

# Liberty Public Schools



# 2017-2018 STUDENT HANDBOOK

## A Message from the Superintendent

Dear Liberty Students and Parents:

On behalf of our Board of Education, Faculty and Staff we would like to welcome you to Liberty Public Schools. We are glad you have chosen Liberty! Our faculty has articulated our school mission:

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

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

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

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## Liberty JH/HS Bell Schedule

1 – 8:00 – 8:51 51 min

2 – 8:55 – 9:46 51 min

3 – 9:50 – 10:41 51 min

4 – 10:45 – 11:36 51 min

**HS Lunch – 11:36 – 12:06 30 min**

*5<sup>th</sup> – 12:11 – 1:05 51 min*

*Announcements 12:11-12:14*

6 – 1:09 – 2:00 51 min

7 – 2:04 – 2:55 51 min

8 – 2:59 – 3:50 51 min

## PK-12<sup>th</sup> Grade School Day

7:55-3:50

## Lunch Schedule

Pre-K	11:00-11:20
Kindergarten	11:00-11:20
1 <sup>st</sup> Grade	11:00-11:20
7-12 <sup>th</sup> Grade	11:36-12:06
2nd-3rd Grade	12:10-12:30
4 <sup>th</sup> – 6 <sup>th</sup>	12:35-12:55

## SCHOOL INFORMATION

### ADDRESS

2727 E. 201<sup>st</sup> St. South, Mounds, OK 74047

### SCHOOL COLORS

Red, White & Blue

### MASCOT

Tiger

### TELEPHONE & FAX

Phone: 918.366.8496

Fax: 918.366.8497

### WEB SITE

<http://www.libertyps.org>

### SCHOOL HOURS

CLASS BEGINS AT 7:55 a.m.

CLASS DISMISSED AT 3:50 p.m.

### PHONE NUMBERS

Superintendent	(Phone) 918-366-8496	(Fax) 918-366-8497
High School (7-12 <sup>th</sup> )	(Phone) 918-366-8784	(Fax) 918-366-1501
Middle School (4-5-6 <sup>th</sup> )	(Phone) 918-366-1500	(Fax) 918-366-1558
Elementary (PK-3 <sup>rd</sup> )	(Phone) 918-366-8311	(Fax) 918-366-4312
Child Nutrition	(Phone) 918-366-4303	
Before/After Care	(Phone) 918-366-8490	

## **STATEMENT OF RIGHTS**

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

Parents and eligible students have the right to:

1. Inspect and review the student's education record;
2. Request the amendment of the student's education records to insure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally identifiable information under the school district's Open Act Policy;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the School District to comply with the requirements of FERPA; and
5. Obtain a copy of the School's adopted FERPA Policy at the School District's Administration Offices.
6. Liberty School will provide, upon request, translation/interpretation for parents and eligible students whose primary or home language is other than English.

The Liberty Public School District I-14 does not discriminate on the basis of race, color, national origin, sex, age, qualified handicap, veteran or religion.

## **GENERAL INFORMATION**

### **BOARD POLICY**

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

### **HANDBOOK PURPOSE**

The purpose of the Liberty School Student Handbook is to provide information to students and parents regarding school rules and student expectations.

### **ADMITTANCE & PLACEMENT POLICY**

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



be considered in making the placement decision.

### ASBESTOS

In response to the Asbestos Hazard Emergency Act, P.L. 99519, and EPA regulation, Liberty Public Schools completes annual inspections of our buildings. We are pleased to announce that areas that contain asbestos pose no health problems.

The management plan and the results of the annual inspection will be available for your viewing during office hours in the office of the Superintendent. Please call for an appointment to view these documents.

### STUDENT EXPECTATIONS AND CONDUCT

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

### SCHOOL SPIRIT

School spirit may be divided into three categories:

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

## CHILD NUTRITION INFORMATION

### PRICES:

Breakfast - Students	\$1.80	Reduced	.40
Breakfast - Adults	\$2.30		
Lunch – Grades PK-4	\$2.30	Reduced	.45
Lunch – Grades 5-12	\$2.80	Reduced	.45
Lunch – Adults	\$3.80		

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

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

Cafeteria account balances are the parent's responsibility, but we do strive to help you get the information you need. Parents wanting notification of a low cafeteria balance should forward their e-mail address to the office. You may check your balance at any time on our website: <http://www.libertyps.org> and click on the "check lunch account" link. You will need to get a Family ID and PIN# from the office.

