

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

Stephanie Thompson
PRINCIPAL

RON HILL
ASSISTANT PRINCIPAL/ACTIVITIES DIRECTOR

ERICA McGREEVY
COUNSELOR

300 SOUTH IUKA
PRATT, KS 67124

620-672-4530



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

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 enter the locker area or visit with a teacher prior to 8:00 with permission from the office or the teacher.

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. For every 5 unexcused tardies without documentation (doctor's note, etc), a 30-minute office detention will be given.. Unexcused tardy detentions will be served during lunch each Friday.

Attendance

- Reporting an Absence
 - When a child will be absent from school, it is the responsibility of the parent/ guardian to call the LMS office to report the absence NO LATER than 8:30 a.m. The LMS office opens at 7:30 for phone calls.
- Excused Absences
 - Student absences are either excused or are unexcused. Absences that are excused, will not count toward the state definition of truancy. The following student absences will be excused for attendance purposes.
 - Illness/ Parent Discretionary Reason
 - A parent/ guardian may report a child as absent (undocumented illness/ parent discretionary) no more than **10 times per school year, without documentation**. After the 10th report of absence for undocumented illness/ parent discretionary (11th occurrence) the parent **must provide documentation of the absence or it is UNEXCUSED**.
 - Documentation of an illness may come from the following sources and are not counted into the 10 days of absence listed above.
 - Doctor's office/ medical provider's note with days of excusal/ appointment time.
 - School nurse
 - A parent may discuss with the nurse/ bring the child to school to be examined by the school nurse. If the school confirms the illness and the need to stay home, the absence will be documented and excused.
 - Testing
 - Testing is available in the school district. If testing indicates the child needs to remain at home due to illness, the absence will be documented and excused.
 - Documented Absences (do not count towards the 10 days of absence listed above)
 - Funeral
 - Doctor appointment/ note from the doctor (with proof of appointment)
 - School nurse excusal
 - Dentist appointment (with proof of appointment)
 - Mental health appointment (with proof of appointment)
 - Court dates
 - Testing
- Unexcused Absences
 - Student absences that are unexcused (UAB) will count towards the state definition of truancy and can result in serious consequences for the student and family. The following absences will count as unexcused absences.

- Parents who do not contact the school by 8:30 a.m. to report a student absence, will receive a phone call from the office to discuss the absence. If the office is unable to reach the parent to discuss the absence, the absence will be recorded as **UAB** until the parent contacts the school to provide the reason for the absence.
- If a child arrives at school after 9:05, without a documented reason for the absence, the absence will be recorded as illness/ parent discretionary and count towards the 10 total allowable absences for the year, without documentation.
- After the 10th absence due to undocumented illness/ parent discretionary reason in a school year, the absence will be recorded as an **unexcused absence** unless documentation is provided for the absence (see documented absences.)
- **The state definition of truancy** is defined as 3 consecutive unexcused absences, 5 unexcused absences in a semester or 7 unexcused absences in a school year.
- **Pratt USD 382 Parent Contact/ Truancy Process**
 - *Approaching 10 absences without documentation:*
 - A letter will be mailed home prior to the 10th parent excusal of illness without documentation/ parent discretionary reason, to alert the parent that the student is nearing the 10th absence without documentation, and that beginning with the 11th student absence, documentation will be required to excuse an absence.
 - *Approaching the state definition of truancy:*
 - After a student has 3 UAB's in a semester or 5 UAB's in a school year, a warning letter will be mailed home to let the parent know the student is approaching truancy.
 - *Truancy reached:*
 - A truancy letter will be mailed home to let a parent know when a student has reached 3-5-7 (UAB), the state definition of truancy as described above.
 - The truancy letter will let the parent know that a SARB (Student Attendance Review Board) meeting will be scheduled with the school district after the next UAB occurs.
 - *SARB meeting required:*
 - A SARB letter will be hand delivered to the parent by the district social worker/ SRO, indicating the day/ time for the meeting. The district and parent will review absences and work together on an attendance plan for the student.

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

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 over the course of the two semesters in one or more courses, that student must attend and complete the summer school assignments 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 the 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. This includes, medical history, a physical form, and completion of concussion education and release. Students must travel with the team to and from contests unless arrangements are made with the principal in advance.

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).

LMS Dress

7th-8th grade students will have the privilege of representing the school on athletic teams, performance groups, and at public events. In these situations, students will wear "LMS Dress". LMS Dress consists of khaki slacks or skirts and a green polo shirt. Information to purchase the polo shirt will be available in the LMS office. If you wish to participate in these special activities but do not have the appropriate clothing, contact the counselor to use the clothing closet.

