

***SOAR TO EXCELLENCE***



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

***2022 - 2023***

## 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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**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.”*

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

**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!**

**BOARD OF EDUCATION:**

Rod Barry	President
Tasha Voga	Vice-President
Andrea Simms	Secretary
Dave Obert	Member
Johnny Baucom	Member
Joel Mixer	Member
Kayla Derhake	Member

**TELEPHONE NUMBERS**

Grade School	645-3481
High School	645-3389
Superintendent	645-3433
Bus Garage	645-3416

**DISTRICT OFFICE**

Kelle Bunch	Superintendent
Madelyn Hyer	Secretary
Susan Lefringhouse	Bookkeeper

**ELEMENTARY/JUNIOR HIGH / HIGH SCHOOL OFFICE**

Jody Obert	Elementary Principal
Michelle Duke	Elementary Secretary
LaNiece Primus	Jr. High/High School Principal
Cathy Badgley	Jr. High/High School Secretary
Dan Sparrow	Pre K-12 Athletic Director/Dean

## FACULTY AND STAFF

<b>Tyler Eveland</b>	<b>Computers</b>
	<b>Band</b>
<b>Mariana Roberts</b>	<b>Agriculture</b>
<b>Rachel Whitlock</b>	<b>Agriculture</b>
<b>Justin Adams</b>	<b>Guidance Counselor</b>
<b>Brooke Dawson</b>	<b>JH/HS Math</b>
<b>Thera Greene</b>	<b>SPED Coordinator/Teacher</b>
<b>Abby Cannell</b>	<b>HS Math</b>
<b>Robby Young</b>	<b>Dr. Ed./PE/Weight Lifting</b>
<b>Mercedes Wittenbrink</b>	<b>JH/HS Art</b>
<b>Alex Altmix</b>	<b>JH/HS English</b>
<b>Tamra Longlett</b>	<b>JH English</b>
<b>Jeff Kasparie</b>	<b>Health/PE</b>
<b>Kristy Klingele</b>	<b>Special Education</b>
<b>Lori Pool</b>	<b>Spanish</b>
<b>Frank Mayfield</b>	<b>History</b>
<b>Justin Edgar</b>	<b>Consumer Science</b>
<b>Stephanie Hodgson</b>	<b>Jr. High Science</b>
<b>Elena Moran-Cortes</b>	<b>HS English</b>
<b>Laurie Stegeman</b>	<b>JH Social Studies</b>
<b>Rochelle Luaders</b>	<b>HS Science</b>
<b>Lynette Schenk</b>	<b>Music</b>
<b>Kristen Miller</b>	<b>Special Education</b>
<b>Krista Tenhouse</b>	<b>Speech Therapist</b>
<b>Sara Reichert</b>	<b>HS Math</b>
<b>Jessica Jones</b>	<b>Special Education</b>
	<b>Special Education</b>
<b>Alexis Ormond</b>	<b>Special Education</b>
	<b>Special Education</b>
<b>Denise Lucas</b>	<b>Nurse</b>
	<b>Cafeteria Manager</b>
<b>Angie Newell</b>	<b>Head Cook</b>
<b>Kasey Risley</b>	<b>Kitchen Help</b>
<b>Allen Flynn</b>	<b>Maintenance</b>
<b>Tressia Fox</b>	<b>Daytime Custodian</b>
<b>BJ Fessler</b>	<b>Bus Maintenance</b>
<b>Gena Mintle</b>	<b>Para Educator</b>
<b>Stacy Fearneyhough</b>	<b>Para Educator</b>
<b>Ashley Anders</b>	<b>Para Educator</b>
<b>Karla Ellerman</b>	<b>Para Educator</b>
<b>Eva Callahan</b>	<b>Para Educator</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 lobby 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 between 7:00 a.m. & 8:00 a.m. 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. Other Absence Approved by the Administration
7. Deer Hunting - if a copy of the deer tag is provided to the school
8. Work days - if a parent calls in to verify that the student is working
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 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, 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.

If you arrive at school between 8:00 - 8:15 you will be considered Tardy. It does not count as an absence. Students who arrive at school prior to 8:15 are considered in school all day. Any student arriving after 8:15 will be considered tardy as well as absent unless a doctor's note is given upon arrival at school.

Partial day absences from school will be based on the following:

If You Are Absent From School between	Time Counted as Absent
0 to 1 hour 45 minutes	$\frac{1}{4}$ day absence
1 hour 46 minutes to 3 hours 30 minutes	$\frac{1}{2}$ day absence
3 hours 31 minutes to 5 hours 15 minutes	$\frac{3}{4}$ day absence
5 hours 16 minutes to 7 hours	Full day's absence

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

If an absence is excused, the student will be allowed to make-up any work or tests that were missed. It is the responsibility of the student to make the necessary arrangements with his/her teachers to make-up any and all work missed.

