

***SOAR TO EXCELLENCE***



***LIBERTY JR. – SR. HIGH  
HANDBOOK***

***2024 - 2025***

## DISCLAIMER STATEMENT

Not all incidents can be covered in this handbook. All incidents not covered in this handbook will be taken care of at the discretion of the administration. **Policy information can also be located on our school website. Policies can be amended during the school year without notice.**

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*All other forms can be found on the district website ([www.libertyschool.net](http://www.libertyschool.net)). Click the word INFO in the top left portion of the web page and then select Forms.*

**Liberty School  
505 N. Park St.  
Liberty, IL 62347**

*“This manual or handbook may be changed at any time at the sole discretion of the Board of Education and/or the Superintendent, whichever has the appropriate jurisdiction, subject only to mandatory collective bargaining requirements.”*

**DISTRICT VISION STATEMENT:** Liberty School District will equip the whole student with knowledge, skills, and character to achieve personal success as they “Soar to Excellence.”

**DISTRICT MISSION STATEMENT:** Liberty Works! Liberty works to empower ALL in a caring, nurturing environment to develop individuals academically, socially, emotionally, and physically to reach their own Excellence!

**JH/HS MISSION STATEMENT:** Liberty Jr/Sr High School community will support each other in a respectful, collaborative, inclusive environment that values kindness, empathy, fun, and growth in all.

**BOARD OF EDUCATION:**

Andrea Sims	President
Johnny Baucom	Vice-President
Kayla Derhake	Secretary
Dave Obert	Member
Joel Mixer	Member
Anna Mowen	Member
TBD	Member

**TELEPHONE NUMBERS**

High School	645-3389
Superintendent	645-3433
Bus Garage	645-3416

**DISTRICT OFFICE**

Kelle Bunch	Superintendent
Madelyn Hyer	Secretary
Susan Lefringhouse	Bookkeeper

**JUNIOR HIGH / HIGH SCHOOL OFFICE**

Kimberly Harrison	Jr. High/High School Principal
Cathy Badgley	Jr. High/High School Secretary
Dan Sparrow	Pre K-12 Athletic Director/Dean

## FACULTY AND STAFF

<b>Justin Adams</b>	<b>Guidance Counselor</b>	<b>Kristy Klingele</b>	<b>Special Education</b>
<b>Elena Moran-Cortes</b>	<b>HS English</b>	<b>Jessica Jones</b>	<b>Special Education</b>
<b>Laura Meyer</b>	<b>JH/HS English</b>	<b>TBD</b>	<b>Special Education</b>
<b>Tamra Longlett</b>	<b>JH English</b>	<b>Laura Ohnemus</b>	<b>Special Education</b>
<b>Abby Cannell</b>	<b>HS Math</b>	<b>Leah Johnson</b>	<b>Special Education</b>
<b>Sara Reichert</b>	<b>HS Math</b>	<b>Jay Lawler</b>	<b>Special Education</b>
<b>Lisa Lawler</b>	<b>JH/HS Math</b>	<b>Joanna Hoskins</b>	<b>Special Education</b>
<b>Rochelle Luaders</b>	<b>HS Science</b>	<b>Gena Mintle</b>	<b>Paraeducator</b>
<b>Stephanie Hodgson</b>	<b>JH Science</b>	<b>TBD</b>	<b>Paraeducator</b>
<b>Frank Mayfield</b>	<b>HS History</b>	<b>Stacy Fearneyhough</b>	<b>Paraeducator</b>
<b>Grace Ross</b>	<b>JH Social Studies</b>	<b>Ashley Wolf</b>	<b>Paraeducator</b>
<b>Brittany Cromie</b>	<b>6th Grade</b>	<b>Lois Knuffman</b>	<b>Paraeducator</b>
<b>Kayla Thomas</b>	<b>6th Grade</b>	<b>Meghan Wellman</b>	<b>Paraeducator</b>
<b>Mariana Roberts</b>	<b>Agriculture</b>	<b>Abby Wenzel</b>	<b>Paraeducator</b>
<b>Rachel Whitlock</b>	<b>Agriculture</b>	<b>Karla Ellerman</b>	<b>Paraeducator</b>
<b>Mercedes Wittenbrink</b>	<b>JH/HS Art</b>	<b>Stevi Smith</b>	<b>Speech Therapist</b>
<b>Christopher Barrett</b>	<b>Band</b>	<b>Denise Lucas</b>	<b>Nurse</b>
<b>Adam Lee</b>	<b>Computers</b>	<b>Laura Damon</b>	<b>Cafeteria Manager</b>
<b>Justin Edgar</b>	<b>Consumer Science</b>	<b>Angie Newell</b>	<b>Head Cook</b>
<b>Robby Young</b>	<b>Dr. Ed./PE/Weight Lifting</b>	<b>Kasey Risley</b>	<b>Kitchen Help</b>
<b>Jeff Kasparie</b>	<b>Health/PE</b>	<b>Trent Grotz</b>	<b>Maintenance</b>
<b>Marilyn Motley</b>	<b>Music</b>	<b>Shelley Bunt</b>	<b>Daytime Custodian</b>
<b>Lori Pool</b>	<b>Spanish</b>	<b>BJ Fessler</b>	<b>Bus Maintenance</b>
<b>Katie Stegner</b>	<b>SPED Coordinator</b>		

# Attendance

## **DAILY SCHEDULE**

Teachers report to work at 7:45 am. The time between 7:45-8:00 am is reserved for teachers to work on lessons, consult with staff, work with students, or attend meetings. School begins at 8:00 am and ends at 3:05 pm. Students are permitted in the cafeteria or HS gym prior to 7:55 am. They may see a teacher in his/her room if the student has an appointment. Only those students who are under the direct supervision of an adult will be permitted in the building prior to 7:30am and after 3:30pm

## **STUDENT ATTENDANCE**

There is a direct relationship between attendance, grades, and success in school. The Liberty School District insists that students maintain good attendance. The emphasis of the attendance policy at Liberty is to place the accountability on the student and parent. It is the students' and parents' responsibility to assure regular attendance.

Absences will be classified as either:

1. Excused Absence
2. Unexcused Absence

### Excused Absences

1. Illness
2. Mental Health Days (5 days)
3. Funerals
4. Family Emergency
5. Required Court Appearance
6. Civic Service
7. Other Absence Approved by the Administration
8. Deer Hunting - if a copy of the deer tag is provided to the school
9. MEPS testing

\* In order for #6 and #7 to be excused the student must stay within the 9 excused absences for the year.

## **PARENTAL EXCUSED ABSENCE/ ABSENCE NOTIFICATION**

*It is the responsibility of the parent to notify the main office by phone (645-3389) on the day of the absence or send a note upon the student's return. In the event the attendance office is not notified by a parent, contact will be pursued. If contact is unsuccessful, the absence will be considered unexcused, and the parent will have **two** days following the absence to clarify the situation.*

Notes/phone calls from parents and guardians will be accepted for **nine (9)** excused absences for the school year. These parental excused absences should follow the guidelines of excused absences. Any note from a doctor or dentist indicating an absence due to a medical condition preventing attendance will not count toward the nine day parental excused absences. Absences due to funerals, pre-arranged college days for Juniors and Seniors, and school related field trips also will not count toward the nine day parental excused absences. In extraordinary circumstances the Administration can declare that absences will not count toward the nine day parental excused absences. For each absence beyond the nine parental excused days, a doctor's or dentist's note will be required indicating that the absence was due to a medical condition. Failure to do so will result in an unexcused absence.

Any student arriving at school after the bell will be considered tardy or absent unless a doctor/dentist's note is given upon arrival at school.

### **PRE-ARRANGED ABSENCES**

Students who know they are going to be absent from classes in advance for activities such as a college visit, vacation, medical appointments, etc must complete a pre-arranged absence form. A form can be found on the school website (Info-Forms-Pre-Arranged Absent Form)

1. Complete student portion of form
2. Parent signs form
3. Student asks teachers to complete form
4. Student must submit form for approval 2 days in advance.

All work missed because of a prearranged absence is due when the instructor specifies, this includes work missed due to field trips.

### **COLLEGE VISITS/JOB SHADOWING**

College day visit is one in which an appointment has been made with the Admissions Office of the preferred college and a campus tour has been arranged with a college staff member. In addition, students may arrange to meet with faculty members in departments of interest.

College visit/job shadow days are a type of prearranged absence with specific guidelines. Students may request a total of 6 college visit/job shadow days: Up to 3 during their junior year and an additional 3 during their senior year with administrative approval. College visits/job shadow days not used during junior year will NOT accumulate over to their senior year. Students that are on the ineligible list will not be excused for college visit/job shadow days. College visits/job shadow days will not be granted for students participating during the standardized testing. The following guidelines are to be followed when arranging a college visit/job shadow day:

- Meet with the guidance counselor to specify what college/workplace you wish to visit.
- A prearranged absence form specifying "college visit or job shadow" will be given to the student.
- The student will get signatures and assignments from teachers for the day he/she will be absent; all work missed because of the prearranged absence is due the day the student returns to school.
- The student will get parent(s) signatures and return prearranged absence form prior to their arranged absence to the High School Office.

Students should be starting the selection process for college during their junior year. Within the first semester of their senior year, students should apply to college(s) of interest and should be making final decisions by the end of their first semester senior year. Financial aid forms should be filed to college(s) of interest after October 1st of their senior year.

### **VOTING**

Students may request from the principal time during the school day to vote under a two-hour time frame, per Illinois School Code.

### **MAKE-UP WORK POLICY**

When an absence occurs, it is the student's responsibility to inquire about, complete, and return assignments and/or take quizzes/tests. Immediately upon returning to school, the student must contact teacher(s) concerning arrangements for making up work. Once contact has been made with the teacher(s), specific make-up work must be completed and returned to the teacher(s) within a reasonable length of time, to be determined by the teacher and communicated to the student. The make-up work must be returned to the teacher(s) by the specified due date if it is to be acknowledged. If work missed is not completed in the time specified by the teacher, the

student's grade may be affected. No make-up work or credit will be issued to students for days or periods in which they are truant or have skipped.

Students who receive ISS (in-school suspension) or OSS (out of school suspension) could expect to do more work than those who are in class because it is necessary to make up for classroom experiences missed. ISS or OSS assignments are due at the same time as the rest of the class, no extra days are given for this work. If students are absent on the due date, the assignment(s) are due the day the student returns to school. Failure to complete the assignments within this timeframe may result in a reduction in credit or zero on the assigned work.

## **TRUANCY**

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

## **DEFINITIONS**

Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

Any 17 year old resident may, upon providing documentation of dropout status for the previous 6 months, participate in the District's various programs and resources for truants.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education of Adams County. The School Board, Superintendent, School District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.



No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been offered to the student.

## **CODE OF CONDUCT/DISCIPLINE/SUPERVISION**

### **CONDUCT PHILOSOPHY**

We believe that students learn best in an atmosphere of mutual respect and self-discipline. We expect students to conduct themselves in an orderly manner so that optimum learning is possible. We recognize that each student has a right and responsibility to clearly know what is expected of him/her. The purpose of these consequences is to promote a positive change in behavior and/or attitude.

### **THE SCHOOL CODE**

The Liberty Board of Education has established a uniform discipline code for all students attending Liberty Jr./Sr. High School. Infractions are listed below. It should be understood that not all-disciplinary situations are covered.

**A Safe and Secure Environment:** To ensure a safe and secure environment, any act, comment, remark or statement by a student either verbal, nonverbal or written, which threatens the safety of any other person may subject that student to disciplinary action up to and including expulsion. This may include all such acts, comments, statements or remarks. Lack of intent (e.g. "It was a joke") shall not be a defense to disciplinary action.

**Rights and Responsibilities:** Education is a right extended to those who use it properly. Students attend school for the primary purpose of gaining usable knowledge and skills. They are expected to strive for achievement equal to their abilities. When a student commits an act of gross disobedience or misconduct (as defined by the school board), or engages in habitual disruptive behavior, the student's right to an education may be withheld. The Board of Education has the authority to expel a student for up to two calendar years from the date of the offense. Any incident involving drugs, weapons, or battery to staff/students may be reported to the police.

IT IS THE RESPONSIBILITY OF EACH STUDENT IN ATTENDANCE AT LIBERTY JR./SR. HIGH SCHOOL TO BE AWARE OF AND TO FOLLOW THE BOARD OF EDUCATION ADOPTED DISCIPLINE POLICIES AND PROCEDURES.

All students are expected to make the most of their potential, and to maximize the learning experience. Any other attitude toward school is secondary and in conflict with our purpose. The Administration of LHS expects students to:

- 1) Be in attendance every class, every day,
- 2) Arrive on time to every class, every day,
- 3) Have needed materials with them for every class,
- 4) Treat all staff and students with dignity and respect, and
- 5) Follow all school and classroom rules.

**Maintenance of Discipline:** Teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain

discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program in and off of school property and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Reasonable force may be needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
  - (a) be a threat or an attempted intimidation of a staff member; or
  - (b) endanger the health or safety of students, staff, or school property.

### **ACCOUNTABILITY FOR ACTS OF ANOTHER STUDENT**

A student is accountable for and may be disciplined for the conduct of another student when, either before or during the commission of an act in violation of student disciplinary rules and with the intent to promote or facilitate the commission of such violation, the student knowingly solicits, aids, abets, agrees to aid, or attempts to aid, or actively encourages the other student in the planning or commission of the violation.

### **ALCOHOL AND OTHER DRUGS**

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine or "look-alike" materials: including electronic cigarettes, e-cigarettes or vapes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - Any illegal drug, controlled substance, cannabis, or "look-alike" (including marijuana, medical marijuana, and hashish).
  - Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

- “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
  - (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or
  - (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- Drug paraphernalia, including devices that are or can be used to:
  - (a) ingest, inhale, or inject cannabis or controlled substances into the body; or
  - (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Any student who is determined, after an investigation, to be under the influence or in possession of alcohol or other drugs will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district’s discipline policy. The student may also be recommended for arrest. Parents of students who have engaged in the above behavior will be notified.

### **SEXUAL HARASSMENT, HARASSMENT, BULLYING, DISCRIMINATION & INTIMIDATION**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

It is the policy of Community Unit School District #2 to maintain a learning and working environment that is free from sexual harassment, harassment, or bullying. No employee or student of the district shall be subjected to sexual harassment, harassment, or bullying nor shall any employee or student of the district be subject to sexual harassment, harassment, or bullying on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

It shall be a violation of this policy for any member of Community Unit School District #2 staff to harass/bully another staff member or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment/bullying within his or her school or office.

Any District student who is determined, after an investigation, to have engaged in sexual harassment, harassment or bullying will be subject to disciplinary action including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment, harassment or bullying will likewise be subject to disciplinary action up to and including suspension and expulsion.

Any district employee who is determined, after an investigation, to have engaged in sexual harassment, harassment or bullying will be subject to disciplinary action up to and including discharge. Any person making a knowingly false accusation regarding sexual harassment, harassment or bullying will likewise be subject to disciplinary action up to and including discharge.

## **Harassment**

Harassment of any type or kind (student to student, student to adult, adult to student) will not be tolerated at Liberty High School. Consequences for such behaviors have been outlined by the Board of Education and will be adhered to by staff and students alike.

Any act, comment, remark or statement by a **person** either verbal, nonverbal or written which could in any way be interpreted as a threat to the safety of any person shall subject that person to disciplinary action up to and including expulsion. This includes all such acts, comments, statements or remarks. Lack of intent (e.g. It was a joke) shall not be a defense to disciplinary action.