- The cafeteria discontinues charges two (2) weeks before the last day of school. Students must bring money each day or have the money in their account.

## IMMUNIZATIONS

WHAT YOU SHOULD KNOW ABOUT YOUR CHILD'S IMMUNIZATIONS:

### **PARENTS: THIS MESSAGE IS URGENT!**

To protect you and your family, the Oklahoma Legislature has passed an immunization law, which will be enforced by your local school authorities this year. **CONTACT YOUR FAMILY PHYSICIAN OR YOUR LOCAL HEALTH DEPARTMENT.**

The following requirements **must** be met before your child will be admitted to school this fall. HERE ARE THE FACTS:

**WHO:** The law applies to all minor children attending all public, parochial, or private schools in the State of Oklahoma.

**WHAT:** A certificate, preferably ODH Form 218B (Immunization Card), must be signed by a licensed physician or an authorized representative of the State or local health department, certifying that a child has completed no less than:

PRE-K: 4 DTaP, 3 Polio, 1 MMR, 1-4 Hib, 3 Hepatitis B, 2 Hepatitis A, 1 Varicella

### **KINDERGARTEN, FIRST AND SECOND GRADES**

D-Tap/DTP 5 doses (note: 4 doses if 4<sup>th</sup> dose given on or before the 4<sup>th</sup> birthday)

Polio 4 doses (note: 3 doses if 3<sup>rd</sup> dose given on or after the 4<sup>th</sup> birthday)

MMR 2 doses

Hepatitis B 3 doses

Hepatitis A 2 doses

Varicella 1 dose or history of chickenpox disease

### **THIRD AND FOURTH GRADES**

DTap/DTP 5 doses, (see note above)

Polio 4 doses (see note above)

MMR 2 doses

### **FIFTH AND SIXTH GRADES**

DTap/DTP 3 doses

Polio 3 Doses

MMR 2 doses

### **SEVENTH, EIGHTH, NINTH GRADES**

DTP 3 doses

Polio 3 doses

MMR 2 doses

Hepatitis B 3 doses

Hepatitis A 2 doses

## TENTH GRADE

DTap/DTP 3 doses

Polio 3 doses

MMR 2 doses

Hepatitis B 3 doses

## ELEVENTH AND TWELFTH GRADES

DTP 3 doses

Polio 3 doses

MMR 1 dose

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

*What Oklahoma statute governs school admission/immunization requirements?*

Title 70, Section 1210.191, OK Statutes, 1070: "Rules and Regulations for Immunization for School Children", as amended June, 1979.

*What does this law require?*

The law requires that parents or guardians of all minor children in grades K-12 for all public, parochial or private schools in the State of Oklahoma, to present a certificate of required immunization upon school entry.

*What is acceptable certification of immunization?*

The official certification or immunization card, ODH 218B, is distributed by the Oklahoma State Department of Health. Other certification forms are acceptable only if they have the type and date of immunization given. The signature of a licensed physician or authorized representative of the State or local health department is required.

*What are the exemptions to the immunizations required by law?*

1. Medical Contradictions
2. Religious Objections
3. Parental Objections

*What record must be kept on file at the school?*

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

*What is the school's responsibility when a child is presented for admittance without a certificate of adequate immunization?*

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

*What is the school's responsibility for enforcing this immunization law?*

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

## **ATHLETICS & EXTRACURRICULAR ACTIVITIES**

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

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

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

### **ELIGIBILITY TO REPRESENT LIBERTY IN SCHOLASTIC OR ATHLETIC EVENTS**

Liberty High School is a member of the Oklahoma Secondary School Activities Association and is subject to the rules and regulations in regards to activities competition. The basic requirements that must be met are:

1. Parents must reside within the boundaries of the school district or acquire resident eligibility
2. The student must be younger than 19 on the last day of August.
3. Each student has four years of opportunity for participation from the date of his/her enrollment in the ninth grade.
4. Semester Grades
  - a. A student must have received a passing grade in a minimum of all but one of the subjects that he/she was enrolled in during the last semester he/she attended fifteen or more days. (This requirement would be five school credits for the 7<sup>th</sup> and 8<sup>th</sup> grade students).
  - b. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
  - c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
5. Student Eligibility During a Semester
  - a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
  - b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week they will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of their probationary one-week period they will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday
  - c. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 5 with

the first class of the new one-week period (Monday through Sunday).

