

**LIBERTY MIDDLE SCHOOL**  
***USD 382—SMALL TOWN SCHOOLS, BIG OPPORTUNITIES***

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***ONCE A GREENBACK, ALWAYS A GREENBACK!***

PRATT USD #382 MISSION STATEMENT

PRATT USD 382 WILL PROVIDE AN EQUITABLE LEARNING OPPORTUNITY, BELIEVING THAT ALL STUDENTS CAN LEARN TO BE PRODUCTIVE ADULTS IN THE 21ST CENTURY.

# LIBERTY MIDDLE SCHOOL STUDENT HANDBOOK

This STUDENT AGENDA provides important information and serves as an organizational tool. YOU ARE TO CARRY IT WITH YOU TO ALL CLASSES.

## **LIBERTY MIDDLE SCHOOL MISSION STATEMENT**

*Liberty Middle School empowers students for success beyond middle school.*

## **Academics & Attendance Policies**

### **Time of Arrival**

The school day will begin at 8:10 a.m. Students should not arrive at school prior to 8:00 a.m. Students may only enter the locker area or visit with a teacher prior to 8:00 with permission from the office or the teacher. 5<sup>th</sup> grade students are to enter through the double door that is on the north point of our circle drive. They will socialize with fellow classmates until dismissed to their first class. Doors open each day to students at 7:40 a.m.

### **Tardiness**

If you will be tardy, your parents must call or send a note. Tardy students must report to the office upon arriving at school. After 5 unexcused tardies without documentation (doctor's note, etc), a 30-minute office detention will result. Detentions must be served after school on Tuesday or Thursday from 3:30-4:00. Students have one week to serve the detention or the time will double.

### **Attendance**

If you are absent from school, **a parent is to call the school at 672-4530 before 9:00 a.m** or send a note prior to the absence. Kansas law mandates any child between the ages of 7 and 18 to be enrolled in school. Exceptions are made for children who are physically or mentally incapacitated. A certificate of a physician stating these facts is required. Students absent due to suspension are exempted from these rules. Any child not satisfying the requirements of compulsory attendance law, being unexcused absent from school three consecutive days, five or more days in any semester, or seven days in a year is a 'truant' and will be reported as such. When you are absent for more than three consecutive school days due to illness, you must have a note from a doctor verifying an excused absence. Medical treatment appointments with appointment card verification, family emergencies such as a death in the family, school approved activities, and weather conditions that make it impossible to attend school are types of excused absences.

### **Excessive Absences**

After 7 absences (per semester) without verifiable documentation (doctor's note, etc), students will be marked under Excessive Absences—absences will be marked unexcused and we will follow Kansas State Law. After 5 unexcused absences, the student and a guardian will be required to attend a Truancy Review Board, which can involve representatives from the County Attorney and city/county law enforcement.

### **Make-Up Work**

For excused absences, students have the number of days absent plus one extra day to make up the work. Previously assigned work/tests are exceptions and will be required as assigned. It is your responsibility to arrange for make-up work and tests. For extended absences of three days or more, parents may call the office and request make-up assignments. Homework is just one component of a class. There is no make-up for the instruction or participation that is missed by being absent.

### **Sign In/ Sign Out**

This will require a written or verbal request from your parent or guardian. You must sign out in the office when you leave and sign back in when you return. Students will only be released after the office verifies the identity of the person seeking their release. Students are not allowed to run personal errands off school premises during the school day.

### **Summer School & Retention**

If a student averages a failing grade for the year, that student must complete a summer school program in order to be promoted to the next grade.

### **Visitors**

All visitors are to check into the office upon arrival in the building. Parents are always welcome to visit classes but are encouraged to contact the office or teacher to set up an appointment as this causes less distraction.

Student visitors are discouraged and only allowed by special permission from the principal for the advisor base period. Visitors are not permitted to attend school fun nights or dances.

## **Miscellaneous School Policies**

### **Accidents**

Any injury incurred at school or at a school-sponsored activity is to be reported to the principal or activity sponsor. When appropriate, a parent shall be notified of a student injury as soon as possible. If the student needs medical attention and the parent cannot be reached, the school shall seek emergency treatment.

### **Computer Use**

Computer systems are for educational and professional use only. All information created by staff and students shall be considered district property and subject to unannounced monitoring by district administration. The district retains the right to discipline any student, up to and including expulsion for violations of this policy.

### **Counselor**

The counselor is available to assist with personal concerns and may make information available about community resources. If you need to see the counselor, go to the counselor's office on first floor in the main hallway. If the counselor is not in, you should check with the office.

