

LIBERTY



LANCERS

Liberty High School

STUDENT HANDBOOK

Aaron Fletcher

Principal

East 6404 Spangle-Waverly Road
Spangle WA 99031

Telephone: (509) 245-3229
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This agenda belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____

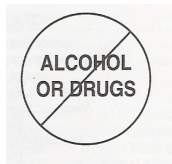
Student ID # _____

Liberty School District does not discriminate on the basis of sex, race, religion, creed, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal in its programs, employment, and/or activities. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups. District programs will be free of sexual harassment. The following employees have been designated to handle inquiries regarding the nondiscrimination policies: Jerrad Jeske, Civil Rights Compliance Coordinator, 29818 S. North Pine Creek Rd., Spangle WA 99031, (509) 245-3211 ext. 2213, jjeske@libertysd.us; Kyle Dodge, Title IX Coordinator, 6404 E. Spangle-Waverly Rd., Spangle WA 99031, (509) 245-3229 ext. 1221, kdodge@libertysd.us; Cyndi Clements, Section 504 Coordinator, 29818 S. North Pine Creek Rd., Spangle WA 99031, (509) 245-3211 ext. 2217, cclements@libertysd.us.

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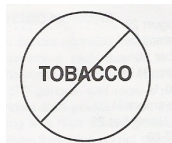
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ALCOHOL, DRUG, HARASSMENT, TOBACCO, GUN & WEAPON FREE SCHOOL STATEMENTS



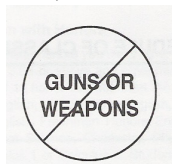
Alcohol & drug free school

Use, and/or being under the influence of, and/or possession of alcohol, marijuana, or illicit drugs on school property or during school hours, at school sponsored events, or while under the supervision of school district employees is unlawful, wrong, and harmful. Students who violate this policy shall be subject to disciplinary procedures which may result in suspension or expulsion from school. Compliance with these standards is mandatory under the Drug Free Schools and Communities Act of 1986.



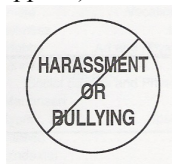
Tobacco free school

Use or possession of tobacco in any form including liquid nicotine, e-cigs, and vaping, on school property or during school hours, at school sponsored events, or while under the supervision of school district employees, is unlawful, wrong, and harmful. Students who violate this policy, in accordance with State Law RCW 28A.210.310 shall be subject to disciplinary procedures which may result in suspension from school. In addition, a law effective January 2020, makes it a crime for any person under 21 to possess tobacco. This may result in a fine.



Gun & weapon free school

Use or possession of weapons as defined by RCW 9.41.250, or use or possession of other weapons not defined in RCW 9.41.250, or items used as weapons, or weapon look alike, on school property or during school hours, at school sponsored events, or while under the supervision of district employees is unlawful, wrong, harmful, disrupts the educational process, and will not be tolerated. Students who possess firearms on school property shall be subject to a one-year mandatory expulsion, with notification to law enforcement and parents. (This expulsion is subject to appeal.)



Harassment free school

Liberty School District is committed to providing a positive and productive environment free from discrimination; including harassment or sexual harassment, intimidation and bullying. The district prohibits harassment of students, employees and others involved in school district activities. Patrons desiring a copy of the full text may request a copy at the school office. Violations should be reported to the adult in charge, and will be handled through the regular school discipline policy. For assistance in resolving matters of this nature contact our Superintendent Jerrad Jeske the school district's compliance officer at 509.245.3211 or jjeske@libertysd.us

High school staff**Administration**

Mr. Aaron Fletcher	Principal
Mr. Kyle Dodge	Athletic Director/History/English
Mrs. Jennifer McKenna	Counselor
Mrs. Valerie Rogers	Secretary
Mr. Jerrad Jeske	Superintendent
Mrs. Jenny Janson	Transportation Supervisor
Mrs. Danita Shaw	Food Service Supervisor
Mrs. Mandy Spears	Special Ed. / Para Ed Supervisor
Ms. Dana Crider	Business Manager

Staff

Mr. Russ Bothman	Custodian
Mr. Steve Braun	Vocational Agriculture/FFA
Mrs. Molly Carr	Science
Mrs. Kristen Charlesworth	Language Arts
Mr. Dan Groom	Spanish/History
Mr. Nick Harkness	Physical Education/JH
Mrs. Ali Horlacher	School Nurse
Mrs. Tanya Kanenwisher	Art and Earth Science
Ms. Kaitlin Krouse	Math
Mr. Steve Martensen	Custodian
Mr. Rocco Parrish	Business Education/FBLA
Mrs. Chris Piersol	Paraeducator
Ms. Sydnee Preedy	Language Arts/CWP/Civics/Yearbook
Mr. Parrish Reedy	Technology
Mr. Logan Terry	Music Director
Mrs. Heidi White	Math
Mr. Kenny VanSickle	Physical Education/Total Fitness
Deputy Vincini	School Resource Deputy
Mr. Aaron Watson	Special Education