A student who misses one class day is expected to have his/her work ready the day after he/she returns to school. It is the student's responsibility to contact his/her teachers for the missed work. Students are allowed one day make-up time per each day of excused absence. If at school anytime during the day, the student must turn in all required homework and make arrangements with classroom teachers to take any quizzes or tests missed during the absence.

Students who have an unexcused absence from school may turn in work missed on that day. The work is due at the same time as it would have been if the student was in attendance.

### **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. 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 ISAT or PSAA. The following guidelines are to be followed when arranging a college visit/job shadow day:

- a. Meet with the guidance counselor to specify what college/workplace you wish to visit.
- b. A prearranged absence form specifying "college visit or job shadow" will be given to the student.
- c. 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.
- d. The student will get parent(s) signatures and return prearranged absence form prior to their arranged absence to the High School Office.
- e. The student will return with a college day form with a college admissions representative signature and college seal. This form should be returned to the office the day he/she returns to school verifying an excused absence.

Rational: 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 January 1 of their senior year.

## **EMPLOYMENT**

Students will not be excused to arrive late to school, leave early, or to be absent from school to go to work.

## **VOTING**

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

## **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.



## **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.

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.

## **BUS EXPECTATIONS**

School Bus riders while in transit are under jurisdiction of the school bus driver. 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 a serious violation, the school administrator may forbid such a pupil the privilege of riding the bus until permission to ride is given by the School Board.

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

- A. Be on time at the designated school bus stop
- B. Stay off the road at all times while waiting for the bus
- C. 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.
- D. Do not leave your seat while the bus is in motion.
- E. Be alert to a danger signal from the driver.
- F. Remain in the bus in the event of a road emergency until instructions are given by the driver.

- G. 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.
- H. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in an accident.
- N. Treat the bus equipment as valuable furniture in your home.
- J. Be absolutely quiet when approaching a railroad crossing stop.
- K. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
- L. Carry no animals on the bus
- M. Do not leave books, lunches or other articles on the bus
- N. Keep books, packages, coats and all other objects out of the aisles.
- O. Be courteous to fellow pupils and the bus driver
- P. Help look after the safety and comfort of smaller children
- Q. 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.
- R. 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.
- S. Observe the same rules and regulations on trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperon appointed by the school.

**NOTE: All school buses have surveillance cameras that can be accessed by school administration. Parents may NOT view the camera tapes due to HIPPA regulations. These tapes are used in student behavior issues.**

## **CELL PHONES/PERSONAL ELECTRONIC DEVICES/HEADPHONES**

### **High School Students**

Personal electronic devices are not to be visible, audible or used in the building except for before the bell rings to begin the first class of the day and after the bell rings to end the last class of the day. Students may also use their personal electronic devices at lunch time, **but only in the cafeteria or in the gym.** They are not to be used inappropriately or to be used as cameras during the regular school day. Students may bring cell phones to events outside of school hours, such as athletic events or dances. The instructor may limit cell phones on field trips during the school day.

### **Junior High Students**

Personal electronic devices are not to be visible, audible or to be used in the building except for before the bell rings to begin the first class of the day and after the bell rings to end the last class of the day.

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

- A. Verbal warning
- B. Parent contact/conference
- C. Confiscation of cell phone that can be picked up by the student at the end of the day.
- D. Confiscation of cell phone that has to be picked up by the parent.
- E. Loss of lunchtime cell phone privileges.(High School Students)

- F. If cell phone policies aren't being followed consistently, lunchtime cell phone privileges may be suspended indefinitely for all students.
- G. Depending on the severity of misuse of the cell phone, other consequences such as detention, suspension and/or expulsion may occur.
  - **Headphones should only be worn during the times when students are able to use their personal electronic device**

## **CODE OF CONDUCT/DISCIPLINE**

### **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 Junior / Senior High School. Infractions are grouped according to the seriousness of the offense. Each disciplinary action category gives a range of penalties, which may be issued and are not all-inclusive. The disciplinary action to be taken does, however, provide the student with a basic understanding of the seriousness of the offense. 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 situations are covered. The principal 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 Offense I of the Student Code of Conduct.

### **DEFINITION OF RESPONSIBILITIES**

A student is responsible for his/her actions. If one of the offenses stated in the Student Code of Conduct occurs at a school activity, either at school or away from the school campus, whether during the school day or outside the school day, the consequences listed in the Code of Conduct will apply.

### **PENALTIES**

### **CONFERENCE**

Conferences may be held between students, parents, teacher 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 after school as determined by the instructor. The length of an after school detention is determined by the instructor but will not exceed one 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. For unprepared detentions, parents will receive their copy of the discipline after the detention has been served. Detention may be issued by teachers as well as administration. Detention takes priority over practices, meeting, 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.

