



LIBERAL

HIGH SCHOOL

1611 West 2nd Street Phone (620) 604-1200
Liberal, KS 67901 Fax (620) 604-1201
Website Address www.usd480.net/o/liberal-high

LIBERAL HIGH SCHOOL

MISSION

Prepare each student to be a successful adult

VISION



PLAN
FOR TODAY

VISION
FOR TOMORROW

PURPOSE
FOR LIFE

VALUES

Champion for All Students and Staff

Expect Excellence

Be a Merchant of Hope

Carry the Banner

GOALS

Individual Plan of Study

Certificate/Acceptance Letter

Work-Based Learning

Civic Engagement

School Fight Song - "On for Liberal" Fight Song

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

SCHOOL HISTORY

The History of Liberal High School

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

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

In 1999-2000 USD 480 added an addition to the high school, which consisted of nine classrooms, expansion of the cafeteria seating, and a state of the art kitchen and serving area at a cost of \$3,267,638. In May, 2000 the Liberal High School Auditorium was renamed

the “James W. Maskus

Auditorium” in honor of the longtime Liberal High School principal. In October, 2004, the library was named the Stafford-Fairchild Library, honoring two former students who are world renowned authors and poets.

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

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

TABLE OF CONTENTS	
GENERAL INFORMATION	PAGES 8-9
Directory of Information	8
Student Directory Information (FERPA)	8
Open Records Act	8
Notice of Nondiscrimination	8
Statement of Compliance	9
Purpose of the Handbook	9
USD 480 BOE Mission and Vision	9
ACADEMIC AND SCHOLASTIC INFORMATION	PAGES 10-13
Daily Class Schedule	10
Graduation Requirements	10
General Program of Study	10

LHS Community Service Requirements	10
Commencement Participation	10
Graduation Recognition	11
Early Graduation	11
Special Services	11
Grading Scale	11
Report Cards and Progress Reports	12
Senior High School Fees	12
Release of Student Projects	12
LHS Enrollment Information	12
Spring Pre-Enrollment	12
Schedule Changes (Drop/Add)	12
Transfer Students & Correspondence Coursework	12
Virtual, Remote, or Homeschooling as an LHS Student	12
Guidelines and Opportunity for Course Test Out	12

Eligibility, Procedures, Examination Design, and Performance Criteria	12
Summer School	12
"Incomplete" Course Work	12
Testing Programs	13
Semester Test Exemptions	13
STUDENT ACTIVITIES	PAGES 14-16
Eligibility Rules for Athletic Contests	14
KSHSAA Eligibility Requirements	14
USD 480 Additional Requirements for Student Activities	14-15
Activity Fee	15

Transportation	16
GENERAL GUIDELINES AND PROCEDURES PAGES 13-22	PAGES 16-26
Accidents	16
Insurance	16
School Assemblies	16
Seating in the Gymnasium	17
Seating in the auditorium	17
Pep Assemblies	17
Bus Service	17
USD 480 Regular Bus Route Rules and Regulations	17
LHS Cafeteria Procedures and Conduct	18
School Clubs and Activities	18
National Honor Society Society Guidelines	19
Dress Code	19
Emergency Preparedness	20
Entrance and Exit Doors	20
Use of Technology and Electronic Resources	20

Consequences for Violating the District's Acceptable Use Policy	20
Hall Pass	20
Items of Value	21
Leaving School	21
Library Policies and Procedures	21
Lockers	21
Lost and Found	21

Medication Policy	22-23
Parent-Teacher Conferences	23
Skateboards, Scooters & Hoverboards	23
School Closings	23
School Dances and Prom	23
Additional Requirements for Prom	24
Search and Seizure	24
Student ID's	24
Student Parking and Vehicle Compliance	25
Cell Phone and Other Communication Devices	26
Surveillance and Detection	26
Visitors	26
Attendance Policy	26
STUDENT BEHAVIOR GUIDELINES	PAGES 27-29
Liberal High School "Good Standing" Guidelines	27
Student Behavior, Fighting, & Discipline Referrals	28
Referral and Documentation	28
In-School Suspension	29
Student Social Media Usage, Discipline, In-and-Out of School	29

BOARD POLICIES	PAGES 29-32
The Kansas Pupil Suspension And Expulsion Act	29-30
Gang Activity	31
Racial Harassment and/or Discrimination	31
Sexual Harassment and Discrimination of Students	31

Bullying	31
Weapons and Dangerous Instruments	31
Student Conduct	31
Drug Free Schools and Communities	31-32
Notice	32
APPENDIX	PAGES 33
USD 480 Board of Education Policy Manual Links	33
Student Misbehavior and Consequence Matrix	

Important Number Directory	
USD 480 District Office	604-1010
LHS Office	604-1200
Attendance Office	604-1203
Administrative Office	604-1210
Activities/Athletics Office	604-1217
Bus Transportation	604-1090
Business Office	604-1216
ESL Information	604-2403
Food Service	604-2230
Nurse	604-1211
Redskin Field	604-2275
Counselor's Office	604-1209

Student Directory Information

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

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

Open Records Act

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

A. Request for Access to Open Records (excluding Federal Legal Holidays).

a. Regular Business day: Monday-Friday: 7:30 AM-4:30 p.m. during school year.