## **Bullying**

Using any form or type of aggressive behavior **or mental bullying** that does physical or psychological harm to someone else and/or urging other people to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Bullying is when the behavior is repeated, or has the potential to be repeated, over time.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or

intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including without limitation electronic mail, internet communications, instant messaging, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, equity coordinator or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the dean of students or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **SEXUAL HARASSMENT & TEEN DATING VIOLENCE PROHIBITED**

Sexual harassment of students is prohibited. People engage in sexual harassment whenever they make sexual advances, request sexual favors, and/or engage in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, gender, gender identity or gender expression that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that make such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making a submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include offensive touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, indecent exposure, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Violators may be subject to disciplinary action.

## **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited.

For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

## **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to building administration, dean of students, or another trusted adult.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

## **Definitions:**

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment, may include, but is not limited to the following:

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications **including jokes**
- Unwelcome touching
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

Harassment/bullying on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, sexual orientation, etc. means conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Harassment/bullying may include, but is not limited to the following:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories, activities, directed at a student or employee

- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

**Sexual Harassment, Harassment, Discrimination, Intimidation or Bullying Reporting Procedures:**

Staff and/or students who feel they have been harassed/bullied or who feel they have witnessed incidents of harassment/bullying are encouraged to contact the Equity Coordinator or any other staff member.

Employees and students are advised that all reports will be kept as confidential as is possible and that retaliation will not be tolerated.

In all cases regardless of the individual remedial measures that have been undertaken, the administrative representative to whom the complaint has been referred shall provide the Superintendent with a complete written report of each complaint. This report must be submitted within ten (10) days of the date the complaint was first filed with the administrative representative. Such reports shall include at a minimum:

- \* the date of receipt of the complaint,
- \* identification of the complainant,
- \* identification of the party or parties and the actions complained of, including all relevant background facts and circumstances,
- \* a statement detailing the scope of the investigation that had been undertaken and the result thereof, and
- \* a statement of corrective measures pursued, the date such measures were undertaken and the results achieved, and when possible, a written statement signed by the complainant detailing the conduct complained of.

**THE FOLLOWING IS A LETTER FROM THE PRINCIPAL**

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other appropriate ways to interact with peers. The purpose of this letter is to provide you with information concerning the School District’s anti-bullying program, and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goal statement:

Bullying, intimidation, and/or harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important district goal.

Bullying is defined as follows:

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student’s person or property
- Causing a substantially detrimental effect on the student’s physical or mental health.
- Substantially interfering with the student’s academic performance.
- Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation:

- threats
- stalking
- physical violence
- sexual harassment
- theft
- public humiliation

- destruction of property, or
- retaliation for asserting or alleging an act of bullying.

I have asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1,E5, *Report Form for Bullying and School Violence*. I will inform you whenever your child is involved in a bullying report.

I have also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring, or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I have requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact the building administration and/or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, **you may want to begin a conversation with your child about your concerns.**

Please let me know if you have any questions or concerns.

Sincerely,

Kimberly Harrison  
Principal

**Notification of Sexual Harassment, Harassment, Discrimination, Intimidation and Bullying Policy:**

Notice of this policy will be circulated to all schools and departments of Liberty Community Unit School District #2 and incorporated into parent, teacher, and student handbooks. Training sessions on this policy and the prevention of sexual harassment, harassment and bullying shall be held for teachers and students.

Middle School/High School Principal (Equity Coordinator).....645-3389  
 Elementary Principal (Alternate Contact).....645-3481  
 Elementary Counselor (Alternate Contact).....645-3481  
 Superintendent.....645-3433

LEG. REF.: Ill. Rev. Stat., ch. 68, para. 2-102 (1986).  
 U.S. Equal Employment Opportunity Commission  
 29 C.F.R., 1604.11.  
 Title VII, section 703-1604.



## **BUS EXPECTATIONS**

School Bus riders while in transit are under jurisdiction of the school bus driver. Students are expected to follow all school rules when riding the school bus. The driver must complete a disciplinary bus referral form and return it to the administrator for disciplinary action. The administration may request an immediate parent/student conference if the bus violation is deemed serious. In the event of gross disobedience or misconduct, the school administrator or dean may suspend the privilege of riding the bus for up to ten (10) consecutive days.

It is recommended that all riders, parents and teachers become thoroughly familiar with following regulations governing school bus riders:

- Be on time at the designated school bus stop.
- Stay off the road at all times while waiting for the bus.
- Be careful approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- Do not leave your seat while the bus is in motion.
- Be alert to a danger signal from the driver.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in an accident.
- Treat the bus equipment as valuable furniture in your home.
- Be absolutely quiet when approaching a railroad crossing stop.
- Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
- Carry no animals on the bus.
- Do not leave books, lunches or other articles on the bus.
- Keep books, packages, coats and all other objects out of the aisles.
- Be courteous to fellow pupils and the bus driver.
- Help look after the safety and comfort of smaller children.
- Do not ask the driver to stop at places other than the regular bus stop. He/she is not permitted to do this, except by proper authorization from a school official.
- Observe safety precautions at departure point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway, look both directions to make sure all traffic has stopped before crossing the highway.
- Observe the same rules and regulations on trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Gross disobedience or misconduct includes but is not limited to the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Regulations for acceptable student conduct are in the interest of student safety. The school bus and bus stop areas are regarded as an extension of the school environment and students are expected to maintain the same standards of behavior as are appropriate in other school environments.

### **ELECTRONIC RECORDINGS ON SCHOOL BUSES**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### **CELL PHONES AND ANY OTHER ELECTRONIC SIGNALING DEVICES**

The use of electronic devices and other technology at school is a privilege. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, video recording device, smart watch, iPod®, iPad®, laptop computer, tablet computer, pager, or other electronic device.

During instructional time, electronic devices must be kept silenced and out-of-sight unless:

- A. Permission is granted by an administrator, teacher or school staff member;
- B. Use of the device is provided in a student's individualized education program (IEP) or 504 Plan; or
- C. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, and during the student's lunch period (HS students only). Junior High students are not permitted to have electronic devices out during school hours. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others.

This includes, but is not limited to, the following:

1. Using the device in locker rooms or bathrooms;
2. Using the device in in-school suspension where a storage location will be provided by the supervisor;
3. Cheating; and

4. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device.

In the event of an emergency, students may ask permission to use the school phones located in the Main Office to contact a parent/guardian. To help protect the instructional environment, parents are also asked to relay messages via the Main Office rather than calling or text messaging their child during school hours (8:00 am — 3:05 pm).

When found in violation and asked to turn over the electronic device/cell phone, the student will comply without incident. If refusal or insubordination ensues, possible disciplinary consequences may increase accordingly.

**Students not following the policy may receive the following consequences:**

- A. Verbal warning
- B. Confiscation of cell phone that can be picked up by the student at the end of the day, parent contact, conference contact
- C. Confiscation of cell phone - has to be picked up by the parent, parent contact, conference
- D. Loss of lunchtime cell phone privileges. (High School Students)
- E. If cell phone policies aren't being followed consistently, lunchtime cell phone privileges may be suspended indefinitely for all students.
- F. Depending on the severity of misuse of the cell phone, other consequences such as detention, suspension and/or expulsion may occur.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

**Note: Headphones should only be worn during the times when students are able to use their personal electronic device.**

## **DANCES**

It is the opinion of the Liberty Board of Education that there are certain activities, which are to be attended exclusively by Liberty High School students and their pre-approved guests. Dances are considered one such activity. Therefore, all high school dances, including prom, can be only be attended by Liberty High School students and their pre-approved guests.

Dances are to be attended by high school students and their pre-approved guests. Students, who bring a guest not enrolled at LHS, need to have their guest's name, address, phone and school of attendance on a signup sheet in the office. Guests attending a school dance will be required to show a valid **government ID or a school ID** which has their picture and birth date on it. The guest information will need to be in the office the Friday before the dance. A guest that is not on the signup sheet will not be allowed to attend the dance. Dances are open to freshmen and older students and pre-approved guests as long as they are under the age of 21.

### **Additional Dance Rules**

- All dance tickets must be purchased in advance
- Tickets are non-transferable
- Students must have 80% or better school attendance to participate
- Guests may not be over 21 years of age or younger than 9th grade
- LHS students and guests will be subject to all security measures

- Suggestive dancing will not be permitted
- Physically aggressive dancing (which may cause injury) is not permitted
- Public displays of affection are not appropriate

### **Pay and Stay Policy**

Those attending dances and other specified activities sponsored by the Liberty Community Unit No.2 organizations will be required to pay the admission price and remain in the building or specified area. Upon leaving the event, students and their guests must leave the premises and may not return.

### **DEFIANCE/DISRESPECT**

Disobeying rules of student conduct or directives from staff members or school officials is recognized as defiance/disrespect. A student who is defiant or disrespectful may receive a consequence. Parents may be required to return with the student for a conference. Repeated acts may result in an in-school or out of school suspension.

### **DISRUPTION (including strikes, walkouts, etc.)**

Disruption is defined as engaging in activity, on or off school campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may be reasonably considered to:

- (a) be a threat or an attempted intimidation of a staff member, or
- (b) endanger the health or safety of students, staff, or school property.

Students who cause a disruption to the school environment are subject to school discipline. Offenders may be suspended in or out of school. Egregious acts may be recommended for expulsion.

### **DRESS CODE**

Liberty CUSD 2 expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, nipples, and midriff are fully covered with opaque fabric.
  - A. Students Must Wear, while following the basic principle of Section 1 above:
    - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
    - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
    - Shoes.

\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

2. Students Cannot Wear:

- Clothing or accessories which are suggestive, include obscenities, depict hate messages, violent language or images, and/or contain references to depictions of alcohol, drugs, and/or tobacco.

- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
  - Any clothing that reveals visible undergarments.
  - Any type of hat or hood (**Exception: Written notice from a doctor indicating a medical need.**)
  - Blanket(s)
  - Clothing or accessories that present a potential safety factor for the wearer or others, or that could damage furniture or property.
3. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students in violation of the dress code policy will be provided three (3) options to be dressed more to code during the school day:
- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  - If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

### **EXTRA-CURRICULAR EVENT RULES**

All school rules apply during extra-curricular events.

### **FALSE EMERGENCY REPORTING**

Pulling a fire alarm unnecessarily, making a false fire report, contacting 911 in the absence of an emergency, or reporting a false bomb threat may result in a suspension and may result in recommendation for expulsion and arrest. The student is required to return to school with parent/guardian for a conference.

### **FALSIFICATION OF SCHOOL FORMS, PARENT NOTES, OR PARENT PHONE CALLS**

Falsification of school forms, parent notes, or parent phone calls may result in parent conferences and/or suspension.

### **FIGHTING**

When two students are making aggressive physical contact, it is considered a fight and may result in suspension and/or expulsion. Repeated or egregious acts may result in an alternative placement and/or recommendation for expulsion from Liberty Jr./Sr. High School. When one student is making aggressive physical contact, it is battery, and that student can expect consequences that may include suspension, recommendation of expulsion, and/or arrest. Students engaging in verbal fighting may be subject to a parent conference, detention, and/or in or out-of-school suspension.

Repeated acts may be subject to arrest, as well as recommendation for expulsion.

### **FIRE RELATED**

Tampering with fire extinguishers and alarms is against the Illinois State Fire Prevention Laws. Tampering with any fire extinguisher will result in parent contact and/or in or out of school suspension.

Setting a fire, possessing or using fireworks, or possessing or using other explosives may result in a suspension, recommendation for expulsion, and/or arrest.

### **HATE SPEECH/RACIAL SLURS**

Liberty CUSD #2 will not tolerate words, language or actions that lessen the dignity of any individual regardless of the intent or purpose. Offensive words, language or actions can demean an individual and deteriorate an organization or school. This includes offensive words, language, or actions referring to, but not limited to, age, sex, race, physical or mental disabilities, religion, and sexual orientation.

**Language & Words & Action:** If offensive or demeaning words or actions are used, they must be met with swift and caring education, learning, re-direction, and discipline. The user of such language shall be required to go through an element of restorative justice. They shall be educated on why we do not allow this type of discussion, or why these words are not allowed anywhere in our schools. It should be clear to the individual that this is a priority to eliminate this language from our schools. The person the words are directed toward shall feel supported and cared for.

### **INCITING A RIOT OR DISTURBANCE**

Students who incite or encourage others to fight, or who behave so as to promote or bring about a mass disturbance, may be subject to in or out of school suspension and may be recommended for expulsion.

### **VERBAL/WRITTEN/ELECTRONIC THREATS**

A threat is an expression of intent to physically or sexually harm someone. This expression may be spoken, written, or gestured. Threats can be expressed directly or indirectly to the victim or to others, and threats may be explicit or implied. A threat to harm others can be transient (i.e., expression of anger or frustration that can be quickly or easily resolved) or substantive (i.e., serious intent to harm others that involves a detailed plan and means).

Making an explicit threat verbally, in writing, and/or through electronic means against a school employee, a student, or any school related personnel may result in suspension, recommendation for a Safe School Evaluation, alternative placement, and/or expulsion. If the threat can be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student of the school, the school may take disciplinary action.

### **OUT OF BOUNDS/LOCATION**

If students are not where their schedules state they should be, the student may be issued a warning and/or school consequences.

### **PHYSICAL / VERBAL ABUSE OF SCHOOL STAFF**

Any profanity or aggression directed towards a staff member may result in an in or out of school suspension. In addition, violations may result in a recommendation for expulsion and/or an arrest.

### **POSTERS AND FLYERS**

All posters and flyers must be approved by the principal before being displayed or distributed. Once approved, posters and flyers must be located only in designated areas.

## **PROFANITY, VULGARITY, OR INDECENT GESTURE**

Students who participate in such behavior may be issued a warning and/or school consequences. A student who directs this behavior repeatedly toward teachers, administrators, and/or other school staff may be recommended for alternative placement and/or expulsion.

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection other than holding hands are behaviors which are not appropriate for a public place and which make people uncomfortable, show poor judgment and are demeaning to the individuals involved. Students should demonstrate respect for themselves and others by conducting themselves in a manner appropriate for a public place and this includes all extra-curricular and after school events. Violators may be subject to disciplinary action.

## **SEXTING**

Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting,” is prohibited conduct. This specifically includes, without limitation, creating, sending, sharing, viewing, or possessing an indecent depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.

Violators may be subject to disciplinary action and law enforcement may be notified.

## **SMOKING/VAPING**

State law prohibits smoking/vaping on school property. Therefore, students are not to carry smoking/vaping materials, including “look-alikes,” electronic cigarettes or e-cigarettes to school, and staff members may confiscate these products on campus.

A student caught smoking/vaping or in possession of smoking/vaping materials may be issued in or out of school suspension. A phone contact indicating a violation of the smoking/vaping policy may be made.

Should the student continue to choose to ignore the rules concerning smoking/vaping, the result may be a recommendation of expulsion.

In addition to the prohibition against smoking/vaping on school grounds, students shall not use or possess tobacco/marijuana products at any time or place where any school-related activity is occurring. Students who violate this rule may be disciplined as if the use or possession of tobacco products had occurred at school. Examples of school activities are field, athletic, and music trips, whether held before or after school, evenings or on weekends, and regardless of location.

## **SOCIAL NETWORKING PASSWORDS & WEBSITES**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

## **STEALING**

Students who steal, possess, sell or try to sell stolen materials, or who break into lockers, may be suspended in or out of school, may be arrested and may be recommended for expulsion.

## **TRESPASSING**

A person or student who is found in a school building or on school grounds other than the one to which they are assigned may be considered trespassing unless they have legitimate business in the building and have followed proper procedure of obtaining a visitor's permit. Any unauthorized person will be warned one time to leave the building. If the unauthorized person does not leave or leaves and returns, a complaint may be signed for criminal trespass.

A student who has been suspended or expelled will be considered a trespasser unless asked to come to school by the administration. Any offender may be subject to an added suspension and may be recommended for expulsion and may have a criminal trespass ticket signed. The school may also consider suspension for any student of Liberty Jr./Sr. High School who trespasses on private property near the school.

