



LIBERTY HIGH SCHOOL

1400 South Dubuque Street
North Liberty, IA 52317
www.iowacityschools.org/LibertyHS

ADMINISTRATION

Justin Colbert, Principal
Keaton Rickels, Assistant Principal (Student's last name A-G)
Tunisia May, Assistant Principal (Student's last name H-O)
Emily O'Donnell, Assistant Principal (Student's last name P-Z)
Mike Morrison, Athletic Director

COUNSELORS

Troy Bergmann (Student's last name A-K)
Kate Pruess (Student's last name L-R) (ICCS Online 9-12)
Mayra Hoskyn (Student's last name S) (All ELL) (All IEP)
Shelby Bryce (Student's last name T-Z) (504 students) (At-Risk Seniors)

CONTACT NUMBERS

Main Office (319) 688-1350
Main Office Fax (319) 688-1359
Counseling Office (319) 688-1354
Guidance Office Fax (319) 688-1358
Attendance Office (319) 688-1351
Athletic Office (319) 688-1352
Athletic Office Fax (319) 688-1353

CORE VALUES

Belonging • Ownership • Leadership • Teamwork • Safety

Iowa City Community School District Mission Statement

The mission of the Iowa City Community School District is to ensure all students become responsible, independent learners capable of making informed decisions in a democratic society as well as in the dynamic global community.

LIBERTY HIGH STUDENT HANDBOOK

Purpose

This handbook has been designed as a useful guide for all Liberty High School students and their guardians. Students and their guardians are expected to know the provisions of this handbook, which includes descriptions of the various policies and procedures under which our high school operates. Adherence to these rules and expectations is essential for our school to function smoothly and efficiently for the benefit of all.

School district policies, rules, and regulations are in effect 12 months a year. They exist on school grounds, buses, while attending or participating in school activities, and while off school grounds if the misconduct directly affects the good order, efficient management and welfare of the school, or involves other students or staff. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities.

The ultimate purpose of education is to help each student become an effective citizen within our global community. Developing and accepting the responsibilities and obligations of good citizenship will help us all to live more productive lives. In addition to your academic work, it is our hope that you participate in at least one of the activities/clubs/organizations available during your time at Liberty High. This will not only enhance your school experience, but will also aid your personal growth. Remember that your success at Liberty High School will be directly proportional to your efforts.

***All Iowa City Community School District Board and Administrative Regulations are available on the district website, or upon request.**

STAFF EMAIL ADDRESS CONVENTION

To communicate with Liberty High School staff members by email, please use the staff member's last name and a period, followed by their first name @iowacityschools.org.

Justin Colbert
colbert.justin@iowacityschools.org

Emily O'Donnell
odonnell.emily@iowacityschools.org

NON-DISCRIMINATION STATEMENT

It is the policy of the Iowa City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status, sexual orientation, gender identity, and socioeconomic status in its educational programs, activities, or employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Eric Howard, Dir. of Equity & Employee Relations, 1725 N. Dodge St., Iowa City, IA 52245, 319-688-1000, Howard.Eric@iowacityschools.org.

LIBERTY HIGH SCHOOL FACULTY 2023-2024

Administration

Justin Colbert
Emily O'Donnell
Tunisia May
Keaton Rickels
Mike Morrison

Art

April Kelly
Buffy Quintero

Athletic Trainer

Anna Manternach

Business Tech.

Zach Hammes
Mark Langenfeld

Counselors

Troy Bergmann
Kate Pruess
Mayra Hoskyn
Shelby Bryce
Brooke Bulman (*SFA*)
Rick Spear (*SFA*)

ELL

Daniel Lekin
Tiffany Roiseland
Jessica Hodges
Sara Heenan

Language Arts

Nick Borchert
Kimberly Sleezer
Chris McSweeney
Jonna Hall
Schuyler Sterk
Mary Binzley
Anna Jabbari
Alex Schott
Matt Clendineng
Zachary Lively

FCS

Beth Long
Marjorie Lane

iJAG

Brooklyn McClinton

Industrial Tech.

Micah Casper

Librarian

Diane Brown

Math

Michelle Baxter
Allie Kelly
Amanda Carlo
Debra Carlson
Aaron Mueller
Ryan Kelly
David Capper
Jeff Surratt
Chris Anderson
Nancy Jackson

Music

Ryan Arp
Rob Williams
Johanna Kennedy
Judy Duncan
Nicholas Carlo

PE/Health

Tom Cronk
Tom Van Dyke
Yvonne Walters

SPACE/NESTT

Mark Lowe
Jake Bingeli

Science

Sakinah Ellickson
Shishonee Hughes
Marianne McGrane
Ashley Hansen
Nate Oswald
Jen Secrist
Sara Karbeling
Sasha Murphy
Mitchell Wieland

Olivia Symmonds

Camille Chalkley

Social Studies

Jeff Gordon
Conrad Nichols
Melissa Nies
Brady Shutt
Stacey Strief
Gabrielle Kouri
Seth Schroeder*
Ryan Steward
Emily Bonneau

Student Support Services

Kim Cranston
Terri Finley
Jason Gavin
Katie Wiley
Jenny Mick
Peggy McGuire
Travis Voshell
Chuck Benda
Heidi Nelson Gartelos
Julie Vandekreke
James Harris
Sarah Florence
Brittney Nilles
Nathan Price*

World Language

Karla Alvarez
David McNair
Malysa Oblander*
Catie Liddle
Jake Lanagan
Guy Meyer
Angie Ungs
Venus Prada
Eric Dugdale

***Signifies IDS**

TABLE OF CONTENTS

BUILDING INFORMATION	1
LIBERTY HIGH STUDENT HANDBOOK.....	2
NON-DISCRIMINATION STATEMENT.....	2
LIBERTY HIGH SCHOOL FACULTY 2023-2024	3
TABLE OF CONTENTS	4
DAILY BELL SCHEDULE 2023-2024	8
IMPORTANT DATES 2023-2024	10
ACADEMICS	11
Academic Honor Code.....	11
Academic Honor Code Violations	12
Liberty Grading Policy	12
Graduation Requirements (Reference Board Policy 505.5).....	12
College Entrance Requirements.....	13
Early Graduation (Reference Board Policy 505.6)	14
Honors Diploma & Academic Awards	14
Honor Roll	15
Academic Letter	15
Senior Graduation Academic Medals & Honors	15
National Honor Society Membership (NHS).....	15
Silver Cord.....	16
Class Load.....	16
Infinite Campus.....	17
Guidelines for Schedule Adjustments.....	17
Withdraw from a Course.....	17
Course Fees (Reference Board Policy 503.3)	18
Independent Study Projects for Credit	18
Teacher Assistant (TA) Requirements and Regulations	18
Physical Education Requirements and Regulations (Ref. Board Policy 603.6).....	19
Medical PE Waiver	19
Athletic PE Waiver	19
Academic PE Waiver	19
Post-Secondary Enrollment/Credit Options (Reference Board Policy 604.6)	20



Drivers Education	20
Retaking a Course	20
Credit Recovery (Edgenuity)	21
Withdrawal from School (Reference Board Policy 501.7)	21
ATTENDANCE.....	21
Reporting an Absence	21
Reporting Through Infinite Campus (Preferred Method)	22
Reporting Through the Attendance Line	22
Acceptable Excuses for Absences, Tardies, and Departures	22
Commonly Used Attendance Codes for Absences:	23
Excessive Excused Absences.....	23
Partial Day Absences	23
Unexcused Absences (Truancy) Policy (Reference Board Policy 501.10).....	23
Unexcused Absences (Truancy) Consequences.....	24
Planned Absences	24
Tardy Policy.....	25
Tardy Definition	25
Commonly Used Attendance Codes for Tardies:	25
Tardiness Consequences	25
Make-up Work	26
BEHAVIORAL GUIDELINES	27
Liberty High PBIS	27
Student Code of Conduct (Reference Board Policy 503.1)	28
Impermissible Conduct & Consequences	29
Common Behavioral Guidelines Definitions.....	30
Student Complaints and Grievances (Reference Board Policy 502.4)	31
Technology Use Expectations.....	32
Disciplinary Sanctions	32
Student owned technology, searches and confiscation of cell phones.....	32
Content on student owned technology off school grounds	33
Cell Phone/Personal Technology Policy & Confiscation Procedures	33
Anti-Bullying/Anti-Harassment Policy (Reference Board Policy 104).....	33
Student Appearance (Reference Board Policy 502.1)	35
Student Lockers (Reference Board Policy 502.5).....	36



Weapons Policy (Reference Board Policy 502.6).....	36
Alcohol/Substance Use/Possession (Reference Board Policy 502.7 & 502.7G1)	37
Parking (Reference Board Policy 502.10)	37
Search and Seizure (Reference Board Policy 502.8)	38
Interviews by Outside Agency (Reference Board Policy 502.9)	38
Student Fees, Fines, and Charges (Reference Board Policy 503.3).....	39
Textbooks.....	39
Posters/Signs	39
Open Campus Rules and Regulations.....	39
Closed Campus	40
Parent, Guardian, and Community Concerns.....	40
STUDENT ACTIVITY CONDUCT CODE	40
Academic Eligibility	41
School Attendance	41
Good Conduct Rule.....	41
Additional Guidelines	42
Penalties	42
Transfer Students	43
Due Process Procedures	43
Appeals	44
STUDENT SERVICES AND GENERAL INFORMATION	44
Educational Support Services for Students.....	44
Section 504 of the Rehabilitation Act of 1973.....	44
Special Education.....	44
Counseling Services.....	45
Student Support Team (Tier II & Tier III).....	45
Health Office.....	45
PRISM	46
Hearing Screening.....	46
Gift Delivery	46
Food Service	46
Activities, Clubs, and Athletics	47
Lost and Found Items.....	47
Telephone Use	47



Social Activities	48
Homeless Children and Youth	48
Directory Information	48
Student Records	48
Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Secondary Schools	49
Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)	50
Visitors to Campus.....	51
Entrance Doors	51
Video Surveillance.....	51
Teacher Qualifications	52
Student Publications (Reference Board Policy 502.3).....	52
Safe Gun Storage	52
Suicide Prevention	52
Youth Support Numbers	53
SAFETY PLANS & DRILLS.....	53
Emergency Plans & Drills (Reference Board Policy 507.5).....	53
Fire Drill/Plan Procedures.....	53
Tornado Drill/Plan Procedures	53
Lockdown Drill/Plan Procedures	54
Weather and Emergencies Communication.....	54
COMMUNITY INVOLVEMENT	54
School Volunteers.....	54
Parent/Guardian Involvement.....	54
Facilities Use.....	55
LIBRARY	55
Library Hours.....	55
Library Facilities.....	55
Borrowing Library Resources, Equipment, and Textbooks.....	55
Technology Resources Use Guidelines.....	55
Network Accounts	56
Liberty Library Website.....	56
Online Resources	56
LIBERTY HIGH CLUB LIST 2023-2024	56



DAILY BELL SCHEDULE 2023-2024

Regular Bell Schedule (Monday, Tuesday, Wednesday, Friday)

Period	Duration
Early Bird	7:45-8:35
Period 1	8:50-9:38
Period 2	9:43-10:31
Period 3	10:36-11:24
A LUNCH	11:24-11:57
Period 4A	11:57-12:46
Period 4B 1 st	11:29-11:52
B LUNCH	11:52-12:23
Period 4B 2 nd	12:23-12:46
Period 4C	11:29-12:18
C LUNCH	12:18-12:51
Period 5	12:51-1:39
Liberty Time/Advisory	1:44-2:14
Period 6	2:19-3:07
Period 7	3:12-4:00

- The Liberty Time academic intervention period will typically be held each week on Monday, Wednesday & Friday
- Advisory will typically be held each week on Tuesday

Early Dismissal Bell Schedule (Thursday)

Period	Duration
Early Bird	7:45-8:35
Period 1	8:50-9:35
Period 2	9:40-10:25
Period 3	10:30-11:14
A LUNCH	11:14-11:46
Period 4A	11:46-12:33
Period 4B 1 st	11:19-11:41
B LUNCH	11:41-12:12
Period 4B 2 nd	12:12-12:33
Period 4C	11:19-12:07
C LUNCH	12:07-12:38
Period 5	12:38-1:22
Period 6	1:27-2:11
Period 7	2:16-3:00



Regular Monday

Period	Duration
EB	7:45-8:35
1	8:50-9:38
2	9:43-10:31
3	10:36-11:24
A lun.	11:24-11:57
4A	11:57-12:46
4B 1 st	11:29-11:52
B lun.	11:52-12:23
4B 2 nd	12:23-12:46
4C	11:29-12:18
C lun.	12:18-12:51
5	12:51-1:39
LT/Advi.	1:44-2:14
6	2:19-3:07
7	3:12-4:00