Monday-Friday: 7:30 AM-4:00 PM during summer hours.

b. Regular Business days when office is closed: Monday-Friday 9:00 a.m.-3:00 p.m.

Contact: Liberal USD 480 (620).604.1010

c. Official Custodian Address: 7 Parkway Blvd, Liberal, KS 67905

d. Official Information Officer: Tyler Parks

e. Fees: There will be a 25-cent charge per copy for open records.

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

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the USD #480 School District are hereby notified that this district does not discriminate on the basis of race, color, national origin, gender,

age, or handicap in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the USD #480 School District's compliance with the regulations implementing Title VI, Title IX, The American Disabilities Act (ADA), or Section 504 is directed to contact:

Superintendent
7 Parkway Blvd., Liberal, Ks, 67901
(620) 604-1019

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

Statement of Compliance

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

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

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

Purpose of the Handbook

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

USD 480 BOE Mission and Vision

Mission Statement

USD 480 provides a safe, quality, and caring learning experience for every learner, every day.

Vision Statement

Every learner will be empowered to discover their potential, become leaders of tomorrow, and make a difference in a world yet to be imagined.

ACADEMIC AND SCHOLASTIC INFORMATION

Daily Class Schedule

School begins at 7:55 a.m. and students are **tardy at 7:55:01am until 8:04:59am. Students will be counted absent from their first mod of the day at 8:0500am.** The school day ends at 3:20 p.m. on Monday, Tuesday, Thursday, and Friday. On Wednesdays school ends at 2:20 and students may remain in the building in the Stafford-Fairchild Library/Internet Cafe until 3:20 p.m. The building is open at 7:15 a.m., and unless supervised in an activity, students are expected to leave the building by 20 minutes after the last bell rings.

Graduation Requirements

A minimum of 26 high school credits must be earned and credit received for all required subjects and 20 hours of approved community service must be recorded in order to graduate from Liberal High School unless otherwise approved by the superintendent.

The Liberal High School goal for each graduate also includes the following post-secondary preparations: individual plan of study, a work-based learning experience, civic engagement, and an industry-recognized certificate or acceptance to a post-secondary institution, the military, and/or a place of business.

General Program of Study

Class of 2026 and Class of 2027

4 Units of English (regular or applied)
3 Units of Math
3 Units of Science (Earth/Space and Biology required)
3 Units of Social Science
1 Unit of Fine Arts
1 Unit of Physical Education that includes health education
1 Business course
10 Units of electives

Class of 2028

3.5 Units of English (regular or applied)
.5 Units of Communications
3 Units of Math
3 Units of Science (Physical Science and Biology required)
3 Units of Social Science
1 Unit of Fine Arts
1 Unit of Physical Education that includes health education
1 Unit Business course(s)
1 Unit STEM (STEM elective may include computer science, advanced math, advanced science, advanced CTE class, advanced technology.)
9 Units of electives

LHS Community Service Requirements

Students are required to perform 20 hours of community service for graduation. **To fulfill the requirement, a student must document 20 hours of volunteer work in service to the Liberal community for a non-profit organization, by 3:00 p.m. on the first Friday in May.** They may choose any activity that meets the guidelines below and verify their service on the Certificate of Supervision available in the counselor's office. The recommended completion time is by the end of the first semester of the senior year. Completion of this requirement will be noted on the transcript. It is further recommended that students complete at least 5 hours of community service each year. Community service includes the following:

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

Students will be required to obtain 5 hours of community service for each year they are LHS students, where a "year" of attendance is defined as enrollment from any point in the fall semester and through that spring. Community service will not be accepted for any service paid for, for credit, for disciplinary or adjudicated purposes, or as part of a regular class duty (such as prom, class floats, etc.) Community service hours will not be accepted if they are being credited for any other project or activity. Any service, other than what appears on the "Approved Sponsor List" **must be pre-approved** by a principal or assistant principal before completing it.

Commencement Participation

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

Graduation Recognition

Students must attend the 11th and 12th grades at Liberal High School to receive consideration for valedictorian and salutatorian honors and must complete the Kansas Board of Regents Scholars Curriculum.

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

Early Graduation

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

Special Services

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

Liberal High School Grading Scale	
Letter Grade	Percentage
A+	100-98
A	97-94
A-	93-90
B+	89-87
B	86-84

B-	83-80
C+	79-77
C	76-74
C-	73-70
D+	69-67
D	66-64
D-	63-60
F	59-Zero

Report Cards and Progress Reports

Nine weeks progress reports and semester grades will be distributed to parents/guardians at Parent-Teacher Conferences and/or mailed within two weeks of the conclusion of the grading period. All parents/guardians have access to students' grades at all times through PowerSchool and Canvas. PowerSchool and Canvas access along with progress reports are an attempt to build lines of communication with the parent/guardian so as to monitor and stay informed of student performance throughout the semester.