## **WEAPONS**

Possession or use of explosives, firearms, or other weapons or dangerous instruments shall be prohibited at all times on school buses, in school buildings or on school grounds or at any school sponsored activity or event.

A student who uses, possesses, controls or transfers a weapon, or any object that can be reasonably considered to be, or looks like a weapon may be out of school suspended and may be recommended for expulsion from Liberty CUSD #2. Weapons include but are not limited to any gun, rifle, shotgun and any other object if used or attempted to be used could cause bodily harm, including but not limited to, knives, brass knuckles, chains, clubs, or "look-alikes" of any weapon as defined above.

Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. Sporting equipment (such as baseball bats) should be safely stored prior to the start of school.

## **CHEATING AND PLAGIARISM**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:



- copying another student’s homework
- working with others on projects that are meant to be done individually
- looking at or copying another student’s test or quiz answers
- allowing another student to look at or copy answers from your test or quiz
- using any other method to get/give test or quiz answers
- taking a test or quiz in part or in whole to use or to give others
- copying information from a source without proper attribution
- taking papers from other students, publications, or the Internet
- using websites, internet, apps to answer questions without permission
- using artificial intelligence (AI)

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures must begin with the teacher contacting the parent to explain the situation. The consequence for the first offense will be determined by the classroom teacher and may result in a zero for the activity (test, quiz, assignment, etc.) that the student cheated on. It is up to the teacher as to whether he/she will allow the student to make arrangements to come in and redo the activity (test, quiz, assignment, etc.) Further cheating incidents may result in detentions, suspension, or expulsion.

### **LOOK-ALIKE DRUG**

A “look-alike” drug is defined as a substance, not containing an illegal drug or controlled substance, but on (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

### **CRIMINAL CONDUCT**

A student whose conduct is subject to the jurisdiction of the Liberty CUSD #2, who engages in conduct that is in violation of any criminal statute in the State of Illinois or the United States of America, may be subject to expulsion.

### **TARDINESS**

Tardiness to classes and other school activities disrupts and distracts from the planned class or activity. Students must be in their assigned rooms by the time the bell rings to start the class period to be considered on time. Consequences are listed in the consequences section of this handbook. Teachers may set additional standards as they see fit.

### **DISTRIBUTION OF NON-SCHOOL SPONSORED PUBLICATIONS**

All publications that are not school sponsored must be approved by administration.

### **STUDENT PARKING AND DRIVING REGULATIONS**

The rules of safe, defensive driving must apply when entering, departing, and driving in the school’s parking lots. Parking on school property is a privilege, not a right. Parking in the gravel lot at Liberty School will be on a first come, first serve basis for any student that has a vehicle permit on file. There will be designated spaces on the paved lots for staff, visitors, and student rewards, in addition to handicapped parking spaces. **Students are required to register any vehicle they may drive with the school.**

Students with registered vehicles will be provided access to the gravel lot next to the ball fields. Students wanting to park in the gravel lot will be provided with guidelines for parking. These must be read before

students submit a vehicle permit. Students parking on the LHS gravel lot are not allowed to back into stalls. Cars illegally parked on LHS property could be ticketed and then towed at the owner's expense. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. There is no student parking around the Ag Shop. Students having their vehicles worked on in a shop class must obtain written permission from the building principal to park their vehicle in the Ag Shop lot. Students who park in the Ag Shop lot without permission are subject to suspension or revocation of their parking privilege. Repeat offenders are subject to having their vehicles towed at their expense. School officials' right to search, given reasonable suspicion, extends to vehicles parked on school property. (See Search & Seizure Policy located later in this handbook) Parking privileges are contingent on acceptable attendance, academic and behavioral performance. Failure to maintain the appropriate academic status or failure to behave in an acceptable manner may result in the loss of a student's parking privilege.

Students may turn right [south] after ALL SCHOOL BUSES HAVE PASSED. All other vehicle rules and regulations are stated on the vehicle permit. A copy of the LIBERTY HIGH SCHOOL VEHICLE PERMIT can be found at the end of the student handbook.

## **DISCIPLINARY MEASURES AND DUE PROCESS**

The range of penalties below are not all-inclusive but may be issued for the prior list of infractions. The disciplinary actions listed below are meant to provide the student with a basic understanding of possible consequences. Disciplinary actions may increase based on the circumstances of the incident and the success of prior interventions, or the offense is judged to be of a serious enough nature to warrant the assignment of the maximum consequence by the principal.

It should be understood that not all-disciplinary actions are covered. The principal and dean will use his/her judgment as to what the penalties shall be in those situations not explained in this handbook. Furthermore, when students violate school rules and regulations, which also violate state laws or city ordinances, a complaint may be signed by the administration with the Adams County Sheriff's Department. Some examples of these violations include but are not limited to those listed under the Code of Conduct/Discipline/Supervision section of this handbook.

### **WARNING**

A verbal statement given to a student by administration or staff reiterating expectations/rules/conduct.

### **CONFERENCE**

Conferences may be held between students, parents, teachers and/or administrators. A conference is scheduled in order to explain and/or discuss past, present or future problems. In this way, all persons concerned will have a better understanding of what is expected, and be able to clear up any misunderstandings. Parents are encouraged to telephone or to come to school at any time if there are questions.

### **DETENTION**

This is the act of detaining students for a period of time. This may occur during the lunch hour or before school as determined by the instructor and/or administration. The length of a before school detention is determined by the instructor or administration but will not exceed one half hour. The number of detentions depends upon the offense and previous misconduct occurrences and success of prior interventions. Parents will be notified in advance if a student is serving a detention for offenses other than tardies and unprepared for class. Parents will be notified in Skyward when their student earns a detention. Detention may be issued by teachers as well as administration. Detention takes priority over practices, meetings, games, part-time jobs, etc. During the

detention the student will be required to do schoolwork or possible clean-up duties depending on the behavior the student displayed to earn the detention. Failure to attend assigned detentions may result in more serious consequences.

## **BEHAVIOR INTERVENTIONS**

Behavior interventions are available to help students improve their behavior. Some components to a behavior intervention include but are not limited to behavior plans, conference, access to support staff, schedule changes, check in/check out program, and/or working with the counselor or social worker.

## **BEHAVIOR CONTRACT**

A behavior contract is a written agreement between a student, parent, and a school official indicating behaviors for which there will be specific disciplinary consequences.

The behaviors and possible consequences will be:

1. Verbally agreed upon by both the student and a member of the school's intervention team
2. Written in contract form
3. Signed by the student, student's parents/guardian and a member of the school's intervention team

## **RESTITUTION**

This is the act on the part of the student of restoring and/or replacing something damaged or taken. For example, a student who damages school or another student's property may be required to replace or repair such damages.

## **THREAT ASSESSMENT**

Threat assessment is intended to prevent violence and involves both assessment and intervention. Threat assessment involves determining whether a student poses a threat of violence (they have intent and means to carry out the threat). A school threat assessment is conducted by a multidisciplinary team of trained professionals, including a school mental health professional, administrators, and school resource officer or local law enforcement. A threat assessment involves evaluation and classification of the threat (i.e., transient versus substantive) and appropriate response and intervention.

## **SAFE SCHOOL EVALUATION**

Whenever a student makes a threat, either verbal or through behavior, the Liberty Threat Assessment Team will convene and complete the Behavior Threat Assessment (Process & Procedures). The team will determine the priority risk level of the student who made the threat, based on the evidence. Any student deemed high-medium to high risk, will need to have a Safe School Evaluation completed by a licensed child psychiatrist at the expense of the school district. Liberty School will help to set this up. The purpose is to determine if the student is safe (to themselves and others) to return to a public school setting.

## **SUSPENSION**

This is an administrative imposed absence from attending classes. There are two types of suspension:

**In-School Suspension:** In-school suspension is an all-day detention located in the HS Office or Dean's Office and is supervised. Students having in school suspension will stay the length of their school day or the assigned time.

Teachers will provide assignments for students, and this work is done for credit. Students are

responsible for making arrangements with teachers to turn in assignments. Assignments are due at the same time as the rest of the class, no extra days are given for this work. See Make-Up work policy for more information on homework, classwork, tests, and quizzes.

Any student who refuses to follow the rules of in school suspension may be suspended out of school and/or assigned additional time in ISS.

**Out of School Suspension:** Out of School suspension requires that the student may not attend school, school-sponsored activities (dances, sporting events, bus trips, etc.) or be on school property for a given number of days. An out of school suspension is a major penalty received as a consequence for a serious act of misconduct or gross disobedience or a violation of in-school suspension rules. A suspension is for a period not to exceed ten consecutive days.

If a student is suspended, the student may not come on to school grounds or into the school without permission from a school official. Violation of the above may result in additional suspension or possible arrest for trespassing.

It is the student's responsibility to get assignments and work to be made up during a suspension. The student should contact teachers to make arrangements for making up any work or tests missed during the suspension. See Make-Up work policy for more information on homework, classwork, tests, and quizzes.

Before a student returns to school a parent conference may be initiated by the dean.

Students who exhibit behaviors that result in numerous out of school suspensions may be considered for placement in alternative educational programs or expulsion.

### **Suspension Attendance**

Only school attendance days will be counted towards suspension days. Holidays and school closures, including those due to inclement weather, will not be considered as served suspension days.

### **APPEAL OF SUSPENSION**

Students have the right to appeal a suspension. A student needs to notify the school authority in writing within 48 hours that he/she is appealing his/her suspension. The student along with his/her parent(s) will meet with **the superintendent and principal**.

### **EXPULSION**

Expulsion is the most severe penalty administered by the Liberty CUSD #2. Only the School Board of CUSD #2 may expel a student. If a student is involved in a serious disciplinary situation that the administration feels requires separation for longer than ten days, the principal may recommend the student to the Board of Education for expulsion. During this time the student is not allowed to attend school, be on school property, nor attend or participate in any school activities or functions at home or away from school.

### **INVOLVEMENT OF PARENTS AND POLICE DEPARTMENT**

School officials recognize that parents usually want to know when their children have been misbehaving at school. Therefore, when deemed appropriate, school personnel will notify parents in order to obtain their help in solving discipline problems. In doing so, parents may be asked to come to school to discuss such problems.

School officials are obligated to notify the police department, as well as parents, whenever students have committed crimes in or on school property.

### **RECIPROCAL REPORTING GUIDELINES / CRIMINAL OFFENSES COMMITTED BY STUDENTS**

1. The School Principal, Dean and/or the Police Department School Resource Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Resource Officer, Dean, and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the school:
  - All cases involving illegal or controlled substances
  - All cases involving weapons of any type
  - All cases involving gang activity
  - All cases involving a serious crime or felony
  - All other cases for which the reporting may be beneficial
- a. The report should identify the student by name and describe the circumstances of the alleged criminal activity. The report should be made as soon as possible after the Liaison Officer, Dean or Principal reasonably suspects that a student is involved in such activity.
- b. The Principal and Dean's duty is to report such activity only when the activity occurs on school property or off school grounds at a school-related function.
3. The State's Attorney shall provide to the School Principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapons offenses).
4. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the School Principal if the record involves a student who is arrested or taken into custody after his or her 17th birthday.

### **QUESTIONING OF STUDENTS SUSPECTED OF COMMITTING CRIMINAL ACTIVITY**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will:

- (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
- (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and
- (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **RE-ENGAGEMENT OF RETURNING STUDENTS**

Building administration or a building designee shall meet with a student returning to school from an out of school suspension (2 or more days), expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in the school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for academic credit.

## **SEARCH AND SEIZURE POLICY**

The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District. Parent/Guardian will be contacted if the student refuses. Continued refusal may result in additional consequences.

**Students and Their Personal Effects:** At various times, school authorities/staff may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner, which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness;
- By a certified employee or administrator of the same sex.

**School Property:** School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may search District property from time to time as the District deems necessary in its sole discretion. School authorities/staff are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

**Seizure of Property:** If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**Student Motor Vehicles:** Motor vehicles parked on school property are subject to search by school authorities without notice or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials which provides for unannounced dog searches for illegal materials in motor vehicles parked on school property. Students should have absolutely no expectation whatsoever of privacy of motor vehicles parked on school property.

**Dog Searches:** Dog Searches may be conducted throughout the building. This will include dogs going into (random) classrooms doing bag searches. This procedure will include classes moving to a different location until the search is concluded.

## **SUSPENSION AND EXPULSION PROCEDURES**

- A. Suspension – A suspension is for a period not to exceed 10 school days. The following are suspension procedures:

1. Before suspension, the student shall be provided a conference in which the charges will be explained and the student will be given an opportunity to respond to the charges.
  2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
  3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their rights to a review of the suspension. A copy of a notice shall be given to the School Board.
  4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or and may be represented by counsel. After presentation of the evidence, the Board shall take such action as it finds appropriate.
- B. Expulsion – An expulsion is for a definite period of time exceeding 10 school days but not to exceed 2 calendar years. The following are expulsion procedures:
1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board. After presentation of the evidence, the Board shall take such final action as it finds appropriate.
  2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.

The chart below shows in brief form examples of prohibited behavior and the usual range of disciplinary action that may be taken. For detailed information, please see 9 pages through 31. *Student Behavior will be reviewed at the end of the year by a team of staff and parents.*

<b>Problem Behaviors</b>		<b>Possible Consequences</b>
<b>Defiance / Disrespect</b>	Student engages in refusal to follow directions and/or delivers socially rude interactions.	Student Conference, detention, in or out of school suspension. Repeated or egregious acts may result in an alternative placement or expulsion.
<b>Disruption</b>	Student engages in behavior causing an interruption in class or activity.	Detention, in or out of school suspension. Repeated or egregious acts may result in an expulsion.
<b>Dress Code</b>	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	Student conference, given school-issued clothing/student alternative clothing (i.e. P.E. clothes)/parent brings alternative clothing, and/or in school suspension.
<b>Harassment / Bullying</b>	Student delivers disrespectful messages (verbal, written, or gestural) to another person that may include threats and intimidation, obscene gestures, pictures, or written notes. The behavior prohibited includes the use of any form or type of behavior intended to cause physical or psychological harm to someone and/or urging other students to engage in such conduct.	Student conference, contact with parent/guardian, in school or out of school suspension, and/or expulsion.
<b>Language</b>	Student delivers verbal messages that include swearing, slurs, name calling, threats to self or others, or use of words in an inappropriate manner.	Detention, contact with parent/guardian, suspension, and/or safe school evaluation.
<b>Location</b>	Student is in an area that is outside of school boundaries or expected locations.	Detention, possible loss of pass privileges, suspension, and/or safe school evaluation.
<b>Lying / Cheating</b>	Student delivers message that is untrue and/or deliberately violates rules.	Academic dishonesty will result in parent/guardian contact. A grade of zero may also result. Falsification of forms will result in detention or suspension. Making false reports may result in detention, suspension, and/or expulsion.
<b>Property</b>	Student participate in an activity that results in destruction/disfigurement of property or takes/has possession of item(s) belonging to another individual.	Parent contact, restitution of damages, detention, in or out of school suspension. Repeated or egregious acts may result in an alternative placement or expulsion.
<b>Skipping / Truancy</b>	Student leaves class/school or misses class without permission.	Student conference, contact with parent/guardian, in school suspension
<b>Tardy</b>	Student is not in class after the bell rings.	Detention. If unserved, additional detentions and/or in school suspension will be assigned.
<b>Technology</b>	Student engages in inappropriate use of cell phone, computer, camera, headphones, and or music/video player.	Parent/guardian contact, revocation of privileges, restitution of damages, detention, in or out of school suspension.
<b>Use / Possession</b>	Student in possession of or under the influence of any illegal substance or any object(s) readily capable of causing bodily harm. A drug is defined as any capsule, tablet, or liquid taken by mouth; items intended to be injected into the body; alcohol; and/or items for inhalation. Such substances or objects may be real or imitations. Drug paraphernalia is included. Weapons include but are not limited to any guns, knives, chains, clubs, or “look-alikes.” Any item can be considered a weapon if it is used or attempted to be used to cause bodily harm.	Parent/guardian contact, suspension, possible arrest and/or expulsion.
<b>Fighting</b>	Student engages in actions involving serious physical contact where injury may occur.	Suspension, arrest, and/or expulsion.