Regular Tuesday

Period	Duration
EB	7:45-8:35
1	8:50-9:38
2	9:43-10:31
3	10:36-11:24
A lun.	11:24-11:57
4A	11:57-12:46
4B 1 st	11:29-11:52
B lun.	11:52-12:23
4B 2 nd	12:23-12:46
4C	11:29-12:18
C lun.	12:18-12:51
5	12:51-1:39
LT/Advi.	1:44-2:14
6	2:19-3:07
7	3:12-4:00

Regular Wednesday

Period	Duration
EB	7:45-8:35
1	8:50-9:38
2	9:43-10:31
3	10:36-11:24
A lun.	11:24-11:57
4A	11:57-12:46
4B 1 st	11:29-11:52
B lun.	11:52-12:23
4B 2 nd	12:23-12:46
4C	11:29-12:18
C lun.	12:18-12:51
5	12:51-1:39
LT/Advi.	1:44-2:14
6	2:19-3:07
7	3:12-4:00

Regular Thursday

Period	Duration
EB	7:45-8:35
1	8:50-9:35
2	9:40-10:25
3	10:30-11:14
A lun.	11:14-11:46
4A	11:46-12:33
4B 1 st	11:19-11:41
B lun.	11:41-12:12
4B 2 nd	12:12-12:33
4-2 nd	11:19-12:07
C lun.	12:07-12:38
5	12:38-1:22
6	1:27-2:11
7	2:16-3:00

Regular Friday

Period	Duration
EB	7:45-8:35
1	8:50-9:38
2	9:43-10:31
3	10:36-11:24
A lun.	11:24-11:57
4A	11:57-12:46
4B 1 st	11:29-11:52
B lun.	11:52-12:23
4B 2 nd	12:23-12:46
4C	11:29-12:18
C lun.	12:18-12:51
5	12:51-1:39
LT/Advi.	1:44-2:14
6	2:19-3:07
7	3:12-4:00

2-Hour Delay Monday

Period	Duration
1	10:50-11:26
2	11:31-12:07
A lun.	12:07-12:39
4A	12:39-1:28
4B 1 st	12:11-12:34
B lun.	12:34-1:06
4B 2 nd	1:06-1:28
4C	12:11-1:01
C lun.	1:01-1:33
3	1:33-2:06
5	2:11-2:44
6	2:49-3:22
7	3:27-4:00

2-Hour Delay Tuesday

Period	Duration
1	10:50-11:26
2	11:31-12:07
A lun.	12:07-12:39
4A	12:39-1:28
4B 1 st	12:11-12:34
B lun.	12:34-1:06
4B 2 nd	1:06-1:28
4C	12:11-1:01
C lun.	1:01-1:33
3	1:33-2:06
5	2:11-2:44
6	2:49-3:22
7	3:27-4:00

2-Hour Delay Wed.

Period	Duration
1	10:50-11:26
2	11:31-12:07
A lun.	12:07-12:39
4A	12:39-1:28
4B 1 st	12:11-12:34
B lun.	12:34-1:06
4B 2 nd	1:06-1:28
4C	12:11-1:01
C lun.	1:01-1:33
3	1:33-2:06
5	2:11-2:44
6	2:49-3:22
7	3:27-4:00

2-Hour Delay Thursday

Period	Duration
1	10:50-11:26
2	11:31-12:07
A lun.	12:07-12:39
4A	12:39-1:28
4B 1 st	12:11-12:34
B lun.	12:34-1:06
4B 2 nd	1:06-1:28
4C	12:11-1:01
C lun.	1:01-1:33
3	1:33-2:06
5	2:11-2:44
6	2:49-3:22
7	3:27-4:00

2-Hour Delay Friday

Period	Duration
1	10:50-11:26
2	11:31-12:07
A lun.	12:07-12:39
4A	12:39-1:28
4B 1 st	12:11-12:34
B lun.	12:34-1:06
4B 2 nd	1:06-1:28
4C	12:11-1:01
C lun.	1:01-1:33
3	1:33-2:06
5	2:11-2:44
6	2:49-3:22
7	3:27-4:00

*No early dismissal on Thursdays in the event of a two-hour delay



IMPORTANT DATES 2023-2024

NEW STUDENT ORIENTATION

August 21 9:30 am- 2:15 pm (9:00 am Registration/Check-In)

FIRST DAY OF SCHOOL

August 23 Regular 4:00 PM dismissal

BACK TO SCHOOL NIGHT

August 30 6:00 pm-7:30 pm (In-person)

PARENT TEACHER CONFERENCES

October 11 4:15 pm-7:45 pm (In-person)
 October 17 4:15 pm-7:45 pm (Virtual)
 January 17 4:15 pm-7:45 pm (Virtual)
 April 24 4:15 pm-7:45 pm (In-person)

NO CLASSES

September 4 No School/District Closed
 September 25 No School/District Closed
 October 13 & 16 No School/No Work for School Year Staff
 November 7 No School/Teacher PD (work from alt. location)
 November 17 No School: Secondary Records Day (1st Trimester)
 November 22 No School/No Work for School Year Staff (conf. exchange)
 November 23-24 No School: District Closed
 December 25-January 5 No School: District Closed (2-hr. early release 12/22)
 January 15 No School: District Closed
 February 9 No School: District Closed
 February 12 No School/No Work for School Year Staff
 March 4 No School: Secondary Records Day (2nd Trimester)
 March 11-15 No School/District Closed Mar. 14 & 15 (2-hr. early release 3/8)
 April 10 No School/District Closed
 April 19 No School/No Work for School Year Staff (conf. exchange)
 May 27 No School/District Closed

DANCES

September 30 Homecoming Dance @ Liberty (7:00 pm-10:00 pm)
 January 27 Winter Dance @ Liberty (7:00 pm-10:00 pm)
 April 20 Prom @ Liberty (8:00 pm-11:00 pm)

SENIORS

October 10 Senior Jostens Assembly (@ 1:45 PM, Auditorium)
 March 1 Senior photo due to Yearbook
 May 25 Senior Awards & Scholarship Recognition Evening
 May 30 Senior's Last Day
 May 31 Graduation Rehearsal (Xtream Arena @ TBD)
 June 1 Liberty High Graduation (Xtream Arena @ 7:00 pm)

MIDTERMS & END OF TRIMESTERS

October 4	Midterm	November 16	End of 1 st Trimester
January 17	Midterm	March 1	End of 2 nd Trimester
April 24	Midterm	June 5	End of 3 rd Trimester & Last Day of Classes

PEP ASSEMBLIES

August 23 (First Day); September 29 (Homecoming); December 15 (Winter); May 21 (Spring)



ACADEMICS

Academic Honor Code

Liberty High students are expected to demonstrate and uphold academic integrity, striving for honest and ethical behavior as it relates to their scholastic work. Students may not receive or give unauthorized assistance in the preparation of any work required for submission for course credit. Students are expected to give credit to sources consulted in research through proper documentation and citation. The following are specific violations to the academic honor code, and additional information:

1. **Cheating**
 - a. Unauthorized use of materials (notes, calculators, phones etc.) during an assessment.
 - b. Copying the work of others and/or allowing others to view your answers or copy your work during an assessment or on any individual classroom assignment.
 - c. Allowing other parties to assist in the completion of your test, quiz, homework, projects, papers, or assignments when not permitted.
 - d. Helping or attempting to help another individual commit an act of academic dishonesty.
2. **Plagiarism**
 - a. Presenting the work of others without proper acknowledgement.
 - b. Claiming the words and ideas of another as one's own.
 - c. Failure to properly cite and specifically credit the sources of both text and web materials in papers, projects, or other assignments.
3. **Forgery**
 - a. Altering a score, grade, or schedule change on an academic record.
 - b. Forging the signature of a teacher, administrator, counselor, other staff member, or guardian without proper authorization.
4. **Obtaining an Unfair Advantage**
 - a. Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by an instructor.
 - b. Retaining, possessing, using or circulating previously given examination materials, when those materials are to be returned to the instructor.
 - c. Intentionally obstructing or interfering with another student's academic work, or otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over students' academic work.
5. **Artificial Intelligence (ChatGPT, Bing AI, Claude, ChatSonic, etc.)**
 - a. ChatGPT and similar applications are highly advanced artificial intelligence models which can quickly process natural language and respond to questions, figure out solutions, and an unlimited number of thinking tasks that were previously reserved for humans.
 - b. AI can help provide a means of inspiration, allow students to expand their learning, and provide immediate feedback on student's written work.
 - c. Relying on AI will limit or prevent academic progress. AI should not be heavily relied on because AI often provides false, inaccurate, or misleading information.
 - d. Using AI to complete work you are expected to complete is a violation of the honor code.



Academic Honor Code Violations

The following policy is put in place to discourage academic dishonesty and provide a consistent response when academic honor code violations do occur. This policy applies primarily to assessments, papers, projects, and other substantial assignments. The policy resets each school year for each student.

- **1st Offense (No Definitive Proof)**
 - Student is allowed to reassess or redo the assigned activity.
 - No penalty to the grade is applied.
 - Minor behavior referral is submitted to document the occurrence.
- **1st Offense (Definitive Proof)**
 - Student is allowed to reassess or redo the assigned activity.
 - Student may earn 70% of their earned score on reassessment/redo.
 - Major behavior referral is submitted to document the occurrence.
- **2nd and Subsequent Offenses**
 - Student is allowed to reassess or redo the assigned activity.
 - Student may earn 50% of their earned score on reassessment/redo.
 - Major behavior referral is submitted to document the occurrence.

Liberty Grading Policy

Liberty High has established grading guidelines for all teachers to adhere to. These guidelines help ensure grades are accurate, meaningful, consistent and support learning.

Universal Expectations (Non-negotiables)

- **Late work-** Late work is accepted up until the end of a unit, and no penalty will be applied. Teachers may establish a deadline for late work a maximum of 7 days prior to the end of a trimester.
- **Reassessment-** All students will be allowed opportunities to redo or retake an assessment up to 2-weeks after the initial assessment has been entered into the gradebook. This opportunity is available for all students only after they complete the required task(s) determined by the teacher. The student's final score will not be penalized, or points reduced when completing a redo or reassessment. Assessments at the end of a trimester may not be eligible for redo due to the timeliness of when grades need to be submitted.
- **Attendance & Grades-** Attendance is not considered in grade determination.
- **Comparison-** Grades are not assigned based on a student's achievement compared to other students; Each student's performance is compared to preset standards and individual achievement and growth.
- **Homework/Practice work:** If homework or practice work is calculated into the final grade, it cannot be weighted as more than 25% of the final grade.
- **Extra Credit-** Extra credit or bonus points will not be given; Only evidence that "extra" work has resulted in a higher level of achievement is sought.

Graduation Requirements (Reference Board Policy 505.5)

Liberty High will issue diplomas to students who have successfully completed the course of study prescribed by the Iowa City Community School District and who have attended Liberty full time for their last trimester of academic work. Upon successfully completing course work, a student receives "credit." A one trimester (twelve week) course taught every day is weighted as 5



credits. To graduate from the Iowa City Community School District, students must earn a minimum of 310 credit hours, which include 225 subject area requirements and 85 elective credits. Only students who have two or fewer remaining courses left to complete at the end of their senior year will be allowed to participate in the graduation commencement ceremony. *No more than 15 credits of journalism (foundations) can be applied to the 60 credits of required ELA. The following are the minimum subject area graduation requirements which must be met by all students. These course requirements may not be met by taking Independent Study Projects.

Subject Area	Credit Hours
<i>Language Arts (ELA)</i>	
English 9	15
English 10	15
English Electives	30
<i>Social Studies</i>	
American Studies	15
World History	15
Government	10
Economics	5
<i>Science</i>	45
<i>Math</i>	45
<i>Health*</i>	5
<i>Physical Education</i>	20
<i>Personal Finance</i>	5

*Guardians who have religious or personal objections may choose to have their child opt out of health. Please contact your student’s counselor for further information or assistance.

College Entrance Requirements

Students are strongly urged to work closely with their school counselor regarding college entrance requirements. To be prepared, students need to get specific information from a variety of schools and/or post-secondary programs. Not all courses listed in the Program of Studies meet college and/or NCAA admission requirements.

