.
3. A student is identified by a teacher as being incorrectly enrolled in a class due to academic ability (i.e. placed in honors, but should be in regular).
4. The changes have been approved by a building administrator following a conference that includes the student, parents, teachers affected by the possible change, counselor, and administrator.
5. The building administrator deems the class change appropriate based on extenuating circumstances. (No conference would be necessary.)
6. Students who are permitted to change classes, whether subjects or sections, will carry the current grade earned to the new course or section.

## **Correspondence Coursework**

Online courses, correspondence courses, virtual schooling, private schooling, and any other credits not earned at LHS must be from an accredited institution and are subject to approval from the building principal. For credit recovery purposes prior approval must be received.

### **Course Test Out Examination Opportunity**

A list of “test out” classes is available in the counselors’ office.

### **Guidelines for Test Out Examination Eligibility**

1. Students with a cumulative grade point average of 3.5 will be allowed the test out opportunity.
2. Students with less than a 3.5 grade point average may be considered for approval by the building principal upon request by the student and/or parent, department chairman and counselor. Repeat efforts to test out of the same course must be approved by building principal. The building principal must approve test out examination of previously failed classes.

### **Procedures for Test Out Examination**

1. Students must complete an application for test out at least 10 days prior to the requested test out examination.
2. Applications will be available in the Liberal High School counselor’s office.
3. The examination will be kept on file in the Liberal High School counselor’s office and administered through the coordination of counseling department.

### **Test Out Examination Design**

1. The examination will be comprehensive and will assess course competencies as they relate to the district outcomes.
2. The department chair will be responsible for the development of comprehensive examinations utilized for test-out purposes.
3. The examination will be updated each year by the department chair or his/her designee.

### **Test Out Performance Criteria for Credit**

Students will receive credit with a minimum score of 80%. All credit will be recorded on the transcript at the grade level in which the student is enrolled. The transcript will reflect the name of the course, amount of credit and “Test Out” designation. No grade will be issued for G.P.A. points; only pass credit will be given. No entry will be made on the official transcript if the student does not score 80% or above on the test.

### **Summer School**

Liberal High School will offer summer school courses. Counselors will advise the students of guidelines and procedures for summer school enrollment.

### **“Incomplete” Course Work**

Grades of “0” will occur as a result of students missing a final examination or regular course work. Make-up privileges listed under the attendance section will apply.

### **Testing Programs**

Each school year, students at Liberal High School will be involved in a considerable amount of testing. In some cases the testing is required and in some cases the testing is optional.

- 1) Students are expected to take classroom tests, district benchmarks, nine-week and semester exams, except when exempt according to policy. These tests serve to help determine the level of student performance and progress achieved in enrolled coursework.
- 2) In addition, students are required to participate in state and national testing as part of the school accreditation process. Class placement may be based on scores.
- 3) For purposes of college entrance, as well as scholarship application, many juniors and seniors aspiring to attend college upon their graduation from LHS, will elect to take the PSAT, SAT, and/or ACT.

## **ACT Testing Schedule**

*(KS Colleges Require the ACT for Admission)*

Refer to [www.actstudent.com](http://www.actstudent.com) for testing dates and registration deadlines

For more information on college entrance requirements visit the counselors' notes on the LHS homepage, or visit directly with a counselor.

## **SAT Testing Schedule**

Refer to [www.collegeboard.com](http://www.collegeboard.com) for testing dates and registration deadlines dates and registration deadlines

## **LHS SEMESTER EXAM SCHEDULE**

### **To BE DETERMINED**

**\*All final exams must be completed within five school days of the final testing day. Consideration for this opportunity will not be allowed for students who had an unexcused absence on the final examination day. Upon request, the building principal may extend the deadline due to extraordinary circumstances.**

### **Semester Test Exemptions**

Students who are able to achieve specific performance criteria as it relates to; 1) academic performance 2) attendance, and 3) behavior/discipline throughout the semester, will have the opportunity of choosing whether to opt out of respective semester finals. A school-wide procedure for semester examination exemptions will be determined by the building principal.

## **Student Activities**

### **Eligibility Rules for Athletic Contests**

**In order to participate in interscholastic contests, students of Liberal High School must meet the rules and regulations set up by the Kansas State High School Activities Association. These rules govern the eligibility in all high schools in Kansas.**

### **KSHSAA Eligibility Requirements**

1. Student is a bona fide undergraduate in good standing;
2. Student's conduct and standard of sportsmanship is satisfactory and does not bring discredit to himself/herself or the school;
3. Student is not 19 years of age on or before September 1 of the school year in which (s) he competes;
4. Student has met the following semester requirements:  
Student shall not have more than two semesters of possible eligibility in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in senior high school. *NOTE: if a student does not participate or is ineligible due to transfer, scholarship, etc., the semester(s) during that period shall be counted toward the total number of semesters possible;*
5. Student passed five subjects (not previously passed) of unit weight in student's last semester of attendance;
6. Student is enrolled in and passing five subjects (those not previously passed) of unit weight;
7. Student has not been in more than four seasons in one sport in a four-year high school, three seasons in a three-year high school or two seasons in a two-year high school;
8. Student does not engage in outside athletic competition in the same sport while a member of a school squad. Students should consult their coach or principal before participating individually or on a team in any game, training session, or tryout conducted by an outside organization;
9. Student has passed an adequate physical examination by a practicing physician and has the written consent of his/her parents or legal guardian. (The completed form must be in the hands of the Athletic Director prior to the first practice.);



10. Student is regularly enrolled and in attendance not later than Monday of the fourth week of the semester in which he/she will participate;
11. Student has not violated the Anti-Tryout and Private Instruction Rule, which states: "Students are eligible if they have not participated in training sessions or tryouts held by colleges or other outside agencies or organizations in the same sport while a member of a school athletic team."

### **USD 480 Additional Requirements for Student Activities**

1. Students must have on file a completed Emergency Release Card.
2. Students must have on file a signed random drug testing consent form.
3. Eligibility will be checked weekly. Grades will be checked each Thursday and will determine a student's eligibility for the following week (Monday – Sunday). All activity participants, managers and trainers who are not passing five classes will be placed on academic probation for one week. (Note: LHS "Second Chance" or evening school classes will NOT be included in the calculation of eligibility.) If at the end of the probationary period the student is not passing 5 classes, he/she will be ineligible for one week or until the grades meet the eligibility requirement, whichever occurs last. (**Note: Students are allowed only one academic probation each season**). Students who are on the list repeatedly may be subject to additional consequences or dismissed from the activity.
4. Any student participating in activities must be in school on the day of the competition unless approved by the principal.
5. Students assigned to ISS on competition days are ineligible for competition. *Note: Students are allowed to attend practices on days when they are assigned to ISS but only after the completion of the regular school day.*
6. Any student who is injured during practice or competition should file claims with their family insurance first. Liberal High School offers supplemental insurance to assist with additional charges. These forms can be picked up in the activities office.
7. Students who participate in activities will not bring discredit to themselves and/or Liberal High School as outlined by the Kansas State High School Activities Association.
  - a. **Any student who is charged at any time period during a school term by police for a felony will be subject to suspension from all activities of the school until the court determines guilt or innocence.**
  - b. **Any student who is charged at any time period during the school term by police for possession and/or use of alcohol or drugs will be subject to the policies and guidelines set forth by activities coaches and sponsors.**
8. Children of activity participants or sponsors may not ride on provided school transportation without prior approval.
9. Students involved in activities are expected to set a high standard of behavior and are subject to additional regulations established by the activities office. Sexual harassment, misconduct, lewd behavior, drug/alcohol use, and similar behaviors will be subject to consequences that may include suspension from the game or event the student is in.

### **Activity Tickets**

The student activity pass is part of the Student ID Badge (\$25.00) and entitles the owner to attend all regular season home athletic events. Lost or stolen cards may be replaced at an added cost of \$10.00.

### **Transportation**

It is the philosophy of Liberal High School and USD 480 that all activity participants ride the activity bus to and from the activity. This ensures the safety and well-being of our students while they are representing Liberal High School. This also promotes a sense of unity and team building. We do realize that in some cases it is necessary for parents to have their child accompany them home. In these cases, the parent must notify the activities director or head coach in writing before the student will be released. Please consider that the more notice we have of your intentions the more efficient the process will be. Request forms may be picked up in the athletic office. (NOTE: Students will **only** be released to **their** parent or legal guardian.)

## GENERAL GUIDELINES AND PROCEDURES

### Accidents

All accidents in the school building, on the school grounds, at athletic practice sessions, or at any school sponsored event either at school or away must be reported immediately to school personnel sponsoring the activity. An accident report must be filed with the school nurse.

### Insurance

While participating in KSHSAA sanctioned activities students are insured for accidents or injuries, but only to the extent that no other insurance applies. The school does not provide insurance for accidents or injuries to students, or for theft or damage to student possessions. If you do not have some form of hospitalization insurance, we strongly recommend that you purchase a plan. For your convenience, USD 480 furnishes a simple form, supplied by a reputable company, offering inexpensive coverage.