### **Distribution of Materials**

Materials unrelated to the school's curriculum may be placed in the public access area with prior consent of the principal.

### **Extracurricular Activities**

All parents of seventh and eighth graders who wish to participate in extracurricular activities must read and sign an extracurricular guidelines document prior to participating in sports. Students must travel with the team to and from contests unless arrangements are made in advance with the coach.

### **Fund-Raising**

Solicitations by students during school hours on school property shall be done only when they are related to USD #382 sponsored activities.

### **Honor Rolls**

Three honor rolls will be published - Excellence (4.0), Achievement (3.5), and Merit (3.0).

### **Intramural Activities**

Fifth and Sixth graders will have opportunities to participate in intramural events during the school year. The athletic coordinator will organize these activities and they will be publicized in the school bulletin.

### **LMS Dress**

6<sup>th</sup>-8<sup>th</sup> grade students will have the privilege of representing the school on athletic teams, performance groups, and at public events. In these situations, you will wear "LMS Dress". LMS Dress consists of khaki slacks or skirts and a green polo shirt. You may purchase your polo shirt from the school. If you wish to participate in these special activities but do not have the appropriate clothing, contact the counselor to use the clothing library. Team hoodies are not a part of LMS dress, but an LMS dress pullover is available for purchase.

### **Lockers**

You will be assigned a locker and padlocks can be checked out from the LMS office at the beginning of the year. Do not share lockers. Do not use contact paper or stickers on your locker. Lockers are under the supervision of the principal. Students shall have no expectation of privacy in any school locker. All lockers are subject to random searches without prior notice.

### **Lost and Found**

A lost and found box is located in LMS. Do not bring anything to school that is not essential to your learning and always lock your locker. The school is not responsible for lost or stolen items.

### **Nondiscrimination Policy**

Discrimination against any student on the basis of race, color, national origin, sex, disability, or religion in the admission or access to, or treatment in the district's programs and activities is prohibited. The assistant superintendent, Pratt USD #382, 401 S. Hamilton, Pratt, KS 67124, 620-672-4500, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Any student who believes he or she has been discriminated against may file a complaint with the building principal, another administrator, the guidance counselor or another certified staff member.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled near the conclusion of the first nine-week grading period and again during the spring semester. 6<sup>th</sup>-8<sup>th</sup> grade spring conferences are Student-Led Advisor Base (SLAB) Conferences and are 15 minutes in length. Parents of all our students are encouraged to call the school and schedule individual appointments with teachers if they would like to meet with teachers beyond these two options. Communication is the key to most all solutions, and we welcome opportunities to work with parents to insure their child succeeds.

### **Parties/Social Events**

Classroom parties and other school social events must be approved in advance by the principal.

### **School Lunch and Breakfast Program**

Students who wish to bring their own lunch or breakfast to school may do so, but this must be eaten in the cafeteria as Liberty has a “closed” lunch. Food is not to be taken from the cafeteria and is not allowed in the halls or classrooms at Liberty. Soft drink machines in the halls are for after-school activities and will be inoperable during school hours and no soda is allowed in the cafeteria. The lunch period is 30 minutes in length. You will walk to the cafeteria with your class. You are expected to display good table manners.

For the purpose of student health and safety, only water, in clear containers, is allowed for student drinks in the classroom or hallways after the AB/Homeroom period. Exceptions include administrator-approved classroom reward parties and purchases and consumption of Lagoon Café items during a library visit. Only snacks from the Lagoon Café are allowed in the classroom (see the above exceptions), but those snack sales may be suspended if students do not collectively display common sense etiquette and responsibility regarding snacks in the classroom and the building.

### **School Nurse**

A school nurse will be available daily. The nurse must be notified about medications and other special medical conditions. Forms for dispensing medication and health records will be collected and maintained by the nurse. Students will be released to a parent or guardian in case of illness that requires leaving school during the day.

### **School Records**

All health and educational records are maintained in the school office. Parents have access to the contents of these records at any time. Upon request, the district discloses education records, without consent, to officials of another school district in which a student intends to enroll.

### **Student Publications**

School-sponsored publications shall be under the supervision of the principal or designated faculty representative. Non-school sponsored publications may not be distributed without permission of the principal.