Liberty High College Bound Recommendations Compared to Basic Minimum Requirements

	College Bound Recommendations		Basic Minimum Requirements	
English	4 Years	60 Credits	4 Years	60 Credits
Social Studies	4 Years	60 Credits	3 Years	45 Credits
Mathematics	4 Years	60 Credits	3 Years	45 Credits
Science	4 Years	60 Credits	3 Years	45 Credits
PE	4 Years	20 Credits	4 Years	20 Credits
Health	1 Trimester	5 Credits	1 Trimester	5 Credits
Personal Fin.	1 Trimester	5 Credits	1 Trimester	5 Credits
Electives	4 Yrs with W. Lang.	100 Credits	4 Years	85 Credits
		370 Credits		310 Credits



Early Graduation (Reference Board Policy 505.6)

Early graduation is not encouraged as it generally provides only a minimum program. However, there are circumstances under which it is possible. Arrangements for early graduation should be made through the school counselor during the previous term of the proposed year of graduation.

Guidelines for early graduation:

1. A minimum of 310 credit hours are required for graduation. All regular course requirements apply except for PE. For each school year the student is enrolled, one trimester of PE must be successfully completed.
2. Students must attend Liberty High full time during their last trimester of academic work.
3. A Post-Secondary Plan of Action Early Graduation form must be completed by the student and signed by a guardian.
4. A maximum of five (5) credit hours earned through “Independent Study Projects for Credit” may be used towards early graduation and they must be done on a graded basis.
5. All obligations must be met (i.e., books, fees, equipment return, etc.) prior to departure.
6. Participation in regular spring graduation activities is optional for early graduates. However, to facilitate planning for graduation activities, the early graduate must make a commitment as to whether or not he/she will participate by March.
7. A student’s eligibility for extracurricular activities, including summer programs, ceases when a student graduates early.

Honors Diploma & Academic Awards

Honors Diploma Program

The Honors Diploma is designed to enhance academic preparation and challenge students with rigorous course work. Successful completion of the criteria will result in the Honors designation being placed on their Liberty High transcript and diploma. Additionally, an Honors Diploma Medal will be awarded to wear at graduation. All students interested in pursuing the Honors Diploma should discuss their intentions and questions with their school counselor.

The Criteria for the Honors Diploma Program Are:

1. A minimum of 370 credits meeting or exceeding the following criteria:

Language Arts	60 Credits
Mathematics	60 Credits
Science	60 Credits
Social Studies	60 Credits
World Language	45 Credits (in a single language)
Physical Education	20 Credits
FCS/Industrial Tech./Business Tech.	5 Credits
Fine Arts	5 Credits
Health	5 Credits
Personal Finance	5 Credits
Electives	45 Credits

2. The completion of four Advanced Placement (AP) courses, one in each of the four core areas, including sitting for each AP exam. (Comp. I substituted for an AP ELA course)



3. The completion of two additional AP courses in any content area after the initial AP course in the given content area. The student must also sit for each AP exam. Or, a PSEO/JREC course may satisfy either of these two additional AP courses if they are taken after completion of an initial AP course in the given content area.
4. A minimum GPA of 3.800 (unrounded)
5. A minimum Cumulative ACT score of 28 (SAT score of 1250)

Honor Roll

The academic honor roll will be computed at the completion of each trimester. A student must maintain a grade point average of 3.50 GPA or higher to qualify for the honor roll.

Academic Letter

Purpose

- Give visible recognition to students for their consistent academic achievement and effort.
- Encourage students to excel to a greater extent in academic areas.
- Show other area schools, and the greater community, that Liberty High supports its academic programs.
- Promote academic excellence at Liberty High.

Criteria

- Students will receive their Academic Letter in the fall or winter of each year.
- The student must be on the high school academic honor roll for the entire preceding academic year.
- For each additional year of academic honor roll that the student meets the requirements, they will receive an academic bar.

Senior Graduation Academic Medals & Honors

At the conclusion of their high school career, students are eligible to earn three different academic medals that may be worn at graduation.

- **Summa Cum Laude Medal-** “with highest honor”- Awarded to all students who earn a cumulative GPA of 4.20+
- **Honors Diploma Medal-** Awarded to students who successfully complete the Honors Diploma Program
- **National Merit Scholar Medal-** Awarded to students who achieve one of the distinctions outlined by the College Board after taking the PSAT/NMSQT test as juniors

Additionally, students who earn the following GPA distinction will be awarded a corresponding cord (white= Cum Laude, white & purple= Magna Cum Laude) that may be worn at graduation.

- **Magna Cum Laude “with great honor”** GPA = 4.0 to 4.19
- **Cum Laude “with honor”** GPA = 3.75 to 3.99

National Honor Society Membership (NHS)

The primary purposes of the National Honor Society are to create and encourage enthusiasm for learning, leadership, volunteering in the community, and excellence in academics. Eligible students will be invited for new or continuing membership after the first trimester of each school



year. The Faculty Council of the Liberty High National Honor Society further considers service, leadership, character, and citizenship in selecting students for membership and induction, as these are the principles of the National Honor Society.

The following is a brief overview of the criteria for Liberty High NHS:

- Sophomore, junior, or senior class standing.
- A minimum cumulative grade point average (GPA) of 3.500 or above.
 - Students must keep a 3.500 GPA throughout their time as an NHS member, or status may be denied.
 - Members who fall below the required GPA for one trimester shall be informed, and the student will be given one trimester to bring the overall GPA up to the minimum required. Failure to do so will be cause for permanent dismissal. If a senior drops below the 3.5 GPA at the end of their final trimester, the student will be automatically dismissed from the NHS program.
- Once inducted, NHS members are expected to complete service hours from August through May as Lightning Leader mentors to 9th and 10th grade students. Lightning Leaders not only run New Student Orientation in August, but 1-2 Advisory meetings each month in addition to regular NHS meetings.

Silver Cord

The Silver Cord program is an opportunity for students to be recognized for completing 200 hours of community service during their four years of high school. It is the intent of the Silver Cord program that those hours be in direct service to others in need through local community service agencies and other outreach opportunities. Silver Cord hours must meet a clearly defined need for an agency, charity program, church, political agency, social services group, or community event. Students cannot receive payment or credit for their services and they may not be completed during the school day. Service not recognized includes school activities such as selling merchandise, music, or athletic practices, work or babysitting for one's family, or service which is part of an academic, court-ordered or disciplinary requirement. Generally, activities that are part of a Liberty High team, club, activity, or course will not be counted towards Silver Cord hours.

Seniors who complete 200 hours of services will wear a silver cord at graduation. Students who complete 400 hours will receive a combination silver and purple cord. The 200 hour silver cord and 400 hour silver/purple cord may both be worn at graduation.

The Silver Cord Community Service cards are available in the Counseling Office. We will accept up to 8 hours per day of an activity for Silver Cord, and all hours must be submitted prior to the end of the school year in which they were completed. Service hours completed over the summer will be accepted beginning in the summer prior to entering 9th grade. Contact a Liberty High administrator or counselor with questions regarding acceptable service activities.

Class Load

All freshman and sophomores will have scheduled courses or study hall for each of the seven class periods. Juniors will not have more than one unscheduled period. Seniors will not have more than two unscheduled periods. Juniors and seniors may lose their open period(s) as a result



of academic or behavior concerns. Unless participating in a program approved by the administration, students who drop to fewer than the minimum requirement may be withdrawn from school.

Infinite Campus

Infinite Campus is our web-based student information system that gives students and their guardians access to attendance, grades, assignments and much more. This allows guardians the ability to be well informed and to monitor student progress. Students can log-in by using their District Google credentials (Google Sign-in); guardians can receive assistance with their username and password by contacting Liberty. A link to the Infinite Campus login is accessible from the district website at <https://www.iowacityschools.org/domain/31>. The Infinite Campus Mobile App download directions may also be accessed at the same district website location.

Guidelines for Schedule Adjustments

Because students are responsible for accepting the course of study for which they register, they must plan very deliberately, always keeping in mind individual interests and post high school plans. Any adjustments following the initial Course Selection Process in January are limited and will be based only on the following reasons:

1. Computer error or imbalance of course sections.
2. Failure in a class that is a pre-requisite.
3. Teacher recommendation and/or request because of inappropriate level placement.
4. Unavailability of a class.
5. Class schedule that fails to meet minimum load requirements.

Requests for reasons other than those listed above are limited to extenuating circumstances and must have parent/guardian approval. Requests that would result in an imbalance in the section numbers of a course will NOT be approved. A request may be made during the posted adjustment period.

Students wanting to add, drop or adjust their schedule must pick up a *Schedule Adjustment Request* form from the Counseling Office and make an appointment to see their counselor.

Requests for teacher change will not be granted except under extenuating circumstances. A *Teacher Change Form* will need to be completed and turned in to the school counseling office. All requests will be reviewed by the principal and will require a parent contact.

Withdraw from a Course

Students are encouraged to complete the courses they start; however, in the event a student wishes to withdraw from a course, the following guidelines will be used.

- Day 1–15: Students may withdraw from a course. No notation will appear on transcript.
- Day 16 to three days after Parent/Teacher conferences: Student may withdraw from course with parent permission. The transcript will reflect a “W” (withdrawn).
- Three days after Parent/Teacher conferences to End of Trimester: A student may withdraw from the course with parent permission. The transcript will reflect an “F” (failing) grade.



Any student who makes a request to drop a course must have prior approval from their teacher, counselor, and parent/guardian. In order to participate in any high school performance and or to be eligible to participate in a sport or competitive activity, a student must have passed all courses the trimester prior to participation and must be enrolled in four subjects (excluding Driver's Education). A special education student who is making adequate progress in meeting goals and objectives on the individualized education plan, as assessed by the teacher, will be academically eligible.

Course Fees (Reference Board Policy 503.3)

Students/families will be required to pay all designated fees for the materials needed in a course. Students/families who desire to request a fee waiver must complete a Standard Fee Waiver Application.

Independent Study Projects for Credit

Students may submit a proposal for an independent study project for credit if the proposal is approved by their counselor, and a faculty member agrees to serve as advisor and evaluator. Upon successful completion of the project, the student will earn academic credit. To qualify for the program:

1. Prior to the start of the project, the student must complete an application form and submit it to their counselor. The student will be graded on a pass/fail grading basis. It will show as "Independent Study" on the transcript.
2. An independent study project must be presented for approval within the first two weeks of the trimester in which credit is to be given. Projects must be completed one week prior to the end of the term for which the credit is to be issued. All written materials must be submitted in duplicate.
3. Independent Study Projects for credit will not:
 - a. Be included as part of the minimum course load requirement.
 - b. Replace any of the subject area graduation requirements (i.e., science, language arts, social studies, physical education, and/or math).
 - c. Be taken in lieu of a course offered at Liberty High unless prior approval is received from the administration.
4. The faculty member will serve as advisor, supervisor, and evaluator. Their approval must be secured before the project begins. The student will meet with the advisor to establish guidelines for the project and a sequential time schedule for completion of the work. A schedule of regular meetings between the student and teacher will be established. The faculty supervisor will evaluate the project prior to credit being issued.
5. Guidelines for credit will be one credit hour for a minimum of 15 hours of work. The student is required to turn in a written log of the dates/time during which the student completed the project.

Teacher Assistant (TA) Requirements and Regulations

The student teacher assistant (TA) program is designed to provide an opportunity for students to assist Liberty teachers in their various day-to-day tasks. Students who successfully serve as a TA have the ability to earn five elective credits per trimester. The following contains a list of guidelines for the Liberty High TA program:

1. The TA program is only available for juniors and seniors



2. TA periods will not be counted towards the Academic PE waiver (see below).
3. Students are only allowed to be a TA during one class period each trimester.
4. A maximum of 30 credits are allowed to be earned through the TA program.
5. Students must submit a completed “Teacher Assistant Request” from to the Counseling Office for approval.
6. Students are not allowed to access Infinite Campus or to perform any grading responsibilities.
7. If a student does not meet the requirements of the TA role (results in dropping the class or earning no credit (NC), that student will not be eligible to be a TA for the remainder of the current school year.

Physical Education Requirements and Regulations (Ref. Board Policy 603.6)

Physical education is required for one trimester each year in high school. Student attendance requirements for PE are the same as any other class at Liberty High.

Medical PE Waiver

Students with short term medical excuses must attend class; their participation will be adjusted appropriately by the instructor. Students who have medical documentation for a trimester-long PE Medical Waiver (from a physician) are either assigned to a study hall, scheduled for an open hour (upperclassman), or added to an elective class in lieu of the PE. Students will not be required to make up a medically excused trimester of physical education. Please have your physician document the specific dates and activity limitations and turn the completed PE Medical Waiver into the Health Office.

Athletic PE Waiver

Seniors who participate in a Liberty High sport which is sanctioned by the IHSAA or IGHSAA may request a PE Athletic Waiver for the trimester during which participation takes place in the sport. Students do not receive Physical Education credit during the waiver, but they are not accountable for that trimester of PE credit. Waivers are granted for one trimester; students apply for a PE Athletic Waiver through their counselor prior to the start of the trimester.