Major Annual Events

Event	Date	Time
School Pictures	September 3	
Financial Aid Night	September 16	6:00 PM
Curriculum Day	October 9	No Students
End first quarter	October 30	
Veterans Day	November 11	No School
Winter Sports Begin	November 16	
Early Release Conferences	November 19-25	
Senior Project Presentations	November 24	6:30 PM
Thanksgiving Break	November 26-27	No School
Band/Choir Concert	December 16	6:30 PM
Winter Vacation	December 21 - January 1	No School
Martin Luther King Jr.	January 18	No School
End of First Semester	January 22	
President's Day	February 15	No School
Snow Day Option	February 16	No School
Spring Sports Begin	March 1	
End Third Quarter	March 26	
Band/Choir Concert	March 31	6:30 PM
Early Release Conferences	April 1-2	
Spring Vacation	April 5-9	No School
Snow Day Option	May 7	No School
Memorial Day	May 31	No School
Graduation	June 5	1:00 PM
Last Day of School	June 10	10:25 AM release

Mission Statement

The Liberty School District will provide a safe, nurturing, and rigorous learning environment maximizing each student's potential today, with tomorrow in mind.

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

We strive to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and how our school responds to it.

What is HIB?

State law (RCW 28A.600.477(5)(b)(i)) defines HIB as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school."

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How can I make a report about HIB?

Talk to any school staff member, start with whoever you feel most comfortable with, such as a teacher, counselor, coach, or other school staff. You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously/without giving your name or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report. If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer Jerrad Jeske 509-624-4415, jjeske@libertysd.us who helps prevent and respond to HIB.

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that you or someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an Incident Reporting Form found at the office. The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you submit the HIB Incident Report Form, and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found
- A decision about whether the HIB was substantiated (found to have happened)
- Any steps the school will take to address the problem
- Clear information about how you can appeal the decision

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student named as the “targeted student” in a complaint:

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

For the student named as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy [3207]* and *Procedure [3207P]*.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member’s behavior, ask your school for information on how to report it.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a protected status, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other behavior that is threatening, harmful, or humiliating. It happens when the behavior is based on a student’s protected status and is serious enough to create a hostile environment. A hostile environment is created when behavior is so severe, pervasive, or persistent that it limits a student’s ability to participate in or benefit from the school’s services, activities, or opportunities. To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P, visit libertysd.us.

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team. Examples of sexual harassment include: pressuring a person for sexual actions or favors. Unwelcome sexual touching; Written, graphic, or electronic messages that are sexual in nature. Sharing sexually explicit texts, emails, or pictures. Making sexual jokes, spreading sexual rumors, or making suggestive comments. Physical violence, including rape and sexual assault. Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law. To review the district's Sexual Harassment Policy [3205] and Procedure [3205P], visit libertysd.us.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination, Civil Rights Coordinator:

Jerrad Jeske, Superintendent, S 29818 North Pine Creek Rd. Spangle WA, 99031 509-624-4415, jjeske@libertysd.us

Concerns about sex discrimination, including sexual harassment, Title IX Coordinator:

Kyle Dodge, Title IX E 6404 Spangle-Waverly Rd. Spangle WA 99031 509-245-3229 kdodge@libertysd.us

Concerns about disability discrimination, Section 504 Coordinator:

Cyndi Clements, Counselor, S 29818 North Pine Creek Rd. Spangle WA 509-245-3211 cclements@libertysd.us

Concerns about discrimination based on gender identity, Gender-Inclusive Schools Coordinator:

Cyndi Clements, Counselor, S 29818 North Pine Creek Rd. Spangle WA 509-245-3211 cclements@libertysd.us

To submit a written complaint, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response. When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include: A summary of the investigation results. A determination of whether the school district failed to comply with civil rights laws. Any corrective actions or remedies that are needed. Information about how to appeal the decision.

What are the next steps if I disagree with the outcome?