6. Special Provisions

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 5, Section B-2 at the end of a three-week period.
- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 5, Section C-3) if the incomplete grade was caused by an unavoidable hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two weeks to apply this exception.)
- c. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 5, Section A-1 for the end of spring semester.
- d. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.
- e. A student must be in attendance the majority of the school day on the day of the event in order to participate, unless previous arrangements have been made through the principal's office
- f. Students who are ineligible in an activity will not be allowed to ride the bus to that activity and must pay to attend events where admission is charged. Eligibility rules of the OSSAA and Liberty Schools will apply to all Liberty students that represent the school in any type of competition or activity.

**EXTRACURRICULAR ACTIVITIES/DRUG TESTING (Re: Policy FNCFD)**

The Liberty Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Liberty Public School District, has adopted the following policy for drug testing (FNCFB-E1) of students participating in all extracurricular activities.

- Random tests are given to participants from the pool
- Drug tests are given based on random selection
- Tests can be given anytime after a student has tested positive or there is reasonable suspicion by a teacher, coach, or administrator.
- Drug test results are confidential
- Students have a right to appeal a positive test within five (5) days.
- Positive drug tests will result in consequences approved by the Board of Education as outlined in policy.
- Before students may participate in any extracurricular activities a urine screen (FCFNB-E2) and physical examination will be required. The school charges a \$20.00 participation fee per year (fee is subject to BOE approval and is subject to change on an annual basis).

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

## ATTENDANCE POLICY (FCD-R1) FOR ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL

The Liberty Board of Education believes that in order for students to succeed academically they should attend all classes regularly. Realizing that some absences may be beyond a student's control, the Board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the Board on an individual, case by case basis. Please refer to the board policies for complete information regarding absenteeism: FDC-R1 & FDR-R2

Furthermore, State law requires children to attend school regularly. Any parent, guardian or custodian in violation of the law shall be guilty of a misdemeanor. **If an absence is necessary, a parent should notify the building principal or secretary at the student's school before 9:00 A.M. on the day of the absence in order to document the reason for the absence. Documentation from the doctor's office is encouraged. For extended absences a return to school form should be signed by the doctor.**

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

Elementary School	918-366-8311
4/5/6 Center	918-366-1500
Junior High	918-366-8494
High School	918-366-8784

Senior students will be allowed two (2) days to visit a college campus. The principal's office must be notified of the visit in advance, and the day missed will not count as an absence only if documentation of the visit from the college is received by the office upon the student's return. When the student is absent without the approval of the school and parent, or a student leaves school without checking out at the attendance office, the student will be truant and disciplinary action will be taken.

### ARRIVING LATE

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

### PASSES FOR LEAVING SCHOOL

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

## MAKE-UP WORK

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

## EXTENDED ABSENCES

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

## MAXIMUM ABSENCES

Students, who for any reason other than school-sponsored activities, miss more than seven class periods per semester for the equivalent thereof, will not receive credit for the class(es). In accordance with the policy of the Board of Education (FDC, FDCR & FDC-R1), each student in High School and Junior High School (See FDC-R2 for PK-6) is required to attend each class a minimum of 90% of the time in order to receive credit for that class. After a student's third absence in a given semester, a notice will be mailed to the parent/guardian, and both the student and parent will be asked to sign an affidavit stating that they understand the attendance policy. When a student reaches the fifth absence, a notice will be sent to the parent/guardian and the building principal. The building administrators will determine (through examination of documentation provided by the parents/guardians regarding absences) whether the student had extenuating circumstances that prevented attendance. The building administrators may offer Saturday school as an option to make up missed class time. On the seventh absence, the student may be (at the discretion of the administrators) required to attend Monday or Saturday school session to make up missed class time. Any student who fails to meet the 90% attendance rule (no more than 7 absences per semester) each semester, and who does not receive credit, will have a NC (representing "No Credit") on the grade card. Internal Review Committee Hearings will be held at the close of each semester. Parent(s) and student may be required to attend a hearing to ask that credit be reinstated. Following the hearing the committee will make recommendations to the Board of Education on a case-by-case basis as to whether the credit should be reinstated; the final decision rests with the Board. Consideration will be given as to the reason for the absences as well as to the attempts by each student & his/her parents/guardians to minimize the absenteeism. Appropriate documentation (such as excuses from a doctor, documentation of an appointment, etc) should be provided by the parent to the school. It is the responsibility of the parent to notify the school as soon as possible either by phone or in writing unless extenuating circumstance prohibits such notification (notification should then be made at the earliest possible opportunity). If notification is not received, the student/parent will forfeit their right to have the absence reviewed by the Internal Review Committee.