- Students may not take a PE Athletic Waiver for Health class.
- Seniors on an Athletic Waiver who quit or are cut from a team are responsible for re-enrolling in a PE class that same trimester, or a subsequent trimester. Students must attend at least 51 classes of PE in order to receive PE credit for the trimester.
- Seniors who request a PE Athletic Waiver, but do not go out for a sport must notify their counselor and be placed in a PE class to earn credit.
- PE Athletic Waivers are not granted for summer sports (softball & baseball).

Academic PE Waiver

Students that maintain a full class load (seven classes every trimester) during the school year will be granted an Academic PE Waiver. To maintain this waiver, students must complete all classes in good standing for the entire school year. If a student chooses to drop a course, they will then be required to make up their PE credit.



Post-Secondary Enrollment/Credit Options (Reference Board Policy 604.6)

Four options exist for students to earn college level credit while in high school.

- **Advanced Placement** (or equivalent courses): Students enroll in a course at Liberty High for credit, and take an AP exam to determine college credit.
- **Technical Preparation Articulation**: Students enroll in and complete courses for which there is an articulation agreement between Liberty High and Kirkwood Community College. Articulation agreements allow students to earn both college credit and high school credit. Please see your counselor for additional information.
- **Post-Secondary Options Act** (Student earns both high school & college credit): A student may enroll, at district expense and with prior district approval, in a course at the University of Iowa or Kirkwood Community College if a comparable course is not offered at Liberty High. PSEO courses count toward the minimum Liberty High course load requirement.
- **Other College Courses** (student earns college credit only): Students may be admitted to the University of Iowa or Kirkwood Community College to take college level course that do not qualify under the Post-Secondary Options Act. Students are responsible for tuition and may not count these courses towards eligibility to participate in school activities. These courses do not count toward the minimum Liberty High course load requirement and do not appear on the Liberty High transcript.

Drivers Education

All students can receive driver's education through Kirkwood Community College, through a private company, or through Parent Taught Driver's Education (<https://iowadot.gov/mvd/driverseducation/parent-taught>). ICCSD contracts with Kirkwood Community College for Driver's Education (<https://www.kirkwood.edu/DriversEducationApplication>) to offer driver's education offsite. All Kirkwood Community College for Driver's Education classes will occur at KCC locations or online/Zoom/hybrid outside of school hours. No KCC Drivers Education classes will be offered at ICCSD buildings. Registration for KCC Drivers Education classes is directly through KCC and no longer through the school counselor's office. Students pay Kirkwood directly for the cost of the program. Students who qualify for free or reduced-price lunches can apply to have this fee waived. Students must have a valid learner's permit.

Retaking a Course

Students who fail or perform below their standards in a course may re-enroll in an attempt to perform at a higher level and remove the failing grade. This will provide the student with the opportunity to gain a greater understanding of the material and/or raise their grade. The credit and grade in the repeated course will replace the previous credit and grade received in the course. To initiate this process, the student must file a plan with the counselor before the trimester in which they plan to retake a course begins.

Retake Grading Criteria:

1. Students may re-enroll in a course in which they received a "C" or lower grade.
2. Student will not earn additional credit for completing the course a second time. No double credit.
3. The second grade earned will appear on transcripts, replacing the previous grade.



4. The student must comply with the behavioral, academic, and attendance expectations of the course.
5. Students cannot request second grade option in an area where they have already completed more advanced level work.
6. The student must have an approval form completed prior to re-enrolling in a course. This form includes signatures from the counselor, student, and guardian. Section class size will be considered prior to approving a student to retake a course.

Failed Required Courses

Required courses must be taken in the school year immediately following the failure. In yearlong courses the class must be retaken in the trimester it was failed. A “Request to Repeat a Course” form must be completed. See your counselor for this form.

Credit Recovery (Edgenuity)

In some instances, students may have the opportunity to recover Liberty High course credit through Edgenuity, an online learning environment. Edgenuity assists students by meeting their unique needs and keeping them on track toward graduation and future success. Successful completion of an Edgenuity course will help students earn back missing credit.

Withdrawal from School (Reference Board Policy 501.7)

The Counseling Office will issue a check-out form. Books, Chromebooks, and other supplies that belong to the District must be returned to the Library. All fees must be paid at this time in the Main Office. If the student is transferring to another school, the new school will notify Liberty High and the proper records will be forwarded.

ATTENDANCE

Students are expected to be in all scheduled classes and to make daily attendance a top priority. Only through consistent attendance and class participation do students achieve the benefits of the educational program. Students and their guardians are asked to consider the impact of participating in several activities that may require numerous school absences due to competition or major travel. The Iowa City Community School District Board of Education has outlined policies for the expressed purpose of encouraging regular attendance practices on the part of high school students.

Reporting an Absence

Student absences should be reported by the student’s guardian even for students 18 and over unless prior approval from administration. All absences should be reported before the absence occurs. Absences can be reported digitally through *Infinite Campus* or via phone by using the *Attendance Line*.

- Guardians cannot excuse absences where a student is still on campus but missing class.
- When unable to contact Liberty High prior to an absence, it is highly encouraged to do so within 48 hours of the absence.
- Guardians can assist in providing the best possible educational experience for the student by only asking to excuse their child from school in cases of emergency or illness; not for



conducting business that can be completed on weekends or outside of school time. Therefore, please be aware that guardian requests to excuse an absence may not always be granted.

Reporting Through Infinite Campus (Preferred Method)

The preferred method to report an absence is using Infinite Campus via the parent portal on the website or the Infinite Campus App.

- You can access the Absence Request feature on Infinite Campus' home page by following the steps below:
 - a. Click on the **Menu** in the top left corner,
 - b. Click on **More** at the bottom of the list.
 - c. Click on **Absence Requests**.
 - d. Complete all the prompts and then click **Submit**.

Reporting Through the Attendance Line

When absences are unable to be reported in Infinite Campus, guardians can report absences by calling the school and leaving a message on the attendance line. (319-688-1350)

- The following information needs to be included on an attendance call/message:
 - Your name and relationship to the student
 - Student name and their current grade
 - Date(s)/time(s) the student will be absent
 - Reason for the absence (see acceptable excused absence list below)

Acceptable Excuses for Absences, Tardies, and Departures

1. Evidence that the student is not in proper physical or mental conditions to attend school or an educational program. The district may request the guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
2. Medical, dental, chiropractic, optometric or other valid professional appointments. Guardians are requested to make their appointments during non-school hours if possible.
3. A death in the immediate family or funerals of close relatives or friends.
4. Religious holidays.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their guardian(s) on a vacation, which cannot be scheduled when school is not in session. A guardian shall be required to notify the school attendance officer prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. If attendance is satisfactory, the attendance officer may excuse up to 5 days a year for family trips. Student vacations or trips without guardian accompaniment are not excused absences.
6. A court appearance or other legal procedure which requires the attendance of the student.
7. A quarantine as imposed by a public health officer.
8. Attendance at special events of educational value or school activities as approved by the school attendance officer.
9. Special circumstances that show good cause which the school attendance officer approves in advance.



10. Out of school suspension.

Commonly Used Attendance Codes for Absences:

- “Excused Absence”- “EA”
 - Guardian calls the student in absent (family emergency)
- “Illness”- “ILL”
 - Guardian calls the student in to attendance as being sick
- “Medical Excused”- “MED”
 - Student is present in a medical facility for treatment or has a written medical excuse from a healthcare provider
- “Unexcused Absence”- “UA”
 - Truancy, skipping class, unexcused, leaves class without permission
- “Vacation”- “VAC”
 - Student is out-of-town on a family vacation
 - It is recommended to avoid these during the school year. Up to 5-days per year may be pre-approved with administration if student is in good standing.
- “Activity”- “ACT”
 - School related absences (field trips, athletics, college visits (4/yr.), etc.)
- “Appointment”- “APP”
 - Guardian calls the student in for an appointment (Doctor, dentist, optometric, etc.)

Excessive Excused Absences

Absences can be classified as either excused or unexcused, however, regardless of classification the number of days absent can reach a level of concern and be considered excessive. School related excused absences, approved medical absences, suspensions, and special circumstances are not factored into the excessive absences total.

1. After 4 excused absences in one class teachers are encouraged to contact the student’s guardian(s) if a concern exists.
2. After 5 excused absences in one class, a call from the attendance office will be placed home to request documentation for future excused absences.
3. After 7 excused absences, the attendance office will send an attendance letter home encouraging regular attendance practices.
4. After 9 excused absences from one class, a meeting will be arranged with an administrator and/or counselor. The meeting will be designed to discuss the reasons for excessive absences, and to discuss how to improve attendance.

Partial Day Absences

Students must be in attendance at least half of the school day (usually three class periods) to participate in after-school activities or events unless approved by administration. If the partial day absence is illness related the student must be in attendance for the second half of the day.

Unexcused Absences (Truancy) Policy (Reference Board Policy 501.10)

An unexcused absence is an absence not approved by the guardian(s) and/or the school. The guardian(s) of any student with an unexcused absence will be notified of the absence by phone through our automated system, and by a school administrator if disciplinary action is taken. All



work missed during an unexcused absence will be made up at the discretion of the teachers involved. Examples of unexcused absences are listed below:

- A student who reports to school after an absence and the guardian has failed to notify the school will be considered truant
- Oversleeping
- Excessive car trouble
- Leaving the classroom without permission
- Work/employer related
- Skipping class
- Hair appointments, shopping trips, car maintenance
- Wandering throughout the hallways/school building during assigned class time
- In other area of building, other than where assigned (even with guardian approval)

Unexcused Absences (Truancy) Consequences

The Liberty High Truancy Policy will be enforced utilizing administrative discretion to determine the step placement for each student, and what the specific consequence(s) will be. Additionally, a student who is under sixteen (16) years of age by September 15, in proper physical and mental condition to attend school, and who fails to attend school regularly without reasonable excuse for absence is in violation of the state compulsory attendance laws. The Liberty High truancy officer will also be contacted regarding repeated truancy of these students.

- 1st Step
 - Warning
 - 30-minute detention (before/after school)
 - Lunch detention
 - Referral to school counselor and/or Student Family Advocate
- 2nd Step
 - 60-minute detention (before/after school)
 - Loss of special privileges (e.g., open campus, open hours, etc.)
 - Restricted lunch
 - Multiple lunch detentions
 - Conference call with administration, student, guardian
 - Attendance notification letter mailed home
- 3rd Step
 - Mandatory guardian attended attendance meeting with administration
 - Attendance plan completed & attendance contract issued
 - In-school suspension
 - Habitual Truancy Referral (County Attorney's Office)
- 4th Step
 - Loss of credit/removal from class/assigned to credit recovery
 - Referral/reassignment to an off-site district program

Planned Absences

It is the student's responsibility to inform teachers if they know, in advance, they are going to be absent from school. Arrangements are to be made with each teacher concerning make-up work.



Guardian(s) are expected to make a phone call to the attendance office (319-688-1351) to notify the school of their students planned absence.

Tardy Policy

Students at Liberty High School are expected to be in class on time because punctuality is an important skill valued in all phases of life. There are situations when coming late to school or class will be considered excused. Those tardy situations include, but are not limited to:

- Professional appointments unable to be scheduled outside the regular school day (doctor, dentist, etc.); Illness; A family emergency; Bad weather/road conditions; Educational reasons that involve passes from school staff; Other appropriate reasons determined by the administration.

All other tardy situations are unexcused

Tardy Definition

Students are tardy if they are not in their assigned areas safely when the bell rings. Students that are tardy will receive a verbal notification from the teacher after each time they are tardy.

Commonly Used Attendance Codes for Tardies:

- “Excused Tardy”- “ET”
 - Student has a legitimate reason for arriving late to class, with pass
 - Student attends a minimum of ten (10) minutes of class. This allows student time to check with their teacher on what they missed
- “Unexcused Tardy”- “UT”
 - Student arrives after the bell and within the first five (5) minutes of class, no pass
 - Verbal notification is given to the student by the teacher, marked in Infinite Campus
- “Unexcused Absence” – “UA”
 - Student arrives with ten (10), or fewer, minutes remaining in class will be counted absent.
 - Guardian will be notified of the “absence” through our automated system

Tardiness Consequences

The Liberty High Tardy Policy will be enforced utilizing the following procedures, and administrative discretion to determine reasonable interventions and/or consequences. The goal is to preserve instructional time for the student and their classmates.