### Announcements

Announcements are to be turned in by 1:00 p.m. to a high school secretary to be recorded in the "daily memo," and/or e-mailed to the Broadcasting teacher for the next day. A faculty member, administrator, coach, and/or club sponsor will need to sign each announcement. As a general rule intercom announcements will not be made during class time unless deemed necessary.

### School Assemblies

Periodic school assemblies will be held to inform students, promote educational messages, or simply to offer entertainment. Students and staff will be informed when to dismiss. Assemblies will usually be held in the gymnasium or the auditorium.

#### Seating in the gymnasium is as follows:

**Seniors:** Lower south-west level

**Sophomores:** Lower north-east level

**Juniors:** Lower north-west level

**Freshmen:** Lower south-east level

Seating areas will be monitored by LHS staff assigned to designated areas.

#### Seating in the auditorium is as follows:

**Seniors:** Center Aisle, Lower level

**Sophomores:** South Aisle, Lower level

(Enter through center doors)

(Enter through south "drama" hall)

**Juniors:** North Aisle, Lower level

**Freshmen:** Upper level

(Enter through North "music" hall)

(Enter through North "music" hall)

### Pep Assemblies

Students are expected to exhibit the same courteous and respectful conduct at pep assemblies that is expected of them in their daily LHS routines. Students are also expected to stand throughout the assembly and are strongly encouraged to participate in building school spirit. HAVE FUN!

#### **Consequences for Positive and Appropriate Behavior**

- Atmosphere is energetic and awesome!
- LHS will be better than any/all other high schools!

#### **Consequences for disruptive behavior:**

- Administrators will be informed of any disruptive or non-cooperative student behavior.
- Students who display inappropriate conduct in a pep assembly will receive a referral and receive consequences in accordance with discipline guidelines.

*(Note: Pep assembly sponsors and/or cheerleaders will be expected to receive prior approval from the activities director or a building administrator for all activities performed in each assembly).*

### **Bags & Backpacks**

Bags constructed of mesh or other see-through material is preferred for student use to tote school materials and books in the LHS building.

### **Bus Service**

Riding Liberal school buses is a privilege. Failure to comply with the rules provided by the driver and Liberal High School will result in written referral and possible loss of transportation privileges. For information or concerns regarding the USD 480 bus service contact Director of Auxiliary Services at 604-1010 or Transportation Director at 604-1090.

## **USD 480 REGULAR BUS ROUTE RULES AND REGULATIONS**

1. Eligible Students include any student that resides outside a one-mile radius from their attendance center (By Kansas State Board of Education Regulations, school districts are only required to transport students which live two and one-half miles from their attendance center). Due to unforeseen circumstances, USD 480 reserves the right to limit the number of students transported by district buses outside the one-mile radius when students exceed the seating capacity of the district's bus fleet.
  - A. In the event that the number of student bus riders would have to be reduced due to space availability, those students living closest to the one-mile boundary would be the first to be ruffed; 1st High School Students, 2<sup>nd</sup> Middle School Students, 3<sup>rd</sup> Intermediate students, and 4<sup>th</sup> Elementary students.
2. No student riding a USD 480 school bus will be allowed on or off the bus once they have entered the bus and the bus leaves for its final destination.
  - A. The bus will not stop at any unscheduled site once a student is being transported to a designated location scheduled by the district.
3. Eligible students will not be allowed to leave from, be picked up, or dropped off at the Central Busing Distribution Center located in the west parking lot at Redskin field. (High School and West Middle School students will be dropped off and picked up at their schools).
4. Students that attend a district school outside of their home school boundary will not be eligible for district busing. The exception to this rule would be that the District Office assigned a student to a school outside the home school boundary.
5. Students are permitted only three behavior violations per semester while riding the bus.
  - 1<sup>st</sup> Violation serves as a warning.
  - 2<sup>nd</sup> Violation will result in automatic suspension of bus riding privileges for one week.
  - 3<sup>rd</sup> Violation will result in suspension of bus privileges for the remainder of semester.

### **LHS Cafeteria Procedures and Conduct**

**LHS has a closed lunch hour policy. Students need to present their student ID card to be scanned at the register for meal purchases. The LHS Cafeteria assumes the same expectations as a classroom. Students entering or leaving the cafeteria at any time other than their scheduled time must have an authorized hall pass.**

1. Students are scheduled to go to the cafeteria with their 5<sup>th</sup> hour class and remain there throughout their assigned lunch period.
2. The fifth period teacher will monitor students passing to and from the cafeteria.
3. Students are to pass in an orderly manner, keeping in mind that other classes are in session. Loitering in the restrooms, at water fountains, at lockers, etc. is prohibited.
4. Students are to maintain orderly conduct while eating and interact in a congenial and appropriate manner.

5. Students are to return their trays to the conveyor belt when finished eating and are expected to leave their eating area clean for those that follow.
6. Food, drinks, silverware, and cafeteria dishes are not to be taken out of the cafeteria.
7. Students are reminded that the school parking lot and the vehicles in the parking lot are off limits throughout the school day including during the lunch hour. (See "leaving school" for procedures to leave the building during school hours).
8. If a sack lunch is delivered by parents/guardians, it may be delivered and picked up in the LHS office; however catered lunches (fast foods) and carbonated beverages, are not permitted.

### **Cheating**

**Level 1 Offense:** Any student found guilty of sharing answers or other test information will be disciplined by the classroom teacher, and consequences will be communicated to the parent by the teacher.

**Level 2 Offense:** Any student found guilty of stealing answer keys, receiving stolen tests, manipulating teacher grade books, or receiving stolen answer keys will be issued a disciplinary referral.

### **School Clubs and Activities**

Liberal High School offers many opportunities for students to become involved in clubs or activities that will operate in accordance with BOE policy JHC. Students are encouraged to get involved in extracurricular activities of their choice. All students involved in clubs and/or activities must have a signed release on file to participate in random drug testing. The following is a sample list of some LHS clubs and activities available:

Art Club	Key Club
Athletics	LATER @ LHS
Cheerleaders	Class Officers
Debate and Forensics	National Honors Society (NHS)
Drama Club	Redskin Band and Jazz Ensemble
Redskin Singers and Chorale	Stand-Out
Science Club	Student Council

### **National Honor Society Guidelines**

Membership in this chapter shall be based on scholarship, service, leadership, and character.

Candidates eligible for election to this chapter must meet the following requirements to join and to keep membership in NHS:

- A. Be a member of the sophomore, junior, or senior class;
- B. Have a 3.5 (or greater) unweighted or 4.0 (or greater) weighted GPA;
- C. Have been enrolled a minimum of one semester at Liberal High School;
- D. Have met the State enrollment policy each school year (be enrolled each year in a minimum of 7 hours);
- E. Meet curriculum requirements of the College Prep Program;
- F. Have and maintain 94 percent or better school attendance as indicated on official attendance reports.;
- G. Have no In-School (ISS) or Out-of (OSS) suspensions on file in administrative offices.

\*For complete membership guidelines please visit with your school counselor or NHS advisor.

### **Dress Code**

Appropriate dress and personal grooming are an individual responsibility and a matter of personal pride. The impression given to others through personal appearance is important to the individual and to the school. Students are asked to be responsible and use good judgment concerning appearance. The following dress code guidelines

are applicable, and ***it will continue to be at the discretion of Liberal High School administration to assure that appropriate levels of modesty and safety are upheld:***

1. **Immodest Dress:** The straps of blouses, shirts, tops, and dresses must be at least two inches across on both shoulders. Sleeves must be hemmed. Shirts, pants, and dresses that are excessively tight and/or short are prohibited. Sheer and see through garments are prohibited. Any garment exposing midriffs will also be in violation of school dress code.
2. **Garments must be of a modest length:** Dresses, skirts, shorts, tunic tops or any such primary garment must be a minimum of fingertip length. The garment length must be at or beyond the fingertips –including any holes in garments. Boxer shorts will not be permitted as outer wear.
3. **Trousers:** (Pants, jeans, etc.) are to be belted or adjusted and worn at waist level. Wearing trousers in a low riding/bagging position is NOT acceptable. **Overall straps are to be worn over the shoulder and buckled.**
4. **Hair:** Hair must be neat, clean, and not interfere with the educational and/or school activities. All hair brushes, rakes and rat-tailed combs are not to be worn by students in their hair.
5. **Headgear:** Wearing hats, headgear, or sunglasses inside the building without a medical reason is not permitted. Headbands must not exceed 1 ½ inches in width, and must serve a functional purpose.
6. **Outdoor Jackets:** Teachers may ask students to remove outer coats/jackets when it is the teacher's opinion the outer garments are distracting from the educational process.
7. **Shoes:** Students are required to wear shoes. However, soccer shoes, or any shoe, which will mark or mar the floor unintentionally, are not to be worn inside the school building. Each school-sponsored activity may have additional regulations established by the teacher/sponsor and approved by the principal.
8. **Other dress wear:** Students will not wear medallions, patches, monograms or other articles that may be considered dangerous, cult, vulgar, obscene, suggestive, racist, symbolic of gangs, have double meanings, advertise alcohol, drugs, or any item that could project an offensive or negative attitude.