## COMPLAINT/CONCERN CHAIN OF COMMAND

Parental concerns should be addressed through a chain of command which is the following:

- 1<sup>st</sup> - Encourage the student to address the concern with the staff member.
- 2<sup>nd</sup> - The parent can contact the staff member about the concern.
- 3<sup>rd</sup> - If contact with the staff member does not resolve the “concern”, the parent can contact the principal.
- 4<sup>th</sup> - If the concern is not resolved after speaking to the staff member and principal, the parent can contact the superintendent.
- 5<sup>th</sup> - Finally, if the all previous attempts are unsuccessful, the parent can contact the school board.

## CREDITS/COURSES

### **CLASS STANDING**

Students are to participate only in the activities of the class for which he/she has earned the required number of credits. Class standing is determined at the beginning of each school year.

Freshman	0-6.5 credits earned	Sophomore	7.0-13.5 credits earned
Junior	14.0 – 20.5 credits earned	Senior	21+ credits earned

### **COURSE CREDIT INFORMATION**

In order to receive credit for any course, a student must meet all requirements and standards of the course as set forth in the approved course syllabus. Credit will not be awarded for courses passed by proficiency testing, military experiences, or other types of non-formal education experiences.

1/2 Credit: A course that meets every school day for one semester.

Students may earn dual-credit with both Liberty and a 2 or 4 year college upon approval from administration. Courses taken during summer school to replace a grade received will count towards the student’s GPA. Junior High students who take high school classes will receive high school credits but the courses will not count on the students’ high school GPA.

### **SHARED TRAINING PROGRAM CLASSES**

Liberty High School provides an opportunity for students of junior and senior standing to participate in VoTech classes at the Quincy Area Vocational. Requirements for enrollment are:

- Students must have successfully completed all vocational courses taken previously
- Students may have missed no more than 15 days of school the previous year [extended illness or other incapacity will be considered when attendance is considered if a doctor's excuse is presented]
- Students of senior standing may enroll in VoTech classes only if they have successfully completed the VoTech class taken the previous year or if they have not previously enrolled in a VoTech class.

The district will pay the student’s VoTech enrollment fee. If a student drops a VoTech class or fails to complete the class, he/she must pay for the full cost of the class.

VoTech courses will count toward graduation credit, GPA, class rank, and eligibility.

Students enrolled in VoTech classes will supply their own transportation to and from class.

## **OTHER CLASS OFFERINGS/OPPORTUNITIES**

Dual enrollment classes are offered through John Wood Community College. A student can talk with the counselor to find out the requirements and cost of the courses. Parents are responsible for paying the tuition and books at JWCC.

Special Education services are available for students who qualify. Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Any parent who is deaf or does not typically communicate in English shall be entitled to the services of an interpreter.

Katie Stegner - Special Education Coordinator - (217) 645-5000 ext. 314

Kimberly Harrison - 504 Coordinator - (217) 645-3389

### **Potential learning opportunities/services offered that could be discussed at parent teacher conference/any other time during the school year:**

1. 504/Special Education Services – Speech and Language Services, Occupational Therapy, Physical Therapy, Behavior Intervention Plans, Staff Support, Counselor/Social Work time, Check –in and Check – out, home bound or hospital tutoring or alternative school placement.
2. Response to Intervention in Math and Reading.
3. English Language Learner or Bilingual services.
4. Credit Recovery
5. Alternative School Setting – Regional Safe School

All opportunities/services are based on those that qualify. All curriculum used will be based on the Illinois Learning Standards.

## **DRIVER EDUCATION ELIGIBILITY**

Eligibility is granted to students who have received a passing grade in at least 10 courses during the previous 2 semesters.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM**

Liberty Community Unit No 2 places great importance on eradicating drug and alcohol abuse. Our goal is to prevent and maintain drug free schools, campuses, and workplaces. As part of our efforts to prevent drug and alcohol abuse, this notice is given to employees and students.

Eradication of drug and alcohol abuse is a national priority. Various legislative measures have been enacted which require educational agencies that accept federal funds or grants to establish alcohol and drug policies and programs consistent with specific federal guidelines. The legislation impacts our institution because we compete and accept federal funds, grants, and received federal financial aid to distribute to our students. To continue receiving federal funds and grants, we will enforce and implement policies and programs established.

The Board of Education policy manual which contains these policies outlining the rules, sanctions, and standards of conduct associated with drug and alcohol abuse can be found on the school district's website.

### **Health Risks are Associated with Abuse**

To assist employees and students to become better aware of the risks associated with drug and alcohol abuse, drug education and awareness programs are held from time to time. These programs provide a variety of information including that pertaining to the effects, attitudes, motivations of drug and alcohol use as well as how to help oneself or others prevent or deal with abuse. You should attend these programs and are urged to encourage those you know who may need help to attend as well.

### **Drug and Alcohol Use Prohibited:**

Because of the importance we place on drug and alcohol abuse prevention, standards of conduct have been established. These rules in general prohibit the unlawful possession, use, distribution, manufacture, dispensation, or being under the influence of controlled substances, illicit drugs, or alcohol by employees and students on property owned, leased, or used by the school or at its sponsored or supervised events. These standards of conduct are mandatory and are a condition of employment or attendance at our institution. Employees or students who violate the standards of conduct established are subject to disciplinary action. These sanctions [consistent with local, state, and federal law] include up to and including expulsion from school or termination of employment and referral for prosecution. Sanctions will be imposed.

### **Criminal Sanctions also exist**

Not only does violation of drug and alcohol rules jeopardize one's status as an employee or student, but also you may be charged criminally under local, state, and federal law for possession, use, or distribution of illicit drugs and alcohol. Criminal penalties are significant. Fines, imprisonment, or both may be imposed. Although the penalties are periodically revised, required minimum penalties including mandatory imprisonment are common. Loss of driver or professional license may also follow.

### **Drug and Alcohol Counseling Available**

Help may be available for employees or students who are alcohol or drug abusers through their health benefit plan.

### **Your Comments and Suggestions Welcomed**

We periodically review our policies on drug and alcohol abuse prevention programs. This review is designed to determine the effectiveness of our program, implement changes to the program if they are needed and ensure that sanctions imposed are consistently enforced. Your comments and suggestions are welcomed and should be directed to the Superintendent.

## **EDUCATIONAL SUPPORTS**

### **RTI INTERVENTIONS**

Illinois requires schools to evaluate math and English/Reading scores and skills of those students who are not currently at grade level. Because of this state requirement, students who are not at grade level will be placed in intervention programs throughout the school day. These are not optional programs, they are required and students must participate until their scores are brought up to grade level.

### **ALTERNATIVE SETTINGS**

It is our hope that all students can do well and be successful at Liberty School. In the rare incident where that does not occur, Liberty administration can place a student in an alternative setting. The settings can include: The Regional Safe School, Special Education Programs not available at Liberty such as Emotional Disorder Programs, Transitions, Communication Disorders, etc.

## **ELL SERVICES**

English Language Learners (ELL) services will be provided to students who qualify

## **REQUEST FOR SUPPORT**

If you have concerns about your child's academic or social needs please speak with your child's teacher, guidance counselor or principal regarding extra support that could be potentially provided.

## **ENROLLMENT**

### **NEW STUDENTS**

Students who enroll in the Liberty School District for the first time are required by law to provide either a certified copy of the student's birth certificate or governmental documentation of their identity along with an affidavit explaining the inability to produce a copy of the birth certificate. If necessary documentation is not received, is inaccurate or suspicious, the District must report the matter to local law enforcement authorities. Students must also have a student in good standing form from the school district they are enrolling from before they may start school at Liberty.

Schools of the district do not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a school attended previously.

### **RESIDENCY**

When a student registers for school, residence in the district must be established. Residency may be reviewed from time to time thereafter, as circumstances warrant. Nonresident students will be charged tuition according to state and local policies.

Students who are homeless may begin school without a birth certificate and records, as allowed per Illinois School code. However, every attempt will be made to acquire these for the child's permanent record.

### **HOMELESS STUDENTS**

**Students who are homeless have a right to an education. They just need to reach out to the appropriate administrator to get set up in the district. For more information about the Illinois McKinney-Vento Homeless Education program please visit [www.isbe.net/homeless](http://www.isbe.net/homeless).**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal Law, requires that Liberty CUSD#2, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Liberty CUSD#2 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Liberty CUSD#2 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- School activity updates on social media platforms
- Graduation programs; and
- Sports' activity sheets such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories-names, addresses, and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Liberty CUSD#2 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup> of each school year. Liberty CUSD#2 has designated the following information as directory information

- Student's name
- Student's address
- Grade level

## **FIELD TRIPS**

Liberty School District permits students to participate in a variety of activities including field trips and extracurricular events or activities.

Field trips are divided into two categories: organizational and school.

- Organizational field trips are those taken by the clubs and organizations as listed under non-athletic extracurricular activities. The cost of organizational field trips will be at the expense of the organization involved unless a written request has been submitted to and approved by the superintendents for the school to help defray part or all of the expenses.
- School field trips are those taken by individual classes.

Students who have received an Out-of-School Suspension field trip will not be allowed to attend any field trips.

The sponsors of organization or school field trips must make every effort to schedule field trips after school or during the weekend. This is due to student attendance days, which would be lost because of the number of organizational and/or school field trips taken during the year. No field trips are to be scheduled during the last week of each grading period if at all possible or during state testing or semester exams.

Field trips of any nature are to be planned so that unsupervised or unaccountable student time is minimal. The principal is to be involved in the initial planning. Permission for field trips of one day duration is to be given by the principal. Overnight field trips must be approved by the Superintendent and/or Board of Education. Parents will be notified when their child will be participating in a field trip, which is within the school day. Parental permission will be obtained in writing when a field trip is to be conducted. On overnight trips:

- A. Students must receive permission from the sponsor or coach before visiting other student sleeping rooms.
- B. Students must remain in designated rooms after the established curfew
- C. Students must receive permission from the sponsor or coach before leaving the lodging establishment
- D. Students who have been suspended out of school during the school year for any offense, will not be allowed to participate in any overnight trips for that semester.
- E. Students who have been suspended out of school for any offense on two separate occasions during the school year will not be allowed to participate in any overnight trips for that school year.
- F. All additional rules set forth by the lodging establishment, sponsor, and/or chaperon shall be obeyed.

- G. Gross misconduct or flagrant violations of guidelines on the part of a number of students on the trip will mean immediate termination of the trip.
- H. Single or isolated misconduct may be dealt with on a one to parent basis. In these cases, parents may be contacted to come and get the student in a reasonable length of time designated by the coach or sponsor.
- I. Violations of the above guidelines and those set by the sponsor or coach may result in a hearing and appropriate disciplinary action taken by the proper school officials.

Field trips and class trips are taken to augment the regular educational programs which are approved by the Principal. Students still have to follow the policies of student behavior while on the trip; as the trip is an extension of the classroom. The following will apply to field trips and class trips

- 1. Parent permission will be obtained for all trips.
- 2. Students who have had chronic behavior problems may, upon teacher recommendation and office approval, be restricted from field trips.
- 3. Students who have received an Out-of-School Suspension are prohibited from attending the end of the year class trips.
- 4. Students who are in danger of retention will be prohibited from attending the end of the year class trip with their class.

### **Senior Vacation Days**

- 1. Length - 3 days
  - a. TBD
- 2. Attendance Expectations
  - a. Three (3) or less unexcused absences for the year.
  - b. Eight (8) or less tardies to first hour for the year.
- 3. Behavior Expectations
  - a. No out-of-school suspensions for the year.
  - b. No more than one (1) in-school suspension for the year.
  - c. No more than 5 discipline referrals for the year.
- 4. Academic Expectations
  - a. No "F" grades for any first semester class.
  - b. No "F" grades for any third quarter class.
  - c. No "F" grades for any fourth quarter class.
  - d. Currently fulfilling graduation requirements.
- 5. All bills to the school must be paid in full.

### **Senior Trip**

The Senior trip destination will be based on class funds and interest.

- 1. Destination/Length of Stay
  - a. Location TBD
  - b. Date TBD (day trip)
- 2. Chaperones - Board members or school staff
  - a. 1 adult per 10 students
    - i. Cathy Badgley, TBD
  - b. Never go anywhere alone or with anyone not from school
- 3. Activities

- a. TBD
- 4. Behavior Expectations
  - a. No out-of-school suspension
  - b. No more than one (1) in-school suspension
- 5. Academic Expectations
  - a. No “F” grades for any first semester class.
  - b. No “F” grades for any third quarter class.
- 6. First Semester graduates cannot attend the trip.
- 7. All bills to the school must be paid in full.

**These are school functions. All school policies are in effect.**

## **FOOD SERVICES**

Liberty School is a closed campus, as such, **all students are expected to remain on the school grounds during the lunch period.** Students may eat hot lunch or bring their lunch to school. Students who bring their lunch may purchase milk.

Free/reduced lunch forms are available upon request and may be filled out at any time during the school year. Notices are sent home weekly, via email, to notify parents of how much money is in each student’s account.

### **ACCOUNT BALANCES**

Students may deposit money in their lunch account in the office. Students are encouraged to deposit money in their account prior to their time to eat lunch. Anytime students deposit money it should be in an envelope with their names and the amount to deposit on it. Any money in a student's account at the end of a given school year is automatically rolled over into his/her account for the coming school year. At the time of high school graduation, any funds left in a graduate’s account are rolled over into any younger sibling's account for lunch purchase. A high school graduate who has no other siblings within the district has his/her remaining balance refunded. No refunds are given if the balance is under a \$1.00.

Prices for junior high/high school students are as follows:

Breakfast	<b>\$1.90</b>	Reduced Breakfast	<b>\$.30</b>
Lunch (7-12)	<b>\$3.00</b>	Reduced Lunch	<b>\$.40</b>
Milk/Juice	<b>\$.35</b>	<b>Adult Lunch</b>	<b>\$3.50</b>
Extras	<b>\$1.00</b>		

**\*\* Free/Reduced lunch forms are available in the registration packets, at the end of the handbook and on the website at [www.libertyschool.net](http://www.libertyschool.net). If you do not have internet access you can call the school and we will get a form to you.**

## GRADE INFORMATION

### GRADE SCALE

%	LETTER	GPA
93-100	A	4.0
91-92	B+	3.5
84-90	B	3.0
82-83	C+	2.5
73-81	C	2.0
71-72	D+	1.5
65-70	D	1.0
64 & below	F	0.0

### WEIGHTED GRADING SYSTEM

A weighted grading system will be used in determining class rank, honor roll, and all academic honors and awards. The courses listed below carry more grade points than other courses because they are accepted as being college preparatory or more advanced academic courses. This is not to say they are more important than any other courses; however, they will be more demanding in reference to homework, student expectations, and dedication to study.

Weighted classes are Spanish IV, College English, Statistics, College Algebra, Trigonometry, PreCalculus, Calculus, Chemistry, and Anatomy and Physiology

Grade points earned for weighted classes:

A = 4.80	C+ = 3.00	D = 1.20
B+ = 4.20	C = 2.40	F = 0.00
B = 3.60	D+ = 1.80	

### GRADE REPORTS

Grades can be checked at any time using the parent portal on Skyward. Report cards are issued to the student quarterly. Report cards will be given to the students after the 1st, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter. 4th quarter grades can be checked on Skyward or report cards can be printed upon request to the high school office or printed off of Skyward.