If you disagree with the decision about your complaint, you may appeal the decision to the School Board. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the school district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can be discrimination if it is based on a protected status. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully address your concerns.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will: Address students by their requested name and pronouns, whether or not they have legally changed their name. Update students' gender designation so they accurately reflected in school records. Provide students with access to restrooms and locker rooms that align with their gender identity. Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity. Keep students' health and education information private and confidential. Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender. Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity. To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit libertysd.us. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Cyndi Clements, Counselor, S 29818 North Pine Creek Rd. Spangle WA 509-245-3211 cclements@libertysd.us

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 7.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something or fails to do something that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to: Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642). Harassment, intimidation, or bullying (RCW 28A.600.477). Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235). Use of restraint or isolation (RCW 28A.600.485). Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI. Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI. When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level, even if the complaint involves the school or school district. School personnel should not retaliate against students or families for making a formal complaint.

OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes, as well as complaints alleging willful noncompliance with state law under ESHB 1296.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

OSPI Office of Legal Affairs (For more details on the willful noncompliance complaint process)

- Website: ospi.k12.wa.us/educator-support/educator-conduct/state-law-noncompliance-complaints
- Email: OLA@k12.wa.us

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Office of the Education Ombuds works with families, communities, and schools to help solve problems so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution, coaching, facilitation, and training on family and community engagement and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

Lockdown

To better ensure the safety of students, Liberty High School may on occasion go to a school lockdown. Although circumstances may vary, and no plan has a 100% guarantee, it is the intent of Liberty School District to do what we can to minimize the safety risks to students. We have developed a 2-level plan for lockdowns, Lockout and Lockdown. A lockdown is used when there is eminent danger. A lockout is a security lock out used when a situation exists that is less dangerous, but involves clearing the hallways. The lockdown plans including procedures for going into lockdown, during lockdown, and coming out of lockdown, are located in the crisis intervention plan developed by our school. Copies of the plan can be found in each classroom. Lockdown/lockout drills will be scheduled throughout the school year so that our students are familiar with lockdown/lockout procedures. For further information on lockdowns, please contact your teacher or the office.

School Resource Deputy

A School Resource Deputy from the Spokane County Sheriff's Office will be stationed at Liberty High School. Funding for the officer is provided by a grant and district funds. This Deputy is an independent agent of the Spokane County Sheriff's Office and will work in accordance with the legal authority of the Spokane County Sheriff's Department and Liberty School District.

Campus

Liberty High School maintains a CLOSED CAMPUS. Students finding it necessary to leave school during the school day shall check out through the office. A student checking out must be authorized by a parent or guardian regardless of the age of the student. Authorization shall be in the form of a signed parent/guardian note or by parent/guardian personal contact with the office. Failure to check out or provide proper authorization for leaving campus will constitute a violation of school rules even if the absence is valid. Students who remain on campus after the completion of the school day must be involved in an approved activity or be under the supervision of a staff member. No students shall be on campus without supervision.

Bell Schedule

Monday-Friday

0	1	2	3	4	Lunch	5	6	7
7:15-8:05	8:14-9:04	9:18-10:08	10:12-11:02	11:06-11:56	11:56-12:23	12:27-1:17	1:21-2:11	2:15-3:05

Wednesday

0	1	2	3	4	Lunch	5	6	7
	9:14-9:56	10:00-10:42	10:46-11:28	11:32-12:14	12:14-12:51	12:51-1:33	1:37-2:19	2:23-3:05

Schedule Changes

Changes in schedules will be made only with the permission of parents, teachers, counselor and principal's office. Generally, based on the state definition of credit, class changes will only be allowed during the first ten school days of a given semester, so that full credit may be earned in the new class. Contact the counselor's office or principal for further information.

Skill Center/Spokane Valley Tech

Curricular opportunities at the Skill Center are career related, but may change slightly from year to year. Requests for admission are filled on a first come, first serve basis. Students generally must have junior or senior status to attend. Some exceptions may be made for special circumstances. Students will be granted 2-3 credits from the Skill Center depending on the curriculum, and may receive 1 credit elective waiver for transportation time from Liberty. Students needing transportation may be allowed to ride a neighboring school district bus, but compliance of all rules fall within both school districts discretion. Students are required to attend if it is a Skill Center school day even when Liberty is not in session. For more information, contact the counselor, or principal.

Graduation Requirements

The following credits and subject areas of study shall be required of each student as a prerequisite of graduation from Liberty High School. For the purposes of state law and Liberty School District, a credit is defined as a course of 50 minutes duration, taken for a school year of 180 days. A semester course is therefore = 0.5 credit.

Washington State Graduation Credit Requirements

Washington State requires student to earn 24 credits to meet minimum graduation requirements. Many local school districts, however, require students to earn credits beyond the state minimum. Liberty High School requires students to earn 26 credits.