Senior High School Fees

Liberal High School book or technology rental and fees are Board approved.

Release of Student Projects

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

LHS Enrollment Information

Students enrolling for the 1st time at LHS must have complete records of required immunizations before being allowed to attend LHS. Students enrolling for the first time must do so at the USD 480 Newcomer's Center, and then partake in the New Student Orientation at LHS at the time designated at the Newcomer's Center.

Spring Pre-Enrollment

Enrollment will be conducted beginning in November through the second semester. Parents and guardians are encouraged to contact the LHS Academic Advising counseling office to review or discuss their student's class schedule or enrollment at any time.

Schedule Changes (Drop/Add)

Students are responsible for requesting schedule changes prior to the published deadlines established by LHS Student Services. These deadlines will be communicated with students and parents via email and in other avenues that information is often shared. Students who are permitted to change classes, whether subjects or sections, will carry the current grade earned to the new course or section. Schedule changes after the Drop/Add deadlines will be considered only for the following reasons:

1. A new student enrolls.
2. A student qualifies for special services, E.S.L., or a 504 plan placement.
3. A student is identified by a teacher as being incorrectly enrolled in a class due to academic skills (i.e. placed in honors, but should be in the non-honors version).
4. The changes have been approved by a building administrator following a conference that includes the student, parents, teachers affected by the possible change, academic advisor, and administrator.
5. The building administrator deems the class change appropriate based on extenuating circumstances. (No conference would be necessary.) 15

Transfer Students & Correspondence Coursework

Online courses, correspondence courses, virtual schooling, private schooling, and any other credits not earned at LHS must be from an accredited institution and are subject to approval from the building principal. For credit recovery purposes, prior approval must be received. The student is responsible to initiate the review of the course credit earned and necessary documentation within 9 weeks of earning the credit.

Virtual, Remote, or Homeschooling as a LHS Student

LHS does not offer a virtual, remote, or homeschool option for students. Students interested in these options must transfer to institutions not currently associated with USD 480.

Guidelines and Opportunity for Course Test Out: Eligibility, Procedures, Examination Design, and Performance Criteria

A list of "test out" classes is available in the Academic Advisors' office. Guidelines for any course test out are set by the Department and building principal. This includes test format (design and procedures), dates of testing, performance criteria for students to obtain credit, and any initial eligibility for students to take a test out examination. All credit will be recorded on the transcript at the grade level in which the student is enrolled. The transcript will reflect the name of the course, amount of credit and "Test Out" designation. No grade will be issued for G.P.A. points; only pass credit will be given. No entry will be made on the official transcript if the student does not obtain the performance criteria necessary to earn the credit.

Summer School

Liberal High School will offer summer school courses. Academic Advisors and Homeroom Mentors will advise the students of guidelines and procedures for summer school enrollment. Information regarding summer school will be shared with parents by LHS Student Services through email and other means of communication.

"Incomplete" Course Work

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

Testing Programs

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

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

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

Semester Test Exemptions

Students MUST MEET ALL qualifications below to be exempted.*

***Not all courses are eligible for exemptions. SCCC and AP courses have different finals policies and do not award exemptions.**

- Students with an EXCUSED absence for final exams MUST make them up within a week of returning. For the first semester, makeups will be the week after winter break or for the second semester the week after the semester concludes.
- Students with an UNEXCUSED absence from finals dates WILL NOT BE ALLOWED to take the make-up exam after the Winter Break. A doctor's note, or proof of extenuating circumstances, will be required to take the make-up exam after Winter Break.
- Students, with parent permission, are not required to be on campus when not taking a final exam. Students are responsible for being in their final exam when the bell rings. Anyone who does not arrive by the bell WILL NOT BE LET IN, and will be required to find an alternate time to take their final, during the Make-Up Periods on Wednesday or Thursday. IF you fail to do so, you will receive a ZERO on the final exam.

Final Exemption Policy 2023 - 2024

Students who are able to achieve specific performance criteria as it relates to; 1) academic performance 2) attendance, and 3) behavior/discipline throughout the semester, will have the opportunity of choosing whether to opt out of respective semester finals. A school-wide procedure for semester examination exemptions will be determined by the building principal. The following procedure will determine if a student is exempt from semester tests, in eligible classes. (Advanced Placement and Concurrent classes ARE NOT ELIGIBLE for semester test exemptions).¶

- Acquired at least an 80% in the class in question¶
- Student must not have a missing assignment, as per the late work policy, during the period specified at the beginning of the semester.¶
- Student must have signature of the teacher in the exempted class, and parent permission signature, by the date specified on the Semester Test Exemption Form.¶

Senior Second Semester Tests are given on the Wednesday and Thursday prior to LHS Graduation. Those exams are given during class time. Advanced Placement and Concurrent classes give semester tests prior to the scheduled semester test period.¶