## **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.

## **SUSPENSION**

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

**In-School Suspension:** A student is required to be at school but does not attend class. The student is allowed to make up all work missed during his/her absence. All homework, class work, tests, etc are to be completed and turned in on the same day as other classmates.

**Out of School Suspension:** A parent or guardian is responsible for the student's supervision. The student is responsible for getting his/her homework assignments and turning them in on the day they are due for credit.

The length of this consequence will be determined by school authorities and will reflect the seriousness of the offense committed as well as previous discipline problems. Parents and guardians will be notified in writing of the action taken. Students who are placed on suspension may not loiter or appear on school property or at any school-sponsored activity at home or away on the days the suspension is being served. If a student should be suspended on a Friday and the following Monday, that student cannot attend nor participate in any school activity at home or away from school which occurs on that Saturday or Sunday.

## **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**

The Liberty Board of Education may expel a student. Expulsion shall take place after parents have been requested to appear at a hearing with the Board of Education to discuss their student's behavior. The minimum length of an expulsion is eleven school days. 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.

## **BEHAVIOR INTERVENTIONS**

Behavior interventions are available to help students improve their behavior. Some components to a behavior intervention are behavior plans, staff support, check in/check out program, and/or working with the counselor or social worker.

## **OFFENSES**

### **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

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 first offense will 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.) Other measures may include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, or detention. Further cheating incidents may result in detentions, suspension, or expulsion.

### **DISPLAY OF AFFECTION**

The Liberty School District believes there is a time and place to express feelings of affection. The only accepted display of affection at school or at school activities will be holding hands. The penalties for inappropriate display of affection will progress from a warning to a detention. Continued behavior may result in suspension.

### **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.

2. 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 requirement are permitted (for example, athletic shoes for PE).

3. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- 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
- Accessories that could be considered dangerous or could be used as a weapon.

4. Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 3 above. Students in violation of Section 1 and/or 3 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.

### **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.

### **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. Teachers may set additional standards as they see fit.

## **WEAPONS**

Students are not to carry weapons, including pocket knives to school. Forfeiture means the teacher takes the weapon and gives it to administration. The student does not carry the weapon to administration. The student may retrieve the weapon from administration at the end of the school day depending on the circumstances.

## **SEXUAL HARASSMENT, HARASSMENT, BULLYING, DISCRIMINATION**

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.

## **Sexual Harassment**

Sexual harassment of students by others, including other students, is prohibited. Any tormenting, teasing, verbal remarks or physical gestures of a sexual nature may constitute sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex-based nature by anyone, imposed on the basis of sex, that 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 education aid, benefits, services or treatment.
- d. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

If you feel you have been sexually harassed, we encourage you to report it to the Principal or any staff member with whom you feel comfortable. Students guilty of sexual harassment will be reprimanded, suspended or recommended for expulsion.

### 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, 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 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:

- o Does not want to go to school and refuses to explain the reason
- o Talks about not having friends
- o Has unexplained bruises, cuts, scratches, or abrasions
- o Has unexplained damage to clothing, possessions, books, etc.
- o Frequently loses money or possessions

- o Loses interest in school and/or has declining grades
- o 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,

Justin Edgar  
Principal

**Notification of Sexual Harassment, Harassment 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.

**CONSEQUENCES**

I. VERBAL ACTS DISRUPTIVE TO THE EDUCATION PROCESS (DISORDERLY CONDUCT

- A. Based on severity of the case the teacher and student will have a conference or a Principal-student conference will be held.
- B. Parental conference may be held.
- C. Detention and/or suspension may be assigned.
- D. Expulsion may occur.

II. CONTINUED ACTS DISRUPTIVE TO THE EDUCATION PROCESS

- A. In these cases the student and Principal will have a conference.
- B. Parents will be contacted.
- C. Detentions may be assigned.
- D. Students may be suspended in or out-of-school.
- E. Students may be removed from class and placed in in-school.
- F. Expulsion may occur

III. DEFACING DESTROYING SCHOOL PROPERTY

- A. In cases of willful destruction of property the student will be required to make restitution.
- B. Parents or guardians will be held financially responsible.
- C. Student may receive detention, community service, or suspension.
- D. Expulsion may occur.

IV. INSUBORDINATION (DEFIANCE)

- A. Cases of insubordination will result in Principal-student conference.
- B. Parents will be contacted.
- C. Detention or suspension may be assigned.
- D. Expulsion may occur.

V. USE OF TOBACCO, TOBACCO PRODUCTS or **ELECTRONIC CIGARETTES**

- A. Students carrying tobacco or **electronic cigarettes/vapes** or tobacco/**electronic cigarette products** in any form will have it taken away and destroyed.
- B. Use of tobacco, tobacco products or **electronic cigarettes/vapes** may result in a detention or suspension.
- C. Expulsion may occur.