Per Trimester Tardy Procedures & Consequences



Tardy Intervention Procedures & Consequences

- **1st/2nd/3rd Tardy** – Student receives verbal notification from the teacher. Teacher and student attempt to problem solve the cause of their late arrival. After the 3rd tardy the teacher contacts the guardian as a partner in the intervention. Student receives notification from the teacher that referrals will be written for future tardiness.
- **4th Tardy** – Student referral to SAC for an attendance problem solving meeting. Students and guardians are notified that future tardiness will result in referral to administration.
- **5th and subsequent tardies** – An attendance referral is written to administration including the number of tardies and information regarding guardian contact. Administrative discretion will be used to determine the step placement for each referral received on a particular student, and what the specific consequence(s) will be.
 - **Step 1:** Student conference, lunch detention, referral to counselor or SFA, parent/guardian contact
 - **Step 2:** Multiple lunch detentions, 60-minute detention (before/after school), loss of privileges (e.g., open campus, open hours, early release, etc.), restricted lunch, guardian contact, and tardy letter sent home
 - **Step 3:** Mandatory guardian meeting with admin, attendance plan completed & attendance contract issued, loss of credit/removal from class/assigned to credit recovery

Make-up Work

1. **For absences due to illness:** Student should complete make-up work in the same number of days as the absence plus one additional day. If able, it is recommended to email your teachers and check Canvas for missed information and material. In cases of prolonged illness or unique circumstances, special arrangements may be made with the teacher(s).
2. **For absences related to school-sponsored activities:** Student must notify and make arrangements with their teacher(s). They are expected to participate in scheduled class activities immediately upon their return.
3. **For absences due to suspension:** Students must contact teachers to stay up-to-date on missed academic work. The best way to contact your teachers during a suspension is through email. It is also recommended to check your teachers Canvas page for up-to-date information. Students are expected to arrange expectations with all their teachers.



BEHAVIORAL GUIDELINES

Liberty High PBIS Mission Statement

Dedicated to fostering a safe and effective learning environment through the establishment of positive behavioral supports and the positive culture needed for all students in our school to achieve social, emotional, behavioral, and academic success. We will provide this through:

1. The development of clearly defined and consistent student expectations and accountabilities which reflect our core values of “Belonging, Ownership, Leadership, Teamwork, and Safety.”
2. Regular teaching and reinforcement of our core values.
3. Continuous analysis of appropriate data to drive ongoing decision making.
4. Application of research based best practices to improve student management and student outcomes.
5. Acknowledgement of students and staff who are meeting/exceeding the behavioral expectations at Liberty.

Liberty High PBIS

Liberty High School’s PBIS expectations are based on providing clear expectations for student behavior. The goal of PBIS is to ensure the right of all students to a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions. Students are in control of their own behavior and therefore must take ownership in the consequences that accompany.

An important part of the educational process is helping students become aware of their rights and the responsibilities that accompany those rights. Liberty High School has the duty to create a respectful environment where students learn how to work as a team and begin to lead. These core values will be recognized both positively and productively.

Throughout the school year, students will be exposed to different behavioral expectations that are transferable across the various environments they experience as a Liberty High student, and out in the community. Liberty High students and staff have created videos and lessons that demonstrate expected positive behaviors in each of these spaces. Signage is also displayed throughout the building that will help in reminding students of actionable behaviors that represent Liberty High’s core values: Belonging, Ownership, Leadership, Teamwork, Safety. Liberty High School PBIS behavioral expectations shall apply to the following situations:

- When on school premises
- When attending school sponsored events
- When on school buses or school provided transportation
- When engaged in school sponsored activities
- When away from school at such activities
- When representing Liberty in the community



BEHAVIORAL GUIDELINES: BOLTS MATRIX

LIBERTY HIGH SCHOOL STUDENTS ESTABLISH A SENSE OF	
<p>Belonging</p> <ul style="list-style-type: none"> • Be Here • Participate • Be inclusive and kind 	B
<p>Ownership</p> <ul style="list-style-type: none"> • Own your effort • Own your presence in class/assigned areas • Own your words and actions 	O
<p>Leadership</p> <ul style="list-style-type: none"> • Lead with a positive example • Discourage and avoid drama and bullying • Hold yourself and others accountable 	L
<p>Teamwork</p> <ul style="list-style-type: none"> • Help and work with anybody • Identify problems, resolve conflict appropriately, and restore relationships • Respect each other 	T
<p>Safety</p> <ul style="list-style-type: none"> • Follow safety procedures • Keep hands and feet to yourself • See something, say something 	S

When a student’s behavior jeopardizes the good order, management, or welfare of the school, consequences will be imparted per the following discipline policies and procedures:

Student Code of Conduct (Reference Board Policy 503.1)

The Iowa City Community School District believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises.



Students should conduct themselves in a manner fitting to their age and maturity with respect and consideration for the rights of others while:

1. On school district property or on property within the jurisdiction of the school district;
2. While on school owned and/or operated school or chartered vehicles;
3. While attending or engaged in school activities;
4. While away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

Students who fail to abide by this and other school district policies, rules, and administrative regulations supporting the school district policies may be disciplined for any of the following:

1. Conduct which disrupts or interferes with the educational program;
2. Conduct which disrupts the orderly and efficient operation of the school district or school activity;
3. Conduct which disrupts the rights of other students to participate in or obtain their education;
4. Conduct that is violent or destructive; or
5. Conduct which interrupts the maintenance of a disciplined atmosphere.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Impermissible Conduct & Consequences

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral, or inappropriate behavior that includes, but is not limited to, the following:

1. Open and/or persistent defiance of authority, school rules, and regulations (including extracurricular rules);
2. Assault or threatened assault on another person;
3. Extortion, intimidation or coercion;
4. Inciting others to violate the law or school rules;
5. Vandalism;
6. Gambling;
7. Theft or possession of stolen goods/property;
8. Sale, manufacture or distribution of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia;
9. Possession, use or being under the influence of illegal drugs, controlled substances, imitation controlled substances or drug paraphernalia.
10. Possession, use or threatening to use any instrument that is generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, an imitation weapon or an explosive;
11. Possession, use or being under the influence of alcoholic beverages;
12. Use, possession, and/or transmission of tobacco or imitation substances;
13. Profanity;



14. Possession of pornographic/obscene literature, items or materials;
15. Student dress which is suggestive, condones illegal activity or in some way disrupts the educational process;
16. Failure to abide by corrective measures for previous acts of misconduct;
17. Harassment in any form of another person;
18. Conduct which discriminates against others based upon an individual's sex, race, national origin, religion or disability;
19. Destruction, damage, unauthorized use, inappropriate use, and/or manipulation of hardware, software or any aspect or component of the school's electronic information system including the internet; or
20. Inappropriate sexual conduct including harassment, indecent exposure, and visible display of affection.

School personnel utilize administrative discretion to determine precisely what sanction should be imposed for each infraction. Every effort is made to relate the consequence or sanctions as directly as possible to the student's behavior. The intent is to change future behavior and to address the factors contributing to the student's actions. A student may struggle in an academic class because they lack some, or all, of the skills necessary in that particular course. Similarly, a student misbehaves because they lack the behavior skills necessary for success. Liberty High staff will place a large emphasis in teaching appropriate behavior skills to all students, especially those who are at an increased need. The range of available consequences or disciplinary measures include, but are not limited to, the following:

- Student conferences; Restorative practices (circles, mindfulness, affective statements, collaborative agreements); Learning opportunities/modules; Development and implementation of an improvement plan; Warning; Loss of special privileges (open campus/periods, parking, dances, etc.); Referral to counseling staff; Reassignment to another class; Confiscation of unapproved items (cell phones, skateboards, etc.); Guardian/teacher conference; Guardian/administration conference; Work option or community service; Before/after school detention; Lunch detention; Restricted lunch; SAC referral; Guardian contact; Probation; In-school suspension in SAC; Out-of-school suspension; Reassignment to an off-site district program; Expulsion; Payment of damages; Notification of law enforcement

Common Behavioral Guidelines Definitions

Student Prevention, Access, Connection & Engagement (SPACE)

- Our SPACE is a place where students can deescalate, problem solve and learn strategies to prevent further problem behaviors. It is designed to keep students connected to school when they are receiving disciplinary action.
- If students are directed by staff to go to the SPACE, they should await an escort and follow staff directions. Failure to do so may result in additional school consequences.

Detention/Lunch Detention

- Students are required to serve detention before or after school in 30 minute segments in the SPACE or Main Office.



- Students are required to serve detention in the designated lunch detention room.
 - All detentions must be served within one week of the assigned date, or additional consequences may occur.
 - Student privileges such as parking, attendance at dances and open periods can be revoked for not serving detentions.

Probation

- Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet the conditions and terms shall result in immediate reinstatement of the penalty.

In-School Suspension

- In-school suspension (ISS) may be assigned in lieu of out-of-school suspensions. Student will be required to remain in the SPACE during the school day. If a student is in the SPACE for ISS more than one class period. The student will not be allowed to practice or compete in co-curricular events that day. Guardians will be notified of the suspension, and a conference may be required for re-admittance. Use of electronic devices such as cell phones and iPods are prohibited during ISS. Student is responsible for make-up work missed during the ISS period.

Out-of-School Suspensions

- Student required to stay out of school during the school day, including extracurricular practices, meetings, and events. Guardians are notified of the suspension and a conference is generally required for re-admittance. Student is responsible for make-up work missed during the suspension period as negotiated with each teacher.

Due Process (Reference Administrative Guideline 546)

Students are entitled to fair treatment when disciplinary sanctions are necessary. The due process available to students includes:

1. Student is provided with accurate information regarding rules and regulations;
2. Student is made aware of specific behaviors giving rise to any proposed action;
3. Student will be offered the opportunity to express their views regarding the incident.

Student Complaints and Grievances (Reference Board Policy 502.4)

Step I: Student complaints and grievances regarding Board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

Step II: If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within three (3) days of the employee's decision.

Step III: If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within five (5) days after speaking with the principal.



Step IV: If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the Board agenda of a regularly scheduled Board meeting in compliance with Board policy.

Technology Use Expectations

Includes district owned technology and student owned technology (cell phone, smart phone, tablets, etc.) at school, at school related functions, and during transport on school vehicles. This includes students and visitors.

1. Users shall be courteous and respectful of others.
2. Profanity, vulgarity, obscenity, language that is harassing, any form of bullying, derogatory or otherwise inappropriate for the school environment is not permitted. Language that promotes illegal activity or dangerous acts, lewd or plainly offensive, creates a material disruption to the school environment, or contains knowingly false, recklessly false, or defamatory information is not permitted.
3. Users shall not display, send, retrieve, or download any items that are sexually explicit or contain hate-based or discriminatory material. Users shall notify a staff member in the event inappropriate material is inadvertently accessed. Users must not redistribute contents described or will be subject to disciplinary action.
4. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.
5. Devices cannot be used to cheat on school assigned tasks.
6. Users have no right or expectation of privacy with respect to their use of school technology. School administration and IT personnel retain the right to access and monitor the activities and files of all users, at any time for any reason on school owned devices.
7. Students may use cell phones, smart phones, or other handheld or wearable devices with staff permission only in accordance with each building's policy.
8. Cell phones with cameras and other portable technology devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times.

Disciplinary Sanctions

1. The use of school technology is a privilege and may be revoked at any time by the school administration for violation of this policy or for engaging in any inappropriate use of school technology.
2. Violation of building policies regarding cell phones, smart phones, or other handheld or wearable devices will be subject to the discipline policies of Liberty High and the district.

Student owned technology, searches and confiscation of cell phones

1. Student owned technology may be confiscated if a student violates school policies such as displaying a cell phone at a time cell phones are not permitted.
2. A school official may search student owned technology when they have a reasonable suspicion that a search will reveal evidence that the student has violated or is violating school rules, school policies, or the law. Students may be subject to discipline for content found on student owned technology.



3. If a school official finds content that violates school rules, policies or the law while searching for another reason (trying to determine the owner of a lost phone, suspected cheating on a test, etc.) students may be subject to disciplinary action.
4. If a school official finds a student is in possession of child pornography, which includes nude photos, or partially nude photos, of minors, staff will confiscate technological devices. Law enforcement will be contacted to determine if a further investigation is warranted. Staff members will not place potentially pornographic materials on their school or personal devices to retain as evidence.

Content on student owned technology off school grounds

1. If inappropriate content/message from student technology has caused or is likely to cause a “substantial disruption” or “material interference” at school the school may take action, regardless of when or where the message was sent.
2. If content is considered a credible threat to persons or property, school officials may take disciplinary action regardless of when and where the message was sent. Law enforcement will be contacted to determine if further investigation is warranted.