### **Telephones**

Students will be called to the phone only in cases of extreme emergency. You are able to use the school phone with office permission when it is absolutely necessary to contact a parent. Under no circumstance is the school phone to be used for permission to go home with a friend, attend an athletic event, etc. Make these arrangements in advance. Upon return from school-sponsored out of town activities, sponsors will allow students to use the phone to contact parents and will not leave until they have been picked up.

### **Test-Out Policy**

Eligible students may apply to test-out of certain classes by applying to the principal. Board approved rules and procedures for testing-out are available in each school office. Students are encouraged to discuss the issue of test-out with the counselor.

## **Student Conduct**

We expect students to be respectful toward all with whom you interact. Proper language, courtesy, good manners, and proper care are a part of showing respect to one’s self, to other persons, and to other’s property.

**Liberty Middle School has a progressive discipline plan.** Teachers will determine discipline in their classrooms on an individual basis. Students referred to the principal’s office for disciplinary action will be disciplined according to the charts on the last two pages at administrative discretion. All discipline points shall accumulate throughout the school year. Accumulating 84 or more points in any category or combination thereof, will result in recommendation for long-term suspension from the Pratt Public Schools.

These charts can also serve as a guideline for student expectations. A special activity will be offered to students who have not accumulated points at the end of each quarter. For students who have not accumulated point for the entire school year an additional activity will be offered.

### **Appropriate Dress**

Appearance does affect the learning atmosphere of a school. Neatness and good taste are emphasized as

guidelines for understanding and interpreting this dress code. It is important that it is understood that school administrators will determine appropriateness of dress for school. These guidelines will help you make reasonable decisions in this area, but this list is not all-inclusive:

- No tank tops—undergarments are not to be visible
- Clothing must be of appropriate length—fingertips for skirts and a minimum 4” inseam for shorts.
- No holes above the knees in pants/jeans.
- Vulgar or profane clothing/accessories are not permitted nor are those which advertise alcohol, drugs, tobacco or identification with gangs
- Any apparel which is interpreted by the administration as disruptive is not allowed
- Footwear is required and students are encouraged to avoid flip-flops due to playing on the playground and walking up and down stairs.
- No hats or head coverings are to be worn in the building
- Coats, hats, and book bags are to be kept in your locker. Students may carry either a “trapper” or a computer bag (up to 14” x 16”).
- Pants are to be worn above the hip bone and “sagging” is not permitted
- Clothes that expose the midriff are not to be worn

#### **Cell phones/Smart Watches**

Cell phones and smart watches are to remain off in the building and during school hours unless specific permission is granted by a school authority. The following are two exceptions: 1) cell phones are allowed in the commons area only before the 8:00 a.m. bell. At all other times, cell phones are to be secured (out of sight and off). If a cell phone or watch are confiscated, a 15-minute detention must be served before the cell phone and/or watch will be returned. If a student’s phone/watch gets confiscated three times, they will be required to keep in the office from bell to bell.

#### **Drug Free Schools**

Unlawful possession, use, sale, or distribution of drugs or alcohol by students on school premises or as part of any school activity is prohibited. Violations will be managed through the discipline plan and with local law enforcement.

#### **Library**

Liberty has a fully automated library with thousands of books and periodicals. You will be instructed as to proper use of the library during the first few weeks of school.

#### **Outside Areas**

Use sidewalks rather than walking on the grass and do not sit or stand on the retaining walls. Never play or stand in the circle drive or street and cross at designated crosswalks only.

#### **Searches of Students**

Principals are authorized to search students’ clothing and belongings if there is reasonable suspicion that district policies, rules or directives are being violated.

#### **Suspension and Expulsion Procedures**

A student may be suspended or expelled, for reasons set forth in Kansas law, by the principal or superintendent. A suspension may be for a short term not exceeding five school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. Any student who is suspended or expelled shall receive a copy of the current suspension and expulsion law and this policy. Expulsion hearings for weapons possession shall be conducted by the superintendent/designee. Expulsion hearings shall be conducted by the superintendent or other certified employee or committee of certified employees of the school in which the pupil is enrolled or a hearing officer appointed by the board or another person appointed by the board.

#### **USD 382 Bullying Policy**

Bullying on USD 382 property, in a USD 382 vehicle or at any district bus stop or at any USD 382-sponsored activity or event is prohibited.