Subject	Liberty High School Graduation Year				Minimum requirements for public, four-year colleges and universities (2)	Recommended courses for highly selective colleges and universities
	2027	2028	2029	2030		
English	4	4	4	4	4	4
Math (a)	3	3	3	3	3	3-4
Science (b)	3	3	3	3	2	3-4
Social Studies (C)	3	3	3	3	3	3-4
PPR (d)	3	3	3	3	2 (Foreign Language)	3-4
Arts	1	1	1	1	1	2-3
Health and fitness	2	2	2	2	(a) Algebra I, Geometry, Algebra II or Financial Success, 3 rd math credit may be based on HSBP (b) 2 must be a lab, 3 rd credit based on HSBP (c) .5 credit civics (d) Personalized Pathway Requirement	
Career and Tech Ed	3	3	3	3		
Electives	4	4	4	4		
CEE (Senior Project)	Yes	Yes	Yes	Yes		
Total	26	26	26	26		

HSBP: High School and Beyond Plan

PPR: Personalized Pathway Requirement, defined as related courses that lead to a specific post-high school career or educational outcome chosen by the student based on the student's interests and High School and Beyond Plan, which may include Career and Technical Education, and are intended to provide a focus for the student's learning.

In addition to credits listed above, seniors will be required to successfully complete a Senior Project.

Students must follow guidelines set by OSPI regarding the SBA exams and Graduation Pathways. Refer to page 11 for the most current information on Graduation Pathways.

Pathway Requirements for Graduation		
Class of	Subject	Pathway: Students must meet one pathway in each subject area.
2027 2028 2029 2030	ELA	Smarter Balanced ELA Assessment+ SAT/ACT Exam+ Dual Credit Course Advanced Placement Exam+
	Math	Smarter Balanced Math Assessment+ SAT/ACT Exam+ Dual Credit Course Advanced Placement Exam+
	ASVAB+* CTE Sequence* Performance Based Pathway*	

+ The Washington State Board of Education will set the exit exam cut score.

* The ASVAB, CTE Sequence, PBP will satisfy both the ELA and Math Pathway Requirement.

Academic Honors

Liberty High School sponsors academic awards for student achievement each quarter. In order to be eligible for the honor roll, students must be enrolled in at least 5 out of 7 periods, and receive no "F" or "Inc" grades. Running Start grades will be included in the formula, along with high school grades. Due to the fact that college time lines do not correspond to the Liberty High School calendar, Running Start students may be omitted from the honor roll lists that are distributed at the end of each quarter because grade information may not be available at that time.

Awards include, but are not limited to:

- Student of the Quarter
- 4.00 Honor Roll
- 3.50-3.99 Honor Roll
- 3.00-3.49 Honor Roll
- Academic Letters (3.5 GPA for 2 consecutive semesters, 10 hours community service, approved application)
- Academic Pin. After receiving an academic letter, students may receive an academic pin for each additional 2 consecutive semesters of at least a 3.5 GPA, serve another 10 hours of community service, and submit an approved application.

Graduation with Honors

To graduate with honors, you must have an accumulative GPA of 3.50 or above for the first 7 semesters and have been enrolled in at least 4 of 7 honor courses from the following: Sr. Honors English, Jr. Honors English, Sophomore Honors English, Chemistry, Physics, Pre-Calculus, Calculus 1. Students in Running Start may request a review of course work taken in college by the principal for inclusion in the list of honors courses. Generally, courses must be at a higher level in English, Math, and Science than the minimum requirements for all Running Start students. The Valedictorian and Salutatorian will be the students with the highest GPA's respectively and must have been enrolled at LHS for at least their junior and senior years. Grades for these honors will be figured on the first 7 semesters only.

Senior Project

Refer to Liberty High School Senior Project Student Handbook for more information.

Freeman ConnectEd Alternative H.S.

Liberty School District is part of a consortium with Freeman, Tekoa and Rosalia School Districts, in a joint alternative high school. The actual high school is located on the Freeman campus. As an alternative to Liberty High School, students have an option of attending FCED. FCED is a contract-based school. Students and parents are responsible for transportation to and from FCED. Students completing their education at FCED are not eligible for the LHS graduation ceremony. For more information, contact the counselor, or principal.

Running Start

Students entering their junior or senior year in high school may request to be involved in the Running Start program at any of the participating 4-year colleges or 2-year community colleges. Students may receive both high school credit and college credit at the same time. Students may select to attend full time or part time.