Cell Phone/Personal Technology Policy & Confiscation Procedures

Cell phones: Students may use cell phones during passing time, at lunch, and in study hall while school is in session. Students on an open hour should not use phones in the hallway while classes are in session. All phones must be put away, and ringers silenced before entering the classroom. Phones in use or view during class time may be confiscated by staff (this includes using phones to listen to music). Students who refuse to comply will be subject to additional school consequences. Additionally, students are not allowed to have headphones/earbuds on or in their ears during class. At Liberty High School the following steps will be used to enforce the policy:

1. At the beginning of class all teachers/staff will say “secure your phones”
2. Students should have their phones put away (backpack, pocket, purse)
3. If the phone is out or being used, an email is sent to Liberty Help. The office will send the EIS, Hall Monitor or Administrator to confiscate the phone.
4. The cell phone will be held in the Space or Main Office. Students will be able to pick up their phone at the end of their school day.
5. If a student’s cell phone/device becomes a habitual distraction, it may be held at school until a guardian comes to school to pick it up. A conference will be requested with student/guardian/admin to discuss possible solutions and/or additional consequences such as:
 - a. Multiple-day cell/device detention;
 - b. Trimester long cell/device detention;
 - c. Yearlong cell/device detention

Anti-Bullying/Anti-Harassment Policy (Reference Board Policy 104)

The Iowa City Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.



Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - Places the student in reasonable fear of harm to the student’s person or property.
 - Has a substantial detrimental effect on the student’s physical or mental health.
 - Has the effect of substantially interfering with a student’s academic performance.



- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail themselves of this procedure may do so by filing a complaint with the superintendent or designee. An alternate will be designated in the event it is claimed that the superintendent or designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Student Appearance (Reference Board Policy 502.1)

The primary responsibility for a student’s attire resides with the student and parents or guardians. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student. It is also the responsibility of the district to ensure that student attire does not contribute to any bullying/harassment or shaming that could create a hostile or intimidating atmosphere for any student.

Students should be given the most choice possible in how they dress for school. Any restrictions must be necessary to support the overall educational goals of the school and must be explained within the dress code.

These district student dress code and enforcement policies apply to the entire district and take steps to ensure that all schools in the district adopt and follow them. Student dress codes will not be enforced in different ways that result in inequities within districts or in ways that are inconsistent with the law or other district intent.

1. Basic Principle: Certain body parts must be covered for *all* students

- Clothes must be worn in a way such that genitals, buttocks, and nipples are covered with opaque material. Cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

2. Students Must Wear:

- *Top:* shirt/dress, *Bottom:* pants/sweatpants/shorts/skirt/dress/leggings (There will be no restriction on the length of shorts/skirts/dresses so long as they do



not expose genitalia or buttocks), *Shoes*: activity-specific shoes requirements are permitted (for example for sports)

3. Students May Wear:

- Hats, including religious headwear, Hoodie sweatshirts (over the head is allowed), Fitted pants, including leggings, yoga pants, and “skinny jeans”, Midriff baring shirts, Pajamas, Ripped jeans, Tank tops, including spaghetti straps, halter tops, and “tube” (strapless) tops, Athletic attire, Clothing with commercial or athletic logos

4. Students Cannot Wear:

- Violent language or images, Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same, Hate speech, profanity, pornography, Images or language that create a hostile or intimidating environment based on any protected classes, bathing suits, helmets or headgear that obscure the face (except for religious observance or medical purposes)

Student Lockers (Reference Board Policy 502.5)

Student lockers are the property of the District. Students shall use the lockers assigned to them by the District for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal/designee of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched at any time and without advance notice, in compliance with Board policy regulating search and seizure.

Weapons Policy (Reference Board Policy 502.6)

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents or guardians of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons, dangerous objects or look-a-likes will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent or designee has the authority to recommend this



expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The superintendent or designee may develop an administrative process or procedures to implement the policy.

Alcohol/Substance Use/Possession (Reference Board Policy 502.7 & 502.7G1)

The District recognize the following as serious violations of the school's disciplinary Policy:

1. Possessing, drinking, or being under the influence of alcoholic beverages on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
2. Possessing, distributing, using, or being under the influence of illegal drugs on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools;
3. Possessing, distributing, or using drug paraphernalia on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools

The penalty for such violations may include suspension or expulsion. Participation in activities, including practices, shall also be prohibited during any period of suspension or expulsion. A student suspended or expelled under this policy will be allowed to return to classes upon completion of the suspension/expulsion period and enrollment in a program of substance abuse evaluation with an agency approved by the district. It shall be the responsibility of the student/and or guardian to enroll in the program of substance abuse evaluation.

School officials will also notify law enforcement when a student is suspected of possessing, using, distributing or selling any illegal controlled substance on school property or at school sponsored or approved events off the school grounds at any time, including official school events at other schools.

This policy does not affect nor rescind policies in effect for students who may also be disciplined through the activity policies of that athletic department or other departments.

Parking (Reference Board Policy 502.10)

Driving to and parking at Liberty High School is a privilege afforded to its students. These driving and parking privileges may be withdrawn by the school administration if the student fails to comply with state law or rules and regulations as established in the following policy.

All motorized vehicles parked by students on campus must be registered. All student parking is in the west lots on a first come first serve basis. Students must avoid spots designated for staff or temporary barriers put in place for special events. There is no cost to register a student vehicle to park at Liberty High. Students are expected to register their vehicle within the first week of each



school year. Students can complete vehicle registration using this form: tinyurl.com/5xwss3kw. Parking tags can be picked up in the main office. A \$5.00 fee will be assessed to replace a lost student parking permit. Only students who are legally able to drive, and have a Liberty parking tag, may have parking privileges at Liberty High School.

All vehicles will be parked within stall markers (lines). You must have a line on both sides of your vehicle. Parking is not permitted on curbs, bus lanes, visitor parking, staff areas, walkways, sidewalks, medians, on grass, on snow piles or at the end of the row. **Parking in these areas will result in a fine (\$5.00 for the initial incident, and increasing by \$5.00 for each subsequent offense).** Students will pay the designated fines in the main office. The District reserves the right to tow a parked vehicle when it is improperly or illegally parked, and poses a traffic hazard or an obstruction to the normal movement of traffic, or is in violation of said regulations without prior notification at the subject's expense.

The parking tag must be used with only the registered vehicle and be displayed (hanging from the rear-view mirror) at all times the vehicle is parked on campus. Parking permits may not be transferred from student to student without authorization from the administration. Any unauthorized transfer of a parking permit to another vehicle or person may lead to a loss of parking privileges. If a vehicle is sold, wrecked, or otherwise removed from service, please report the change to the office. A new registration form will need to be completed. If you drive a different vehicle that is not registered, report that information to the main office immediately.

Search and Seizure (Reference Board Policy 502.8)

The School District property is held in public trust by the Board. School District authorities may, without a search warrant, search students or protected student areas, based on a reasonable and articulable suspicion that a school District policy, rule, regulation or law has been violated. The search is a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school District facilities.

School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include, but are not limited to:

- nonprescription controlled substances; marijuana; cocaine; amphetamines, barbiturates; apparatus used for controlled substances; alcoholic beverages; tobacco; e-cigarettes, vapes, Juuls, etc.; weapons; explosives; poisons; stolen property; items violating other school policies/rules/regulations; items not being used appropriately

Such items are not to be possessed by a student while they are on school District property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school District.

Interviews by Outside Agency (Reference Board Policy 502.9)

Generally, students may not be interviewed during the school day by persons other than guardians and school district officials and employees. Requests from law enforcement officers



and those other than guardians, school district officials, and employees to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the guardians to inform them of the request and ask them to be present.

If a child abuse investigator wishes to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents or guardians, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

Student Fees, Fines, and Charges (Reference Board Policy 503.3)

Students may be assessed fines, charges or fees for the materials needed in a course, for overdue school materials, for participating in activities or for misuse of school property. Guardians of students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction of student fees based upon the request of the guardian. Fines or charges assessed for damage or loss to school property are not fees and will not be waived. All fees, fines, and charges may be paid in the main office.

Full, partial, and temporary fee waivers are available if student guardian(s) meet the financial criteria.

Textbooks

All textbooks will be checked out through the Liberty High Library. Each student is responsible for the safekeeping of their textbooks. A fine will be assessed for excessive wear or damage to books, and for lost or stolen books.

Posters/Signs

All posters or signs must be approved by faculty advisors or an administrator before posting anywhere throughout the school building or property. Posters and signs may only be posted on announcement boards or designated locations. No signs should be placed on walls, windows, or doors. Students may also utilize the digital signage throughout the building. See administration for approval and assistance.

Open Campus Rules and Regulations

With guardian approval, Liberty High's open campus policy allows eligible eleventh and twelfth grade students the opportunity to accept responsibility in planning the use of their time during "open" class periods. Open campus privilege may be revoked immediately for any student who has difficulty in following school rules and regulations, or whose academic performance is deficient. Students who remain on campus during open periods must report to one of the following areas:

1. **Commons/Cafeteria or Courtyard:** students are to be seated and working quietly.



2. **Library:** students may read quietly, work independently or collaboratively in small groups. Students may also work in the maker space if available. A productive, working environment is to be maintained.
3. **Classroom:** with prior approval from a teacher, a student may work in a supervised classroom.

NOTE: Students who return to campus prior to their next scheduled class are required to report immediately to one of the designated open campus areas.

Restricted Areas

1. **All Hallways:** hallways are to be used only as a means of moving from one designated area to another. Hallways are not open campus areas. Students should not go back and forth between spaces, once you are in a designated open campus area you should remain until the conclusion of that period.
2. **Gym/Athletic Areas:** the gym is a classroom during the day and students on an open period should never interrupt the PE instructor's classroom(s).
3. **Parking Lot:** a parking lot is provided for student vehicles. The parking lot area is a restricted area for all students as is to be used only by students arriving and leaving campus. Students are not permitted to loiter in the parking lot.
4. **Auditorium:** unless accompanied by a staff member, students may not be in the auditorium area.

Closed Campus

Ninth and tenth grade students are required to be on campus at all times during the regular school day. All students must report to all assigned study halls and classrooms unless excused by a teacher or administrator.

Parent, Guardian, and Community Concerns

In addition to the Iowa City Community School Districts complaint and grievance process, the Iowa Department of Education also has a process in place. For concerns about school districts or governing boards the Iowa Department of Education has made available the following website for parent, guardian, and community concerns: <https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

STUDENT ACTIVITY CONDUCT CODE

The Board of Directors of the Iowa City Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the Iowa City Community School District throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct rule.



The following activities are covered by the board's policy and these rules: athletics, instrumental and vocal music performances', drama productions, speech contests, National Honor Society, all co-curricular clubs (e.g. Math Club, French Club), all honorary and elected offices (e.g. Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, academic decathlon, or any other activity where the student represents the Iowa City Community School District outside the classroom.

Academic Eligibility

To be eligible for a high school activity, students participating must:

1. Be enrolled or dual-enrolled in school;
2. Have earned passing grades in all classes the previous three trimester;
3. Be enrolled in at least four full-time classes in the current trimester;
4. Be under 20 years of age;
5. Be enrolled in high school for eight semesters or less;
6. For students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
7. Special education students or students covered by a section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives in the student's IEP or 504 plan;
8. An academically ineligible student, with administrative and coach/director approval, may practice but cannot participate in any competitions or performances

School Attendance

1. A student is expected to attend one-half school day based on their schedule, immediately prior to the competition or practice to be eligible to participate in a practice, competition or performance scheduled on the same date, unless otherwise authorized by principal or designee.
2. Participation in evening performances or competitions should not affect school attendance on the following day. When performing or competing during the school day, students are expected to return to classes immediately after the event.
3. Students placed on out-of-school suspension will not be allowed to practice or compete in contests during the suspension period.
4. Dismissal times for performances/competitions will be determined by the coach/directors /AD. Students are expected to remain in class until the designated dismissal time.

Good Conduct Rule

To retain eligibility for participation in Iowa City Community School District extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to members of the community.

Any student who is found to have violated the school's Good Conduct rule will be deemed ineligible for a period of time. The specific violations listed below will result in the student's loss



of eligibility for participation in extracurricular activities, as set out in the section marked Penalties.

1. Possession, use, or purchase of tobacco products, regardless of the student's age. This includes electronic cigarettes, Juuls, or any other vaping device.
2. Possession, use, or purchase of alcoholic beverages, including beer and wine; odor of alcohol on a student's breath is considered evidence of use.
3. Possession, use, or purchase of illegal drugs or the unauthorized possession, use, or purchase of otherwise lawful drugs.
4. Engaging in activities outside the school community that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s).