VI. POSSESSION, USE, SALE, OR REFERENCE OR DRAWING OF ANY ILLEGAL OR HARMFUL SUBSTANCES/Look-Alike Drug Paraphernalia (DRUGS/ALCOHOL/K-2 DRUGS AND BATH SALTS)

- A. In case of use, possession, or being under the influence of any illegal or harmful substance or drug paraphernalia on or near school property or at school sponsored activities, or the making of drug paraphernalia or look-alike drug paraphernalia will be suspension pending a review by Board of Education and police authorities may also be contacted.
- B. In case of sale or transfer, the student will receive the same as above and expulsion could result.
- C. The student may be referred to an appropriate agency for a rehabilitation program.
- D. Expulsion may occur.

VII. THREATS OF VIOLENCE TO STUDENTS OR STAFF

- A. Principal-student conference will be held.
- B. If the case warrants, a Principal-parent conference will be held.
- C. Cases may result in suspension.
- D. Expulsion may occur.

VIII. PHYSICAL VIOLENCE TO STUDENT OR STAFF (FIGHTING)

- A. Students caught fighting could be suspended out-of-school for at least 1 day and possibly more depending on the seriousness of the incident and the success of prior interventions
- B. Self defense will be taken into consideration once the facts have been gathered.
- C. Students demonstrating physical violence to any staff member will be suspended immediately and police will be contacted.
- D. Administration may suspend up to 10 days depending on the severity of the offense.
- E. Expulsion may occur.

IX. WEAPONS/FIREWORKS/POCKET KNIVES

- A. Forfeiture of the item.
- B. Depending on the severity of the act, suspension or expulsion may result. Police may be contacted.
- C. Expulsion may occur.

X. THEFT

- A. Restitution will be made.
- B. Detention may be assigned.
- C. Suspension may occur.
- D. Expulsion may occur.

XI. ABUSIVE OR OBSCENE LANGUAGE-GESTURES/INDECENCY IN BEHAVIOR

- A. In all cases a Principal-student conference will be held and Principal-parent conference may result.
- B. Detention may be assigned.
- C. In-school-detention and/or out-of-school suspension could result.
- D. Expulsion may occur.

XII. HORSEPLAY

- A. In all cases a Principal-student conference will be held and Principal-parent conference may result.
- B. Detention may result.
- C. Continued or severe cases may result in suspension.
- D. Expulsion may occur.

XIII. LEAVING CAMPUS WITHOUT PERMISSION

- A. Students may not leave school premises without authorization from the office, including lunch. This will be considered skipping. Results may be student making up twice the amount of time missed in detention or in-school detention.

#### XIV. SKIPPING SCHOOL/CLASSES

- A. Skipping/arriving late/leaving early from school or classes is considered an unexcused absence. The student will make up time plus equal time. Arriving late to school is considered 1/4 day absence; leaving early is considered 1/4 day absence.

#### XV. TARDINESS TO SCHOOL OR CLASS

Ten (10) minutes or less to school or class will be considered tardy. Anything greater than ten (10) minutes will be classified as an unexcused absence. Count of tardies begin over at semester.

- A. Students will make up the time missed.
- B. Three tardies to school or class per semester may result in a detention.
- E. Expulsion may occur.

#### XVI. CONFRONTATION WITH ANOTHER STUDENT

- A. Students caught in a confrontation may result in In-School Detention or Suspension.
- B. Subsequent offenses may result in Out-of School Suspension
- C. Self defense will be taken into consideration once the facts have been gathered.

#### XVII. END OF SCHOOL YEAR

If misconduct occurs at the end of the school year and student attendance ends before the completion of ineligible days are served, the remaining days will be carried over to the beginning of the next school year when student attendance commences.

*Student Behavior will be reviewed at the end of the year by a team of staff and parents.*

### **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 issue with the teacher.
- 2<sup>nd</sup> - The parent can contact the teacher about the concern.
- 3<sup>rd</sup> - If contact with the teacher does not resolve the “issue”, the parent can contact the principal.
- 4<sup>th</sup> - If the “issue” is not resolved after speaking to the teacher 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  
Junior 14.0 – 20.5 credits earned

Sophomore 7.0-13.5 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 Shared Training Program [STP] 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 STP classes only if they have successfully completed the STP class taken the previous year or if they have not previously enrolled in a STP class

Students enrolling in STP class will pay the enrollment fee. If a student drops STP class or fails to complete the class, he/she must pay for the full cost of the class.

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

Students enrolled in STP classes will supply their own transportation to and from class. Students attending STP classes must remain in their Liberty School classes until 2:00 PM.

## **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.

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

- a. 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.
5. Credit Recovery
6. 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.

## **DANCES**

It is the opinion of the Liberty Board of Education that there are certain activities, which are to be attended exclusively by high school and older adults. Dances are considered one such activity. Therefore, all high school dances, including prom, can be attended by only freshman and older students or adults.