**Any method of dress, other than those listed, that attract undue attention, and presents security concerns, disrupts, or interferes with the normal educational process is not permitted. If, in the professional opinion of any teacher or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, or is clearly inappropriate and in poor taste, that student will be referred to the office.**

#### **Formal Dress Code**

1. **Slits in the skirts of dresses/formals whether in front, back, or on the side can be no higher than fingertip length.**
2. **Two-piece dresses will be allowed but not those that expose the bare midriff.**
3. **Sheer materials must have an underlay that is not "see through".**
4. **Plunging necklines and open sides that expose the bust line will not be permitted.**

### **Emergency Preparedness**

State regulations require periodic drills be held for fire and emergency preparedness. All classes, students and teachers are expected to participate in these exercises and treat them as real occurrences, as specified in the USD 480 Crisis Manual. Any instructional time that is lost due to prank calls or false alarms will be made up by extending subsequent school days. In case of an actual emergency, parents are advised to NOT call the high school but to contact the USD 480 central office for information and steps to take and/or listen to the local media for informative reports.

### **Entrance & Exit Doors**

Students should enter and leave the building through the numbered doors (1-4) on the north and south sides of the Main Campus building and door numbers 1, 12, and 15 at the East Campus. All doors to the building will be secured at 8:00 a.m., with the exception of the #1 main exit/entrance on the southeast side of the Main Campus building as well as the west exit/entrance leading to the industrial arts annex building and the #1 main exit/entrance on the northeast side of the East Campus. Bus pick-up and departure will be on the north side of the building at the designated bus loading times.

## **Use of Technology and Electronic Resources**

The district's computer network is for educational use only. Students are expected to follow the guidelines and principles as outlined in the acceptable use policy. Before any student can use the district's network, the student must have on file a copy of the acceptable use agreement signed by both the student and his/her parent or guardian.

Users are required to report to the teacher or building administrator any abnormalities or inappropriate material. Any misuse of the network will result in the student's privileges being revoked and they will not be able to use the network.

### **Consequences for Violating the District's Acceptable Use Policy**

Consequences for violating the district's policy may include the following:

- Suspension of District Network Privileges;
- Revocation of Network Privileges;
- Suspension of Internet Access;

## **Hall Pass /Handbook**

Students are expected to have a pass signed by an authorized staff member when they are in the hallways during regular class times. This pass is to have student's name, the date, the time, and the destination on it, along with the authorized signature. It is expected that passes be shown immediately to staff members, administrators, or student patrol upon their request. Failure to have an authorized pass will result in the issuance of a tardy slip.

## **Items of Value**

All articles of value not needed for school use should not be brought to school. The school is not responsible for the lost or stolen articles.

## **Leaving School**

**Permit to Leave the Building:** Unless a student is a member of a school sponsored group representing our school in an activity, a student should NOT leave the campus during school hours for any reason without first obtaining a permit or "PASS" from the office. Pass requests must be accompanied by parental permission and be approved by a member of the administrative team or his/her designee. Students procuring blue passes should sign out of the LHS attendance center office prior to leaving campus. Leaving without gaining proper approval will result in unexcused absence consequences. Students must have administrative permission to leave the building.

## **Library Policies and Procedures**

- Books are checked out for two weeks; they may be renewed for two additional weeks.
- If books are overdue, a fine of 5 cents per day is assessed, up to 15 days or a maximum fine of 75 cents.
- No student will be allowed to check out more materials if he/she has an overdue book or unpaid fine.
- The student is responsible for all books and materials he/she checks out and will be required to pay for damaged, lost, or stolen library items.
- All copies, either microfiche or Xeroxed, are 10 cents per page.
- Revocation of Internet Access;
- Suspension of Computer Access;
- Revocation of Computer Access;
- School Suspension (Students Only);
- Expulsion (Students Only);
- Disciplinary action up to and including dismissal (Staff Only);
- Referral to legal authorities for prosecution under Kansas Law.

## **Lockers**

Lockers throughout the building are the property of USD 480. Students have no reasonable expectation of privacy in regard to lockers. Student lockers are subject to inspection at any time, without notice, by school personnel when necessary or on a random basis. Lockers are assigned to the students by the building administration. These lockers are located on 1<sup>st</sup> and 2<sup>nd</sup> floors. Students are only to use the lockers that have been assigned to them. No student may exchange lockers with another student or move to an empty locker without the prior permission from an LHS building administrator. Lockers are for books and materials and are expected to be kept in good condition. Any student who intentionally damages or destroys school property shall be disciplined and

must make restitution for damages. A second offense may result in the student being long term suspended or expelled. In addition, the student must make restitution for damages. Should students have difficulties with their lock or locker, they should inform an LHS administrator or the LHS attendance office.

### **Lost & Found**

Lost books and personal items should be turned in and claimed in the main office.

## **IMMUNIZATION POLICY**

Every student entering school in the district for the first time shall be required prior to admission to and attendance in school, to present to the appropriate school authorities certification from a licensed physician or health department that he has received immunization against poliomyelitis, diphtheria, pertussis, mumps, tetanus, measles and rubella. He or she also must have had a TB skin test within the preceding 12 months. If the record of immunizations is incomplete, the needed immunizations must be obtained and a completed record presented to the school. The student, without completed records, will be excluded from school and all school activities. After five (5) days, truancy proceedings will be initiated.

A student with a positive reaction to a TB skin test will be referred to a physician for follow-up. Before this student will be permitted to attend school, a written statement will be required from a physician stating the student is free from active TB or is receiving treatment for such.

The legal alternatives to immunization are:

1. Certification from a licensed physician stating the physical condition of the student to be such that immunization would seriously endanger his life, or health;
2. A written statement signed by one parent or a guardian that the student is an adherent of a religious denomination whose religious teachings are opposed to immunization.

## **MEDICATION POLICY**

**General Policy:** The school nurse may be contacted through the principal's office. In case of illness during school hours, report to the office to get a pass to go home. If medication is needed during school hours, the student's parent or guardian may request that the school personnel administer the medication. If the parent or guardian requests that school personnel administer the medication, the following requirements must be followed:

1. A "Medication Permission Request" form must be obtained through the principal's office and shall be completed by the authorized health care provider, who is a M.D., D.O., or an A.R.N.P.
2. The parent or guardian must complete the "Parent Section" of the "Medication Permission Request" form.
3. The medication and the completed "Medication Permission Request" form shall be given to the building principal. The medication must be contained in a current prescription bottle, properly labeled by a registered pharmacist.
4. All personal prescription medications and over the counter medications shall be placed in the possession of the school nurse or the nurse's designee for dispensing to the student.
5. At no time will the initial dose of a new medication be administered by school personnel.
6. The school nurse, or the building principal after consulting with the school nurse, may choose to discontinue the administration of medication, provided that he/she has first notified the parents or health care provider in advance of the date of such discontinuance with the reasons therefore.
7. In the event the parent or guardian decides to discontinue a medication being administered at school, the parent or guardian must deliver to the building principal a signed and dated request, specifically naming the medication (for clarification). The principal shall then deliver said request to the school nurse as soon as possible.
8. The medication shall be administered in accordance with district policy, a full copy of which can be obtained from the office of the principal or counselor.

**Self-Medication:** Notwithstanding the foregoing, under certain very specific circumstances, a student may be allowed to self-medicate in accordance with the procedure hereinafter set forth:

1. The medication authorized for self-mediation shall be limited to medicine for the treatment of anaphylactic reactions or asthma including, but not limited to, inhaled bronchodilators, and auto-injectable epinephrine.
2. The student's parent or guardian shall sign and deliver to the building the appropriate permission forms authorizing the self-medication of the student in accordance with district policy. The form may be printed from the website – [www.usd480.net/nurse](http://www.usd480.net/nurse) or requested from the school nurse or building principal.
3. The building principal must be provided with a medication permission form from the student's health care provider (M.D., D.O., or A.R.N.P.) stating:
  - (i) the name and the purpose of the medication;
  - (ii) the prescribed dosage;
  - (iii) the time the medication is to be regularly administered;
  - (iv) any additional special circumstances under which the medication is to be administered; and
  - (v) The length of time for which the medication is prescribed.
4. The building principal must be provided with a medication permission form from the student's health care provider (M.D., D.O., or A.R.N.P.) and the student's parent or guardian stating that such student has been instructed on self-medication and is authorized to do so in school.