## TRUANCY

A student is considered truant when absent from the classroom without the knowledge of

either the school or the parent. Credit for school assignments will not be issued for students determined to be truant and the student may be subject for further disciplinary action.

#### **PRE-K PROGRAM MAXIMUM ABSENCES**

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

#### **TARDY POLICY FOR ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL**

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

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

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

#### **CAMPUS CURFEW**

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

- All school facilities, including but not limited to, parking lots, athletic fields, basketball courts and playgrounds shall be closed when school or extracurricular activities are not in progress.
- School sponsored or approved activities shall be exempt from curfew except that the curfew shall begin 30 minutes after the conclusion of such event.
- Law enforcement officials/agencies will be asked to patrol and enforce the above curfew times on all school properties.
- Violators will be considered to be trespassing and may be prosecuted.

#### **CELL PHONES/ELECTRONIC DEVICES (Excluding School Issued Devices)**

Use of personal cell phones, radios, tape players, iPods, MP3 players or other electronic devices (including those with headsets) will be permitted only at the direction of the classroom teacher on instructional tasks. Variances can be made upon consent of an administrator.

#### **DISCIPLINE PROCEDURE FOR CELL PHONES/ELECTRONIC DEVICES VIOLATIONS**

1. On the first offense, the cell phone (or other electronic equipment) will be taken by the teacher or administrator to be returned to the student at the end of the school day. The student will be assigned detention.
2. On the second and succeeding offenses, the cell phone will be taken and may be required to be picked up by the parent or legal guardian **plus** the student will be given additional detentions as determined by administration. After the second offence, the student may lose the privilege of having the device at school and ISP may be assigned as determined by administration.
3. Refusal to surrender an electronic device will be viewed as disrespect and a separate disciplinary



action.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

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

## **CHECK POLICY**

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

## **CLOSED CAMPUS**

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

## **COLLECTION OF FUNDS / SALES OR DISTRIBUTION**

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

## **CONTROL AND DISCIPLINE OF CHILD**

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

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

## **DISCIPLINE**

The Board of Education recognizes that students do not surrender any rights of citizenship while in attendance at Liberty Public Schools. The school is a community with rules and regulations. Those who enjoy the rights and privileges it provides must also accept the responsibilities that inclusion demands, including respect for and obedience to school rules and property.

Parents, guardians, and students residing in this school district shall be notified at the beginning of each year that such policy is in effect. A copy of this policy will be made available to parents or guardians upon request at any time during the school year.

Parents, guardians, and students residing in this school district are also advised by the student handbook that students in this district shall have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

### **SOME METHODS OF DISCIPLINE THAT MAY BE EMPLOYED BY LPS**

1. Contact with parent(s)
2. Conference with parent(s)
3. Before or after school detention
4. Noon Detention
5. Probation
6. Work Detention
7. In-school placement
8. Out-of-school suspension
9. Corporal punishment

### **BUS SUSPENSION POLICY**

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

Generally bus discipline referrals will be handled as designated below:

1. 1<sup>st</sup> referral = conference with student and parent/guardian
2. 2<sup>nd</sup> referral = ten (10) day loss of bus riding privileges
3. 3<sup>rd</sup> referral = loss of bus riding privileges for the remainder of the school year

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

### **DETENTION**

Detention is a type of punishment that may be utilized in conjunction with discipline problems. Detention may be assigned before or after school, noon, or on Saturday or Monday. The principal will assign detention and designate personnel to monitor students.