"District" includes district facilities, district premises, on district-provided transportation or at any district bus stop, if the student or employee is at any district sponsored, district approved or district sponsored activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

#### **I. Reporting of Prohibited Conduct**

- All students who believe they have been victims of bullying shall report it to an administrator or teacher
- All administrators and teachers who have any incident of bullying reported to them shall forward the report(s) to the principal

- All administrators, teachers, and classified staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, as prescribed by the district and building principal, and shall report the bullying to the principal
- Each building principal shall ensure that reports involving student bullying in any such circumstance are investigated.
- In determining the appropriate action to be taken in response to incidents of student bullying, the building principal or principal's designee shall consider existing policies and regulations that address the type of conduct that may be involved in bullying, including reports to law enforcement if the bullying incident is criminal.

**II. Discipline for Prohibited Conduct: See JDD-Suspension and Expulsion**

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting prohibited conduct shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a formal or informal complaint, or testified, assisted, or participated in an investigation of a prohibited conduct complaint is prohibited. Any person who retaliates will be subject to disciplinary action, up to and including expulsion for a student, exclusion from all district property or programs.

False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant.

**III. Staff Training**

- The faculty and staff of USD 382, including teachers, paraprofessionals, office staff, cafeteria personnel, bus drivers and custodial staff will receive training on bullying, prevention of bullying, and means of intervention with the student who is bullying, the student being bullied, and bystanders/witnesses.
- Staff training will include information on the district policy, how to intervene in an instance of bullying, and how it relates to the district's discipline policies and how to make appropriate referrals.
- Training needs will be assessed and staff development will be provided.

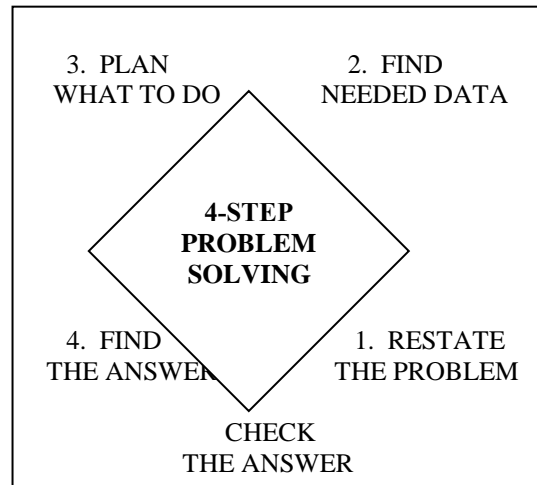
**IV. Student Training**

The student body of USD 382 will receive age-appropriate training on bullying.

**V. Policy Dissemination**

- A summary of this policy and related materials shall be available in each district facility and on the district's website.
- The policy shall also be published in student and employee handbooks.
- Parents shall also be provided with copies of this policy and procedure.

THE BOARD OF EDUCATION IS COMMITTED TO PROVIDING A POSITIVE AND PRODUCTIVE LEARNING AND WORKING ENVIRONMENT, FREE FROM DISCRIMINATION ON THE BASIS OF SEX, INCLUDING SEXUAL HARASSMENT, AND FREE FROM DISCRIMINATION, INCLUDING HARASSMENT ON THE BASIS OF RACE, COLOR, OR NATIONAL ORIGIN. HARASSMENT OF EMPLOYEES OR STUDENTS IS STRICTLY PROHIBITED. HARASSMENT SHOULD BE REPORTED TO YOUR BUILDING PRINCIPAL. COMPLETE COPIES OF BOARD POLICY REGARDING HARASSMENT MAY BE OBTAINED AT YOUR SCHOOL OFFICE OR THE BOARD OF EDUCATION OFFICE.



Classroom discipline will be addressed by pulling cards in individual classrooms. One card is equivalent to a 5-minute loss of recess. When a student accumulates cards, an after-school detention may be given. At any time, parents may be contacted.

Fifth grade will work on a point system. Discipline points will be kept for each student. TOP FROG activities will be held approximately every monthly. Students will be invited if they have no points during that 3-week period. An end of the semester activity will be held for students who accumulated fewer than ten points. Fifth grade will also follow the Liberty Middle School Discipline Plan system.