Program Requirements

1. Students must meet all graduation requirements, prerequisites, and restrictions as set by Liberty High School. Students must meet entrance requirements as set by the respective college. A student's college course registration must be approved by LHS in order for the student to receive high school credit for courses taken at the college. Any course changes must also be approved by Liberty High School at the time of the change in order for the student to receive high school credit.
2. Students should have a high level of maturity, ability, and work ethic in order to be successful in the college program. The student must have an understanding that the college will treat you as an adult and expect that level of dedication and behavior back from you. You should be aware and understand that your peer group will be considerably older than you are.
3. Running Start students are limited to taking up to 15 quarter hour credits at the respective college as a full time Running Start student. A full-time student may also consist of a combination of college credit and high school credit equaling 15 credits. The Liberty Board however, has set policy to allow students to enroll in Liberty High School courses beyond the college full time cap or the combination high school/college cap.
4. If the student enrolls for more high school and college credits than are identified in the Running Start Funding Limit Table, the student is responsible for:
 - Paying all college tuition and fees associated with exceeding the college credits identified in the table, or withdrawing from the excess college or high school course(s)
 - For more information on the Running Start Funding Limit Table, see the high school counselor.
5. One quarter credit of college work = .2 high school credit. Five quarter credits of college work = 1.0 high school credits.
6. In any two-course sequence requirement, each 5-quarter hr. course = 1.0 credit, but will fulfill the high school graduation requirement at a rate of 0.5 high school credit (English, Social Studies, and Foreign Language). In a three-course, two-year, English sequence, the course will also equal 1.0 credit on the transcript, but all three courses must be completed to fulfill the 2-credit (2 year) Jr./Sr. English Graduation Requirement.
7. Grades will be posted to transcript and based at a rate of 1.0 high school credit per 5-quarter credit college course. The GPA will be a combination of high school and college credit. Students will be eligible for graduation with honors. Check with the principal for a qualifying course review. Students will also qualify for inclusion on the honor roll but may be omitted from the published list due to differences in college grading periods in relationship to high school grading periods.
8. Courses taken below the 100 level are not part of the Running Start program. Students finding it necessary to take college courses below 100 level in order to fulfill program entrance requirements may do so at their own expense. Students may request a credit
9. Students are responsible for transportation to and from Running Start programs.
10. Due to the need for ASB officers to be on the high school campus throughout the day, Running Start students are not eligible to run or hold an ASB office.
11. Running Start students are eligible for extra-curricular activities.

College in the High School

Students will have an opportunity to earn college and high school credit by enrolling simultaneously in Eastern Washington's or Central Washington CHS program. These classes will be offered for college and high school credit or high school credit only. Students who are enrolled in CHS classes through Eastern and/or Central will earn two grades for their course work. The high school grade will be transcribed on the student's transcript and used for GPA purposes. The college grade will be transcribed on the EWU or CWU college transcript. These two grades may differ based on difficulty of course work. The college grade will not be used for GPA purposes. If funding isn't provided by OSPI, students are responsible for the cost of this program.

Career and Technical Education (CTE) Dual Credit

CTE Dual Credit is offered through agreements between high schools and community/technical colleges. These classes can earn students both high school and college credit if they receive a qualifying grade. Unlike other programs, CTE Dual Credit does not automatically establish a college transcript, and students can request college credit after completing the class. CTE Dual Credit is usually free, but some programs may require special equipment and supplies, and there may be a small fee for creating or updating the student's college transcript.

Home School Students

Home school students are welcomed and encouraged to take part in activities and classes at Liberty High School. Parents who are interested in home schooling their students are required to sign a declaration of intent to home school with the district office. For those students who may wish to return to LHS at some point in time, or for those students wishing to enter the Running Start programs through LHS, please be aware of the following conditions set forth for gaining credits. LHS will accept credits from accredited institutions. Credits may be granted for educational experience if the following conditions are met:

- A log of time and subject is kept which meets the conditions set by the state for credit or provide documentation of competencies for equivalent credit in accordance with Liberty School District policies.
- The curriculum is appropriate and similar to the course given at LHS.
- The student satisfactorily passes a subject area test and/or shows satisfactory progress in subsequent courses in the subject area.

Textbooks

Textbooks are issued to each student without charge. A record of the book and its physical shape will be kept by each teacher issuing the book. Students are responsible for the proper care of textbooks issued to them. Fines will be assessed for lost or damaged textbooks.