### **DRESS CODE**

The appearance of our student body is important and reflects (to some extent) the quality of students enrolled in our schools. It is the responsibility of each individual to do everything possible to represent our school in a positive manner by dressing in a style and manner that will bring credit to and enhance the reputation of the student body and our school. Any dress style that is provocative, disruptive, distracting, or extreme is not considered acceptable. Skirts, dresses, shorts, etc. must be no shorter than fingertip length. Clothing such as biker shorts, halters, tank tops, muscle shirts, mesh shirts, slash garments, cut-off sleeves, half shirts, see-through material or midriffs will not be allowed. Undergarments must not be visible or worn as outer garments (such as sports bras). All students are required to wear shoes while on school property.

Clothing and/or caps advertising/promoting alcoholic beverages, drugs, tobacco or those with obscene or questionable character representations will not be permitted. Leggings

worn as pants, along with pants or shorts that sag (worn too low) will not be permitted. The student and parents must accept responsibility for the student's appearance and appropriate attire – with a high standard of personal cleanliness and neatness maintained at all times. Dress code will be in effect at all times and will be enforced at all school sponsored events. Interpretation of the dress standards is the responsibility of the administration. Faculty members are expected to report violations to the administration. Administrators are given the authority to rule on the appropriateness of attire.

### DRESS CODE; STUDENTS

All students are encouraged to take pride in their appearance. Cleanliness and neatness reflect personal attitude and character of the student. **Appearance disruptive to the educational process will not be permitted.**

#### UNACCEPTABLE CLOTHING

- Muscle shirts (tank tops)
- Bare-shoulder tops
- See-through clothing
- Halter tops
- Tops exposing midriff
- Tops with low necklines
- Clothing with suggestive, rude, print or pictorials dealing with sex, drugs, violence, alcohol, tobacco or obscenity
  - Hats, bandannas, sunglasses, and blankets may not be worn inside the building
  - House shoes
  - Pants or jeans with holes other than the knee area
  - Shorts (fingertip length)
  - Baggy jeans and shorts hanging from hips are not appropriate
  - Large Chains (around the neck, hanging from belt loops, etc.)
  - Bellies, cleavage, and bottoms are to be covered at all times!
  - Undergarments of any kind are not to be visible.
  - SAGGING IS NOT ALLOWED!

When a student has worn unacceptable clothing to school, the student may be required to go home and change or have acceptable clothing brought from home to change. In the event a change of clothes cannot be made the student may be assigned ISS for part of the day, or longer as determined by administration.

### CORPORAL PUNISHMENT

Corporal Punishment is administered to students according to the following policy:

1. Corporal Punishment is a form of discipline when the infraction by the student is considered to be serious or is a repeated infraction of school rules. Parents may opt their child out of this disciplinary option at any time by notifying the school office in writing. An opportunity to opt out will be provided with enrollment information.
2. Corporal Punishment will be administered in an office by an administrator in the presence of another staff member, or by a certified person in the presence of an administrator. Punishment must be applied to the buttocks only.
3. A parent must be contacted by phone or in person before corporal punishment may be administered. Corporal punishment shall not be administered without the verbal consent of the

parent. A written report shall be made for each student receiving corporal punishment. The report will describe the offense and the disciplinary action taken. Accurate records of who received corporal punishment must be kept (including age, race, and gender) in order to fill out annual state and federal reports.

Students who do not attend scheduled detentions will have additional disciplinary action as determined by administration.

### **OUT OF SCHOOL SUSPENSION APPEAL PROCESS**

In accordance with due process rights, you may initiate a review and/or appeal of the suspension decision. You may also have the opportunity to conference with the principal to discuss the suspension and/or appeal process. A review and/or appeal may be initiated by oral or written request directed to the principal or superintendent and received within ten (10) days after the suspension was communicated to the student or parent, as per Liberty School Board Policy.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

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

### **EMERGENCY NOTIFICATION SYSTEM**

CONNECT 5® is a rapid notification and communication service used by Liberty Public Schools to notify parents when it becomes necessary due to emergency situations such as school closing, etc.

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

### **FIELD TRIPS**

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

### **FIRE DRILL**

1. Students are to know and use the proper exits from the building.
2. Students are to leave buildings according to exit plans posted in all buildings.
3. The fire alarm is a constant sounding of the alert tone.
4. Students are to evacuate the building immediately. Do not linger to get books, coats, or other items.