**"Students, parents and guardians of students are hereby notified that USD 480 and its officers, employees and agents are not liable for any damage, injury or death resulting, directly or indirectly, from the self-administration of medication. The parent or guardian of each student shall be required to sign a statement acknowledging that USD 480 and its officers, employees and agents incur no liability for damage, injury or death resulting, directly or indirectly, from the self-administration of medication and further agreeing to indemnify and hold USD 480 and its officers, employees and agents harmless from and against any claims relating to the self-administration of such medication."**

### **Parties in Classrooms**

As a general rule, parties are not to be held in a school classroom. It is the belief of the LHS administrative team that they serve little purpose with regard to improving student academic performance. However, if there is a special occasion that presents itself appropriate for a classroom celebration, the activity needs the approval of the building administrator and should be scheduled to take up only a portion of the class meeting time. All food served at Liberal High School must be prepared in a KDHE licensed, certified, or approved facility.

### **Parent-Teacher Conferences**

Liberal High School Parent-Teacher conferences are scheduled in the fall and spring. All parents/guardians are urged to attend these conferences. Parents are welcome at Liberal High School. However, when a parent/guardian desires to arrange an individual conference with a teacher, it is necessary that an appointment be made. The appointment can be scheduled by leaving a message for the instructor, calling an administrator, or arrangement through the LHS counselor's office. Upon arrival for a teacher conference, parents/guardians should go to the LHS office and inform the office secretary of their presence and ask that the respective teacher be notified.

### **Skateboards, Scooters & Hoverboards**

For safety and liability reasons, use of these items are prohibited on LHS property.

### **School Closings**

Inquiries should be directed to the district office regarding district decisions to close school. Students and parents are also advised to tune in to local radio and TV stations (Channel 16) for information about possible school closings.

### **School Dances**

Students currently enrolled at Liberal High School are encouraged to attend and enjoy school sponsored social activities such as school dances. Admission will be granted by staff representatives upon determination of the student's "good standing" status (a list will be in place at check-in). Each student is also permitted to bring one



guest, provided the guest is registered in advance in the LHS office by the specified deadline. Guests will be approved provided they are less than 21 years of age, a high school graduate of the last two years, and have passed a positive background reference check. Students and guests must have a current and valid ID.

All LHS and USD 480 policies and procedures apply to students and dates who attend LHS dances. In addition, dancing deemed inappropriate by dance sponsors or school administrators will not be tolerated. Inappropriate dancing, as interpreted by school personnel, will include "dirty dancing" or dancing which insinuates, demonstrates, or imitates acts of sexual activity. In cases of inappropriate behavior, students will be warned. Second offenses will result in students being asked to leave, an assigned discipline referral, and student forfeiture of privilege to attend any future LHS sponsored dance activities. LHS reserves the right to require students suspected of being under the influence of drugs or alcohol to submit to an appropriate screening procedure. Failure to submit to the procedure will be an automatic admission of guilt.

### **PROM:**

Prom guest forms and applicable fees must be turned to the office no later than 3:30 P.M. the Friday before the week of prom. All attendees must be in good standing and complete a form for attendance. Guests must be at least in the ninth grade, under 21 years old and a high school graduate of the last two years, or a student in good standing at another school. Exceptions may be made when the building principal believes that extenuating circumstances exist; PROVIDED FURTHER, if the building principal believes extenuating circumstances exist, then the building principal, after consultation with the Superintendent, may give written permission for attendance of the person for whom the exception is being made. If the USD 480 student affected by the building principal's decision does not agree with such decision, the student or the student's parents or guardians may request the building principal's decision be reviewed by the Board of Education at a regularly scheduled meeting of the Board of Education. Dress code for formal attire will be enforced for all attendees and for any person who may be escorting an attendee. Those choosing not to comply with the rules will not be allowed in and/or asked to leave. Additional prom rules and procedures will be distributed prior to prom.

#### **Additional notes for Prom:**

**By 3:30 p.m., Friday the week before prom :**

- **Seniors must have their 20 community service hours turned into the counselors' office to attend the Junior/Senior Prom.**
- **Juniors must have 15 hours of community service turned in to the counselors' office to attend the Junior/Senior Prom.**
- **Sophomores must have 10 hours of community service turned in to the counselors' office to attend the Junior/Senior Prom.**
- **Freshman must have 5 hours of community service turned in to the counselors' office to attend the Junior/Senior Prom.**

### **Search and Seizure**

The principal, assistant principal, or designee are authorized to search students and students' property if there is reasonable suspicion that district policies, rules or directives are being violated.

#### **Board Policy JCAB Searches of Property (See JCABB)**

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

#### **Search of Lockers**

Lockers in the district schools shall be under the supervision of the principal. Students shall have no expectation of privacy in any school locker.

The combinations and/or keys to all locker locks shall be in the possession of the principal and store in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.

### Searches of Property

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search which shall be made in the presence of the principal.

Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.

### Use of Trained Dogs in Conducting Sweeps

At the request of the principal or on a schedule agreed upon by the service provider and the principal, law enforcement officers or licensed private agencies contracting with the school for such service, may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare and safety of the students and/or staff are present in the district parking lot, hallways, lockers, classrooms and/or locker rooms.

## **JCABB Searches of Students (See JCAB and JCAC)**

**JCABB**

Principals are authorized to search students if there is reasonable suspicion that district policies, rules or directives are being violated. Strip searches shall not be conducted by school authorities. All searches by the principal shall be carried out in the presence of another adult witness.

The student shall be told why a search is being conducted. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, book bags and briefcases. The principal shall attempt to call the student's parent/s and may call law enforcement. Items which the principal believes may be connected with illegal activity shall remain in the custody of the principal unless the items are turned over to law enforcement officials. If the student refuses to cooperate, the principal may take disciplinary action and/or seek assistance from law enforcement.

If law enforcement assistance is present, further search of the student shall be with cooperation and assistance of law enforcement officials. The principal shall remain with the student and be present during any search of the student made by law enforcement officials on school property. The principal shall receive and file a receipt for items turned over to law enforcement officials.

If the principal believes a student is in possession of an object which can jeopardize the health, welfare or safety of the student or others, the student shall be removed to a safe location. This determination may be based on any information received by the principal or any member of the faculty or staff.

Approved:

09/21/ 2015

## **Student ID's**

Student identification cards will be prepared and issued as part of the registration process. ID cards must be utilized as library cards and food service cards and should be on the student at all times for identification purposes. The replacement fee for lost or damaged cards is \$10.00.

## **Student Parking and Vehicle Compliance**

Student parking exists in the parking lots north and south of the high school and on the gravel parking lot west of the annex building. Parking along the front curb closest to the school in both the north and south lots is

reserved for faculty parking and not to be used for student parking. The asphalt parking lot on the north side of the annex is also reserved for staff and cafeteria personnel.

All traffic and parking signs must be observed. The speed limit on the school grounds is 15 MPH. Periodically the police may monitor the parking lot. Violations of driving and parking regulations may result in school disciplinary action ranging from receipt of window stickers to forfeiture of campus driving privileges.

Students are also reminded that parking in the fire lanes (curbs marked in red), is NOT permitted. Students are to park between the lines designating a parking space and are not to park in such a manner as to take up two parking spaces. Vehicles which are illegally parked or parked in violation of these student parking regulations may be ticketed and/or towed. Students are responsible for all charges incurred as a result of their vehicle being towed.

Students are not permitted to be in or about cars during the school day without administrative approval. If it becomes necessary to go to your car during the school day, secure permission from the office. Failure to do so will result in a discipline referral.

Finally, student vehicles are an extension of student property and must comply with school policies. Vehicles are not to advertise or promote any inappropriate or intentionally offensive messages, symbols, or visual materials that may be interpreted as racially divisive or hateful. (See section on racial harassment or intimidation). In addition, vehicles on school property are subject to search for illegal substances or weapons. Violations will result in disciplinary action by the school authorities and possible action by a local law enforcement agency.

## **Electronic Devices and Bring Your Own Device Guidelines**

### **STUDENT COMMUNICATION DEVICE (CELL PHONE) POLICY**

**IIBGC**      **BYOD Guidelines** (See IIBG, IIBGA, IIBGB)

**IIBGC**

#### **Purpose**

Personal Technology, laptop and personal computing devices not owned by the district and brought to school (herein collectively "Personal Devices"), shall be restricted to classroom or instructional-related activities. Personal Devices can be connected to the district's public wireless via a key provided by the technology department. This key will be provided upon completion of the BYOD user agreement available on the staff links section of the USD 480 website.

#### **Limitations**

- Personal Devices will only be used for instructional-related activities.
- Personal Devices will only be used on the BYOD staff/student wireless network (they will never be connected to the district's wired network).
- The security of Personal Devices is solely the responsibility of the staff/student member. Any loss resulting from damage to or theft of Personal Devices in school setting or on district property is not the responsibility of the district.
- District is not responsible for normal wear/tear, updates, for antivirus security and software application and hardware support on Personal Devices.
- Personal Devices will use the BYOD network and abide by the filtering program of the district.
- User shall ensure the district mobile device management application is installed on the Personal Devices to allow district owned applications to be loaded and limit non-school applications.
- Personal Devices must have a current antivirus solution installed.
- USD #480 has the right to reduce bandwidth on the BYOD network for related school functions.
- Any installed applications (disk required) that are not web based will not be available on a Personal Device.