Fees for Destroyed or Lost Books:

Book Age	1 st year	2 nd year	3 rd year	4 th year	5+ years
% cost replacement	100%	80%	60%	50%	30%

Lockers

Students shall be assigned a locker and lock for the hallway and Phys. Ed. classes. Lockers are the property of Liberty School District. Liberty High School administration reserves the right to inspect the lockers and contents periodically (RCW 28A.600.220). Lockers and contents may also be searched when there is reasonable suspicion that the locker contains inappropriate items. Students shall be responsible for proper care and cleaning of their locker. Inside decorations must be neat and appropriate in nature, outside decorations shall only be items that promote school spirit. No offensive or suggestive pictures will be allowed. Students are responsible for locker security. The school accepts no responsibility for lost or stolen items. It is recommended that students do not keep money or valuables in their locker. These items may be checked into the office. Locker violations may result in fines or disciplinary action.

Hall Passes

Students are expected to be in class during class time. Students needing to be out of class must have permission from their teacher or be with their teacher in order to be in the hallway.

Posters

All posters and announcements placed anywhere on campus must have the approval of the administration. It is the responsibility of the person or group who places the poster to clean up and remove afterwards.

Homework

When a student is absent for an extended illness, requests for assignments may be made through the office, 245-3229. A minimum of 24 hours notification is necessary to allow time to contact teachers. Students are expected to turn homework in on time. If homework is not turned in on time, it may not be accepted or it may be accepted at a reduced value. Generally, when students are absent, they have one day per day absent to turn work in if they are gone when it was assigned. It, however, may be due on the day of return if the student was present the day the work was assigned. Please contact individual teachers for homework policy. Students will not be given credit for make-up work when an absence is unexcused.

Attendance Policies RCW 28A.225

Students between the ages of 8 and 17 in the State of Washington are required to attend school full time during the period of time that school is in session. This is the Compulsory Attendance Law, commonly referred to as the BECCA Law.

Absences

When a student is absent, the school would appreciate a phone call or a voice mail prior to 8:30 a.m. from the parent or guardian stating the reason for the absence. If a phone call cannot be made, the student should bring a written note explaining the reason for the absence upon return. If the office has not received a phone call, we will attempt to reach the parent or guardian to determine the reason for the absence. Absentee notes should include the following information:

- Date
- Date absence
- Name of student
- Reason for absence
- Signature of parent/guardian
- Absences may not be excused from a parent or Doctor note after 5 (five) school business days after the absence.

Absences without written or verbal notification from a parent or guardian are considered unexcused absences. Students who are 18 years of age may not write their own notes unless they have completed the adult status form through the office.

Unexcused absences from school will include the following:

- Absences for reasons which are not acceptable to the administration
- Absences without parental permission
- Absences without written notification to the office
- Leaving school without authorization or check-out

Pre-Arranged Absences

Liberty High School requires student's to pre-arrange an absence whenever possible. Absences may be pre-arranged with a parent/legal guardian's written or verbal permission (by phone call to the high school office). A pre-arranged absence is defined as notifying the school 24 hours in advance of the absence. Students cannot pre-arrange an absence without a request by their parent.

Students who are participating in athletics/activities must use the pre-arranged process in order to be eligible for after school practice, games, or events. Extenuating circumstances may be cause for exceptions as granted by the athletic director or principal.

Excessive Absences from School:

Liberty School District is required to take daily attendance and notify you when your student has an unexcused absence. If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

If student has seven unexcused absences in a month an agreement will be made with you and your student, and the process of involving the Juvenile court system will begin. If your student has seven unexcused absences in any month or fifteen unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The

petition may be automatically stayed and your student and family may be referred to a Community Engagement Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant, you may need to go to court. After five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

Tardiness

Students are expected to be in class on time each period of the day. Every third tardy in a class for the quarter will result in student being referred to the office. Each tardy accumulates per class. Tardies will be recorded and forwarded to the office by each teacher.

Release of Student Information

Throughout the year, Liberty High School may release information about individual students. Students and parents have a right to withhold this information from being released in accordance with the "Right to Privacy Act". If a student or parent wishes to exercise the right to withhold the release of information in part or in whole, they may request this in writing. The following is a list of types of information that might be released. It is not meant to be all-inclusive:

- Student name, address and telephone number
- Date and place of birth
- Courses enrolled in and transcript information
- Information related to participation in ASB activities and sports
- Dates of attendance
- Awards received including academic awards
- Previous institutions attended
- Photographs

Liberty High School complies with the "Right to Privacy Act".