Dances are to be attended by high school students and their date. Students, who bring a date not enrolled at LHS, need to have their dates name, address, phone and school attending 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 date information will need to be in the office the day of the dance or the Friday before the dance. A date that is not on the signup sheet will not be allowed to attend the dance. Dances are open to freshmen and older students and dates as long as they are under the age of 21.

### **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 must leave the premises and may not return.

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

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

## **DRIVER EDUCATION ELIGIBILITY**

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

## **DRIVING RULES**

All students must park in the designated student parking lot.

Students who drive cars or other vehicles to school must have a completed car permit form on file in the high school office within the first two weeks of the school year or the date on which they first begin driving a vehicle to school. Failure to file a car permit form will result in the loss of parking and driving



privileges on school property during school hours for a period of one week. Students may not go to the parking lot without a pass from the administration office. Violators may lose driving privileges.

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

## **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 manuals which contain these policies outlining the rules, sanctions, and standards of conduct associated with drug and alcohol abuse can be found and are available to employees, students, and parents in the high school library and the principal's offices.

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 criminal 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, elementary 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 a 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 the appropriate administrator to get set up in the district.**

## **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;
- 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. School field trips are those taken by individual classes. The cost of organizational field trips will be at the expense of the organization involved unless written request has been submitted to and approved by the superintendents for the school to help defray part or all of the expenses.

Students who have received an Out-of-School Suspension or have an unexcused absence the day prior to the 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 ISAT, PSAE, Stanford Achievement Tests 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 of 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 lodge or motel
- d. Students who have been suspended out of school during the school year for any one offense, which results in a minimum of a five-day suspension according to the current handbook, will not be allowed to participate in any overnight trips for that school year.
- e. Students who have been suspended out of school for any reason 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 lodge or motel, 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.

At the Junior High Level:

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.
5. All overdue material from the library must be returned or paid for trip participation.
6. All fees and book rental must be reconciled by the date of the class trip, or payment schedule established, for participation.

**This is a school function. All school policies are in effect.**

## **FOOD SERVICES**

Students may eat hot lunch or bring their lunch to school. Students who bring their lunch may purchase milk. All students are expected to remain on the school grounds during the lunch period. Free/reduced lunch forms are available upon request and may be filled out at any time during the school year. Charging meals is not allowed, but any student who doesn't have money to eat will be provided with an alternative meal. An alternative breakfast consists of toast and milk. An alternative lunch consists of a peanut butter and jelly sandwich and milk. In the Junior High notices are sent home weekly to notify parents of how much money is in each student's account. Junior high students may borrow from siblings' accounts in the lunch line. At the High School level notices are posted in the cafeteria. High school students may borrow from younger siblings prior to 9:00a.m., but they cannot in the lunch line.

## **ACCOUNT BALANCES**

Students may deposit money in their lunch account in the office. Deposits must be made before 9:00 am for the day's credit. 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	\$1.85	Reduced Breakfast	\$.30
Lunch (7-12)	\$2.95	Reduced Lunch	\$.40
Milk/Juice	\$.35	<b>Adult Lunch</b>	<b>\$3.00</b>
Extras	\$1.00		

**\*\* 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

### 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= 2.40	F=0.00
B= 3.60	D=1.20	

### GRADE REPORTS

Grades can be checked at any time using the parent portal on Lumens. Report cards are issued to the student quarterly. Report cards will be given to the students after 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter. 4th quarter

grades can be checked on Lumens or report cards can be printed upon request to the high school office or printed off of Lumens. .

## **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, business, computer, English, foreign language, fine arts, health/physical education, home economics, industrial education, 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. Students may enroll in 1 elective class on a pass fail system. In order to be eligible for Pass/Fail credit a student must have a minimum GPA of 3.25, be classified as a sophomore, must be enrolled in 8 regular graded classes, and must enroll in pass/fail credit at the beginning of the class.
- 7. Students enrolled in 8 regular graded classes will receive a total of .1 bonus towards cumulative GPA each year when calculating the GPA for the Valedictorian/Salutatorian award.
- 8. Students must be enrolled in 7 credit classes per semester for 8 semesters to be considered for Valedictorian/Salutatorian.

### **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

\* 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 SAT test.

**Students who wish to participate in Baccalaureate or Graduation Ceremonies must have earned the required number of credits.**

## **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 health care 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 repeat 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. Recurrent cases will be referred to DCFS.

## **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 regularly and are possibly never really deleted. 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;
- B. Downloading copyrighted material for other than personal use;
- C. Use of file sharing software such as Kazaa, Imesh, Morpheus, WinMX, etc.;
- D. Using the network for private financial or commercial gain;
  - 1) Wastefully using resources, such a 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 useable.

- 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.