Additional Guidelines

All behavioral issues that could impact a student's eligibility for participation in an extra-curricular activity cannot be detailed in an activity code. Consequently, additional guidelines, expectations, consequences, and student support plans will be determined by the athletic director, coach, sponsor, and the administration. The student activity Conduct Code will be shared in writing with students and guardians at the beginning of the season or activity.

The student activity Conduct Code designates its expectations during the time a student is enrolled in the Iowa City Community School District. The school's interest and intent is to expect and support positive student behavior at all times and discourage or deter illegal, immoral, unhealthy, or highly inappropriate behavior. Serious violations of school rules or community laws that occur during the time a student is enrolled in the Iowa City Community School District will be reviewed by the administration to determine the best support plan for the student. A student's eligibility status for extra-curricular activity participation is but one consequence that may be considered by the administration when such events occur. The administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District's policies and rules or community laws and club events.

Penalties

Any student who is found to have violated the Good Conduct Rule during the school year or summer is subject to a loss of eligibility as follows:

1. **First Offense** within the student's athletic/activity Career - suspension from one-third of the season's contest or performance dates with professional evaluation prior to reinstatement where applicable.
2. **Second Offense** within the student's athletic/activity Career- suspension from ½ of the contests or performance dates with professional evaluation prior to reinstatement where applicable.
3. **Third Offense** within the student's athletic/activity Career - suspension from athletic competition for twelve (12) calendar months with professional evaluation prior to reinstatement where applicable.
 - a. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and,



- if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.
- b. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
 - c. An ineligible student shall attend all practices or rehearsals but will not “suit up” or perform/participate.
 - d. If a student fails to complete an activity in which they are serving a penalty for a Code of Conduct violation the full penalty will attach when the student next seeks to go out for an activity subject to the 12-month limitation.
 - e. If a student is ineligible at the time of a violation of the Good Conduct rule, the penalty for the violation will not begin until the student regains eligibility.
Example: a student academically ineligible for a trimester is found to have been in possession of tobacco, a Good Conduct rule violation. When the student is again academically eligible, then the Good Conduct penalty attaches. Example: a student violates the Good Conduct rule and is ruled ineligible for one-third of the competitions or performances. while ineligible, the student again violates the rule. the second penalty attaches when the first penalty is completed.
 - f. The administration has the right and the power to impose other additional penalties or consequences, separate and apart from the penalties listed above, in response to serious violations of the School District’s policies and rules or community laws.

Transfer Students

Eligibility for students who transfer into the Iowa City Community School District from another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students’ eligibility status in the previous district will be considered in determining the date the student becomes eligible for participating in performances and/or competitions.

If the student had not yet completed a period of ineligibility for a violation of a Good Conduct rule in the previous school or school district, the student shall be ineligible until that period of time has been completed.

Due Process Procedures

Due process procedures as stated below will be followed. After the District receives information concerning a possible activity code violation, this process will include:

1. The District will provide oral or written notice to the student of the allegation(s) against the student;
2. The District will review the evidence supporting the allegation against the student;
3. The student will be provided an opportunity to respond to the allegation(s);
4. The District will then determine whether a violation of the Good Conduct Code has occurred, and notify the student of that determination;
5. The determination of whether there was a violation of the Good Conduct Code will be made by the principal, the coach or staff person supervising the extracurricular activity, and the athletic director, if applicable.



Appeals

A student or the student's parent(s) or legal guardian may appeal the decision an activity code violation did occur by notifying the associate superintendent in writing of the desire to appeal. The student may have their guardian(s) participate in the appeal process. By the conclusion of the third school day after an appeal has been filed, the associate superintendent will issue a decision on the appeal of the alleged violation of the Good Conduct Code. The student will not be allowed to participate in any contest during the appeal process, but will be allowed to participate in the practice sessions.

STUDENT SERVICES AND GENERAL INFORMATION

Educational Support Services for Students

Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Grant Wood Area Education Agency (GWAEA) support staff such as a psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern, in identifying strategies to address the concern, in carrying out the strategies, or in monitoring the student's progress. When an intervention plan is being considered, guardians will be invited to become active participants in the process. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with schoolwork. Information about 504 plans can be received through the school counselors and/or administration.

Section 504 of the Rehabilitation Act of 1973

Section 504 protects people with a mental or physical disability from discrimination based on that disability. If your student is substantially impaired by their disability, the Iowa City Community School District will work with you to provide reasonable accommodations as determined by an assessment team. If you have questions regarding 504 eligibility and reasonable accommodations for your student, please contact your building administration, school counselor, or the equity director for additional information. A Guardians Guide to Section 504 brochure is also available on the district website/equity link at: www.iowacityschools.org.

Special Education

The Iowa City Community School District recognizes that some students have different educational needs than other students. The district shall provide a free appropriate educational program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed or age twenty-one, in accordance with Iowa Code 282.1. The district shall provide an appropriate education for a student in need of special education. Children requiring special education shall attend general education classes, participate in extracurricular activities, and receive services in a general education setting to the maximum extent possible. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).



Counseling Services

Guardians may contact Liberty High School counselors by calling 319-688-1354. Our school counselors focus on students' growth and development in personal and educational competencies and in career planning and preparation. The counseling office includes a career information area to assist students with planning for the future. There are also many college catalogs, guides to post high school education and training, study guides, and career interest/development materials which may be checked out by students and guardians.

The counselors are available to assist students with their high school program, post high school planning, difficulties in classes, personal problems, scholarship opportunities, and any other topics of importance to the student. Guardians and students are encouraged to access the guidance link from the Liberty High home page, or on Twitter via @BoltCounseling

The ICCSD enters into legal contracts with community agencies to provide support staff to assist administrators, counselors, and teachers when concerns arise regarding the health, safety, social and emotional, and educational needs of students. General student information and student records may be shared with these agents of the district when a legitimate health, safety, social and emotional, and educational concern is involved.

Student Support Team (Tier II & Tier III)

Liberty High and Grant Wood Area Education Agency (GWAEA) staff members meet on a regular basis to focus on students who are having difficulty with academic or behavior progress. Confidential discussions are held for the purpose of deciding how to best serve these students. A student or guardian(s) who wishes to inquire about the services offered by the Student Support Team should contact the Liberty High Counseling Office.

Health Office

If a student becomes ill while at school they should report to the Health Office (F021), located adjacent to the Counseling Office. Students must receive permission and a pass from their classroom teacher. The Health Office personnel will attempt to contact a guardian or an emergency contact if it is necessary for the student to be sent home. They will not send a student home if there is no one there to take care of the student. In the case of a serious illness or injury, the school shall attempt to notify the guardians according to the information in Infinite Campus. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency personnel if necessary and attempt to notify the guardians of where the student has been transported for treatment.

State law does not permit the Health Office personnel to issue medication. Guardians, however, may bring medications to the Health Office that they and/or a health professional has approved. All medications should be distributed through the Health Office and the following guidelines should be followed:

1. A guardian will supply the medication.
2. A guardian permission form should be completed and kept on file in the Health Office.
3. The student will be required to take the medication in the Health Office.



4. The student may carry their medication and self-treat ONLY with a doctor's order and guardian consent.
5. Without guardian and physician permission, it is against school policy for any student to be carrying around medication.

Health Concerns- If your student has a health concern (diabetes, seizures, severe asthma, allergies, etc.) that would or could potentially require some type of care during the school day, please provide the medical documentation, the kind of care needed or health plan, medication or supplies, equipment needed, etc. as well as all contact numbers and email addresses to the Health Office. The district School Nurse assigned to Liberty High will contact you.

PRISM

PRISM focuses on inclusivity and acceptance in our community. Our goal is to create a safe and empowering environment within our school by educating teachers and students on minority issues and discussing problems within the community. Open to all!

Hearing Screening

Grant wood area education agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened. Students in grades 3, 4, middle, and high school, who are new to the school, that do not have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Guardians with concerns about their child's hearing should contact the school nurse.

Gift Delivery

Liberty High will not allow flowers, balloons, food, and similar items to be delivered to the school. These deliveries can become a safety issue and disrupt the working and learning environment of the school. Therefore, any food or gifts delivered to the school intended for a student will be declined. It should be noted that for each student receiving a delivery there are many who do not. These gift deliveries are best handled at the student's home. Thank you for your understanding and cooperation with this policy.

Food Service

Students have the option of (1) bringing lunch to school if eaten in the cafeteria/commons, or (2) selecting lunch items from the Bolt Café. The Bolt Café offers various options on a daily basis for students to choose from. The cashier does accept cash and checks. However, change will not be given during lunch as it slows the line down, and credit charges must be done before lunch for the same reason. The following are guidelines and expectations specific for the Bolt Café:

- If backpacks/coats are brought to the cafeteria, they should be placed at your table prior to entering the serving area. Students wearing backpacks/coats will not be allowed in.



- Please state your name each time you arrive at the cashier stations. The food service staff are instructed to ask for your name each day per food service policy. Please be kind and respectful of this request.
- Keep your hands and feet to yourself at all times. Each serving station has a line; please wait in line for your turn.
- All food/drink should be consumed in the cafeteria. The health policy states that food/drink cannot be consumed in the serving area. The health policy also does not allow opened containers/packages into the serving area.
- Please enter and exit through the appropriate doors. These entrance and exit doors will be marked with the appropriate sign.
- Enter the Bolt Café, or line, at the beginning of the lunch period. If you wait to enter at the end of the lunch period, it does not allow the food service staff time to restock before the next lunch shift.
- If you have a question of what makes up a school lunch, please ask one of the servers or cashiers.
- Students may not take food items from the cafeteria/commons into other areas of the building.
- All students are expected to be orderly, well mannered, and to clear their eating areas when finished. Beverage and disposable items are to be deposited in the appropriate containers. Plastic lunch trays are to be returned to the kitchen window.

Breakfast- Breakfast will be available from 8:15 to 8:45 a.m. in the Bolt Café.

Activities, Clubs, and Athletics

Liberty High offers a variety of activities and organizations in which students may choose to participate. Through participation and involvement in such activities, students will have the opportunity for many learning experiences not possible in other settings. We encourage students to become involved in their school beyond their regular classroom setting by participating in school activities.

Activity Pass- The purchase of an activity pass will permit a student to attend all home athletic events. This activity pass may be purchased for \$50.00 and will be placed on student ID cards. Replacement activity pass/student ID cards will be issued for \$5.00.

Lost and Found Items

Lost items should be reported to the Main Office. Students who find or locate items not belonging to them should bring the items to the Main Office. Students may check the Main Office during open hours, lunch, or before/after school for any lost items.

Telephone Use

Unless an emergency arises, students will not be called from class to take a phone call. School district phones (office, classrooms, faculty/staff work areas) are not to be used by students unless permission is received.



Social Activities

Liberty High School holds several student functions during the course of the school year. These functions include, but are not limited to, Homecoming, Winter Dance, Prom, and other dances. Attendance at these functions is optional and limited to Liberty High students and their guests. Admittance will not be granted to those over 20 years of age, or any Liberty High students who have temporarily, or permanently lost this privilege.

The following regulations apply to Liberty High School's social activities:

1. The faculty sponsor must meet with his/her group as it plans its social activities.
2. Each group sponsoring an activity is to clean that portion of the building which has been used for an activity.
3. When a student enters the building to attend a social activity, a student may not leave and re-enter the building. Once a person leaves a school sponsored activity, they are not allowed to return.

Homeless Children and Youth

Individuals who lack a fixed, regular, and adequate nighttime residence are eligible for access to certain resources. If this describes your situation or you have questions, contact your school counselor.

Directory Information

Student directory information is designed to be used internally within the school district. Directory information is defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, e-mail address, grade level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and other likeness, and other similar information.

Prior to developing a student directory or to give general information to the public, guardians will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students.

It is the responsibility of the superintendent to provide notice and to determine the method of notice that will inform guardians. (Board Policy 506.2)

Any student's guardian(s) not wanting this information released to the public may refuse consent to release directory information when completing the E-registration permission page for their child, through their Infinite Campus guardian account.

Student Records

Guardians of students under age eighteen may review a student's educational record, obtain copies of materials in the record for a reasonable fee, write a response to material in the record, challenge the contents of the record and have the records explained. A student's guardian who is interested in reviewing his/her child's educational record is requested to schedule time to review



the record through the building principal. It is the interpretation of the United States Department of Education of the Buckley Privacy Act that all guardians, not just custodial guardians, have the right to see records, unless a binding legal document such as a court order or divorce decree says otherwise. The Iowa City Community School District uses contractors, consultants, volunteers, and agencies as school officials to provide certain institutional functions and services. The District's release of educational records to said individuals and entities are, however, subject to the requirements governing the use and re-disclosure of personally identifiable information within those educational records.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the guardians or student over the age of eighteen years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with a legitimate educational interest.
2. Officials of other schools in which the student plans to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. When connected with a student's education financial aid applications.
5. Government officials to which information is to be reported under state law adopted prior to November 19, 1974.
6. Organizations which process and evaluate standardized testing.
7. Accrediting organizations for accrediting purposes.
8. In connection with an emergency.