Freedom of Expression

Students shall enjoy the privilege of free verbal and written expression, providing such expression does not disrupt the operation of the school or the educational process. The principal shall have the authority to monitor student verbal and written expression. The following guidelines relate to the student's freedom of expression:

- Distribution may be restricted where there is evidence which reasonably supports a forecast that disruptions shall likely result directly from the distribution. Disruption includes, but is not necessarily limited to, student rioting, destruction of property, widespread shouting or boisterous conduct, or substantial student participation in a school boycott, sit-in, stand-in, walk-out, or other related form of activity.
- Material which is construed to be obscene, profane, or inappropriate for the school setting shall not be distributed or verbally expressed.
- Libelous material shall not be distributed.
- Publications shall not be distributed which invade the privacy of individuals, or are in conflict with the "right to privacy act".
- Publications shall not be distributed which criticize school officials or advocate violations of school rules.
- Publications shall not be distributed that attack ethnic, religious, or racial groups.

Students who violate the standards for verbal and written expression shall be subject to disciplinary action which may include suspension from school.

Dances

In an effort to maintain a safe and orderly environment, the following will apply at all dances:

- Dances are considered school functions and all school rules will apply during the dance including prom.
- Once a student leaves the dance, he/she will not be allowed to return.
- LHS students may attend dances with a guest, a dance guest pass must be competed. Guests must be 20 years or younger, guests not enrolled in high school will need to complete a background check.
- Middle school students are not admitted to high school dances.
- Dances shall not go past 12:00 AM (exceptions may be made for the prom).

Motor Vehicle/Parking

The following are guidelines concerning the safe operation and parking of motor vehicles while at or near school:

- Students are expected to drive their vehicles in a safe manner while at or near school.
- Students are expected to park in a safe and orderly manner.
- Students may not drive between buildings during the school day.
- Students may not go to or be in their vehicle during the school day without permission from the office.
- Motor vehicles driven by students and parked on or near school are subject to search if the administration has reasonable suspicion. Students who refuse to submit to reasonable search by school authorities will be subject to disciplinary action. Students may be detained pending notification and arrival of the student's parents, guardian(s) and/or law officials as appropriate.
- Students who violate these rules are subject to notification of law enforcement and disciplinary action.

Visitors

Parents and other adult visitors to our campus are always welcome when visiting for appropriate purposes. LHS encourages parents to visit our campus and become actively involved in their student's education. We ask all visitors to report to the office upon arrival on campus so that we are aware of the purpose of the visit and so we can ensure the safety of all students and staff. In general, students not attending LHS may not visit or attend classes unless administrative approval is granted. Approval is generally limited to visitation based on future attendance, and the request must be made at least 24 hours in advance. Please be aware that it is the primary duty of this school district to carry on the educational process to and for its students, and any unwanted disruption of this educational process is unacceptable and will not be tolerated. No person may loiter in or near our school buildings or grounds. Loitering or failure to leave the school and/or grounds when requested by a school authority are violations of the criminal trespass law (RCW 9A.52) and may result in notification of law enforcement, possible arrest, and prosecution.

Computer Use

Computers are the property of the Liberty School District and are to be used for educational purposes. The Liberty School District has instituted a set of safeguards in order to provide the safest and best possible access for students to the network. These include firewalls, filters, bandwidth shaping and an Acceptable Use Policy designed to follow CIPA guidelines. Users are expected to follow the guidelines and are responsible for their actions while on the network. Parents who do not wish for their child to have Internet access at school must fill out a form available at the office. Software, downloaded images, personal media devices used in conjunction with school technology, and print copy used with, and produced from, these computers shall be suitable and appropriate for school. The school has the right to inspect all software, downloaded images and print copy used in conjunction with these computers.

Internet adds a remarkable wealth of information to your fingertips. When used properly it is an invaluable tool to enhance learning. In addition to the advantages of proper use of the Internet, Liberty High School also offers Internet courses. These programs have special requirements and some restrictions. Some courses may have a tuition fee connected with them that the parent or student is responsible for. Contact the counselor, or principal for more information. Failure to use the Internet properly is defined as including activities and or use of information that is vulgar, suggestive, obscene, or inappropriate for school. These sites may include, but not limited to instant messaging, blogs, personal web pages like, Facebook, Twitter, Snapchat, Instagram, TikTok, online games, etc. It also includes misrepresentation of information, misrepresentation of the person, and unauthorized use by a student without agreement. Violation may result in a loss of the privilege of the Internet use. Furthermore, violations of Internet rules or rules related to the use of computers may result in discipline which may include suspension or removal from school, and possible law enforcement notification.