### **ELECTRONIC DEVICES**

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, and laptop computers.

Examples of electronic devices that are not used as study aids include: hand-held electronic games (e.g., GameBoy), CD players, MP3 players, AM/FM radios, and cellular telephones.

Liberty CUSD#2 is not responsible for the loss or theft of any electronic device brought to school.

### **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 smart phone 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 smart phone 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 smart phone 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)

## **SOCIAL NETWORK AND PASSWORDS**

**State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy**

**Dear parent(s)/Guardian(s):**

**If your child has an account on a social networking website, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. Social networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.**

**School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on**

**a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.**

**Please contact the school if you have any questions.**

**Sincerely,**

**Kelle Bunch**

**Superintendent**

## **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. Student will be responsible for 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 \$4.75. 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 ground 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 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 should need to bring a 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 Form 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 pest on school grounds. There will be pesticide spraying on the first and last Monday of each month. This will be done after school hours.

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## **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 group. 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 course(s) 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:

<u><b>Exam Schedule</b></u>			
<u><i>Day 1</i></u>		<u><i>Day 2</i></u>	
<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 1 day prior to the exam day.
10. Seniors who meet the following criteria will be excused from their second semester exams.
  - A. Maintain a semester grade of a "B" in all classes. The second semester grade will be pulled on the Monday of the week prior to final's week.
  - B. Does not exceed the 9 excused absence policy for the entire year. (Certain extreme emergency cases may be approved by administration.)
  - C. Has not had any in-school suspension, out of school suspension or more than 5 discipline referrals for the year.

## **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-API, E%, *Report form for Bullying and School Violence*. Finally, I have requested staff member sto 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 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 insure 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:

2. The person submits to the District appropriate identification and a copy of the authorization papers;
3. 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 parent/guardians.*

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

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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 education 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 days of graduation.

## **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. 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 student 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 is found at the end of the handbook.

## **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 prearranged by the parents
2. If the threat is of such a nature that students riding busses might be endangered, school will not be dismissed until the danger has passed.
3. 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	440AM	KICK	97.9FM
KHMO	1070AM	WGCA	88.5FM
WTAD	CHANNEL 7	WGEM	CHANNEL 10

### **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. Brigids 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	Annual Staff
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	Flag Team: HS
Girls Softball (Fall): JH (Spring): JV, Varsity	FFA-Future Farmers of America: JH, HS
Girls Track & Field (Spring): JH, JV, Varsity	FCCLA-Family, Career & Consumer Leaders of America: JH, HS
Boys Golf (Fall): Varsity	NHS-National Honor Society: HS
Boys Cross-Country (Fall): JH, JV, Varsity	Quiz Bowl: JH, HS
Boys Basketball (Winter): JH, JV, Varsity	Student Council: HS
Boys Baseball (Fall): JH (Spring): JV, Varsity	Yearbook: HS
Boys Track & Field (Spring): JH, JV, Varsity	Bass Fishing: HS
	Cheerleading (Winter): JV, Varsity

## **Band and Chorus**

Band and chorus 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 and chorus members will not participate in competition events if they are on the weekly ineligibility list. Their final grade will be lowered by one full letter for each event missed. However these students will participate in competition events if they have failed the previous semester and are not on the weekly ineligibility list.

## **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 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 insure 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 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 insure arrangements are made to assure proper building clean up and control. A janitor is regularly employed on all school nights, Monday through

Friday, until 11pm. 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 nonattendanceScheduling 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. Sunday may be used for practice for school sponsored activities only if prior permission is obtained from the superintendent.
- E. Wednesday nights are reserved for church activities.
  - 1. Wednesday night activities of any kind must end and the building cleared by 6:30.
  - 2. Any Wednesday schedule must be cleared through 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 FUND RAISING**

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 in the activity fund for two years. After this time any unused moneys will be deposited in a memorial fund or applied to a suitable project.

All fund raising must be approved by the principal and entered on the fund raising 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 fund raisers. 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 fund raising 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 all day 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

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. An activity fee of \$40 along with the forms must be submitted before the athlete is allowed to participate in that sports first event. These forms along with the \$40 dollar activity fee are to be submitted to the Athletic Director.

### **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 **Lumen 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 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 athletics the first week of the following quarter. If a high school student is found to be ineligible at the end of a semester he or she will be ineligible to participate in athletics for the following semester. Junior high eligibility is figured on a weekly basis.

If an athlete 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 instructions as to spending the rest of practice studying or joining practice. This represents the minimum requirement. Each coach may have their personal guidelines that need to be followed.

If an athlete is on the failing list three times in one season, he/she will be removed from the team.

### **DUEL 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 ones 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.