5. Teachers are to see that the students leave the rooms as quickly as possible in an orderly manner with no running or shoving.
6. Teachers are to be the last to leave the room. All hallway doors should be closed and classroom lights should be turned off.
7. Students are to move away from the building to designated areas. They are to remain outside until told to re-enter the building.

## STANDARD GRADING SCALE

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

## GRADUATION REQUIREMENTS

Twenty-six (26) units are needed to graduate from Liberty High School. Students must complete all OSDE state testing and graduation requirements. School Board policy requires senior students to enroll in a full class schedule and attend class until the completion of the school year. Students who have failed are not guaranteed the opportunity to make-up the credit during the regular school day. The priority will be given to those students who are taking the class for the first time. Admission to the classes needing to be repeated will depend on the class size and availability. Summer School classes are an option and information will be available in the counselor’s office.

Minimum Required courses:

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

## STUDENT CLASSIFICATION

In order to gain the credits needed to graduate Liberty Public School has developed a grade classification requirement. **Students who do not earn the minimum number of credits each year will not automatically be assigned to the next grade level.** At the beginning of each school year, the counselor will determine the classification of each student based upon the total units earned. \*The minimum number of units required for each grade level classification at the beginning of each year is as follows:

Grade	Level	Minimum Units Required
Sophomore	10 <sup>th</sup>	6 Units
Junior	11 <sup>th</sup>	13 Units
Senior	12 <sup>th</sup>	19 Units

\*See “Graduation Requirements” above for detailed information on the total number of units (26) required to graduate.

## **HONOR AWARDS**

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

## **INSURANCE**

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

## **LIBRARY**

Books may be checked out for a three-week period. Reference books may be checked out for overnight use only.

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

## **LOCKDOWN DRILLS**

State statute requires lockdown drills each semester. Should it become necessary to lockdown the buildings in order to provide for the safety of our students, no one other than authorized officials will be allowed to access the buildings for any reason while in lockdown. Students should not make cell phone calls while in lockdown. Parents please do not call the school during lockdown because the phone lines need to be available for emergency use. An Alert Now® notification will be made as soon as possible following the lockdown.

## **LOCKERS**

Middle school and high school students will be assigned a locker during the 1<sup>st</sup> week of school. Each student will be held accountable for seeing that his/her locker is locked at all times. Any student needing a locker or a change of lockers should check at the principal’s office. Decals and stickers should not be placed on the lockers. The school locker and all school property may be inspected or searched at any time without prior notification. Students may be charged for lockers that are damaged. The lockers are the property of Liberty Schools.

## LOST AND FOUND

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

## PARENT VISITATIONS

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

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

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

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

## PARKING AND DRIVING REGULATIONS

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

**Any vehicle not registered with the office or improperly parked, is subject to impounding and removal at the owner's expense.**

Students are restricted to parking in the areas directly west of the high school.

Teachers/staff will park in the areas to the south of the high school building.

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

Students must park in the area designated for student parking. Enter the parking lot using the west entrance. **Vehicles should not use the south entrance from 7:15 A.M. until 4:15 P.M. on days when school is in session.** Students must leave the vehicle upon arrival at the school and may not return to the vehicle or parking lot until the end of the day. Vehicles may not be driven to the Vo-Ag shop, music room, gym, elementary, 5/6 center or athletic fields. **No driving or parking on the track at any time.**

### VIOLATION/FINE STRUCTURE

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

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

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

After the end of the third (3<sup>rd</sup>) week of the fall semester and for the remainder of each

school year unregistered vehicles parked on campus may be removed at the owner's expense.

## **RULES OF STUDENT BEHAVIOR**

The following infractions included, but not limited to, will be reasons for disciplinary action:

1. Arson
2. Cheating, lying
3. Conduct that threatens or jeopardizes the safety of others
4. Cutting class or sleeping, eating, or refusing to work in class
5. Disruption of the educational process or operation of the school
6. Extortion
7. Failure to attend assigned detention, alternative school, or disciplinary assignment without approval of the administration
8. Failure to comply with state immunization records
9. False reports or false calls
10. Fighting
11. Forgery
12. Gambling
13. Hazing (initiations) in connection with any school activity
14. Immorality
15. Inappropriate behavior or gestures
16. Inappropriate public behavior
17. Indecent exposure
18. Insubordination
19. Obscene language
20. Physical or verbal abuse
21. Plagiarism
22. Possession of a caustic or acidic substance
23. Possession of obscene materials
24. Usage (without prior authorization) of a wireless telecommunication device
25. Possession, threat, or use of a dangerous weapon and/or related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
26. Possession, use, distribution, sale, conspiracy to sell or possess or being in the chain of sale or distribution, or being under the influence of alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer) and/or controlled substances
27. Profanity
28. Public display of affection
29. Reckless driving or illegal parking
30. Sexual or other harassment or bullying of individuals including, but not limited to, students, school employees, volunteers
31. Theft
32. Threatening behavior (whether involving written, verbal or physical actions, and including joking)
33. Truancy
34. Use or possession of tobacco in any form
35. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school



36. Using racial, ethnic, or sexual slurs
37. Vandalism
38. Violation of the Board of Education policies, rules or regulations or violation of school rules and regulations
39. Vulgarity
40. Willful damage to school property
41. Willful disobedience of a directive of any school official
42. Conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or education process or effectiveness of the school
43. Littering

## **PROFICIENCY BASED PROMOTION**

Proficiency based promotion is available two times per year at Liberty School. For information regarding testing and procedures ask your building principal.

## **PROGRESS REPORTS**

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

## **PROM RULES AND REGULATIONS**

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

## **PROMOTION OR RETENTION POLICY**

### **PRE-K-6**

Promotion or retention of each student shall rest primarily with the teacher or teachers who is/are responsible for the student's education. When a teacher or teachers become aware that the possibility exists that a student has not mastered the learner outcomes appropriate for the grade level and that retention of the student would be in his/her best interest, the parent and the building principal should be notified immediately and reasons given in writing for the retention.

Retention of a student should be made as early in a student's school life as possible. Some factors that should be taken into consideration are mental maturity, attitude, emotional maturity, social progress, school environment, home environment, and the mastery of Oklahoma State Standards.

## READING SUFFICIENCY ACT TESTING AND PROCEDURES

Every student enrolled in kindergarten, first, second and third grades shall be assessed for the acquisition of reading skills for the grade level in which they are enrolled. Any student who is assessed and found not to be reading at the appropriate grade level shall be provided a reading assessment plan. The plan shall include a program of reading instruction designed to enable the student to acquire the appropriate grade level of reading skills.

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

### 7/8 GRADE

All 7/8-grade students must pass five (5) core subjects and complete the OSDE state testing requirements. Students who have an IEP (Individual Education Plan) on file must meet the goals stated in their IEP.

### HIGH SCHOOL

All High School students must complete the OSDE state testing requirements. The number of credits for graduation is listed in the handbook under "Graduation Requirements."

## ADMINISTRATION OF MEDICATION:

### SELF-ADMINISTRATION OF ANAPHYLAXIS MEDICATION

State statute allows the self-administration of inhaled and anaphylaxis medication by a student for treatment of asthma. Anaphylaxis medication includes but is not limited to Epinephrine injectors prescribed by a physician and having an individual label. **Permission forms may be obtained from the building and must be completed and signed annually by the parent/guardian.** A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the medication at all times as is medically necessary.

Parents/Guardians should make the building secretary aware of chronic health concerns and/or medication students routinely receive (such as ADD/ADHD or depression medication). If it is necessary for the school designee to administer medication, a permission from the parent is required with instructions for same. The prescription must be current and administered consistent with instructions on the medication.

## SCHOOL PROPERTY AND EQUIPMENT

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

The State or any county, city, town, municipal corporation or school district or any person, corporation, or organization, shall be entitled to recover damages in an amount not to exceed One Thousand Five Hundred Dollars (\$1,500.00) in a court of competent jurisdiction

from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or a county, city, town, municipal corporation, school district, person, corporation or organization. (23-10)

## SCHOOL RECORDS

A cumulative folder of student records is kept on file in the principal's office. Parents and guardians may inspect and review any school records dealing with their children. Holds may be placed on report cards and diplomas due to unpaid financial obligations. Students who graduate may pick up their diploma and contents of their cumulative folder following graduation. The school will notify through Alert Now phone system when records are ready.