STUDENT ACTIVITIES

Eligibility Rules for Athletic Contests

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

KSHSAA Eligibility Requirements

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

USD 480 Additional Requirements for Student Activities

1. Students must have on file a completed Emergency Release Card.
2. Students must have on file a signed random drug testing consent form.
3. Eligibility will be checked weekly. Grades will be checked each Thursday and will determine a student's eligibility for the following week (Monday – Sunday). All activity participants, managers and trainers who are not passing five classes will be placed on academic probation for one week. (Note: LHS "Second Chance" or evening school classes will NOT be

included in the calculation of eligibility.) If at the end of the probationary period the student is not passing 5 classes, he/she will be ineligible for one week or until the grades meet the eligibility requirement, whichever occurs last. (Note: Students are allowed only one academic probation per semester). Students who are on the list repeatedly may be subject to additional consequences or dismissed from the activity.

4. Any student participating in activities must be in school at least half the day (11:00am) on the day of the competition unless approved by the principal.
5. Students assigned to structured ISS or OSS on competition days are ineligible for competition. *Note: Students are allowed to attend practices on days when they are assigned to In-School Suspension but only after the completion of the regular school day; however, students who are assigned to Out-of-School Suspension are not allowed to participate in practices nor events or competitions with the school until reinstated by a school administrator.*
6. *Ineligible students are NOT allowed to travel with the school to away events.*
7. Any student who is injured during practice or competition should file claims with their family insurance first. Liberal High School offers supplemental insurance to assist with additional charges. These forms can be picked up in the activities office.
8. Students who participate in activities will not bring discredit to themselves and/or Liberal High School as outlined by the Kansas State High School Activities Association.
 - a. Any student who is charged at any time period during a school term by police for a felony will be subject to suspension from all activities of the school until the court determines guilt or innocence.
 - b. Any student who is charged at any time period during the school term by police for possession and/or use of alcohol or drugs will be subject to the policies and guidelines set forth by activities coaches and sponsors.
9. Children of activity participants or sponsors may not ride on provided school transportation without prior approval.
10. Students involved in activities are expected to set a high standard of behavior and are subject to additional regulations established by the activities office. Sexual harassment, misconduct, lewd behavior, drug/alcohol use, and similar behaviors will be subject to consequences that may include suspension from the game or event the student is in.

Activity Fee

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

Student ID Badges DO NOT provide entry to KSHSAA-sponsored post-season events.

Transportation

It is the philosophy of Liberal High School and USD 480 that all activity participants ride the activity bus to and from the activity. This ensures the safety and well-being of our students while they are representing Liberal High School. This also promotes a sense of unity and team building. We do realize that in some cases it is necessary for parents to have their child accompany them home. In these cases, the parent must notify the activities director or head coach in writing before the student will be released. Please consider that the more notice we have of your intentions the more efficient the process will be. Request forms may be picked up in the athletic office. (NOTE: Students will *only* be released to *their* parent or legal guardian.). When a student is provided transportation with anyone other than an approved school official, they may not be covered by KSHSAA or the school's insurance.

GENERAL GUIDELINES AND PROCEDURES

Accidents

All accidents in the school building, on the school grounds, at athletic practice sessions, or at any school sponsored event either at school or away must be reported immediately to school personnel sponsoring the activity. All accidents must be reported to the athletic trainer, nurses, and/or Administration.

Insurance

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

School Assemblies

Periodic school assemblies will be held to inform students, promote educational messages, increase school pride and/or belonging or another purpose related to academic or social/emotional well-being simply to offer entertainment. Students and staff will be informed when to dismiss. Assemblies will usually be held in the gymnasium or the auditorium.

Seating in the gymnasium is as follows

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

Seniors: Center Aisle, Lower level

Juniors: North Aisle, Lower

Sophomores: South Aisle, Lower level

Freshmen: Upper level

Pep Assembly

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

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

Bus Service

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

USD 480 REGULAR BUS ROUTE RULES AND REGULATIONS

1. Eligible Students include any student that resides outside a one-mile radius from their attendance center (By Kansas State Board of Education Regulations, school districts are only required to transport students which live two and one-half miles from their attendance center). Due to unforeseen circumstances, USD 480 reserves the right to limit the number of students transported by district buses outside the one-mile radius when students exceed the seating capacity of the district's bus fleet.
 - A. In the event that the number of student bus riders would have to be reduced due to space availability, those students living closest to the one-mile boundary would be the first to be riffed; 1st High School Students, 2nd Middle School Students, 3rd Intermediate students, and 4th Elementary students.
2. No student riding a USD 480 school bus will be allowed on or off the bus once they have entered the bus and the bus leaves for its final destination.
 - A. The bus will not stop at any unscheduled site once a student is being transported to a designated location scheduled by the district.