### **SCHOOL DECORUM**

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

A. One or two day ISS:

Ineligible to practice, play or attend game/match/meet/ during the ISS period  
Benched one additional game/match/meet

B. Three-day ISS:

Ineligible to practice, play, or attend game/match/meet during ISS period  
Benched for five additional games/matches/meets  
A second three-day ISS results in immediate removal from the team

C. Out of school suspension

Immediate dismissal from the team.

D. Any student receiving more than one behavioral discipline referral in the same quarter would receive a one game/meet/event 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 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 5 games/matches/meets
- B. Second offense: removal from the team

### **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 supports for this student and decide who will take this case to insure 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: 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: Student will be given supports 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: Student must pass RTL before starting RTP. 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 yearlong 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 safer 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 outline 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.**



Yes No Known **food allergies**? Food \_\_\_\_\_ Reaction \_\_\_\_\_  
 Yes No Known **medication allergies**? Medication \_\_\_\_\_ Reaction \_\_\_\_\_  
 Yes No Any other allergies? List and give symptoms \_\_\_\_\_  
 List any other health conditions \_\_\_\_\_  
 Medications taken on a regular basis \_\_\_\_\_  
 Other children from this family attending school at Liberty this year are:  
 Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_  
 Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_  
 Name \_\_\_\_\_ Grade \_\_\_\_\_ Name \_\_\_\_\_ Grade \_\_\_\_\_

I give my permission to the school and the nurse to obtain, disclose, and discuss health information from my child's physician when indicated.

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

5-30-12 Emergency Information Form

**SCHOOL MEDICATION AUTHORIZATION FORM**

Name of Student \_\_\_\_\_ Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

**Part 1: Licensed Prescriber's Statement**

1. Name/type of medication \_\_\_\_\_
2. Dosage/Amount to be given \_\_\_\_\_
3. Route of administration \_\_\_\_\_
4. Frequency/times to be administered at school \_\_\_\_\_
5. Duration (week, month, indefinite, etc.) \_\_\_\_\_
6. Discontinuation Date \_\_\_\_\_
7. Intended effects of medication \_\_\_\_\_
8. Expected side effects \_\_\_\_\_
9. Diagnosis requiring medication \_\_\_\_\_
10. Other medication child is receiving \_\_\_\_\_
11. Time interval for re-evaluation \_\_\_\_\_
12. Known allergies to Medication \_\_\_\_\_

---

Licensed Prescriber's Signature      Address      Phone      Emergency#      Date

Note: Students may independently administer their own inhaled medication if ordered to do so by the physician and they have the written permission of his/her parent/guardian. Physician and Parental Authorization for Self-Administration of Asthma Medication forms must be completed by the physician and the parent/guardian prior to self-administration.

**Part II: Parent/Guardian Request/Approval**

I hereby request and give my permission for the above named school to administer the medication prescribed on this form to my child.

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Parent/Guardian Signature      Home Phone      Work Phone      Emergency Phone      Date

**\*Please read the Medication Administration policy on the previous page of this handbook.**

## **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 car 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 cars or other vehicles to school shall not drive or allow other students to drive or ride in their cars 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 cars or other vehicles to school are to park in designated areas. 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' cars 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 car.
- II. Excessive speeding and/or spinning tires. Pulling out in front of buses.
- III. Failure to submit 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 cars, writing things on other cars.
- VII. Sitting in car or allowing other students to sit in car without approval by high school office.
- VIII. Driving a car or allowing other students to use a car 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 seniors may park in the paved lots by the school regardless of open parking spaces.
- XI. Students must exit the car and come straight into the school in the morning and must leave as soon as they go out to their car after school. Students may not stand and congregate in the parking lot before or after school.  
At the end of the school day, student drivers exiting either 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/Model \_\_\_\_\_

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

**SCHOOL VISIT FORM**

**(PLEASE COPY AND FILL OUT. RETURN IT TO THE SCHOOL.)**

**Exhibit - Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes**

Student name: \_\_\_\_\_ DOB: \_\_\_\_\_

School attending: \_\_\_\_\_ Grade: \_\_\_\_\_

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

**Parent/Guardian** *(Complete this section if the person making the request is the parent/guardian.)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: \_\_\_\_\_  
for the purpose of: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: \_\_\_\_\_  
\_\_\_\_\_ for the purpose of: \_\_\_\_\_

*Observations are limited to one hour or one class period per school quarter.*

**Parent's Independent Evaluator or Other Qualified Professional** *(Complete this section if the person making the request is not the parent/guardian.)*

Name: \_\_\_\_\_ Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_

My professional training and/or licensure or certification, if applicable, is (check all that apply):

Teacher, certified in the areas of: \_\_\_\_\_ Illinois certified?  Y  N

- Clinical Psychologist
- Licensed Clinical Social Worker
- School Social Worker
- Physical Therapist
- Audiologist
- Registered Nurse
- Other qualified professional (list credentials): \_\_\_\_\_
- School Psychologist
- Licensed Social Worker
- Occupational Therapist
- Speech/Language Pathologist
- Psychiatrist
- Certified School Nurse

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of: \_\_\_\_\_

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

- Observation of student in the following classroom(s)/setting(s): \_\_\_\_\_  
 \_\_\_\_\_ Duration: \_\_\_\_\_
- Opportunity to interview the following personnel believed to work with the student: \_\_\_\_\_  
 \_\_\_\_\_ Duration: \_\_\_\_\_
- Opportunity to interview the student.
- I will need more than one hour or one class period for my visit for the following reason(s): \_\_\_\_  
 \_\_\_\_\_
- Student records, as noted in the attached, signed Authorization to Release Student Record Information.