**1 point:**

- Hall Disturbance
- Gum/food out of cafeteria
- Dress Code Violation
- Other as determined by administrator

- Pushing/Shoving/Pinching
- Cafeteria Violation
- Spitting
- Cheating
- Other as determined by administrator

**2 points:**

- Lying
- Inappropriate language
- Class disruption
- Playground violation
- Other as determined by administrator

**5 points:**

- Fighting
- Vandalism
- Bullying/Harassment/Intimidation
- Theft
- Threats
- Other as determined by administrator

**3 points:**

- Inappropriate items (toys, music devices, cell phones, etc.)
- Inappropriate computer use
- Disrespectful/Defiant
- Leaving class without permission
- Inappropriate bathroom behavior
- Illegal substance possession or use of weapons
- Other as determined by administrator

**8 points:**

- Inappropriate touching
- Sexual Misconduct
- Other as determined by administrator

## Liberty Middle School Discipline Plan (Point System)

**Category A**

(Points as shown)

OFFENSES	1	2	3	4	5
1-Food, drinks, candy, or gum in school	Detention	Parent Notified - Detention	1 Day ISS	2 Days ISS	Move to Category I
2-Public display of affection					
3-Failure to leave cafeteria area clean					
4-Failure to keep locker clean					
5-Dress Code violation					
6-Littering					
7-Materials blocking walkway/book bags					
8-Failure to attend detention					
9-Other as determined by administrator					
	0 pt	0 pt	1 pt	1 pt	8 pt

**Category I**

(8 points as shown)

OFFENSES	1	2	3	4	5	6	7	8	9	10	11
1-Disruption of school/class	Parent Notified - Detention	1 Day ISS	2 Days ISS	3 Days ISS	3 Days ISS	4 Days ISS	5 Days ISS	2 Days OSS	3 Days OSS	4 Days OSS	5 Days OSS
2-Inappropriate behavior/gesture											
3-Disrespect											
4-Spitting											
5-Disruptive Objects (confiscation)											
6-Profanity/Vulgarity											
7-Radios/tape players/phones, etc.											
8-Inappropriate cafeteria behavior											
9-Other as determined by administrator											

**Category II**

(10 points as shown)

OFFENSES	1	2	3	4	5	6
1-Cheating/Plagiarism	1 Day ISS	2 Days ISS	3 Days ISS	3 Days ISS	2 Days OSS	3 Days OSS
2-Skipping/cutting class						
3-Disorderly conduct						
4-Jeopardizing safety of self or others						
5-Leaving grounds without permission						
6-Lying						
7-Misuse of school property						
8-Insubordination						
9-Other as determined by administrator						

**Category III**

(14 points as shown)

OFFENSES	1	2	3	4	5	6	7
1-Forgery of notes	1 Day ISS	2 Days ISS	3 Days ISS	4 Days ISS	3 Days OSS	4 Days OSS	5 Days OSS
2-Vandalism - less than \$100 (restitution)							
3-Theft - under \$10 (restitution)							
4-Use/possession of tobacco or vape device (Confiscation and police notification)							
5-Other as determined by administrator							

**Category IV**

(21 points as shown)

OFFENSES	1	2	3	4
1-Gross Misbehavior	1 - 3 Days ISS	2 Days OSS	3 Days OSS	Recommended Suspension
2-Harassment/intimidation				
3-Theft - over \$10 (restitution)				
4-Verbal assault				
5-Fighting				
6-Other as determined by administrator				



**Category V**

(28 points as shown)

OFFENSES	1	2	3
1-Indecent exposure	5 Days OSS	5 Days OSS	Recommended Expulsion
2-Intimate acts			
3-Open/persistent defiance			
4-Threatening behavior (Written, verbal, or physical)			
5-Physical assault			
7-Other as determined by administrator			

**Total Discipline Point Schedule**

0-9	=	Detention
10-19	=	1 day ISS
20-29	=	1 day ISS + 1 hr ED/AS
30-39	=	1 day ISS + 2 hrs ED/AS
40-49	=	2 days ISS
50-59	=	2 days ISS + 2 hrs ED/AS
60-69	=	3 days ISS
70-79	=	3 days OSS
79-83	=	5 days OSS
84+	=	Suspension/Expulsion

**Category VI**

(42 points as shown - police notification required)

OFFENSES	1	2
1-Use, possession, or under the influence of felony drugs/alcohol/controlled substance	5 Days OSS	Recommended Expulsion
2-Theft - over \$10 (restitution)		
3-Verbal assault		
4-Fighting—aggravated (following staff warning or requires physical restraint by staff)		
6-Other as determined by administrator		

**Category VII**

(84 points as shown - police notification required)

OFFENSES	1
1-Arson	Recommended Expulsion
2-Bomb threat	
3-Physical assault of an employee	
4-Possession/use of explosives	
5-Use of any instrument as a weapon	
6-Vandalism - over \$100 (restitution)	
7-Possession of a weapon (as specified by state law)	
8-Selling/giving/exchanging of felony drugs/alcohol/controlled substance	
9-Other as determined by administrator	