- Personal Devices must follow Acceptable Use Guidelines and Technology Policies within USD #480.

### Random Monitoring

Users of Personal Devices shall have no expectation of privacy while the Personal Device is located on school property. Personal Devices will be subject to random inspection, without notice, by the Director of Technology, building principal or teacher to assure that the user and the Personal Device are complying with the terms of this policy.

### Violation of Policy

1. A violation of this Policy, may result in one or more of the following consequences:
  - A. Limitation of the user's right of access to and use of the Network.
  - B. Cancellation of the user's privileges
  - C. For employees, disciplinary action, including, but not limited to, probation, suspension, termination and non-renewal.
  - D. For students, suspension, extended-term suspension or expulsion.

### Cell Phone and Other Communication Devices

At the time of violation of this policy, the communication device shall be taken from the student and the following consequences shall apply:

- First Offense: The student will be issued a warning and get the device back at the end of the school day.
- Second and Third Offense: The student will serve a 30 minute detention and get the device back after the detention is served.
- Subsequent Offenses: The student will serve a 30 minute detention, a meeting with parent , and the device will be returned to the parent at the meeting.

### SURVEILLANCE AND DETECTION

To provide for the safety of students, staff, and patrons, the utilization of a video monitoring system and metal detectors will be employed when determined necessary by the building administrators.

### TEACHER'S ASSISTANTS

It is believed teacher assistants (TA's) can be a beneficial part of the educational experience at LHS. However, it is also believed that TA's should be accountable, responsible, and meeting the criteria of Good Standing. Eligible students may request a TA position to serve as one of their elective classes.

### TELEPHONE USE AND INCOMING CALLS

Emergency calls may be made on phones in the counselor's office, the principal's office, or a designated phone in the attendance office. In cases of emergency, parents/guardians may call the principal's office. These calls will receive immediate attention. Messages will be delivered at the end of the class period for all other informative calls.

### USE OF TOBACCO/VAPING

Tobacco is a controlled substance and is dangerous to teens' health. The possession and/or use of tobacco/vaping in any form on school property is strictly prohibited. Please see policy JCDA and JCDAD

### VISITORS

Any person who visits Liberal High School shall first check in with the office. Visitors bringing items for students should bring such items to the office and leave them with the office personnel for delivery. Any classroom visitation/observation must have prior approval of the building principal 24 Hours in advance.

## Attendance Policy

- 1) **Attendance Responsibility:** Regular school attendance is the responsibility of the students and the parent/guardian. The attendance office is to be notified immediately of any change of address or phone number.
- 2) **Attendance Expectations:** Students are expected to be present each day in all classes in which they are enrolled unless excused for a school activity or have a valid reason as stated in the attendance policy.
- 3) **Parent Call-In Responsibility:** For an absence to be considered for excused, a parent/guardian must call the office within 24 hours of the absence. If a phone call or verified note is not received by the time the student returns to school, the absence is recorded as unexcused.
- 4) **Notification of Absences:** Student absences will be entered into PowerSchool for parents/guardians to review. There may be occasions when school personnel will notify parents concerning attendance issues.
- 5) **Excused Absences:**
  1. personal illness
  2. professional appointment
  3. serious illness or death of immediate family
  4. religious observances
  5. school activity
  6. pre-arranged and/or approved by principal for students in good standing
  7. active duty personnel/deployment
- 6) **Unexcused Absences:** An unexcused absence is any absence from class/classes, which has not been determined to be excused. The high school principal retains the right to determine absences as excused or unexcused. The following are examples of unexcused absences:  
\* Translating, babysitting, hair appointments, missing bus, overslept, skipping school, shopping, etc.
- 7) **Make-Up Work:** One school day for each day absent is allowed to complete make-up work for all types of absences. If a student is absent the day an assignment is due, the assignment will then be due at the beginning of the class on the day he/she returns to school.
- 8) **Notification of Absence (NOA):** If a student knows in advance he or she is going to be absent, it is recommended that a "Notification of Absence" form be completed as far in advance as possible. Missed schoolwork must be made-up in accordance with the LHS makeup policy. It's also recommended that as many assignments as possible be completed prior to the absence.
- 9) **Truant Procedure:** If a student has three consecutive days of unexcused absence, a total of five unexcused absences in one semester, or seven unexcused absences in the school year (K.S.A. 72-1113), the parent will be notified. On the next unexcused absence following issuance of the letter, the student will be referred to the truancy authorities.
- 10) All students who are absent 10 consecutive days will be considered to have transferred and will be required to go through the required enrollment procedures before returning.
- 11) **Late Arrival:** Students arriving late to school are to report to the attendance office before going to class.
- 12) **Tardies:** Students entering the classroom after the class bell will be considered tardy and will require a tardy slip. Tardies will result in 1 discipline point. Chronic tardiness will be subject to disciplinary action. Students who are more than 15 minutes late to class will be considered absent.

## **STUDENT BEHAVIOR GUIDELINES**

### LHS Student Code of Conduct

Students are to conduct themselves in a responsible manner at school and school activities. The following guidelines will assist in representing oneself responsibly and respectfully:

1. Be friendly and courteous to others.
2. Recognize the rights of others and show proper respect for other people and other people's property.
3. Refrain from running, scuffling, and general horseplay in the building. This behavior has a way of leading to unforeseen and regretful incidents.
4. Refrain from public display of affection.
5. Refrain from using foul language.
6. Maintaining LHS facilities in a neat and clean manner shows great respect for our school and all that it offers. Do not write on walls, lockers, furniture, etc.

7. Use trash receptacles and refrain from littering.
8. The teacher is the recognized authority presence within the classroom. Abide by his/her classroom policies and expectations.
9. Keeping to the right when passing through the halls will assist in keeping the flow of human traffic continuous and manageable. Refrain from loitering, congregating, or impeding the normal movement of pedestrian traffic as it may result in unnecessary frustration and confrontations.
10. Food and beverages (with the exception water) are normally relegated to the commons area and/or cafeteria. It is not to be in lockers, classrooms, the auditorium, or other areas, unless deemed reasonable.

### **LIBERAL HIGH SCHOOL "GOOD STANDING" GUIDELINES:**

Good Standing is a level of student privilege. Students in good standing exemplify acceptable behavior, academic progress, and good attendance; they are a positive representative to our community.

#### **THREE LEVELS OF GOOD STANDING:**

Level I = Leadership; Level II = Achievement; Level III = Basic Student

#### **Leadership Level I**

##### **Leadership Level qualifies students to:**

- Serve as teacher/office aides upon staff recommendation;
- Serve as Student Council officers, and NHS officers
- Represent student body or school on advisory councils, special camps etc.;
- Receive the privileges afforded students at Achievement Level II and the Basic Level III.

##### **Leadership Level I Standards:**

- 96% attendance
- Passing all classes with a 3.25 GPA and NO failing grade;
- One referral or less with NO Step 4 or Step 5 Referral/Violation;
- Five or fewer unexcused tardies in a semester;

##### **Regaining Leadership Level I Good Standing:**

While grades and attendance will be calculated weekly and can subsequently be improved by the student's weekly performance, Step 4 or 5 disciplinary infractions will disqualify the student from Leadership Level recognition for a minimum of one semester following the return of the student from suspension.

#### **Achievement Level II**

##### **Achievement Level qualifies students to:**

- Serve as class officers, Student Council members, and NHS members
- Run errands off campus for classes or programs such as drama, broadcasting, journalism, etc.;
- Represent the school at clubs and other such events;
- Qualifies students to participate in Student Achieve reward activities such as drawings, special dinners, etc.
- Receive the privileges afforded students at Basic Level III.

##### **Achievement Level Standards:**

- Minimum GPA of 2.5 AND a 94% attendance.
- Two referrals or fewer with no Step 4 or Step 5 referral violations
- Fewer than ten (10) unexcused tardies per semester

##### **Regaining Achievement Level II Good Standing:**

While grades and attendance will be calculated weekly and can subsequently be improved by the student's weekly performance, Step 4 or 5 disciplinary infractions will disqualify the student from Achievement Level recognition for a minimum of one semester following the return of the student from suspension

#### **Basic Level III**

##### **Basic Level qualifies students to:**

- Attend after school sponsored social events, dances, etc. as specified by the administration;

- Participate in field trips not required for grades;
- Participate in school sponsored, non-athletic, activities, (i.e. charity basketball game, school talent show, etc).
- Serve as teacher / office aides upon staff recommendation.