## GRADE RECOGNITION/AWARDS

### HONOR ROLL

All grades are used in figuring honor roll and GPA. Honor roll is divided into two categories:

- A. High Honors-3.75-4.00+ GPA
- B. Honorable Mention - 3.00-3.74 GPA

### ACADEMIC AWARDS

High School academic awards are issued each year in twelve curricular departments. The purpose of these awards is to recognize those students who have demonstrated the highest level of academic performance and standards as determined by the District. The departments granting awards are: agriculture/industrial education, business/computer, English, foreign language, fine arts, health/physical education, consumer science, mathematics, science, and social studies. The three awards granted by each department are:

1. Department Award-The student demonstrating the greatest academic achievement



2. Improvement Award-The student demonstrating the greatest academic improvement from the beginning to the conclusion of a course.
3. Initiative Award-The student demonstrating the greatest effort in doing his/her best academically.

### **VALEDICTORIAN AND SALUTATORIAN AWARDS**

The following guidelines will be followed in determining class valedictorian and salutatorian awards:

1. Student must have earned a minimum of ten credits from the Liberty School District.
2. Student's last semester of school attendance must be in the District.
3. Student's grade point average will be carried out to two decimal places, without rounding off to determine class ranking. [Example: 3.95]
4. Student maintaining the highest grade point average in his/her class will be named class valedictorian.
5. Student maintaining the second highest grade point average in his/her class will be named class salutatorian.
6. Seniors must be enrolled in six (6) regular graded classes and can enroll in up to two (2) elective classes as pass/fail credit.

### **NATIONAL HONOR SOCIETY**

Students who meet the scholastic qualifications of a cumulative grade point average of 3.25 or higher will be invited to apply for the National Honor Society (NHS) through a letter. This organization recognizes the outstanding accomplishments of high school students in America, since 1921, emphasizing scholarship, leadership, community service, service, and outstanding character. The faculty committee will review the Candidate Activity Information forms to determine who will be selected as new NHS inductees using a point system. This is a great way to honor students for their success.

## GRADUATION REQUIREMENTS / COURSE REQUIREMENTS

Students will be granted a high school diploma upon satisfactory completion of the required classes, acquiring the requisite number of credits, the principal's recommendation, and the approval of the Liberty Board of Education.

English	4
Math	3
Social Science	3
Science	3
PE	See the * below the chart.
Fine Art/ Foreign Lang.	1
Vocational	1
Health	½
Consumer Economics	½
Computer Ed.	½
Driver Ed.	½
Electives	9
TOTAL	28

**Seniors must be enrolled in at least 6 credit hours.**

\*Starting with the class of 2025, high school students are required to take physical education daily. Students in grades 11 and 12 can be excused from participation in physical education. If a student is excused from physical education they may take another course in lieu of physical education. Students must obtain 2 credits of PE before graduation or before being eligible for exemption from PE. Students in grades 11 and 12 may be excused for the following reasons:

- Participation in athletics
- In order to take another class necessary for college and career tracks
- In order to take another class to make up for academic deficiencies

Civics and U.S. History must be taken as part of the 3 credits for social sciences.

All students must have 2 writing intensive classes which will be covered in English 1 and 3.

## **Schedule Changes**

No schedule changes will be permitted after two weeks into a semester.

Written parental consent must be given to the guidance counselor prior to any changes being considered.

Second semester schedule changes will be considered on an individual basis by the counselor, parent, and student.

Students must take and pass the United States Constitution Test and the Illinois Constitution Test. Students must also have taken the ACT test.

Students must complete the FAFSA application or fill out an opt-out form.

Liberty CUSD 2 does not prohibit the right of students to accessorize their graduation attire with items associated with the student's cultural, ethnic, or religious identity.

## **EARLY GRADUATION POLICY**

Any student aspiring to graduate early (at the conclusion of the first semester of their Senior year) is required to formally notify the guidance counselor. This notification must be submitted in writing either by the end of their Junior year or within the initial two weeks of their Senior year. Students who choose to graduate early will be ineligible to participate in the Senior Trip. Additionally, their attendance at school dances will only be permitted if they are invited as a guest by another student. Upon the approval of early graduation, the student must select their preferred method of graduation. The available options are as follows:

- (a) Small Ceremony at the January Board Meeting: Early graduates may opt for a more intimate graduation ceremony held during the January board meeting.
- (b) Participation in the Spring Graduation Ceremony: Alternatively, early graduates may choose to participate in the traditional spring graduation ceremony alongside their fellow classmates.

It is important for students to carefully consider their decision to graduate early and adhere to the specified guidelines outlined in this policy.

**Students who wish to participate in the Graduation Ceremony must have earned the required number of credits and cannot be actively serving a suspension at time of graduation.**

## **ILLNESSES & CONDITIONS**

### **CONTAGIOUS DISEASES/CONDITIONS**

For the protection of all students and staff, the following guidelines should be followed:

1. Never send an obviously sick child to school.
2. A child with a severe sore throat, severe cough, earache, vomiting, more than 1 episode of diarrhea, or fever of 100 or higher within the past 24 hours, or an undiagnosed rash should not be sent to school.
3. A child with a known communicable disease (chickenpox, impetigo, strep, scabies, ringworm, etc,) should not be sent to school without the specific written approval of a doctor or a licensed healthcare provider.
4. Parents are encouraged to use common sense and good judgment when determining whether to send a child who has been ill with a cold or flu back to school.

Students who become ill at school should tell the teacher immediately. If a student becomes ill in the lunchroom or on the playground, the child should notify the monitor. The school must have a current emergency number to call in case a parent cannot be reached during the school day. Once the parent has been contacted, the child will need to be picked up from school within an hour unless otherwise arranged with the school nurse.

Please notify the school nurse if your child is diagnosed with a communicable disease, severe injury, or has surgery. The purpose of this is to protect your child, so the nurse can send notices to parents when a number of cases of a disease are reported (eg. Strep, Mono, Flu etc.), help make any needed accommodations in the case of an injury or surgery, and keep your child's health record current.

### **CHRONIC COMMUNICABLE DISEASES**

The District places a high priority on the need to prevent the spread of chronic communicable diseases. It is the intention of the Board of Education to promote the health and safety of its' students, staff, and the community, while assuring that no student or staff member is unnecessarily excluded from the available educational opportunities or his/her employment. Any person, including but not limited to students, parents, guardian, and staff, shall report to the superintendent any circumstances giving rise to a suspicion or belief that a student or staff member suffers from a chronic communicable disease.

### **HEAD LICE**

It is the policy of the Liberty School District that students shall not be permitted to attend school when they have head lice or head lice eggs (nits) in their hair. Students that have either live lice or nits will be removed from class and parents will be called. The child may not be transported by school bus. The child will be sent home and must have all nits removed before returning to school. Other children living in the same household found with lice and or nits are checked immediately. Children are to be checked upon re-entry to school. The student returning to school must verify that treatment was performed. The student must be retreated seven to ten days after the first treatment. With continued and repeated infestations, absences may be coded "unexcused" if it is felt that parents are not taking the necessary steps to alleviate the problem. All students will be inspected on an "as needed" basis throughout the school year by the school nurse, principal or other school personnel.

## **INTERNET, NETWORK, COMPUTER USE**

Instructional Resources, Instructional Materials, Computer Assisted Instruction

### **EXPECTATION OF PRIVACY**

All electronic files are property of the Liberty Community Unit School District #2. As a user of the Liberty School's electronic network and the Internet the user needs to be aware that electronic files, including email, are backed up and stored regularly. Further, routine monitoring of the network, email and the Internet and the usage thereof, is performed on a regular, random basis by the system administrator and all files including those on removable media that have been attached to the Liberty Community Unit #2 School District's network are subject to review at any given time. Therefore, there can be no expectation of privacy on behalf of the user.

### **ACCESS TO THE INTERNET**

The School Board's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual School Board members and administrative staff members shall be treated like teachers. "Internet" includes all information accessed by Internet sites, E-Mail, on-line services and bulletin board systems.

## **CURRICULUM**

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum

## **AUTHORIZATION OF INTERNET ACCESS**

Each teacher must sign the District's Authorization for Internet Access as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted use.

The failure of any student or teacher to follow the terms of the Authorization for Internet Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Letter Parent(s)/Guardian(s) Regarding student Use of the Internet:**

Dear Parent(s)/Guardian(s),

We now have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- A. Limited electronic mail communications with people all over the world
- B. Information from government sources, research institutions, and other sources
- C. Discussion groups
- D. Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC)

With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization For Internet Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of privilege to use this resource as well as other appropriate disciplinary action. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access. Parents should recognize that students may have access to inappropriate material during unregulated use.

Please read and discuss the Authorization for Internet Access with your child. If you agree to allow your child to have an Internet account, sign the Authorization form and return it to your school

## **AUTHORIZATION FOR INTERNET ACCESS**

Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. School

Board members and administrators are treated like teachers for the purpose of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

The failure of any student to follow the terms of the authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **ACCEPTABLE USE**

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Student and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material and removable media such as floppy disks, thumb drives, compact discs and DVD's, etc., including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **INTERNET SAFETY**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person received prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

### **PRIVILEGES**

The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.

### **UNACCEPTABLE USE**

You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

- A. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- B. Unauthorized downloading, installation, or implementation of software, regardless of whether it is copyrighted or virus free;
- C. Downloading copyrighted material for other than personal use;

- D. Use of file sharing software such as Kazaa, Imesh, Morpheus, WinMX, etc.;
- E. Using the network for private financial or commercial gain;
  - 1) Wastefully using resources, such as file space; ink or toner, paper or network bandwidth;
  - 2) Hacking, attempting or gaining unauthorized access to resources or entities;
  - 3) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - 4) Using another user's account or password; including but not limited to teachers' usernames and passwords;
  - 5) Posting material authored or created by another without his/her consent;
  - 6) Posting anonymous messages;
  - 7) Using the network for commercial or private advertising;
  - 8) Use of streaming video or audio sites for entertainment purposes only, e.g., music videos, radio stations, etc.
  - 9) Use of removable media such as floppy disks, thumb drives, compact discs, DVD's, etc. without express, per instance, permission from a teacher, or Network administrator.
  - 10) Use of web-based email services such as Hotmail, YahooMail, webmail, Linux based email servers, etc;
  - 11) Use of instant messaging services, or utilities such as MSN Messenger, YahooChat, ICQ, Send Mail, Windows messaging, etc.
  - 12) Tampering with operating system settings, physical connections, bypassing, or attempting to bypass, security measures or filtering, or otherwise rendering a computer, printer, or any other technology equipment or the network to a diminished capacity, or usable.
  - 13) Use of telnet or other remote access utilities;
  - 14) Sharing information about one's own username and password, or information about someone else's;
  - 15) Using a computer without teacher supervision;
  - 16) Accessing web-based gaming sites of any nature, action, puzzle, gambling, etc.;
  - 17) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, and
  - 18) Using the network while access privileges are suspended or revoked.

## **NETWORK ETIQUETTE**

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Be polite. Do not become abusive in your messages to others

Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

Do not reveal the personal address or telephone numbers of students or colleagues.

Recognize that electronic mail (E-Mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in any way that would disrupt its use by other users.

Consider all communications and information accessible via the network to be public property

## **NO WARRANTIES**

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **INDEMNIFICATION**

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

## **SECURITY**

Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempting to log-on to the Internet as a system administration will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

## **VANDALISM**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer virus.

## **TELEPHONE CHARGES**

The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minutes surcharges, and/or equipment or line cost.

## **COPYRIGHT WEB PUBLISHING POLICY**

Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student.

Parents- Parents agree to be responsible for any financial obligation of their students



## **USE OF E-MAIL**

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

## **CHILDREN'S ONLINE PRIVACY PROTECTION ACT**

RE: Children's Online Privacy Protection Act

Dear Parent(s)/Guardian(s):

This letter is being sent as part of the District's continuing effort to educate parents about privacy protection and Internet use.

The Children's Online Privacy Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases, and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.

- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children’s Online Privacy Protection Act, please see the following links:

[www.ftc.gov/opa/2012/12/kidsapp.shtm](http://www.ftc.gov/opa/2012/12/kidsapp.shtm)  
[www.ftc.gov/opa/reporter/privacy/coppa.shtml](http://www.ftc.gov/opa/reporter/privacy/coppa.shtml)

## **JUNIOR HIGH RETENTION / 8<sup>TH</sup> GRADE PROMOTION**

Students failing three or more semesters in the area of math, science, English, and social studies in grade 7-8 may be retained at the discretion of the teacher and administration with parent input for the next school year. The IEP team will determine retention for students with an IEP.

To be promoted to high school all junior high students must pass the State and U.S. Constitution Test during their 7<sup>th</sup> or 8<sup>th</sup> grade year. Students may retake the test if necessary.

## **LIBRARY/MEDIA CENTER GUIDELINES**

The library is an extension of the classroom. It is to be a quiet place in which students can study or look for reference materials. The following rules apply to all students using the library.

- A. Students must maintain a quiet or studious atmosphere with no eating or drinking in the library.
- B. Refusal to leave the library when requested by the librarian for undesirable behavior or violation of the library rules will result in loss of library privileges for a minimum of ten school days. Also, additional penalties may be issued depending upon the action committed.
- C. Reference or library materials not checked out which are found in a student’s possession outside the library will be subject to a fine of not less than \$5.00 per item plus the loss of library privileges for a minimum of ten school days.
- D. Students found defacing or mutilating library materials will be subject to a fine, loss of library privileges, as well as possible suspension.
- E. All overdue library books must be turned in at the end of each semester.
- F. Students will be responsible for the replacement cost of any lost library book. If lost library materials have been paid for, they are no longer the property of the school district. The charges paid for found materials will not be refunded.

## **LOCKERS**

All school property, including, but not limited to, desks and lockers, is owned and controlled by the school district and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide general administrative inspections of school property (e.g., searches of student lockers) without notice to or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials which provides for unannounced dog searches of student lockers for illegal materials. Students should have absolutely no expectation whatsoever of privacy for student lockers. Students are not to write or otherwise deface any school property including lockers. Stick-on-labels or signs shall not be placed on any surface of any school property. Students who wish to place pictures on the inside of their lockers are to use magnets to hold photos in place. Lockers will be periodically checked for condition without students’ notification. This also includes physical education lockers. The penalty for defacing school property or lockers

will be loss of privileges, restitution, detention, and/or suspension, whichever is appropriate as determined by the administration. No tape is to be used to put signs, posters, etc. on the outside of lockers. Anything that is to be placed on lockers must have administration approval. Students are not to share lockers with other students. Students also cannot switch lockers without the approval from administration.

It is required to purchase a lock through the school at **\$5.50**. This lock is the only lock permitted on the school lockers. Other locks will be removed. This lock may be used every year afterwards. If it is lost, the student needs to purchase a new lock from the school.

## **MEDICAID REIMBURSEMENT**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Liberty CUSD#2, or the Special Education Association will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing.

## **MEDICAL INFORMATION**

### **PHYSICAL, IMMUNIZATIONS, VISION AND DENTAL EXAMS:**

Illinois law requires the following for all children attending a public or private school: 1) *Physical Exam* on an IL Certificate of Child Health Examination form within 1 year of the 1<sup>st</sup> day of entering Pre-K, Kindergarten, 6<sup>th</sup> grade and 9<sup>th</sup> grade. In addition, a Physical is required on all new students transferring into Illinois from outside the State or country. 2) *Immunizations* - proof against and screening for preventable communicable diseases, as required by the rules and regulations of the Department of Public Health. Students must have the *Physical* and *Vision Exam* done with proof provided by the beginning of the school year in order to be admitted. Physical exams must be completed and on file by October 15. If a student does not comply with the requirements of this law by October 15 of the current school year, such students shall be excluded from school until proof of having received the required health examination and immunizations are presented to the District. All new registrants shall have 30 days following registration to comply with the health examination and immunization regulations. 3) *Vision Exam* - by a licensed ophthalmologist or optometrist after October 15<sup>th</sup> of the year prior to entering Kindergarten. 4) *Dental Exam* within 18 months prior to May 15<sup>th</sup> of the school year for those entering Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade. Dental exams are due to be on file prior May 15<sup>th</sup>. A student may be exempted from these requirements on religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement detailing the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

\*All forms are available on the school website @ [www.libertyschool.net](http://www.libertyschool.net) under "Forms".