Students' records are reviewed and inappropriate material is removed periodically. These reviews take place when a student moves from elementary to junior high and from junior high to high school and when a student transfers out of the district. Records not of permanent importance will be destroyed within five years of graduation or discontinued attendance.

Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Secondary Schools

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

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request amendment of the student's education records that the parent or eligible student believes to be inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise



them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords guardians and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to: Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of education (ED):

1. Political affiliations or beliefs of the student or the student's guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or guardians;
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and,
3. Activities involving collection disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.



Inspect, upon request and before administration or use of:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and,
3. Instructional material used as part of the educational curriculum.

ICCSO has developed and adopted policies, in consultation with guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. ICCSO will directly notify guardians and eligible students of these policies at least annually at the start of each school year and after any substantive changes. ICCSO will also directly notify guardians and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any non-emergency, invasive physical examination or screening as described above.

Guardians/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605

Visitors to Campus

Liberty is a secure building. All visitors to Liberty High School are required to sign in upon arrival in the building. Visitors should wear a visitor ID sticker while in the building. Students are not allowed to bring visitors to the school unless approved by the administration. Former students can visit staff by appointment after school hours. Former students will be expected to follow visitor protocols and will be asked to wait in the office for the staff member escort.

Entrance Doors

After the school day begins, only the front entrance doors will remain unlocked for student and guest access. Students entering the building after the school day begins will be routed directly into the main office from the main entrance. Students will need to scan their school ID to enter the building. This measure is to promote building safety for students and staff.

Students leaving before their school day is over for a legitimate reason are expected to sign out in the main office before exiting the building. Students with open periods who choose to leave are expected to exit the building through the main doors to have their IDs scanned before leaving.

Video Surveillance

The Board authorizes the use of video cameras located where there is no legitimate expectation of privacy in public areas. Video recordings may become a part of a student's educational record and may be used as evidence in internal disciplinary proceedings or by law enforcement agencies.



Teacher Qualifications

Guardians in the Iowa City Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a title I program or if your school operates a school wide Title I program. Guardians may request this information from the office of the superintendent by calling 319-688-1000 or by sending a letter of request to the following address: Iowa City Community School District, Office of Superintendent, 1725 North Dodge St., Iowa City, IA 52245.

The Iowa City Community School District ensures that guardians will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

If you would like to receive information regarding your child's teacher, please contact your school's principal.

In addition, guardians have the right to:

- Information on student's performance on state assessment
- Knowledge of their child being placed in a Limited English Proficiency Program.

Student Publications (Reference Board Policy 502.3)

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and principal. Any expression made by students, including student expression in an official school publication, is not an expression of official school policy. Official school publications are free from prior restraint by employees or officials except as provided by law.

Safe Gun Storage

The Iowa City Community School District Board of Education directs the superintendent to explain the importance of secure gun storage and legal obligations to protect minors from accessing irresponsibly stored guns. Iowa Code § 724.22(7) makes it a crime to store or leave a loaded but unlocked or unsecured firearm where the person storing or leaving the gun knows or has reason to believe that a child under the age of 14 is likely to gain access to the gun without the permission of the child's parent or guardian. Please find the entire Iowa Code section here: <https://www.legis.iowa.gov/DOCS/IACODE/2001/724/22.html>

Suicide Prevention

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 1-800-273-TALK (8255). You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.



Some of the reasons to call 1-800-273-TALK are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area

Youth Support Numbers

National Suicide Prevention Lifeline.....	988
AIDS Information.....	1-800-342-2437
Child Abuse Hotline.....	1-800-422-4453
Family Violence Center.....	1-800-942-0333
Youth Crisis Line.....	1-800-448-4663
Iowa Domestic Abuse.....	1-800-942-0333
Homework Hotline.....	1-800-728-6450

SAFETY PLANS & DRILLS

Emergency Plans & Drills (Reference Board Policy 507.5)

Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters are conducted each school year. Fire and tornado drills are each conducted regularly during the academic school year with a minimum of two before December 31, and two after January 1. A crisis drill is conducted a minimum of once per year.

Liberty High will develop and maintain a written plan containing emergency and disaster procedures, and will review and update annually. The plan will be communicated to and reviewed with employees, and a copy submitted to the ESC and Physical Plant. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

Fire Drill/Plan Procedures

Signs are posted in each room indicating where students and personnel should exit the building and relocate in a safe location. Instructors will then lead the students to the assigned areas and the students will follow these directions:

- Close classroom doors.
- Move quickly, quietly, safely to your assigned exit.
- Students must move to the designated safe locations outside the building.
- Exits must be clear so emergency vehicles can pull up to doors.

Tornado Drill/Plan Procedures

Signs are posted in each room telling where students and personnel are to seek shelter. The auxiliary gym, academic corridor, and the H-Wing Corridor are the three tornado rated shelters in the building. Each section of the building is assigned to one of these three approved areas.

Instructors will lead students to the assigned areas, and the students will follow these directions:

- Take a seat on the floor
- Place book or hands over head



- Put head down
- Keep calm and do not panic

Lockdown Drill/Plan Procedures

A lockdown could be initiated in response to a number of different safety related issues. Students are instructed to follow the directions delivered via the intercom and/or the nearest staff member.

Weather and Emergencies Communication

In the event of any emergency such as storms, bad roads, power or heating failure, water system failure, or other emergency, guardians are reminded to maintain current contact information in Infinite Campus. In an emergency, guardians will be contacted via email, phone, and/or text. Information will also be posted on the school/District website.

- When school is cancelled, delayed or dismissed early, guardians will be notified via email, phone, and text notifications made through our communications systems.
- School cancellation, delay, and early dismissal information will also be broadcast on local radio and TV stations.
- If school is in session and an emergency occurs, students will be transported as soon as possible following the incident.
- In the event of an emergency, guardians are requested not to call the school, but monitor the website, email, and text messages for further information.

COMMUNITY INVOLVEMENT

School Volunteers

Volunteers make valuable contributions to the learning process by providing assistance to the students and staff members of the Iowa City Community School District. The following guidelines were created to ensure the safety of students, volunteers and staff. All volunteers:

1. Will adhere to volunteer guidelines outlined by the school district and building(s) in which they serve.
2. Will identify themselves to the building administrator/designee before beginning each volunteer assignment. They will report to the office or designated place prior to beginning volunteer service. There, the volunteer will receive volunteer identification and will sign in and out.
3. Who work directly with students or assist staff on a regular basis; supervise/chaperone students; or act as a primary authority figure must complete volunteer and disclosure statements.

Parent/Guardian Involvement

Guardians are encouraged to be actively involved in their students' high school careers. Guardian involvement has a positive influence on student success in school. Guardians can help students by providing a place to do homework and by controlling the amount of time devoted to watching television and to working at after school jobs. Guardians may be involved at Liberty High in a variety of ways such as volunteering regularly, attending Back-to-School Nights, Parent-Teacher Conferences, and music, drama, and athletic activities, and contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their students' high



school experience. Guardians are encouraged to participate in parent groups. Please contact the Liberty High Main office if interested in further information about the PSTO.

Facilities Use

All events, whether for the school or the community, must be scheduled through the Main/Athletic Office. For functions outside the jurisdiction of the ICCSD, users of the facilities will be required to reimburse Liberty High for expenses incurred.

LIBRARY

The Liberty library is a place for teaching and learning, research and production, reading and study. Its mission is to ensure that students and staff are effective users of information and ideas. A certified teacher librarian works with students and teachers throughout the school day, with the support of two library secretaries and tech support specialist. The library is open before and after school, providing students access to resources and professional support.

Library Hours

The library is open Monday through Friday, 8:00 a.m. to 4:30 p.m.

Library Facilities

The Liberty library is located on the first floor of the building with access from the main hall and a secondary hallway. There are two collaborative labs large enough for class use, and three smaller collaborative conference rooms. There is also a makerspace and a video production lab housed in the library. The library also includes two large instructional areas (each seat up to 36 students), as well as additional seating. There is a casual reading area near the main entrance and seating throughout the facility for individual study and reading or small group work.

Borrowing Library Resources, Equipment, and Textbooks

Most library books and audio books may be checked out for three weeks, with the option of renewal, and students are required to present their ICCSD school ID to check items out. Students are asked to pay the replacement costs for lost or damaged materials. Students may check out digital cameras and other AV equipment for overnight use, although some items require a teacher's prior approval. Textbooks for most classes are circulated through the library. Students are expected to pay fines for damaged textbooks or the replacement costs for lost textbooks.

Technology Resources Use Guidelines

The following is an excerpt of the Liberty High technology use guidelines. To read the guidelines in their entirety, visit the ICCSD website. Access to various technology resources is available to users for academic purposes. A 'user' includes, but may not be limited to the following: student, faculty, administrator, staff, volunteer, support personnel. Users must adhere to established guidelines regarding proper conduct and efficient, ethical and legal use of technology resources. ICCSD Administrative Policy 622 outlines use of technology resources. Violation of technology use guidelines will result in disciplinary action including loss of computer access privileges, suspension or expulsion, and/or legal action, if warranted. The user has been notified that all uses of the ICCSD technology resources are monitored and that all



information is deemed public and not private. Technology resources may be used for academic, school-related purposes: e.g., instruction, research, or production. Printers are intended to support student research and individual assignments and are provided for that purpose at no cost. Arrangements can be made with a librarian or copy center staff for class sets to be printed for no cost on one of the high-capacity copiers. Any personal printing to a school laser printer, including for school clubs or organizations or to make class sets of documents, may be charged a per-page fee.

Network Accounts

This year students are being assigned a Chromebook for school use. This device is theirs to use throughout the school year, and this same device will stay with the student for the next two school years. Students are also provided an ICCSD Google account that they will use to complete schoolwork. The account gives users storage space on the building file server. This space may only be used to store documents created for school-related projects. Users may not use the network to store programs or applications of any type, or non-school-related files. Files stored in users’ accounts are not guaranteed to be private. School staff may review the contents of user accounts to maintain system integrity and ensure responsible and appropriate use. Inappropriate use of accounts may result in disciplinary actions, including loss of computer access privileges.

Liberty Library Website

The Liberty Library website serves as an access point for electronic resources, a source of information on library events and services, and a place to celebrate reading and new technology. Among the features of the site are links to the library’s online catalog and access to the Liberty High School online database collection. The library website changes frequently and ideas for new features are always welcome. Follow the Liberty Library on social media @boltlibrary.

Online Resources

The library subscribes to a number of research databases, accessible from home as well as from school. To access the resources remotely, go to the Liberty website, click “Liberty Online Resources” and link to the sites, entering the assigned logins and passwords. Student will be provided usernames and passwords at a later date.

LIBERTY HIGH CLUB LIST 2023-2024

In addition to music and athletic extracurricular activities, Liberty also has many clubs and groups to get involved in. The following is a tentative list of school clubs & activities that will likely be available for LHS students during this school year:

Club	Staff Advisor(s)
Art Club	TBD
Best Buddies	TBD
Book Club	Deb Torrens-Semler
BPA (Business Professionals of America)	Zach Hammes & Mark Langenfeld
Cadenza Club	Ryan Arp



Color Guard	Amanda Carlo
Debate	Kalen McCain
Drama	Olivia Symmonds & Alex Hoobie Schott
D & D (Dungeons and Dragons Club)	Matt Clendening
Educator Rising	TBD
FCA (Fellowship of Christian Athletes)	Shishonee Hughes
Gamers Club	TBD
Garden Club	Beth Long
IN SHOC	Tiffany Roiseland and Zach Lively
Intramurals	Tristan Sievers
Junior Class Sponsor (Prom Committee)	Heidi Eckhardt
BLSU	Malyssa Oblander
Liberty Difference Makers	Jen Secrist
Math Team	Aaron Mueller
Mock Trial	Emily Bonneau
Model UN	TBD
NHS (National Honor Society)	Sakinah Ellickson & Jonna Hall
PRISM	TBD
Robotics	Sara Karbeling & Marianne McGrane
Science Bowl	Nate Oswald
Science Olympiad	Sasha Murphy & Marianne McGrane
SEA (Students for Environmental Action)	Beth Long
Senior Class Sponsor	Lyn Prella and Ryan Swails
SLAP (Student Led Theater Production)	Alex Hoobie Schott
STEP Club	Val Quarles
Sparkles!	Leah Carlson
Speech	Kim Sleezer & Schuyler Sterk
Student Senate	Jacob Binggeli