**Basic Level III Standards:**

- 90% attendance
- 1.25 GPA and passing five subjects;
- No step “4” or “5” referrals;
- Fewer than ten (10) unexcused tardies per semester;
- Students must NOT be on “Special Discipline Plan” (Special Discipline Plans will be imposed upon the accumulation of 30 discipline Points).

Regaining **Basic Good Standing** Status:

Students wishing to regain **Basic Good Standing** must appeal to the administrative team for a re-evaluation of Good Standing status. Students may contract to buy back discipline points for special events at the rate of 1 point per day for special events. Students who have received Level 4 or 5 disciplinary actions (10 or 20 points) will not be eligible for a return to **Basic Good Standing** for a minimum of one semester after their return to school.

**NOTE:** Any student who wishes to appeal their good standing status must present a written request to their school counselor. An appeal committee consisting of: one administrator, three faculty members, two StuCo representatives, and one counselor will listen to your personal appeal at a hearing and decide to grant or deny your request.

**FIGHTING IN SCHOOL**

**Fighting will not be tolerated at LHS; it could be considered a criminal offense.** Any persons participating in a fight during school or on school grounds, or at school activities, will be suspended from school. In addition, the Police may be notified and charges filed if warranted.

**All School Assertive Discipline Program**

In order to guarantee all students the excellent learning climate they deserve, we are utilizing the assertive discipline program. We, at LHS, believe all students can behave appropriately. We will tolerate no student preventing the teacher from teaching and other students from learning, or engaging in an activity that is not in his/her best interest.

**Procedure For “Assertive Discipline” Implementation**

Each time the student chooses to not follow the rules, the teacher will verbally recognize the student, state the desired behavior and assign the appropriate consequence.

**Referral and Documentation**

Referrals are documentations of student violations by Teachers or Administrators. These violations can occur in the classroom, in the halls, or on school grounds, during school hours, or after school hours at school activities.

**Consequences: (Daily)**

- Level 1:** The first time the student chooses not to follow a rule, that student’s name will be recorded and he/she will be warned.
- Level 2:** The second time the student chooses not to follow a rule, it will again be recorded and he/she will be assigned a 15-minute classroom detention to be served under the supervision of the classroom teacher and at the teacher’s convenience.
- Level 3:** The third time the student chooses not to follow a rule, it will be recorded and he/she will have 15 minutes added to the level 2 consequence, resulting in a 30-minute classroom detention. The detention will be served under the supervision of the classroom teacher and at the teacher’s convenience. In addition the parent/guardian will be called and notified of the student’s behavior.
- Level 4:** The fourth time the student chooses to not follow a rule, it will be recorded and a discipline referral will be completed. The student’s behavior will determine if the student should be suspended

immediately from class or if the student can remain the remainder of the class period and the administration be notified at a later time.

However, should the student's choice of behavior be such that it impedes the teacher's ability to teach and/or the class's ability to learn or concentrate on the lesson being presented, the student shall be suspended from class. (Note: Teachers should call and inform the office that the disruptive student is being sent to the office with the referral in hand, or request that an administrator go to the classroom and escort the student to the office). An administrator will then hold a conference with the student and the appropriate consequence will be assigned.

**Severe Clause:** *A student who totally disrupts, uses vulgarity, is a physical threat to others, or is willfully disobedient, openly defiant, or flagrantly disrespectful will bypass the first three consequence levels and go directly to Level 4.*

### **Procedure for Repeated Disruptions (Dropping Down)**

After the same daily consequences have been assigned three times, a student will be moved to the next higher level of consequence. The teacher will notify the student, principal, and parent of the action.

### **Failing to Report for Teacher Detention**

The first time a student fails to report for detention, the time will be doubled. If the student fails to report for the doubled detention time, he/she will immediately advance to consequence Level 4 (office referral).

### **Positive Consequences**

If a student chooses to follow the rules and presents no problems in the classroom, he/she may be rewarded through a positive consequence plan developed by the classroom teacher.

### **Friday Detention**

Friday detention can be assigned by administrators for attendance or behavior violations. Friday detentions are held in the LHS library or cafeteria unless otherwise informed starting at 3:30 and ending at 5:30. Students who fail to serve assigned Friday detentions or who violate the rules of Friday detention will be assigned additional disciplinary consequences.

## **IN SCHOOL SUSPENSION (ISS)**

ISS is an alternative placement apart from the regular classroom.

**ISS Student Role:** Complete assignments as determined by the classroom teachers and/or the ISS supervisor.

### **ISS Assignments**

1. Consider day/s in ISS same as excused absence.
2. Students are expected to complete assignments in designated number of days.
3. Teachers may choose:
  - a. To give assignments all other students receive that day for credit.
  - b. To give alternate assignments that are content related.  
(This would be in situations where it is impossible to do regular assignment in ISS, such as PE, Art, Metals, etc.)

### **IT IS THE STUDENT'S RESPONSIBILITY TO COMPLETE ASSIGNMENTS AND/OR DISCUSS WITH THE INDIVIDUAL TEACHERS THE FOLLOWING:**

- grade assigned;
- assignment completion;
- make-up needed.

### **Consequences for non-compliance in ISS:**

Failure to abide by the rules and procedures for ISS will result in out-of-school suspension (OSS).

## **The Kansas Pupil Suspension and Expulsion Act**

**Grounds for suspension or expulsion: who may suspend or expel. (72-8901)**



- a. Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- c. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- d. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- e. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- f. Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

**Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, and who may conduct. (72-8901)**

- a) A suspension may be for a short term not exceeding **10 School Days**, or for an extended term not exceeding **90 days**. An expulsion may be for a term not exceeding **186 School Days**. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
- b) (1) Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following procedural due process requirements.
  - a. The right of the pupil to be present at the hearing;
  - b. The right of the pupil to be informed of the charges;
  - c. The right of the pupil to be informed of the basis for the accusation; and
  - d. The right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.
- (2) Notice: A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the pupil endangers other persons or property or substantially, impedes, or interferes with the operation of the school.
- c) A written notice of any short-term suspension and the reason therefore shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short-term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practical, but in no event, later than 72 hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.
- d) No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date, and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-8903, and amendments thereto.

- e) Whenever any written notice is required under this act to be given to a pupil or to a pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.
- f) A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing.

## **GANG ACTIVITY**

Gang activities that initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

### **RACIAL HARASSMENT AND/OR DISCRIMINATION**

The USD 480 Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination or harassment on the basis of race, color, or national origin. Racial harassment or discrimination will not be tolerated in the school district. Racial harassment or discrimination against students by board of education members, administrators, certified and support personnel, other students, vendors, or others having business or contact with the district is strictly prohibited.

Any student who believes that he or she has been subjected to racial harassment or discrimination should report the alleged harassment of discrimination to the building principal, another administrator, a counselor, or a certified staff member. The complaint will be investigated by appropriate school authorities. Students will be provided with a safe and confidential environment in which to discuss alleged racial harassment or discrimination.

It shall be the duty of every employee of Liberal USD 480 to report any suspected incidents of racial harassment or discrimination.

The full text of the district's Racial Harassment Policy is available at the principal's office of each school, at the counselor's office, at the USD 480 central office, 7 Parkway Blvd., and on the USD 480 website, [www.usd480.net](http://www.usd480.net).

### **Sexual Harassment and Discrimination Of Students**

The building principal will investigate all reports and complaints of sexual harassment. The building principal's name, office address and phone number are listed on the first page of this handbook. In limited instances as set forth in the policy, reports and complaints of sexual harassment will be investigated by the Superintendent's Designee, whose office address is 401 North Kansas Avenue, Liberal, Ks 67901, and phone number is (620) 604-1010

#### **1. Statement of Purpose.**

The Board of Education of USD 480 is committed to providing a positive and productive learning environment, free of sexual harassment or sexual discrimination.

#### **2. Sexual Harassment and Discrimination Prohibited.**

Sexual harassment and sexual discrimination will not be tolerated at school, on school property (including, but not limited to, school buses and other school transportation), and at school-sponsored activities, programs or events. The sexual harassment or sexual discrimination of any student by members of the Board of Education, administrators, certified employees, classified employees, students, vendors, and any other persons is strictly prohibited.

#### **3. Sexual Harassment and Discrimination Defined.**

Sexual harassment/discrimination is any one of the following: (a) unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature by a district employee, student, or other party which is so severe, persistent or pervasive as to limit a student's ability to participate in or benefit from an educational program or activity, or which creates a hostile or abusive educational environment; (b) the submission by a student to unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written or physical conduct of a sexual nature which is made, explicitly or implicitly, a term or condition of the student's education; or unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, written or physical conduct of a sexual nature, when the submission or rejection of the conduct by the student is

used as the basis for determining the student's grade or other academic performance.