3. Eligible students will not be allowed to leave from, be picked up, or dropped off at the Central Busing Distribution Center located in the west parking lot at Redskin field. (High School and West Middle School students will be dropped off and picked up at their schools).
4. Students that attend a district school outside of their home school boundary will not be eligible for district busing. The exception to this rule would be that the District Office assigned a student to a school outside the home school boundary.
5. Students are permitted only three behavior violations per semester while riding the bus. 1st Violation serves as a warning.
2nd Violation will result in automatic suspension of bus riding privileges for one week. 3rd Violation will result in suspension of bus privileges for the remainder of semester.

LHS Cafeteria Procedures and Conduct

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

1. Students are scheduled to go to the cafeteria at their assigned time and remain there throughout their assigned lunch period.
2. Students are to pass in an orderly manner, keeping in mind that other classes are in session. Loitering in the restrooms, at water fountains, at lockers, etc. is prohibited.
3. Students are to maintain orderly conduct while eating and interact in a congenial and appropriate manner.
4. Students are to return their trays to the designated area when finished eating and are expected to leave their eating area clean for those that follow.
5. Food, drinks, silverware, and cafeteria dishes are not to be taken out of the cafeteria.
6. Students are reminded that the school parking lot and the vehicles in the parking lot are off limits throughout the school day including during the lunch hour. (See "leaving school" for procedures to leave the building during school hours).
7. If a sack lunch is delivered by parents/guardians, it may be delivered and picked up in the LHS office; however, restaurant-purchased, catered, or delivery lunches (fast foods) and carbonated beverages, are not permitted.

School Clubs and Activities

Liberal High School offers many opportunities for students to become involved in clubs or activities that will operate in accordance with BOE policy JHC. Students are encouraged to get involved in extracurricular activities of their choice. All students involved in clubs and/or activities must have a signed release on file to participate in random drug testing. Extracurricular clubs are clubs that go to outside competition(s).

National Honor Society Guidelines

Membership in this chapter shall be based on scholarship, service, leadership, and character. Candidates eligible for election to this chapter must meet the following requirements to join and to keep membership in NHS:

- A. Be a member of the sophomore, junior, or senior class;
- B. Have a 3.0 (or greater) GPA;
- C. Have been enrolled a minimum of one semester at Liberal High School;
- D. Have met the State enrollment policy each school year (be enrolled in a minimum of 5 classes per semester)
- E. Cannot be on truancy program or have an attendance plan on file with the school
- F. Have and maintain 94 percent or better school attendance as indicated on official attendance reports.;
- G. Have no In-School (ISS) or Out-of (OSS) suspensions on file in administrative offices.
 - a. If ISS or OSS is filed, the incident will be reviewed on a case by case basis by the sponsors if the incident warrants probation or immediate dismissal.
 - i. If probation is determined, a meeting with sponsors will be held to sign paperwork.
 - ii. If dismissal is determined, refer to ARTICLE V of the NHS Constitution
 - iii. In both cases, parent(s) or guardian(s) will be contacted.

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

Dress Code

Student clothing that has a potential to cause a disturbance in the educational program of a school shall not be allowed. The administration, faculty, and staff of Liberal High School reserve the right to enforce reasonable dress guidelines to ensure a safe and orderly educational environment. Guidelines cannot take into account every possibility, so the cooperation of students and parents is requested and appreciated. Students should consider the following guidelines with respect to attire:

- Clothing with references to alcohol, drugs, or gangs is prohibited.
- Clothing with offensive language or symbols is prohibited.
- Clothing that promotes or conveys hate messages is prohibited.
- Clothing that may endanger the student or others, including long visible chains or spikes is prohibited.
- Clothing that is distracting so that it interferes with the teaching and learning process such as, but not limited to; visible cleavage, see-through garments, visible undergarments (possibly due to sagging pants or extremely short garments), and excessively short skirts, shirts, or shorts is prohibited.
- A coach, director, or sponsor may extend guidelines that meet or exceed the above.
- Headwear, hoods, and headphone use are at the discretion of the supervising staff member.

EXCEPTION: Headwear worn for religious or medical reasons.

Any method of dress, other than those listed, that attract undue attention, and presents security concerns, disrupts, or interferes with the normal educational process is not permitted. If,

in the professional opinion of any teacher or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, that student will be referred to the office, and may be asked to change.

Emergency Preparedness

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

Entrance & Exit Doors

Students should enter and leave the building through the numbered doors (1, 2, 12, 15) on the north and south sides of the Main Campus building and door numbers 1, 14, and 18 at the East Campus. All doors to the building will be unlocked at 7:15am, and secured at 8:050 a.m., with the exception of the #1 main exit/entrance on the southeast side of the Main Campus building as well as the the #1 main exit/entrance on the northeast side of the East Campus. Bus pick-up and departure will be on the north side of the building at the designated bus loading times.