Lockers

You will be assigned a locker and given a padlock upon request 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 rack is located in the "LMS ROCKS" hallway. Don't bring anything to school that is not essential to your learning. 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. 6th-8th 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. Students must conduct a SLAB conference to a Guardian in order to qualify for the SLAB reward party in April and they must have no F's at the time of the reward party. Communication is the key to nearly all concerns, and we welcome opportunities to work with parents to ensure 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. 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 a clear container 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 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 they 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 13 or more points in any category or combination thereof, will result in a recommendation for long-term suspension from the Pratt Public Schools.

These charts can also serve as a guideline for student expectations.

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 where undergarments are visible—undergarments are not to be visible
- Clothing must not be torn or frayed—no holes larger than a quarter are allowed above the fingertip

line.

- Clothing must be of appropriate length—fingertips for skirts and a minimum 4” inseam for shorts.
- 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.
- 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 are permitted to carry a “trapper” and the school issued computer bag.
- 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

Kansas State Law prohibits students from using or accessing personal electronic communication devices during the school day while on district-owned or operated property. A personal electronic communication device is any wireless electronic communication device that both provides for voice, text, or video communication between two or more parties, including, but not limited to, a mobile or cellular phone, tablet, computer, smart watches, wireless headphones or earbuds, text messaging device, or personal digital assistant; and is not owned or issued to students by the school district.

The state law requires that students cannot use the device or have access to the device during the school day. Devices must be turned off and securely stored away from the student in an inaccessible location. Students are encouraged to leave all personal electronic devices at home, however if they choose to bring them, they are required to turn in their device each morning during AB. They will gain access to their device(s) at the 3:30 bell daily. Students attending a school activity will not have access to their phones during LMS activities or bus trips. Any time a device is confiscated, parents will be called and required to pick up the device. The first violation of the cell phone law, the device will be confiscated and kept in the LMS office until a parent picks it up. The second violation will result in parent pick-up of the device and a 30 minute after school detention. The third offense will result in turning in the device daily for 30 days in the LMS office and the discipline matrix will be applied for defiance.

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. Books not returned to the library will be charged to the student account.

Outside Areas

Use sidewalks rather than walking on the grass and do not sit or stand on the retaining walls. Play equipment will be available during the noon activity period. Never play or stand in the circle drive or street and cross at designated crosswalks only. Sport equipment is not allowed in the circle drive.

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.

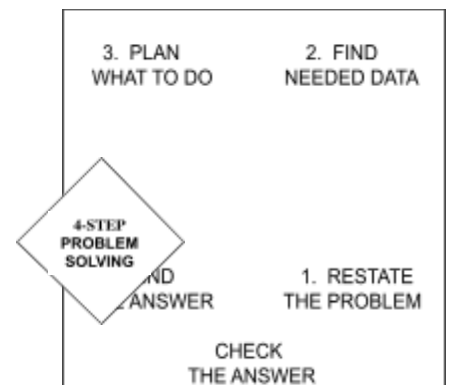
IV. Student Training

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.



LMS Discipline Matrix

Category A

OFFENSES	1	2
1-Food, drinks, candy, or gum in school	Detention	Parent Notified - Detention
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		

Category I

(1 point as shown)

OFFENSES	1	2	3	4
1-Disruption of school/class	Conference/Warning	Office Detention	1 Day AHD	Move to Level 2 Consequence
2-Inappropriate behavior/gesture				
3-Disrespect				
4-Spitting				
5-Disruptive Objects (confiscation)				
6-Profanity/Vulgarity				
7-Phones and Watches, etc.				
8-Inappropriate cafeteria behavior				
9-Other as determined by administrator				

Category II

(2 points as shown)

OFFENSES	1	2	3	4
1-Cheating/Plagiarism	Office Detention	1-3 Days AHD	3-5 Days OSS	Move to Level 3 Consequences
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

(3 points as shown)

OFFENSES	1	2	3	4
1-Forgery of notes	1-5 Days AHD	3-5 Days OSS	5-10 Days OSS	Move to Level 4 Consequences
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

(4-5 points as shown)

OFFENSES	1	2	3
1-Gross Misbehavior	3-5 Days OSS	10 Days OSS	Extended Suspension/Restraint
2-Harassment/intimidation			
3-Theft - over \$10 (restitution)			
4-Verbal assault			
5-Fighting			
6-Other as determined by administrator			
7-Indecent exposure			
8-Intimate acts			
9-Open/persistent defiance			
10-Threatening behavior (written, verbal, or physical)			

Category V

(7 points as shown - police notification required)

OFFENSES	1	2
1-Use, possession, or under the influence of Felony Drugs/Alcohol/Controlled Substance	5-10 Days OSS	Extended Suspension/Restraint
2-Theft - over \$10 (restitution)		
3-Verbal assault		
4-Fighting--Aggravated (following staff/warning or requires physical restraint by staff)		
5-Other as determined by administrator		

Category VI

(13 points as shown - police notification required)

OFFENSES	1
1-Arson	Recommended Suspension
2-Bomb threat	
3-Physical assault	
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	