#### **4. Examples of Prohibited Conduct.**

The following is a list of some examples of sexual harassment or sexual discrimination:

- A. Male students repeatedly sabotaging a female student's lab experiments or projects.
- B. Making jokes or demeaning comments, either verbally or in writing, about a student who is or is believed to be gay or lesbian.
- C. Pressure for sexual activity, inappropriate or unwelcome touching, such as intentionally touching a female student's breasts or a student's buttocks.
- D. Suggesting or demanding sexual involvement with a school district employee, accompanied by implied or explicit threats by the employee concerning the student's grades or participation in extracurricular activities.
- E. Remarks to a student made with a sexual or demeaning implication.

#### **5. Reporting.**

Any student who believes they have been a victim of, or subjected to sexual harassment or sexual discrimination by another student, a school district employee, or other person is encouraged to report that conduct immediately to either the building principal, teacher or counselor. Any student of the school district who has knowledge of any sexual harassment or sexual discrimination is encouraged to report the sexual harassment or sexual discrimination to a teacher, counselor or principal. Any employee of the school district with knowledge of any sexual harassment or sexual discrimination must immediately report the sexual harassment or sexual discrimination to the building principal. Any employee of the school district who discourages a student from filing a complaint of sexual harassment or sexual discrimination, or who fails to investigate or refer for investigation any such complaint, will be subject to disciplinary action, including, but not limited to, suspension, probation or termination.

#### **6. Disciplinary Consequences.**

Any student who is found to engage in sexual harassment or sexual discrimination will be subjected to appropriate disciplinary action, including, but not limited to, suspension from school, expulsion from school, suspension or removal from any extracurricular event, game, contest or practice. Any school district employee who is found to have committed sexual harassment or sexual discrimination shall be subject to disciplinary action, up to and including termination of employment.

#### **7. Investigation.**

All complaints of sexual harassment shall be immediately investigated by the building principal. The investigation shall commence on the same day the complaint is made, if at all possible, but in no event later than the next school day. The building principal shall conduct such interviews as are appropriate or may designate other individuals to conduct interviews. The investigation shall be completed within seven (7) school days after commencement of the investigation and sooner, if possible; PROVIDED HOWEVER, in the event of extenuating circumstances, such as the unavailability of material witnesses, completion of the investigation may be extended for a reasonable period of time until such extenuating circumstances no longer exist.

If sexual harassment or sexual discrimination is found to have taken place, the building principal will immediately discuss the investigation with the Superintendent's Designee before imposing any disciplinary action. Upon completion of the investigation, the building principal (or the Superintendent's Designee if the building principal is the accused) shall, within four (4) school days after completion of the investigation, discuss with the complainant the results of the investigation. The district may, but is not required to, disclose to the victim the disciplinary consequences imposed upon the individual who has violated this policy.

A copy of the investigation, report and disciplinary action shall be maintained at Central Office under the name of the individual who violated the policy. Such record shall be maintained until such time as the individual is either no longer attending school or no longer employed with the district.

In the event the person against whom the complaint of sexual harassment or sexual discrimination is made is the building principal, the investigation shall be undertaken by the Superintendent's Designee.

#### **8. Remediation.**

In the event a student is found to have been subjected to sexual harassment or sexual discrimination, the district shall also review what, if any, reasonable accommodations can be made for the student. Examples of actions which may be appropriate are: (i) transferring the perpetrator to another class; or (ii) prohibiting the perpetrator from participating in an extracurricular activity, such as band trip, debate trip, etc. and in which the student will participate.

#### **9. Miscellaneous.**

The name, office address and telephone number of the building principal and the Superintendent's Designee shall

be included in all copies of the policy which are included in the student handbooks or posted in school buildings. **The LHS building principal is Mrs. Ashley Kappelman, 1611 W. Second Street, (620) 604-1200. The USD 480 Superintendent is Mrs. Renae Hickert, 7 Parkway Blvd, (620) 604-1010.**

Each year, prior to the beginning of the school year, the school district's sexual harassment and sexual discrimination policy and grievance procedure shall be reviewed with administrators, certified personnel and classified employees.

The district shall formulate, review and adopt each year a grievance procedure for reporting and investigating any complaints of sexual harassment or sexual discrimination.

### **Grievance Procedure**

1. This grievance procedure shall apply to all complaints by students alleging sexual harassment or sexual discrimination by other students, school district employees, or any other person.
2. All complaints of sexual harassment or sexual discrimination should be reported either to a teacher, building principal, or counselor.
  - A. Any complaint of sexual harassment or sexual discrimination committed against a student and reported to a teacher or counselor shall immediately be referred to the building principal; PROVIDED HOWEVER, if the building principal is the individual accused of sexual harassment or sexual discrimination, such complaint shall immediately be referred to the Superintendent's Designee for investigation.
  - B. The building principal shall conduct all investigations of complaints of sexual harassment or sexual discrimination, unless the building principal is the person against whom the complaint was made, in which case the investigation shall be undertaken by the Superintendent's Designee.
3. All investigations shall commence on the same day the complaint is made, if at all possible, but in no event later than the next school day. The investigation shall be completed within seven (7) school days after commencement of the investigation and sooner, if possible; PROVIDED HOWEVER, in the event extenuating circumstances, such as the unavailability of material witnesses, exists, completion of the investigation may be extended for a reasonable period of time until such extenuating circumstances no longer exist.
4. The complainant will be notified that retaliation for filing the complaint is prohibited and that if the complainant suffers any such retaliation, they should report it immediately to the person investigating the complaint. All persons who are interviewed as part of the investigative process shall also be advised that retaliation against the complainant is prohibited and that for students, disciplinary action can be taken as a result of any such retaliation, and for employees, employment disciplinary action may be taken in the event of any such retaliation by employees. Disciplinary action for any student who violates the non-retaliation policy may include, but is not limited to, suspension from school, expulsion from school, suspension or removal from any extracurricular event, game, contest or practice.
5. Confidentiality of the complainant will be maintained, whenever possible. If the complainant requests confidentiality, every effort will be made to investigate the complaint while still honoring the student's request for confidentiality. There may be times, however, when, due to the nature of the conduct of which the student complains, confidentiality cannot be maintained.
6. When the investigation is complete, the investigator will meet with the student within four (4) school days to discuss the results of the investigation.
7. A student may also, at any time before or after conclusion of any investigation by the school district, file a complaint of sexual discrimination or sexual harassment, with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302; phone number: (816) 268-0550.

### **Hazing, Harassing, and Bullying**

The USD 480 Board of Education is committed to providing a positive and productive learning and working environment, free from hazing, harassing, bullying, or intimidation. Hazing, harassing, bullying, or intimidation will not be tolerated in the school district. Hazing, harassing, bullying or intimidation against students by board of education members, administrators, certified or support personnel, other students, vendors, or others having business or other contact with the school district is strictly prohibited.

Any student who believes that he or she has been subjected to hazing, harassing, bullying, or intimidation should report the incident to the building principal, another administrator, a counselor, or a certified staff member. The complaint will be investigated by appropriate school authorities. Students will be provided with a safe and confidential atmosphere in which to discuss the incidents of hazing, harassing, bullying, or intimidation.

It shall be the duty of every employee of Liberal USD 480 to report any suspected incidents of hazing, harassing, bullying, or intimidation.

The full text of the district's Hazing, Harassing, and Bullying Policy is available at the principal's office of each school, at the counselor's office, at the USD 480 central office, 7 Parkway Blvd., and on the USD 480 website, [www.usd480.net](http://www.usd480.net). Or by link: [Policy JHCAB](#)

### **Threatening Statements and Activities**

The USD 480 Board of Education is committed to providing a positive, safe, and productive learning and working environment, free from threats of bodily harm or destruction of personal or school property. Threats of personal harm or property destruction will not be tolerated in the school district. Such threats by board of education members, administrators, certified and support personnel, students, vendors, or any others having business or other contact with the school district is strictly prohibited.

The writing in school, or possession on school property of any written material that implies a threatening activity, or any verbal statements implying threatening activities, shall be considered as a violation of the intent of the school and district to provide a positive, safe, and productive learning and working environment.

Any student or teacher who believes that he or she has been threatened with bodily harm or destruction of personal or school property, or reasonably believes that another student or employee has been threatened in such a manner, should report the alleged activity to the building principal, another administrator, a counselor, or a certified staff member. The complaint will be investigated by appropriate school authorities. Persons filing such complaints will be provided with a safe and confidential environment in which to discuss alleged threatening activity.

It shall be the duty of every employee of USD 480 to report any suspected incidents of terrorism, threats of bodily harm, or threats of destruction to personal or school property.

### **Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (probation).

As used in this policy, the term "firearm" means any weapon (including a starter gun) 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, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other devices similar to any of these devices.

This rule does not apply to possession of normal school supplies like pencils or compasses, but does apply to any firearm or explosive including firecrackers, any knife other than a small penknife, or other dangerous objects of no reasonable use to the student at school.

## **Drug Free Schools and Communities**

### **Philosophy**

It is the philosophy of Unified School District No. 480, Board of Education that all students have the right to attend schools and work in environments that are conducive to learning and to take advantage of a public education. The use, possession, or distribution of alcohol, and illegal drugs and/or controlled substances or the improper use of legal drugs is recognized to be very harmful to individuals who use and to those around them.\* It is recognized that students have the right to be educated in a drug-free environment.