Use of Technology and Electronic Resources

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

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

Consequences for Violating the District's Acceptable Use Policy

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

- Suspension of District Network Privileges;
- Revocation of Network Privileges;
- Suspension of Internet Access;
- For additional, school-specific consequences, see Student Misbehavior and Consequence Matrix

Hall Pass

Students should not be in the halls during class time, UNLESS they have an overlap slip signed by a teacher, a hall pass signed by a teacher, or an office pass. It is expected that passes be shown immediately to staff

members and administrators, upon their request. Failure to have an authorized pass may result in disciplinary action. See Student Misbehavior and Consequence Matrix.

Items of Value

The school is not responsible for the lost or stolen items.

Leaving School

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

Library Policies and Procedures

- Books are checked out for two weeks; they may be renewed for two additional weeks.
- On day 16 of the book being overdue, students will be charged the full value of the book.
- No student will be allowed to check out more materials if he/she has an overdue book or unpaid fine.
- The student is responsible for all books and materials he/she checks out and will be required to pay for damaged, lost, or stolen library items.

Lockers

Lockers throughout the building are the property of USD 480. Students have no reasonable expectation of privacy in regard to lockers. Student lockers are subject to inspection at any time, without notice, by school personnel when necessary or on a random basis. Lockers are assigned to the students by the building administration. These lockers are located on the 1st and 2nd floors. Students are only to use the lockers that have been assigned to them. No student may exchange lockers with another student or move to an empty locker without the prior permission from an LHS building administrator. Lockers are for books and materials and are expected to be kept in good condition. Any student who intentionally damages or destroys school property shall be disciplined and must make restitution for damages. A second offense may result in the student being long term suspended or expelled. In addition, the student must make restitution for damages. Should students have difficulties with their lock or locker, they should inform an LHS administrator or the LHS Main Office.

Lost & Found

Lost books and personal items should be turned in and claimed in the LHS Main Office.

MEDICATION POLICY

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

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

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

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

- (iv) any additional special circumstances under which the medication is to be administered; and
 - (v) The length of time for which the medication is prescribed.
4. The building principal must be provided with a medication permission form from the student's health care provider (M.D., D.O., or A.R.N.P.) and the student's parent or guardian stating that such student has been instructed on self-medication and is authorized to do so in school.

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

Parent-Teacher Conferences

Liberal High School Parent-Teacher conferences are scheduled in the fall and spring. All parents/guardians are urged to attend these conferences. These conferences are the primary mode of communication regarding a student's Individual Plan of Study and his/her academic progress and course enrollment. Parent involvement is essential to the success of each student that attends LHS.

Parents are always welcome at Liberal High School. When a parent/guardian desires to arrange an individual conference with a teacher, it is necessary that an appointment be made. The appointment can be scheduled by leaving a message for the instructor, calling an administrator, or arrangement through the LHS Academic Advisor office. Upon arrival for a teacher conference, parents/guardians should go to the LHS office and inform the office secretary of their presence and ask that the respective teacher be notified.

Skateboards, Scooters & Hoverboards

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

School Closings

Inquiries should be directed to the district office regarding district decisions to close school. Students and parents are also advised to tune in to local radio, TV stations, and school and district social media platforms for information about possible school closings.

School Dances and Prom

Students currently enrolled at Liberal High School are encouraged to attend and enjoy school sponsored social activities such as school dances. Admission will be granted by staff representatives upon determination of the student's "good standing" status (a list will be in place at check-in). A valid Liberal High School identification card **MUST** be presented for entry into a school dance. Each student is also permitted to bring one guest, provided the guest is registered in advance in the LHS office by the specified deadline. Guests will be approved provided they are less than 21

years of age, a high school graduate of the last two years, and have passed a positive background reference check. A student who has dropped out of Liberal High School MAY NOT attend school dances UNTIL their cohort has graduated.

All LHS and USD 480 policies and procedures apply to students and dates who attend LHS dances. LHS reserves the right to require students suspected of being under the influence of drugs or alcohol to submit to an appropriate screening procedure. Failure to submit to the procedure will be an automatic admission of guilt.

ADDITIONAL REQUIREMENTS FOR PROM

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

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

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

Search and Seizure

A principal or assistant principal (or other staff member who has obtained consent from a principal) is authorized to search students and students' property if there is reasonable suspicion that district policies, rules or directives are being violated.

Students who refuse to submit to a search of their property, or person with use of a wand detector, the student will receive the same consequence(s) as if they had been found to be in possession of contraband items. (See JCABB and JCAC)

Student IDs

Student identification cards will be prepared and issued as part of the registration process. ID cards must be utilized as library cards and food service cards and should be on the student, forward

facing at all times (unless permission is granted by a principal due to safety reasons) for identification purposes. The replacement fee for lost or damaged cards is \$10.00.

Student Parking and Vehicle Compliance

Student parking exists in the parking lots north and south of the high school and on the gravel parking lot west of the annex building. Parking along the front curb closest to the school in both the north and south lots is reserved for faculty parking and not to be used for student parking. The asphalt parking lot on the north side of the annex is also reserved for staff and cafeteria personnel.