**Acknowledgement** *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of 6:120-AP2, *Access to Classrooms and Personnel*, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

\_\_\_\_\_  
 Individual Requesting Access Signature

\_\_\_\_\_  
 Date

**Parent/Guardian Verification** *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, \_\_\_\_\_, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

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

\_\_\_\_\_  
 Date



- On a regular basis (set day/time)
- On a regular basis, but flexible
- Occasionally as needed and my schedule permits

**Waiver of Liability**

Liberty Community Unit School District #2 does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance by the School District and to document the volunteer’s acknowledgment that they are providing volunteer service at their own risk.

**By your signature below:**

You acknowledge that Liberty Community Unit School District #2 does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer’s unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer’s supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer’s supervised or unsupervised service to the School District.

\_\_\_\_\_  
Volunteer Name (please print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

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For School Use Only

(Page 1 of 2 pages)

General Description of assignment(s):

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| • Mentor/Tutor (one-on-one)        | • Assisting in the main office      |
| • Assisting with academic programs | • Maintenance/Janitorial assistance |
| • Supervising students             | • Other: _____                      |
| • Cafeteria                        |                                     |

Name of supervising staff member \_\_\_\_\_

Child Sex Offender List checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory)

Statewide Sex Offender List checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory)

**To be completed by the building principal/secretary:**

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a criminal history records check would be prudent? \_\_\_\_\_ Yes

\_\_\_\_\_ No

If “yes,” and provided the individual authorized the criminal history records check, please provide the following:

Date check was requested \_\_\_\_\_ Date check received and reviewed \_\_\_\_\_

Reviewed by (please print) \_\_\_\_\_

Signature of reviewer \_\_\_\_\_ Date \_\_\_\_\_



Dear Parent/Guardian:

Children need healthy meals to learn. Liberty CUSD 2 offers healthy meals every school day. Breakfast costs \$ \_\_\_\_\_; lunch costs \$ \_\_\_\_\_. Your children may qualify for free meals or for a reduced price meals. Reduced price is \$ \_\_\_\_\_ for breakfast and \$ \_\_\_\_\_ for lunch. To apply for free or reduced-price meals, use the Household Eligibility Application, which is enclosed. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Cathy Badgley

Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

**Income Eligibility Guidelines**  
Effective from July 1, 2013, to June 30, 2014

Household Size	Reduced-Price Meals 185% Federal Poverty Guideline				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	21,257	1,772	886	818	409
2	28,694	2,392	1,196	1,104	552
3	36,131	3,011	1,506	1,390	695
4	43,568	3,631	1,816	1,676	838
5	51,005	4,251	2,126	1,962	981
6	58,442	4,871	2,436	2,248	1,124
7	65,879	5,490	2,745	2,534	1,267
8	73,316	6,110	3,055	2,820	1,410
For each additional family member, add	7,437	620	310	287	144

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. Use one Household Eligibility Application for all students in your household per district. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to the school.
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) and/or are foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Children who meet the definition of homeless, runaway, or migrant also qualify for free meals. If you haven't been told your children will get free meals, please contact your school to see if your child(ren) qualifies.
3. WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown above.
4. A MEMBER OF MY HOUSEHOLD RECEIVED SNAP OR TANF BENEFITS. THE SCHOOL SENT A LETTER STATING THAT MY CHILD IS AUTOMATICALLY APPROVED FOR FREE MEALS BASED ON DIRECT CERTIFICATION. DO I NEED TO DO ANYTHING MORE TO ENSURE THAT MY CHILD RECEIVES FREE MEALS? No. You do not need to do anything more to receive free meals for your child. If you have students not listed on the letter, contact the school immediately. If you do not wish to receive the free meals, you should follow the steps outlined in the letter from the school to notify school personnel immediately.
5. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
6. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out the enclosed application.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof.
8. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to the person listed above.
10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
11. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
12. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
14. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP, TANF or other assistance benefits, contact your local Department of Human Services office or call (800) 843-6154 (voice) or (800) 447-6404 (TTY).

Sincerely,

Cathy Badgley 217-645-3614

ISBE 68-06 NSLP SBP (6/13)