Therefore the following acts, conduct and activities are strictly prohibited and forbidden at school, on school property, at school-supervised activities or on school transportation:

- Use and/or possession of tobacco;
- Distribution of tobacco;

- Use and/or possession and/or distribution of prescription/over-the-counter medications, or being impaired by, or under the influence of, such substances;
- Use and/or possession of alcohol, illicit drugs, controlled substances, illegal paraphernalia or other illegal or harmful substances or being impaired by, or under the influence of, alcohol, illicit drugs, controlled substances, or other illegal or harmful substances;
- The distribution of alcohol, illicit drugs, controlled substances, illegal paraphernalia or other illegal or harmful substances.

At any time there is reasonable suspicion that a student has violated the foregoing policy disciplinary consequences will be issued.

*\*Improper use of legal drugs is defined as the use of prescription drugs by someone other than the person for whom the prescription was written, the use of prescription drugs in a dosage other than the dosage written on the prescription label, the use or possession of over-the-counter medications not in compliance with the district's policy regarding self-medication.*

### **Prevention Curriculum**

Unified School District 480 has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

### **Student Conduct**

As a condition of continued enrollment in any school of Unified School District 480, all students shall abide by the terms of this policy as follows.

### **Notice**

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Unified School District 480 Board Policies and Kansas Statutes, K.S.A. 72-8901, et. seq. Nothing in board policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event it is agreed that the student will enter into and successfully complete a drug education or rehabilitation program, the cost of such a program will be the full responsibility of the student and his/her parents or legal guardians. Parents or students should contact the directors of the programs to determine the cost and length of the program.

[www.usd480.net](http://www.usd480.net).

# Liberal High School Graduation Recognition

## Valedictorian and Salutatorian

### Classes of 2018, 2019, 2020, 2021

- Students must attend the 11th and 12th grades at Liberal High School to receive consideration for valedictorian and salutatorian honors and must complete the Kansas Board of Regents Scholars Curriculum.
- The ranking will be determined by the cumulative GPA of the most recent 7 high school semesters.
- GPA's will be rounded to the nearest hundredth point.
- Due to the belief that these honors reflect integrity as well as academic excellence, the student must remain in "Good Standing" throughout the senior year to be considered for the valedictorian or salutatorian honor.

### Beginning with the Class of 2022

- Students must attend the 11th and 12th grades at Liberal High School to receive consideration for valedictorian and salutatorian honors and must complete the Kansas Board of Regents Scholars Curriculum.
- Due to the belief that these honors reflect integrity as well as academic excellence, the student must remain in "Good Standing" throughout the senior year to be considered for the valedictorian or salutatorian honor.
- The naming of valedictorian and salutatorian will be determined by the Kansas State Scholars criteria and index, as follows:
  - 1. Taking the ACT Assessment no later than December of the senior year;
  - 2. Completing the Kansas Scholars Curriculum;
  - 3. Having curriculum and 7th semester GPA certified on the official roster by the high school counselor, registrar, or similar official;
  - 4. Being a Kansas resident. The academic profile for the previous year scholars included an average ACT of 29 and average GPA of 3.89.
  - Students who meet minimum requirements comprise the applicant pool with designation of valedictorian and salutatorian based on ranking by descending index number, with valedictorian earning the highest index score, and salutatorian earning the second highest index score.
- GPA will be figured on a non-weighted system.
- In the event of a tie in index score, there will be no tiebreaker.
- The valedictorian and salutatorian will wear additional tassel for the graduation ceremony.

## Graduation Honors and Recognition

### LATIN HONORS

- Students will be given the following Latin designations based on their individual criteria:

Summa Cum Laude - 3.9 or higher

Magna Cum Laude - 3.70 - 3.89

Cum Laude - 3.5 - 3.69

- Designations will be determined by GPA of students' first seven semesters.
- Those earning honors will wear the following tassel at graduation.
  - Summa Cum Laude - COLOR TBD
  - Magna Cum Laude - COLOR TBD
  - Cum Laude - COLOR TBD

#### CLASS RANK

- Class rank and honors will be determined by GPA.
  - Weighted GPA - Classes 2018, 2019, 2020, 2021
  - Non-Weighted, Simple GPA - Beginning with the class of 2022
  - Those earning Summa Cum Laude honors will all be designated as a tied for first in class rank.

#### SCHOOL-COMMUNITY ENGAGEMENT HONORS

- Students participating in one or more school-sponsored activity, club, or athletic team will earn and wear a red and black cord.

#### EARLY COLLEGE GRADUATES

- Students who graduate from SCCC or other college institution prior to their high school graduation will be permitted to wear the cords worn in the college graduation ceremony.

#### LOSS OF A CLASSMATE

- If a classmate is to pass away during his or her time at Liberal High School, to honor that classmate, graduates will wear a ribbon of the color of the class's choosing.



## General Discipline Plan Point System

Step 1	Step 2	Step 3	Step 4	Step 5
<p><b>2 points/referral</b></p> <p><b>Potential Consequences</b> One or more of the following: Student conference Privilege loss Before/After school detention Administrator determines additional consequences Failure to serve assigned detention 2nd offense</p>	<p><b>4 points/referral</b></p> <p><b>Potential Consequences</b> One or more of the following: Student conference Before/After School Detention Saturday detention ISS Administrator determines additional consequences</p>	<p><b>6 points/referral</b></p> <p><b>Potential Consequences</b> One or more of the following: Student conference Saturday detention ISS (1-5 days) Privilege loss Possible special discipline plan OSS for (1-10 days) Administrator determines additional consequences Confiscation of Item(s)</p>	<p><b>10 points/referral</b></p> <p><b>Potential Consequences</b> One or more of the following: Student conference Parent conference ISS OSS for (1-10 days) Special discipline plan Privilege loss-minimum of 9 weeks Loss of good standing Administrator determines additional consequences Confiscation of Item(s)</p>	<p><b>20 points/referral</b></p> <p><b>Potential Consequences</b> One or more of the following: Student conference Parent conference 5-10 Day Suspension with possible long-term suspension/expulsion Special discipline plan Privilege loss for the remainder of the year Loss of good standing Administrator determines additional consequences</p>
<p>Dress code violation; 2<sup>nd</sup> offense Food/drink violation Hall violation; 2<sup>nd</sup> offense Parking violation Profanity Loitering Assembly misconduct Inappropriate behavior (PDA, assembly, dance, cafeteria, bus, etc.); 1<sup>st</sup> offense</p> <p><b><u>POINT EXCEPTIONS</u></b></p> <p>Unexcused tardy: 1 point per offense Unexcused period absence: 1 Point per offense Electronic Device Violation</p>	<p>Failure to serve office assigned detention Level IV classroom referral Disrupting educational process Fake attendance call or note Leaving class or school without permission Forgery Lying Lack of cooperation Rude, discourteous behavior Parking violation; 2<sup>nd</sup> offense Traffic violation (speeding/reckless) Profanity/vulgarity Internet technology abuse: 1<sup>st</sup> offense Inappropriate behavior (PDA assembly, dance, cafeteria, bus, etc.); 2<sup>nd</sup> offense Electronic Device Violation (subsequent offense) Cheating; Level 2.</p>	<p>Level V classroom referral Provoking a fight Disrespect to staff Disrespect to student Failure to serve Saturday detention Fire extinguisher/alarm abuse Internet technology abuse: 2<sup>nd</sup> offense Use of gang-related symbols and/or clothing; 1<sup>st</sup> offense Inappropriate behavior (PDA, assembly, dance, cafeteria, bus, etc.); 3<sup>rd</sup> offense Tobacco possession/use (1<sup>st</sup>) Defacing school property Minor theft (costs will be recovered) Sexual misconduct/lewd behavior</p>	<p>Misdemeanor theft (costs will be recovered) In possession of stolen property Fighting Alcohol/Drug possession/use paraphernalia possession/use Tobacco possession/use (2<sup>nd</sup>) Bullying/Harassment Sexual Harassment Racial Discrimination Destruction of school property (costs of repairs will be recovered) Use of gang-related symbols and/or clothing; 2<sup>nd</sup> offense Disorderly conduct Fire alarm pull False 911 call ISS violation Possession of potentially dangerous items Felony charges</p>	<p>Alcohol possession or use 2<sup>nd</sup> offense Drugs possession or use 2<sup>nd</sup> offense Tobacco possession/use (3<sup>rd</sup>) Explosives possession or use Bomb threat Fighting; 2<sup>nd</sup> offense Weapons possession or use Felony theft Destruction of school property; 2<sup>nd</sup> offense Felony charges Making threats of violence, threatening behavior or comments</p>

**Any student who accumulates 30 points will be placed on a special discipline plan. Any student who accumulates 30 points will lose basic good standing privileges.**