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

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

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

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

STUDENTS ARE PROHIBITED FROM PARKING IN THE FOLLOWING LOCATIONS

- Any curb area marked RED as a FIRE ZONE
- Any curb area marked YELLOW as NO PARKING
- Any location marked as RESERVED for faculty and staff. These areas include the front rows of parking lots, the cafeteria parking lot north of the Annex Building, and the Office Lot east of Main Campus.
- Any area designated as a driveway meant for traffic to flow through unimpeded.
- Any area not intended to convey vehicles, such as grass areas, sidewalks, loading docks, or areas in front of dumpsters.

STUDENTS VIOLATING THIS POLICY ARE SUBJECT TO DISCIPLINARY ACTION

Communication devices (including but not limited to cell phones, smart watches, listening devices, etc) will immediately be placed in a teacher-designated area(i.e. basket, box, or organizer) upon entering the classroom after scanning in.

Cell phone use is permitted for educational purposes ONLY if instructional staff or administration give direction; however, a cell phone is NOT an adequate replacement for a nonfunctional Chromebook.

Anything less than compliance with this policy will result in further disciplinary action.

Personal communication devices lost or stolen are not the responsibility of the staff or school, nor USD 480. Stealing a cell phone is a federal felony.

Surveillance and Detection

To provide for the safety of students, staff, and patrons, the utilization of a video monitoring system and metal detectors will be employed when determined necessary by the building administrators. Requests by parents or students to view surveillance footage will be granted through subpoena only.

Visitors

Any person who visits Liberal High School MUST first check in with the office and follow district protocols to be allowed beyond the main office. Visitors bringing items for students MUST bring such items to the office and leave them with the office personnel for delivery. Any classroom visitation/observation MUST have prior approval of the building principal 24 Hours in advance.

Attendance Policy

- 1) **Attendance Responsibility:** Regular school attendance is the responsibility of the students and the parent/guardian. The Main Campus Office is to be notified immediately of any change of address or phone number.
- 2) **Attendance Expectations:** Students are expected to be present each day in all classes and/or designated locations in which they are enrolled and/or during their Personalized Learning Time unless excused for a school activity or have a valid reason as stated in the attendance policy.
- 3) **Parent Call-In Responsibility:** For an absence to be considered for excused, a parent/guardian must call the office within 24 hours of the absence. If a phone call or verified note is not received by the time the student returns to school, the absence is recorded as unexcused.
- 4) **Notification of Absences:** Student absences will be entered into PowerSchool for parents/guardians to review. There may be occasions when school personnel will notify parents concerning attendance issues.
- 5) **Excused Absences:**
 1. personal illness
 2. professional appointment
 3. serious illness or death of immediate family
 4. religious observances
 5. school activity
 6. pre-arranged and/or approved by principal for students in good standing
 7. active duty personnel/deployment

- 6) **Unexcused Absences:** An unexcused absence is any absence from class/classes, which has not been determined to be excused. The high school principal retains the right to determine absences as excused or unexcused. The following are examples of unexcused absences:
*Babysitting, hair appointments, missing the bus, overslept, skipping school, shopping, interpreting etc.
- 7) **Make-Up Work:** One school day for each day absent is allowed to complete make-up work for all types of absences. If a student is absent the day an assignment is due, the assignment will then be due at the beginning of the class on the day he/she returns to school.
- 8) **Notification of Absence (NOA):** If a student knows in advance he or she is going to be absent, it is recommended that a "Notification of Absence" form be completed as far in advance as possible. Missed schoolwork must be made-up in accordance with the LHS makeup policy. It's also recommended that as many assignments as possible be completed prior to the absence.
- 9) **Truant Procedure:** If a student has three consecutive days of unexcused absence, a total of five unexcused absences in one semester, or seven unexcused absences in the school year (K.S.A. 72-3121I), the parent will be notified. On the next unexcused absence following issuance of the letter, the student will be referred to the truancy authorities.
- 10) All students who are absent 10 consecutive days will be considered to have transferred and will be required to go through the required enrollment procedures before returning.
- 11) **Late Arrival:** Students arriving late to school are to report to the attendance office before going to class.
- 12) **Tardies:** Students entering the classroom after the start of class will be considered tardy unless he/she has an overlap slip for the given class period, date, and time.

STUDENT BEHAVIOR GUIDELINES

Liberal High School "Good Standing" Guidelines

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

Attendance	Behavior	Academics
Student is NOT defined as "truant"*	Student has not been placed on a Special Discipline Plan*	Failing NO MORE THAN two classes, while passing at least 5 classes (not previously passed)
*A student with more than 85 missed mods is considered truant	*Appeal procedure for SDP at discretion of the Principal	-Seniors- Passing classes required for graduation

Student Behavior, Fighting, & Discipline Referrals

We, at LHS, believe all students can behave appropriately at all times, but sometimes misbehavior is a part of a student's maturation process. Consequences for student misbehavior are determined on an individual but consistent basis according to the referral process set forth by LHS administration and USD 480 policy.