### **VISION AND HEARING SCREENING**

Vision and Hearing Screenings are conducted each school year by Certified Vision and Hearing Technicians. Grades routinely screened for Vision are Pre-K, Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> grades. Hearing is routinely screened for Pre-K, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades. In addition, Special Education students from all grades and students new to the district are screened for both Vision and Hearing. Students will also be screened when referred by parent/guardian or teacher. Children who wear glasses or children who are under care of an eye doctor are not screened.

The purpose of the Vision and Hearing Screenings is to identify children who *may* have a Vision or a Hearing problem. Those children are then referred to the appropriate doctor. Please note that Vision screening is a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a Vision examination report is not on file at the school for your child, then your child in the mandated age /group will be screened.

## **ACCIDENT REPORTS**

Students are responsible to report an injury or accident within 24 hours to the principal, nurse, coach or sponsor in order for an accident report to be completed. Forms to report accidents are in any of the offices. **A copy of all Accident Reports shall be submitted to the Health Nurse within 24 hours of reporting. One copy is to go in the students health records.**

## **EMERGENCY INFORMATION CARD**

This form must be completed at the **beginning of each school year for every child**. It is of utmost importance that we have this information for your child's safety, to keep your child's record up-to-date and in case of emergency. **Please notify the school nurse of any changes in the information on this form (including phone number changes) throughout the year.** \*A copy of this form can be found in this Handbook with the forms or on the school website at [www.libertyschool.net](http://www.libertyschool.net) under "Forms".

## **MEDICATION POLICY**

Please refer to the Form section of this Handbook for the School Medication Authorization Permit. This form is also available on the school website at [www.libertyschool.net](http://www.libertyschool.net) or from the school nurse. A separate form is needed for each medication and every time there is a change such as a change in dose.

If you need to bring medication to your child during the school day, please come to the nurse's office. She will page your child to come to her office and the medication can then be given under her supervision. This is for everyone's protection.

## **Medication Administration Policy**

Whenever possible, all medication (prescription and non-prescription) should be given at home. **However, if students must take medication at school, the following guidelines must be followed:**

1. Prior to prescription and non-prescription medication (including Tylenol, cough drops and cough syrup) being administered to any student at school, a School Medication Authorization Form must be completed in full. This is necessary to comply with the guidelines of the Illinois State Board of Education and the Department of Public Health.
2. An adult must bring the medication to the school nurse or principal. **It should not be sent to school with a student.** The bus driver may transport medication from the parent to a school authority.
3. All medications must come in the **original container from the store** along with a completed School Medication Authorization Form. (Extra forms are available from the office or can be printed from the school website: [www.libertyschool.net](http://www.libertyschool.net)) The parent and the doctor must both sign this form. For your convenience, we can fax the permit to your doctor for his signature. Any change in student's dosage requires a new permit. Parents may ask the pharmacist for a duplicate prescription bottle so that one can be kept at home and the other at school.
4. Medication must be labeled with the child's name, medication name/dosage, administration route (by mouth, to skin or inhaler), the date and the doctor's name.
5. The School Nurse or a designated school employee will dispense all medications. Students are NOT to carry medication on their person or keep it in their locker for themselves or others. Asthma inhalers and

Epi-Pens may be carried on the prescribed student only if the Physician and Parental Authorization for Self-Administration of Asthma Forms are completed prior to self-administration.

6. Except in extreme situations, it is the student's responsibility to go to the nurse's office to take medication. The nurse may take the medication to the student when she deems it necessary due to his/her age or condition.
7. On field trips, a certified staff member will be designated to safely store medication and with the assistance of the classroom teacher will supervise the student's self-administration of his/her medication.
8. All medications must be stored in a locked cabinet.
9. All health care provider authorizations will automatically expire at the end of the school year and are subject to renewal in the succeeding year.
10. Liberty CUSD #2 has Standing Orders for Epi-Pen and Epi-Pen Jr. (for severe allergic reactions), Albuterol Inhaler (for asthma symptoms), Glucagon Injection (for treatment of severe low blood sugar symptoms), Triple Antibiotic Ointment (for treatment of minor skin cuts and scrapes), and Anti-Itch Gel (for treatment of temporary relief of itching and pain associated with minor skin irritations). These orders are signed by a physician.

This policy is for the protection of all students. Thank you for helping keep our children safe. If you have any questions, please call 645-3433 and ask for the nurse.

## **NONDISCRIMINATION POLICY**

It is the Board of Education's intent to offer an equal opportunity for education to all eligible students residing within the district, without distinction or preferences because of race, color, creed, sex, physical handicap, or other unlawful classifications.

No pupil in the district is excluded from or segregated within any school on account of his or her color, race, national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, or physical or mental disability or status of being homeless.

## **SAFETY ISSUES**

### **ASBESTOS**

In accordance with the Asbestos Hazard Emergency Response Act [AHERA] and the Board of Education of the District, this notification has the intent to notify workers, building occupants, and their legal guardians of activities related to asbestos containing building materials in the schools. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the office of each school in the district.

Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building. This District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

### **PESTICIDE SPRAYING**

This is notification that Liberty Schools use pesticides to reduce and prevent pests on school grounds. There will be pesticide spraying on the first and last Monday of each month. This will be done after school hours.

## SCHOOL FEE INFORMATION

If you qualify for free/reduced lunch, you can apply this to the school fees as well.

## SCHOOL PRAYER

The following is a list of students' rights concerning school prayer:

1. Students are allowed to pray (e.g., reading the Bible during recess, saying grace before meals) when not engaged in school activities or instruction to the same extent they may engage in non-religious activities.
2. Students are allowed to organize prayer groups, religious clubs, etc., before school to the same extent as other non-curricular student activities groups. Such student-organized groups must be given the same access to school facilities for assembling as the other non-curricular groups.
3. Students are free to pray or not pray during a moment of silence or other quiet periods during the school day. School employees may not encourage or discourage students from praying during these times.
4. Students may express their beliefs about religion in homework, artwork, and other assignments free from discrimination based on the religious content of their submissions.
5. Student speakers at graduations, student assemblies, and extracurricular activities may not be selected on a basis that favors or disfavors religious speech. Where the student retains primary control over the content of his/her speech and it is not attributable to the school, the school may not restrict the content.

## SEMESTER EXAM POLICY

Final exams are mandated for all high school students. Students who skip final exam(s) will fail the final exam for the semester. The following procedure shall be followed for semester exams:

1. Exams shall take place over a two (2) day period with the following schedule being adhered to:

<b><u>Exam Schedule</u></b>			
<b><u>Day 1</u></b>		<b><u>Day 2</u></b>	
<b>Hour 1</b>	8:00 - 9:15	<b>Hour 2</b>	8:00 - 9:15
<b>Hour 3</b>	9:20 - 10:35	<b>Hour 4</b>	9:20 - 10:35
<b>Hour 5</b>	10:40 - 11:55	<b>Hour 6</b>	10:40 - 11:55
<b>HS Lunch</b>	12:00 - 12:30	<b>HS Lunch</b>	12:00 - 12:30
<b>Jr. High Lunch</b>	12:30 - 1:00	<b>Jr. High Lunch</b>	12:30 - 1:00
<b>Hour 7</b>	12:00 - 2:05	<b>Hour 8</b>	12:00 - 2:05

**Dismiss Early: Students with a parent note may leave after exam periods are over.**

2. Semester exams and/or projects shall be required in all classes except for band. Teachers in performance based or skills based classes may require a project in lieu of a written exam or have a combination project and exam. All projects are due on the day of the final. Copies of exams should be given to administration one (1) week prior to the exam. A written description of the semester project must be given to administration prior to distribution to students and no later than one (1) week prior to the exam.

3. No semester project or semester exam may count as part of the nine week grade. Semester exams/projects will count no more than 20% of the total final grade and shall be recorded separately as a final exam grade. Each nine weeks will count as 2/5 of the final grade. Grades shall be determined by using percentage numbers when calculating the final grade for report cards. A letter grade will be recorded on the report card.
4. Semester exams should test over skills taught that semester.
5. Students must stay in the exam room the entire time of the examination period. Students will not be allowed in the halls during semester exam periods. Be reminded a student may not leave prior to 2:05 unless building administration has given approval.
6. Students may not change the date of a semester exam or take the exam at a different time without written consent from the principal. This will only be granted in extreme emergencies.
7. If for some reason a student misses an exam due to an excused absence such as (long term illness, hospitalization, or death in the family), exams must be completed at a scheduled time with each instructor. Extensions may only be granted through administration.
8. If for some reason exams are postponed due to weather, they will be given in the order listed upon the first day returned to school unless it is the final day before Winter Break. In this case, the first day back after break will be a review day and the second day will be final exam day.
9. Students must be in attendance on exam days during their study hall periods. Students who have study hall periods 1, 2, 7, and 8 must inform the office the Friday before exams.
10. Exemption Policy
  - a. **Year Long Classes** - Liberty High School students who meet the following criteria will be excused from their second semester exams:
    - i. Maintain a minimum semester grade of a "B" in all classes for the current school year (including first semester grades). The second semester grade will be pulled two (2) school days prior to the start of exams.
    - ii. Does not exceed the nine (9) excused absence policy for the entire year. (Certain extreme emergency cases may be approved by administration.)
    - iii. Does not have more than 9 first hour tardies for the year.
    - iv. Has not had any in-school suspension, out of school suspension or more than 5 discipline referrals for the year.
    - v. Students that meet the above criteria will not have to take finals or attend school on the designated final days.
  - b. **Semester Long Classes** - Liberty High School students who meet the following criteria will be excused from their single semester exam in Consumer Econ, Intro to Computers, Careers, and/or Health:
    - i. Maintain a minimum semester grade of a "B" in all classes for the current school year. The first semester grades will be pulled at two (2) school days prior to the start of exams. The second semester grade will be pulled two (2) school days prior to the start of exams.
    - ii. Does not exceed 4.5 excused absences for the semester which is half of the 9 excused absence policy for the entire year. (Certain extreme emergency cases may be approved by administration.)
    - iii. Does not have more than 4 first hour tardies for the semester.
    - iv. Has not had any in-school suspension, out of school suspension or more than 2 discipline referrals for the semester.

**This exemption policy is for Liberty High School classes only. It does not include dual credit/John Wood courses, VoTech, or any other classes from outside Liberty High School.**

**Junior High students taking high school classes may take part in this exemption. Please refer to your high school class syllabus for further information.**

## **SEX EDUCATION/TEEN DATING**

Sex education is taught throughout certain classes in the science department, health classes and Family and Consumer Science classes. During this time Teen Dating and Date Violence is a topic that is covered. At our school, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. The purpose of this is to inform you of School Board Policy, 7:185, *Teen Dating Violence Prohibited*, which is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that *teen dating violence* occurs whenever a student uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Students in grades 7 through 12 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. I have asked our school staff members to respond immediately and with compassion to a student who reports teen dating violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student a form for reporting bullying, 7:180-AP1, E%, *Report form for Bullying and School Violence*.

Finally, I have requested staff members to intervene immediately to stop incidents of teen dating violence occurring at school. They will proceed under our District's procedures for responding to incidents of bullying and school violence:

- Name-calling and *put-downs*. Does one individual in the relationship call the other person names? Does he or she use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act incredibly jealous when the other talks to peers? Does one person accuse the other of flirting even when it's an innocent conversation?
- Making Excuses. Does one individual in the relationship make excuses for the other? Does he or she have to apologize for the other person's behavior?
- Canceling or changing plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
- Monitoring. Does one person call, text message, or check up on the other constantly? Does he or she demand to know the other person's plans or with whom the other person was with?
- Uncontrolled Anger. Have you seen one individual lose his or her temper? Does he or she throw things-or break things- when angry? Does one person in the relationship worry a lot about upsetting the other?
- Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?



- Dramatic Changes. Have either of the individuals in the relationship had appearance changes? Has he or she lost or gained weight? Have his or her grades dropped? Does he or she seem depressed?
- Injuries. Does one person in the relationship have unexplained injuries, or does he or she give explanations that don't make sense?
- Quick Progression. Did the relationship get serious very quickly?

These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence. For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:

[www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen\\_dating\\_violence.html](http://www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html)

Please let me know if you have any questions or concerns.

Sincerely,  
Kelle S. Bunch  
Superintendent

### **Sexual Abuse:**

Staff and students receive instruction on recognizing and avoiding sexual abuse. For anyone that volunteers at Liberty School. We check the state and national sex offender registries before allowing access to our school.

The websites checked are: <http://www.isp.state.il.us/sor/> or <https://www.nsopw.gov/>

### **SEX OFFENDER REGISTRATION**

Public Act 94-004 requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/).

## **STUDENT RECORDS**

Student records are open for parent/guardian or students at least 18 years of age for inspection. To ensure all student records will be available for parent review, parents are asked to call in advance and schedule a meeting with the guidance counselor or building principal. The treatment of student records by the District is affected by professional ethics and by state and federal law. The school will act in compliance with the Illinois School Student Records Act.

The District shall grant access to information included in student records to persons authorized or required by state or federal law, provided that:

1. The person submits to the District appropriate identification and a copy of the authorization papers;
2. The parents/guardians receive prior written notification of the nature and substance of the information to be released. The parents/guardians shall be given the opportunity to inspect, copy, and/or challenge the information. When the release of information relates to more than 25 students, the District may give prior notice through newspaper or general publication.

Other persons who request access to the records shall be denied access unless prior written consent is received from the parent/guardian or student except that the District shall grant access:

1. To another District to which the student has transferred. In such cases the District shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred.
2. Pursuant to a court order. In such cases, the District shall notify the parents/guardians and student of the release of such information.

3. To an employee of the District or an employee or official of the State Board of Education with a legitimate educational or administrative interest;
4. For research, if the State Superintendent’s permission has been given and no student or parent can be identified from the information released.

In cases of emergency, to protect the health or safety of a student and others and within the regulations of the State Board of Education, student records or information contained therein may be released. Under emergency circumstances, the District shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency, and the importance of acting quickly.

Personal information concerning a high school student will not be provided to a military recruiter unless the student and parent have signed a consent form at the beginning of the school year.

**Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records**

*Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student’s parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach parents/guardians.*

The Contact information for each School’s Official Records Custodian follows:

Middle School/High School Principal .....	645-3389
Middle School/High School Guidance Counselor.....	645-3481
Superintendent.....	645-3433

This notice contains a description of your and your student’s rights concerning school student records. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes, and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* records and *temporary* records.

The *permanent record* includes:

1. Basic identifying information, including the student’s name and address, birth date and place, gender, and the names and addresses of the student’s parent(s)/guardian(s).
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations) and the unique student identifier assigned and used by the Illinois State Board of Education’s Student Information System.
3. Attendance record
4. Health record defined by the Illinois State Board of Education as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code”
5. Records of release of permanent record information that includes each of the following:
  - A. The nature and substance of the information released
  - B. The name and signature of the official records custodian releasing such information

- C. The name and capacity of the requesting person and the purpose for the request
  - D. The date of release
  - E. A copy of any consent to a release
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

The *permanent record* may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent record
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to others) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records, and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid, The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth... has followed through on the request.”
8. Any documentation of the student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The *temporary record* may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special Education records
11. Records associated with plans developed under section 504 or the Rehabilitation Act of 1973
12. Verified reports or information from non-education persons, agencies, or organizations of clear relevance to the student's education

The Family Education Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and student over 18 years of age (eligible student") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records.

Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay the cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

2. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove scores on college entrance examinations upon written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable education or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that not student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding student, limited to:

Name; Gender; Address; Grade Level; Birth date and place; Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers; Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs; Academic awards, degrees, honors; Information in relation to school-sponsored activities, organizations and athletics; Major field of study; Period of attendance in school.

\*\* Any parent/guardian or eligible student may prohibit the release of any or all of the above

information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated, and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's names, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiter and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

8. The right contained in the statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

## **SENIOR TEMPORARY STUDENT RECORDS**

Student temporary records are available to graduating seniors after their graduation and may be picked up at the Guidance Office. Records will be destroyed if not picked up within five years of graduation.

## **DESTRUCTION OF RECORDS**

Permanent records are destroyed sixty (60) years after a student graduates, transfers, or permanently withdraws from the school.

## **Special Education Related Service Log - Illinois School Code (105 ILCS 5/14-8.02f)**

(d) Local education agencies must make logs that record the delivery of related services administered under the child's individualized education program and the minutes of each type of related service that has been administered available to the child's parent or guardian at any time upon request of the child's parent or guardian. For purposes of this subsection (d), related services for which a log must be made are: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. The local education agency must inform the child's parent or guardian within 20 school days from the beginning of the school year or upon establishment of an individualized education program of his or her ability to request those related service logs.

## TEACHER QUALIFICATIONS

Teacher qualifications are available to the general public on the ISBE website at [www.isbe.net](http://www.isbe.net) under the ELIS section.

## VISITORS

In order to ensure healthy, safe, and undisturbed schools, all visitors are required to report to the Superintendent's Office. Visitors must carry a visitor's badge while in the building. Visitors are expected to abide by the same rules and regulations as Liberty students. Visitors should not interfere/disrupt the school day. The Liberty student with whom the visitor will be seeing will be held responsible for any misbehavior on the part of the visitor if they are a minor. Students must notify the administrative office 24 hours in advance of their intention to bring a visitor to school. The following information will be requested: name, age, number of days visiting, reason for visiting, and school in which the visitor is enrolled. Visitors wishing to see or visit teachers are to wait at the office and the teacher will be asked to come to the office at the first possible opportunity. Please be reminded that due to limited seating in classrooms visitation may be denied. Visitors may not eat lunch with Liberty students unless they are a parent.

### **Registered Sex Offenders**

Registered sex offenders must put a request to attend a school meeting/function in writing to the school principal prior to attending.

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### Instruction

#### **Administrative Procedure - Access to Classrooms and Personnel**

Access to classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14-8.02(g-5), amended by P.A. 96-657. Guidelines follow:

1. These guidelines apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child. A *qualified professional* means "an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master's or doctoral degree candidate." These individuals are referred to in this procedure as *visitors*.
2. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. A professional evaluator can request longer or additional observations in his or her initial request. The administrator may grant, deny, or modify the request, and the administrator's decision shall be final.
3. Visitors must comply with:
  - a. School safety, security, and visitation policies at all times.
  - b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
  - c. Board policy 8:30, *Visitors to and Conduct on School Property*. Visitors may not disrupt the educational process.

4. If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
  - a. Observing his or her child in the child's current educational placement, services, or program, or
  - b. Visiting an educational placement or program proposed for the child by the IEP team.
5. If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests, or assessments of the child's educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. If one or more interviews of school personnel are part of the evaluation, the interviews must be conducted at a mutually agreed upon time, date, and place that do not interfere with the school employee's school duties. The Building Principal or designee may limit interviews to personnel having information relevant to the child's current educational services, program, or placement or to a proposed educational service, program, or placement.
6. Prior to visiting a school, school building, or school facility, a visitor must complete 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*. This form serves to:
  - a. Inform the Building Principal or designee in writing of the proposed visit(s), the purpose, and the duration, and
  - b. Identify requested dates/times for the visit(s) to facilitate scheduling.

\*\*This Form is found on page 58-59 of the Handbook.\*\*
7. The student's parent/guardian must consent in writing to the student being interviewed by the named evaluator as part of a visit. The parent/guardian will grant this consent by completing 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.
8. The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.
9. The visitor must acknowledge, before the visit, that he or she is obligated to honor students' confidentiality rights and refrain from any re-disclosure of such records. The visitor will provide this acknowledgment and agreement by completing 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.
10. The Building Principal or designee will attempt to arrange the visit(s) at times that are mutually agreeable. The Building Principal or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.
11. If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.
12. This procedure applies to any public school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other District designee must facilitate such visit(s) when the student attends a program outside of the School District,



such as at a private day program or residential program, provided it is supported in whole or in part by public funds.

## **VOLUNTEERS**

As required by law, all volunteers in a school must complete the volunteer form and will be checked on two web-sites indicated on the form to insure they are safe to be around students. This is a great way to protect our children. The form must be completed by anyone wishing to volunteer. A copy of this form can be found at the High School Office.

## **WEATHER/EMERGENCY SITUATIONS**

Threatening weather or other emergency conditions may make it necessary to dismiss school early or to even keep students a few minutes past the usual dismissal time. Parents that will not be at home or having a student who may be endangered by an early dismissal should contact the office with instructions covering early dismissals. Parents should brief their children as to the action they are to take if they are delivered home and parents are not there.

The following procedures will govern emergency dismissals:

1. Every effort will be made to deliver students to their home or other location, which has been pre-arranged by the parents
2. If the threat is of such a nature that students riding buses might be endangered, school will not be dismissed until the danger has passed.
3. District website, social media, and/or Parentsquare will be used to announce the closing of school or cancellation of events.
4. The following radio and television stations will be asked to announce the closing of school or cancellation of events:

WTAD	930AM	KGRC	92.9FM	WGEM	105.7FM
KICK	97.9FM	KHMO	1070AM	WGCA	88.5FM
KRRY	100.9FM	WGEM	CHANNEL 10	KHQA	CHANNEL 7

## **EARTHQUAKE PROCEDURES**

Students are to be instructed to drop to the floor and seek cover under furniture. As soon as appropriate, the same procedures for a fire drill will be implemented to evacuate the building. Teachers may use discretion about this as PA systems may be damaged, delaying announcements

## **FIRE, TORNADO, AND BOMB DRILLS**

The District has in place emergency procedures to be taken by all students in case of a fire, tornado, or bomb threat. Students are to take a very serious attitude when these drills are being conducted. In case of an evacuation, students will be taken to St. Brigid's Church. Parents listen to radio and Television for instructions for dismissal. Please do not call the school and tie up phone lines.

## EXTRA CURRICULAR ACTIVITIES

Student activities that are considered extracurricular are separated into two categories: athletic and non-athletic. The following activities are available for students:

Athletic	Non-Athletic
Girls Golf (Fall): Varsity	Esport: HS
Girls Cross-Country (Fall): JH, JV, Varsity	Art Club: JH, HS
Girls Volleyball (Fall): JV, Varsity (Winter): JH	Color Guard: HS
Girls Basketball (Winter): JH, JV, Varsity	FFA-Future Farmers of America: JH, HS
Girls Softball (Fall): JH (Spring): JV, Varsity	FCCLA-Family, Career & Consumer Leaders of America: JH, HS
Girls Track & Field (Spring): JH, JV, Varsity	NHS-National Honor Society: HS
Boys Golf (Fall): Varsity	Quiz Bowl: JH, HS
Boys Cross-Country (Fall): JH, JV, Varsity	Student Council: JH, HS
Boys Basketball (Winter): JH, JV, Varsity	Yearbook: HS
Boys Baseball (Fall): JH (Spring): JV, Varsity	Bass Fishing: HS
Boys Track & Field (Spring): JH, JV, Varsity	Cheerleading (Winter): JH, JV, Varsity
	Trap (Fall and Spring): JH, HS
	Dance (Winter): HS

### **Band**

Band students will be governed by extracurricular policies that differ somewhat since these activities are extracurricular but also a class in which a grade is earned. Band members will not participate in competition events if they are on the weekly ineligibility list. However, these students will participate in competition events if they have failed the previous semester and are not on the weekly ineligibility list. Their final grade is heavily dependent on attendance to performances. Failing to attend performances may lead to failing the class.

### **PURPOSE**

The Liberty School District believes extracurricular activities are a vital part of the total educational program. The participation in extracurricular programs and activities is voluntary and a privilege. All students are encouraged to participate in any activities in which they are interested. Students in 5/6th grade will only be permitted to play on a Junior High sports team, if approved by the Athletic Director based on need.

Students participating in extracurricular activities are not only representing themselves but are also representing their school and community. Because of this added responsibility, it is important that those participating meet individual standards or expectations. The Liberty Board of Education has therefore developed policies and regulations for those students participating in extracurricular activities. This will ensure consistency and provide guidelines as to what is expected from all students wishing to participate in any and all extracurricular programs. The Liberty School District will provide financial assistance, lodging and travel for students who have earned the privilege through competition at district and/or sectional levels or representing district school sponsored organizations at State competitions. In special situations where distance or time of competition in sectionals would make it difficult for the individual/team to perform, assistance with lodging and travel will be considered.

Financial assistance is limited to those contestants that have earned a first or second in district and/or sectional competition. Travel and lodging will in all cases be accomplished in the most cost effective manner and must be

approved by the principal and superintendent. Financial assistance will not be provided to students who are not competing at the sectional or state level.

## **BUILDING USAGE**

All events sponsored on other than the regular school hours are to be placed on the official calendar as early as possible. Events will be placed on the official calendar only after permission to hold the event has been obtained from the principal. All calendar event entries must be for a definite scheduled event. No group may place indefinite dates on the official calendar unless preplanning of any event requires holding of tentative dates for early decision regarding actual scheduling. Also, the superintendent must give approval and notification given to the head cook before any group can use school kitchen facilities.

Events planned at times not served by a janitor must ensure arrangements are made to assure proper building clean up and control. A janitor is regularly employed on all school nights, Monday through Friday, until 11:30pm. Saturday, Sunday, or holiday dates must be scheduled well in advance and under the general specifications as follows:

- A. Money making events are expected to pay for any formal police surveillance deemed necessary for the event by administration and sponsors whether on regular nights or on Saturday, Sunday, or holidays.
- B. Clubs, classes, teams, or other groups using the building on off-janitor hours must:
  - 1. Notify administration in writing of the planned use far enough in advance to allow for gate security and other necessary precautions to be taken through the use of regular custodial help.
  - 2. Plan for control of entrances and halls to assure proper security and care of the building.
  - 3. Sponsor or person in charge should be familiar with electric switches, heating controls, plumbing valves, or other control details in the area to be used.
  - 4. Clubs, classes, or other groups must reimburse the school district for any custodial salaries in excess of the regular custodial working hours which are incurred by the district as a result of the event or activity.
- C. Saturday may be used for practice for school sponsored activities. The activity must be supervised by the coach or sponsor of the event and the following regulations followed:
  - 1. Attendance of members of the team or group may not be required
  - 2. Members of practicing groups may not be dropped for the event for nonattendance

**Scheduling of events is to be far enough in advance to allow proper gates and other controls to be in effect.**

**Sponsors or coaches must take full initiative for complete control of the premises since no other employee will be on the school premises. This basically means completing a follow up inspection of the building, cleaning the building, and making sure all doors are locked and all students have left the building.**

- D. Avoid school sponsored activities on Sunday, unless prior approval by Administration. Sunday facility usage must be approved by the administration.

## **TRANSPORTATION INFORMATION**

It is the policy of the school district to use school buses for the transportation of students participating in extracurricular activities under the following conditions:

- A. Bus usage within Adams County and within the area of any conference, tournament agreement, competition, or display area by any department is accepted as a routine matter.
- B. The Board of Education delegates authority to the administration of request for extracurricular usage in which the bus would return the same day.

C. All other requests for transportation not listed in items one and two above will be referred to the Board of Education for a decision.

Students involved in Liberty District #2 athletic/organizational competition/field trips will be transported to events in school district vehicles whenever possible. These vehicles will be driven by school personnel or approved volunteers. Students who are unable to use school district transportation may be taken to the event by their parent/guardian or a person designated by the parent only if they have received permission by the administration prior to the event by completing the appropriate form, getting it approved by administration, and then turning it into the coach/sponsor. If this permission is granted, the parent/guardian must deliver his/her child directly to the coach/sponsor. If the parent/guardian does not bring his/her child directly to the coach/sponsor, the student will not be allowed to participate in the event, and if there is an admission charge to the event, the student will have to pay as he/she is not considered with the team/organization at that particular event.

Only parents/guardians or an adult designated by the parent/guardian may sign their son/daughter out after the event. If it is a parent designee, the name of the person must be supplied in writing in advance to the coach and administration for approval. This should only be utilized in extreme circumstances. Students without parental permission who do not ride the bus/van/suburban home from an event will not be allowed to participate in the next scheduled event or contest.

Coaches or sponsors must complete the necessary bus information forms, which are maintained in the office. Bus forms are to be completed in triplicate and returned to the school office before final approval can be granted.

Students who receive a written warning for misbehavior on the bus will generally receive the same consequences for all bus riders. However, the administration may accelerate or alter for individual circumstances. Consequences can range from the following, depending on the seriousness of the issue and prior interventions:

- \*Conference with administrator and student and disciplinary action may be taken, parent contact made by either the administrator or the bus driver.

- \*Warning, *lunch detention*, first formal letter sent home

- \*Probation, *one day off the bus*, second formal letter sent home

- \*Minimum: Three days off the bus, third formal letter sent home

Use of private vehicles and non-school district personnel drivers (e.g., parents) may be used.

Events that are solely for the purpose of bringing organizational members together in a social setting do not have to use a district vehicle to transport students.

Events that are not organized by school personnel do not have to use a district vehicle to transport students.

Summer sports related and non-educational events are non-school sponsored.

All transportation to other activities or events must be reviewed and approved by administration.

## **FUNDS AND FUNDRAISING**

Money collected in activities of the various extracurricular accounts is to be deposited with the regular bonded employee appointed to handle such funds. Expenditures will be by check through the established activity fund in individual payments for invoiced transactions.

A record of income and expenditures is to be kept by each activity, and accounts are to be balanced monthly with the secretary. Income will be noted and a receipt issued from the school secretary and expenditures will be by voucher system with signatures of President, secretary, and sponsor of the extracurricular activity.

Extracurricular activity monies are never to be left in lockers or taken home. If for some reason a deposit is to be retained, this money is to be kept in the school safe until time for actual deposit.

In the event an extracurricular activity has disbanded with unspent funds, the remaining money will be kept and accounted for in the activity fund for two years. After this time any unused monies will be deposited in a memorial fund or applied to a suitable project.

All fundraising must be approved by the principal and entered on the fundraising calendar in the high school office. Each organization may have one door to door sale each year. Administrative approval is required for additional door to door fundraisers. In addition to the date in which the fund raising promotion is to commence and end, the following information is required:

- A. Product to be used or type of event being used to raise money
- B. Explanation as to what the purpose the money raised is going to be used
- C. Company being used
- D. Cost of product being sold and percentage of profit
- E. Completion of post fundraising information sheet.

## **LETTERING**

The Liberty Board of Education will provide on a one time basis at the discretion of the sponsor or coach:

- A. Numerals for those freshmen who qualify. Numerals shall indicate the participants projected year of graduation.
- B. A 4" chenille two color letter L for those who qualify in junior varsity or equivalent service.
- C. A 6" chenille two color letter L for those who qualify in varsity or equivalent service.

The 6" letter shall have metal inserts to designate the activities in which the person has lettered. Service bars are to be awarded for each year of additional service, after the 6" letter had been awarded. Awards for interscholastic athletic competitions shall be red with white trim, awards for all other activities shall be white with red trim.