## SCHOOL TRANSPORTATION (DEPARTMENT PHONE: (918.366.8404)

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

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

- Obtain an annual parking permit which requires:
  - Drivers License
  - Proof of Insurance
  - Properly display the parking permit when parked on school grounds

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

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

## SEMESTER TESTS

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

## SEVERE WEATHER

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

## STUDENT CONDUCT AT SCHOOL ACTIVITIES

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

## STUDENT SCHOOL EXPENSES

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

## STUDENT TELEPHONE USE

School telephones will not be used without permission of the principal, teacher, or office secretary. Students will not be called from class to the phone unless an emergency exists. All outgoing long distance calls must be made collect. Under no circumstances will they be charged to the school.

## TESTING

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

## TEXTBOOKS

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

to a textbook, the student will be expected to pay according to the damage.

## TOBACCO, ILLICIT DRUGS, ALCOHOL

The State of Oklahoma and Liberty Schools prohibit the possession of vapor or E-cigarettes, tobacco, illegal drugs, or alcohol in any form on the school grounds or at any school sponsored activity.

The failure of a student to abide by State Law and Liberty policy will result in disciplinary action, which may include referral for rehabilitation, expulsion from school and referral for prosecution. Citations may be issued for tobacco use resulting in fines in addition to any school disciplinary action **The Liberty Public School Board of Education prohibits the use of tobacco in any form on school premises twenty-four hours a day and seven days a week.**

## TORNADO DRILLS

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

## WITHDRAWALS

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

## SCHEDULE CHANGE PROCEDURES

The class schedule for the current school year was constructed to fit the needs indicated by spring pre-enrollment. Therefore, students may change their schedules during the first two weeks of school for the following reasons only:

Outside credit earned

Misplacement due to lack of prerequisite or background

To make up failures

To balance class sizes

Computer error

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

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

## VALEDICTORIAN PROGRAM LIBERTY HIGH SCHOOL

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

Credit	Subject*	Courses
4	English	Eng1, Eng2, Eng3, Eng4
4	Math	Alg1, Alg2, Geometry, and Trig, Precalculus, Calculus or other advanced math course
4	Science	Biology, Physical Science, Chemistry, Anatomy, or other advanced science course
4	Social Studies	Ok History/Geography, World history,/Govt, Amer. Hist, and other social studies course
1	Community Service	Service learning or 40 community service hours
2	Foreign Lang. or Technology	2 credits in the same language or one credit in each of American sign lang and native American lang or 2 credits in computer courses
7	Electives	
26	Total Credits	

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

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

## WEIGHTED GRADING SCALE

A = 90-100 = 5.0

B = 80-89 = 4.0

C = 70-79 = 3.0

D = 60-69 = 2.0

Under 60 = Not Passing

## **VO-TECH STUDENTS**

Students attending Vo-Tech are required to ride the bus to and from the Vo-Tech campus unless the Liberty Administration grants an exception. If a student rides the bus to Vo-Tech they **MUST** return on the bus to Liberty High School in the afternoon or be subject to disciplinary action as determined by administration. If an exception is granted, an authorization form must be signed by the parents and be on file in the principal's office. All exceptions granted during the school year can also be ruled invalid at any time due to a student returning to class tardy, and reports of improper driving, and any other reason that involves the safety of the student.

## **ACADEMIC INTEGRITY POLICY**

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

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

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

Plagiarism is to commit literary theft; to steal and pass off as one's own ideas or words, and to create the production of another. When you use someone else's words, you must put quotation marks around them and give the writer or speaker credit by citing the source. Even if you revise or paraphrase the words of someone else, if you use someone else's ideas you must give the author credit. Some Internet users believe that anything available on-line is public domain. Such is not the case. Ideas belong to those who create and articulate them. To use someone else's words or ideas without giving credit to the originator is plagiarism.

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

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

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

written materials, observation, or information from others.

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

Range of Possible Consequences		
Copying class work or homework	Zero on assignment* Parent notification	Detentions
Plagiarizing or cheating on an Exam or assignment	Counselor notification Zero on assignment* Parent / student / teacher / counselor conference	Referral to administration Detentions or ISP
Forgery or stealing	Zero on assignment* Parent conference	ISP for semester and/or succeeding semester Dismissal from extracurricular activities, elected or appointed student offices, athletics, and/or senior privileges such as graduation.

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