Fighting will not be tolerated at LHS; it could be considered a criminal offense. Any persons participating in a fight during school or on school grounds, or at school activities, will be suspended from school according to the referral process and USD 480 or LHS guidelines. A fight may result in police notification and charges being filed,

if warranted by the situation and police discretion. Fighting is defined at the end of this handbook in the LHS Student Misbehavior and Consequence Matrix.

Referral and Documentation

Referrals are documentations of student misbehavior by teachers or administrators. These violations can occur in the classroom, in the halls, or on school grounds, during school hours, or after school hours at school activities, and/or on social media (when the activity disrupts the educational process). Teachers will follow this process when addressing misbehavior that occurs with students during a class period(s) or time frame where the teacher is supervising.

Any student misbehavior will be addressed by the teacher with three interventions prior to the written referral as listed here (unless the misbehavior qualifies as a severe clause). These interventions can occur over the course of multiple periods or days, when the misbehavior is a consistent disruption to the class. These interventions will be documented by the teacher and included in the referral form.

Teacher Misbehavior Interventions

1st Warning

2nd Warning

3rd Warning

15-30 Minute Detention

Consult with Student's Academic Advisor

Consult with Student's Homeroom Mentor or the Student's champion

Parent Phone Call

Reminder of Expectations

Seating Change

Student Conference

Other Interventions Not Listed

Severe Clause: A student who totally disrupts, uses vulgarity, is a physical threat to others, or is willfully disobedient, openly defiant, or flagrantly disrespectful will lose the right to "three prior interventions" and immediately receive an office referral. This student may be removed from the current setting and brought to the office.

In School Suspension

In School Suspension (ISS) is an alternative placement apart from the regular classroom which may be assigned by an administrator or by an administrator designee.

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

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

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

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

Consequences for non-compliance in In School Suspension:

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

Student Social Media Usage, Discipline, In-and-Out of School

Students and parents need to be aware that derogatory or threatening social media posts or messaging that take place outside of the school day, or off-site from the school grounds, can be addressed through school consequences. This happens when these posts or messages endanger the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity. Consequences for these actions will follow from the LHS Student Misbehavior and Consequences matrix, USD 480 Policy, and state statutes.

BOARD POLICIES

The Kansas Pupil Suspension and Expulsion Act

Grounds for suspension or expulsion: who may suspend or expel. (72-6114)

- a. Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- c. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;

- d. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- e. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or
- f. Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, and who may conduct. (72-6115)

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

hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-6116, and amendments thereto.

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

Gang Activity

See USD 480 Board Policy JHCCA for the district's policy on Gang Activity.

Racial harassment and/or Discrimination

See USD 480 Board Policy JGECA for information on the district's racial harassment and or Discrimination policy.

Sexual Harassment and Discrimination Of Students

See USD 480 Board Policy JGEC for our district policy on Sexual Harassment and Discrimination of Students.

The name, office address and telephone number of the building principal and the Superintendent's Designee shall be included in all copies of the policy which are included in the student handbooks or posted in school buildings. **The LHS building principal is Mrs. Darla Forney, 1611 W. Second Street, (620) 604-1200. The USD 480 Superintendent, 7 Parkway Blvd, (620) 604-1010.**

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

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

Bullying

See USD 480 Board Policy JDDC for the district's policy on Bullying.

Weapons and Dangerous Instruments

See USD 480 Board Policy JCDBB for the district policy on weapons and dangerous instruments.

Drug Free Schools and Communities

Philosophy

It is the philosophy of Unified School District No. 480, Board of Education that all students have the right to attend schools and work in environments that are conducive to learning and to take

advantage of a public education. The use, possession, or distribution of alcohol, and illegal drugs and/or controlled substances or the improper use of legal drugs is recognized to be very harmful to individuals who use and to those around them.* It is recognized that students have the right to be educated in a drug-free environment.

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

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

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

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

Prevention Curriculum

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

Student Conduct

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

Notice

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in USD 480 Board Policies and Kansas Statutes, K.S.A. 72-6114, et. seq. Nothing in board policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. In the event it is agreed that the student will enter into and successfully complete a drug education or rehabilitation program, the cost of such a program will be the full responsibility of the student and his/her parents or legal guardians. Parents or students should contact the directors of the programs to determine the cost and length of the program.

APPENDIX

USD 480 Board of Education Policy Manual Links

J Policies - Students			
Policy Code	Description	Policy Code	Description
JBD	Absences and Excuses	JDD	Suspension and Expulsion Procedures
JBDA	Extended Student Absences	JHCAA	Gang Activity
JCAC	Interrogations and Investigations	JHCAB	Bullying
JCBAB	Searches of Property	JGEC	Sexual Harassment and Discrimination of Students
JCDAA	Tobacco Use	JDDC	Bullying
JCDAD	Tobacco, Alcohol, and Drugs	JCDA	Student Conduct
USD 480 School Board Policy Manual			