Sponsors, coaches, and the principal shall with input from activity members, determine criteria upon which awards may be earned. The criteria then shall be made available to participants in the activities.

There are activities for which a chenille letter may not be appropriate. The sponsors of these activities may submit a plan for consideration to the principal and Board of an alternate award of like value. These awards, if approved, will also be provided at the expense of the school district. These plans shall contain rationale for selection, method of recognizing award recipients, and yearly cost of these awards.

## **EXTRA CURRICULAR ELIGIBILITY**

### **ATTENDANCE**

Students may not attend or participate in any school activities such as practices, functions, or events if they have not been in school attendance at least 4 of 8 periods with an excused absence the day of activity unless a doctor's excuse is provided or it is a verifiable emergency which includes but is not limited to the following:

- Attendance at a funeral
- Court appearance
- Special appointments over which the student or parents have no control
- Administrative approval (ex. Senior Vacation Days)

Students will be permitted to leave school for a doctor's appointment. However, they are expected to be at school prior to the appointment unless the appointment is made for 9:30a.m. or earlier. After the appointment, students must return to school. Remember to bring your doctor's excuse to the office. The administration may deem an excuse verifiable.

All team members of each sport will attend all scheduled practices and meetings. If circumstances arise whereby the student cannot attend a practice or meeting, the coach must be notified prior to the practice or meeting missed by parental contact, phone contact or written statement from the parent or guardian. Three unexcused absences from practices, games or meetings will result in removal from the team.

### **EXCUSED ABSENCE FROM PRACTICE**

The following instances will be excused absences in all Liberty athletic endeavors:

Illness

Doctor Appointment

Other School Activity/Athletic Contest

Church Related Obligations

College Visit

Funeral

MEPS Testing

Deer Hunting (One day of firearm deer season within a school year, provided the absence is pre-arranged and a copy of the deer tag is submitted to the school.)

It should be noted that each coach may/or may not excuse other instances as he/she sees fit.

### **JOBS**

The athlete shall not obligate himself/herself to a job that interferes with practice time or regular competition time.

### **CONDUCT**

The high school Code of Conduct governs the behavior of students away from school. There may be student behaviors that occur away from school and not at a school activity that coaches and sponsors believe reflect upon the organization or team, or individual. The Expectations and Consequences hereafter referred to as Expectations, for extracurricular activities that govern participation in these activities and will be determined by persons sponsoring and coaching these activities. There will be a common core of Expectations for athletic teams and for non-athletic organizations. While the coaches and sponsor may, if the activity warrants addition, add to the common core of Expectations, they may not delete from this common core.

Two committees, one with membership of all coaches and one with ownership of all sponsors, will review the Expectations governing extracurricular participation. The committees will report their findings to the principal for consultation and then to the Board on or before the May meeting of the Board of Education for consideration by the Board.

Coaches and sponsors will distribute and explain the Expectations to the students before the start of the activity and require students to sign, date, and return a statement acknowledging that they have received and understand the Expectations which govern participation in extracurricular activities.

Organization Requirements, By-Laws, and Constitution:

Students who are participating in a non-athletic activity must abide by the laws and constitution of the particular organization. The by-laws and constitution may be on the local, state, and/or national level/.

## **SPORTS PHYSICALS/PRE-PARTICIPATION FORMS**

Sports physicals are required prior to the first practice of all participants in extracurricular athletics and are good for 13 months. All pre-participation sport forms can be found on the school website under forms. There is a link for the IESA/School required forms and a link for the IHSA/School required forms. The forms must be submitted to the Athletic Director before the athlete is allowed to participate in that sports first event.

## **EXTRACURRICULAR PROGRAM/ACTIVITY FEE**

All extracurricular programs/activities have a fee of \$40.00 for students wanting to participate. There is no cap or family rate discount. Also, there is no waiver or free/reduced rate. The program/activity fee of \$40.00 must be submitted to the Coach/Sponsor or Athletic Director before the student is allowed to participate in that program/activity's first event.

## **IHSA / IESA**

Students participating in extracurricular athletic activities must meet all standards and guidelines as required by the IHSA and the IESA. In areas where standards and guidelines of the Liberty Community Unit No 2 Board of Education exceed those of the IHSA and IESA, those of Liberty will prevail.

## **SCHOLASTIC REQUIREMENTS**

Academic eligibility is a very important part of any successful athletic program. We adhere to the policies of the IHSA (Illinois High School Association) and the IESA (Illinois Elementary School Association).

Students must be doing passing work in all subjects to be eligible to participate in athletics or in any other extra-curricular activity that pertains to interscholastic competition. This means, students must be passing all of their courses to be eligible.

Weekly eligibility checks will be conducted. *Teachers will have their grades entered and updated on Skyward by 10:00 am* Monday of each week. If a student is found to be ineligible, their ineligibility will begin on Tuesday and extend through Monday. Coaches/Sponsors will be notified Monday afternoon of their eligibility for the coming week and will notify the player.

Eligibility will also be checked each quarter and semester. If at the end of a quarter, a student is found ineligible that student will not be allowed to participate in programs/activities the first week of the following quarter. If a student fails a course (1) for the semester, the student may participate in cocurricular programs/activities the following semester on a contractual basis. Standards for the contract will include, maintaining at least C's in all classes, have no unexcused absences, have no more than three tardies, and no more than one discipline referral. Students will be monitored by the Principal for compliance. Should they be found in violation of the contract, they will become ineligible for the remainder of the semester. Anyone academically ineligible three times during a program/activity will be ineligible for the remainder of that season/semester. Junior high eligibility is figured on a weekly basis.

If a student is on the failing list, he/she will use practice time to get extra help in the class he/she is failing. After receiving help and completing homework, he/she will follow the coach's/sponsor's instructions as to spending the rest of practice studying or joining practice. This represents the minimum requirement. Each coach/sponsor may have their personal guidelines that need to be followed.

During seasonal programs/activities: If a student is academically ineligible three times in one season, he/she will be removed from the team/group for the remainder of the season.

During yearly programs/activities: If a student is academically ineligible three times, he/she will be removed from the team/group for the remainder of the semester.

## **DUAL SPORT PARTICIPATION**

Liberty athletes will be allowed to participate in two sports simultaneously. It should be understood by the athlete and his family that participation in two sports at the same time is difficult at best. On days when both sports are in competition, the coaches will determine which sport the athlete will participate in. The amount of quality playing time is dependent upon one's abilities and participation in practice.

## **PERSONAL APPEARANCE**

Each coach will be responsible for making sure their athletes are dressed in a manner that represents Liberty School in a respectable and acceptable manner.

The district allows a student to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion or their cultural values or modesty preferences. A student is not required to receive prior approval of the school board for such modification.

## **SCHOOL DECORUM**

We expect our students to be positive role models. They are expected to abide by the guidelines outlined in the student handbook. In the rare instance where an student receives an in-school suspension, the following range of consequences may take place, depending on the seriousness of the issue and prior interventions:

- A. In school suspension (ISS):
  - a. Ineligible to practice, play, attend, or participate in games/matches/meets/meetings/activities/competitions during the ISS period.
  - b. Benched one to two games/matches/meets/meetings/activities/competitions.
- B. Out of school suspension (OSS):
  - a. Ineligible to practice, play, attend, or participate in games/matches/meets/meetings/activities/competitions during OSS period
  - b. Benched for 20% of the games/matches/meets/meetings/activities/competitions.
  - c. Unable to attend overnight/off-campus activities for the remainder of the quarter for yearly programs/activities.
  - d. Second Offense: Immediate dismissal from the team/group for seasonal programs/activities or immediate dismissal from the team/group for the remainder of the semester for yearly programs/activities.
- C. Any student receiving more than one (1) behavioral discipline referral in the same quarter would receive a one (1) game/match/meet/meeting/activity/competition suspension from their current extracurricular activity. Any additional behavior discipline referrals in the same quarter would result in an additional suspension from the next game/event/meet of the current extracurricular activity. Discipline referral tracking would reset at the beginning of each quarter.

## **ALCOHOL/TOBACCO/DRUG USE**

Due to the harmful effect on the health of the individual, all athletes will not use or have in his/her possession tobacco, alcoholic beverages and/or abusive drugs of any kind.

According to the Liberty Board Policy, during the season {beginning with the first day of practice until the last athletic contest} each Liberty athlete is to remain alcohol, drug and tobacco free at all times. If an athlete is found in violation of this expectation at school or any school function, the handbook consequences take place. In the event an athlete is found in violation of this expectation by his/her coach, the athletic director, or any administrator while not at a school sponsored event, the following consequences will take place.

- A. First offense: athlete will be ineligible for 20% of the games/matches/meets
- B. Second offense: removal from the team/group for the rest of the season/program/activity.



## **AED's, CPR, AND HEAD INJURIES**

Information is available on CPR and AED for parents on the IHSA website at [www.ihsa.org](http://www.ihsa.org). There is also information in regards to concussions and head injuries. This will be covered with the athlete and parents through a meeting.

## **COACHING CERTIFICATIONS**

Liberty CUSD #2 requires that all head coaches/sponsors complete the ASEP or NFHS coaching certification and first aid course before being allowed to coach a sport at Liberty. Liberty, in order to be in compliance with the IHSA and IESA, will require ALL coaches, regardless of position (Head or Assistant), of all sports to complete an ASEP or NFHS coaching and first aid course. Head coaches/sponsors of sports considered an "activity" rather than a "sport" by the IHSA and IESA are not required to complete an ASEP or NFHS coaching and first aid course, therefore any assistant coaches for those activities will not be required to complete an ASEP or NFHS coaching and first aid course.

## **EMERGENCY ACTION PLANS**

Per the IHSA all venues used for sporting events must have an EAP posted for access in the case of an emergency. These can be found on the entrances to the gyms or on the concession stands at our outdoor facilities.

## **CONCUSSION OVERSIGHT TEAM/PROCESS**

- Team: School Nurse, HS Principal, Elementary Principal, HS Counselor, Elementary Counselor, Athletic Director, Athletic Trainer-Gary Hackmann, Physician-Dr. Biggs
- Process: If a student suffers a concussion the team will meet to discuss the support for this student and decide who will take this case to insure the student has a safe return to the classroom and sport. A student must be removed from a sport or activity if demonstrating concussion like symptoms and may not return until cleared by a LICENSED PHYSICIAN.
- Protocols: The student must go through both Return-to-Learn and Return-to-Play protocols to resume participation in activity/sport. RTL must be passed before RTP.
- RTL Protocol: The student will be given support based on athletic trainer/physician evaluation to assist with returning to full classroom participation. The oversight team member following this case will communicate this with the student's teachers.
- RTP Protocol: The student must pass RTL before starting RTP. The student will be given an outline from the athletic trainer/physician of a 5-day/step process with slow integration back into the student's sport. If a student experiences any concussion-like symptoms during this process they must wait 24 hours, while being symptom free, before resuming the current step.
- Final clearances for RTP MUST come from a physician. The student must provide written proof of clearance to the school and coach.
- QMG has a walk-in concussion clinic M-Th 8-3 and Friday 8-12. They will evaluate and provide very detailed outlines for RTL and RTP.

## **SPECTATOR CODE OF CONDUCT**

*Individuals, regardless of their role in athletics, are expected to be aware of their influence on the behavior of others and model good sportsmanship.*

**1<sup>st</sup> Ejection:** If a spectator is ejected during a Liberty athletic/activity contest, that spectator is suspended for the remainder of that contest and the next like contest (this includes both home and away events).

**2<sup>nd</sup> Ejection:** Suspension for one quarter of the scheduled dates of the sports season in which the spectator was ejected.

**3<sup>rd</sup> Ejection:** Suspension for a calendar year long ban from Liberty athletic events.

*Please refer to policy 8:30 on the school website for full details on the spectator code of conduct.  
([www.libertyschool.net](http://www.libertyschool.net))*

**Liberty School District #2 reserves the right to make any ejection more severe when warranted. All second and third ejections are entitled to a hearing before the school board.**

### **OUTDOOR SEVERE WEATHER**

In the event of lightning or severe weather at an outdoor sporting event, the official or officials in charge of the event will be responsible for monitoring, evacuating, and calling the event. Any participants or spectators present at these events should be asked to go into the nearest building/structure or wait in their vehicles until deemed safe or the event is called by the official or officials in charge.

Here are some highlights from what the IHSA follows during IHSA state series contests:

- When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Take shelter immediately.
- It is essential that local managers, competing schools, and contest officials establish dialogue in advance of contests or events to ensure that all involved are aware of what the plan will be in determining whether or when to suspend play.
- Develop an evacuation plan, including identification of appropriate nearby safer areas and determine the amount of time needed to get everyone to a designated safe area.
- Develop criteria for suspension and resumption of play
- 30 min. rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play
- Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

## **\*Return This Page Only**

**By signing below you and your parent/guardian state that you have read and understand the policies outlined in the EXTRA CURRICULAR HANDBOOK. You agree to abide by all outlined policies and understand that if you do not, any or all the consequences listed may be assigned as discipline for those actions.**

**Parent** \_\_\_\_\_

**Date** \_\_\_\_\_

**Student** \_\_\_\_\_

**Date** \_\_\_\_\_

**Liberty School District #2 reserves the right to make any consequences more severe when warranted.**

# LIBERTY HIGH SCHOOL STUDENT VEHICLE PERMIT

We, the undersigned agree that the student listed below, a licensed driver and a student at Liberty High School, will follow regulations concerning the operation of a motor vehicle. We realize the responsibility the school has toward the safety of its students and that regulations are set to make our school a safer place for all students.

We agree that if any violation causes the student's driving permit to be revoked, the vehicle will not be driven to school or school activities until the permit is restored. We understand that driving without a permit can cause a three-day suspension of the student involved.

Students who drive vehicle(s) to school shall not drive or allow other students to drive or ride in their vehicle during school hours unless permission is granted by the principal. Also, at no time are students to sit in vehicles during school hours.

Students who drive vehicles to school are to park in the gravel lot. Students are not to park in such a way as to block the school's driveways and sidewalks, or impede the driving of other vehicles. Students may not park in such a way that they block other students' vehicles either. Student violation of any of the regulations as listed in this permit may result in student, parent, and administrative conferences, loss of driving privileges on school grounds or to school activities, detentions and/or suspension. Some violations are listed as follows:

- I. Carrying alcohol or other prohibited substances in the vehicle.
- II. Excessive speeding and/or spinning tires. Pulling out in front of buses.
- III. Failure to submit a driving permit form. Permits are due to the office the first week of school or within a week of beginning to drive to school.
- IV. Overloading vehicle. Letting people ride in the back bed of trucks.
- V. Parking incorrectly.
- VI. Reckless or impudent driving, vandalism to other vehicles, writing things on other vehicles.
- VII. Sitting in the vehicle or allowing other students to sit in the vehicle without approval by the high school office.
- VIII. Driving a vehicle or allowing other students to use a vehicle without first receiving approval by the high school office.
- IX. Any other action which will jeopardize the safety of others or is considered to be a distraction to the school environment.
- X. Parking in the wrong parking lot. Only the junior and seniors who have earned incentives may park in the designated areas of the paved lots by the school regardless of open parking spaces.
- XI. **Students must exit the vehicle and come straight into the school in the morning and must leave as soon as they go out to their vehicle after school. Students may not stand and congregate in the parking lot before or after school.**
- XII. At the end of the school day, student drivers exiting the parking lot must turn toward the 4-way stop only and should only exit out of the two exits closest to the bus garage.

We understand that this safety program is endorsed by the Liberty Board of Education and that it is in effect to make school life safer.

Student Signature \_\_\_\_\_ Year in school \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## VEHICLE INFORMATION

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate: \_\_\_\_\_