Personal Electronic Devices-PED

Personal electronic devices may be used at the discretion of the classroom teacher and should not disrupt student learning. Students are expected to follow teacher classroom expectations on the use of PEDs. Electronic devices disrupting the school environment will be confiscated and turned into the office. First offense: PED will be returned to the student at the end of the school day. Second offense: PED will be returned to the student's legal guardian at their convenience. Any student refusing to turn over an electronic device faces other disciplinary action, in addition to the electronic violation. Any inappropriate or pornographic images displayed on a PED, or legally determined to be on the PED on campus or at a school sponsored event, will be deemed to be a violation of school rules and may result in suspension from school and possible law enforcement notification. Failure to comply with a staff member request to ban or remove these items or using the items in a disruptive manner may result in discipline which may include suspension from school.

Student Council

Student Council is a group of students selected to represent their respective student body, classes, clubs, or groups. The council is led by the executive council which is made up of the ASB President, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms. This group forms the decision-making body for all activities related to Associated Student Body affairs. We encourage you to be part of this leadership group at LHS. Rules for this group are established in the Liberty ASB Constitution.

Student (ASB) Finances

Law in the State of Washington dictates how the ASB operates in relationship to money. The following are guidelines established for finances:

- All ASB organizations which collect money in the name of the school must deposit that money in the appropriate ASB account with the high school office. This is then considered public ASB money.
- All fund-raising activities must have prior approval from the administration; each group must complete a fund-raising request form.
- The state constitution prohibits the gift of public funds. This limits what ASB organizations can do with their account money.
- Purchase procedures must be followed during any and all purchases and include: approval from the organization related to the account, approval of the advisor, a pre-purchase order request filled out and approved, a purchase order approved and registered, the appropriate purchase of materials, goods or services and receipts returned to the high school office noting the purchase.
- Unauthorized purchases will not be paid by the school.

A complete set of books will be kept in the office. It is recommended that each organization keep a set of books also. This should be done by the organization's treasurer.

ASB Cards

The Associated Student Body (ASB) comprises all Liberty High School students. Student government is formulated through the ASB. The Liberty High School ASB card entitles the student to free admission to all home athletic contests (playoffs not included) and allows admittance to games at other NE2B League schools at a reduced student rate. In addition, outside organizations may offer discounts for students with ASB cards. In order to participate in an ASB activity, club, athletics, or band, a student must purchase an ASB card in the amount of \$40. Students who want to be involved in athletics must pay an additional fee of \$20 per sport. Home school students who participate in athletics must pay a onetime \$40 activity fee plus a \$20 per sport fee, and will not receive an ASB card. Vocational clubs may charge additional fees, and band charges a cleaning fee for band uniforms.

Accidents

It is a priority of Liberty High School to provide a clean and safe environment for the educational process to occur. No matter what safeguards we take, accidents do happen. Every accident must be reported by the student to the person in charge. Failure to report accidents may void eligibility of a claim for school insurance coverage. First aid supplies are kept in the high school office, P.E./Athletic office, and in the Ag. shop. Students needing first aid can seek treatment in these locations. Each year parents are requested to fill out a field trip permission form which includes "consent for treatment". This document is important when students are away from campus and need medical attention.

School Insurance

Student insurance is available at a nominal cost and is optional to students. Insurance is required for participation in sports activities. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company or health care provider.

Health related information

Illness

If you are ill, please stay home. Most illnesses are spread by direct contact. Some indications that you should be staying home are:

- a temperature of 100° or more
- a rash associated with a fever or itching
- vomiting and/or diarrhea
- consistent, runny nose
- continual moist or dry cough
- a sore throat accompanied by fever or swollen glands in the neck

You may return to school after these symptoms have subsided according to the recommendations from the Spokane County Health District. The County Health Department requires schools to report/exclude students from school when suspected of certain communicable diseases.

Exclusions for infections and illnesses are issued by the school through the nurse or the principal. The school staff or the school nurse cannot diagnose diseases. However, if your student is suspected to have a communicable disease, you will be asked to show proof from a licensed healthcare provider that your child has been cleared to attend school.

The following communicable disease guidelines should be followed before bringing your student back to school:

- Lice – Liberty School District has a "No Nit" policy. This policy requires that any student found to have head lice or viable nits in their hair to be sent home immediately. Parents will be expected to pick their child up from school, treat them with an approved lice removal product and comb the nits out of the hair. The student must be brought (not put on the school bus) to the office to have their head checked by school personnel before they may return to class or ride the bus.
- Chicken-pox – The student may return to class when the fever is gone, all the pox vesicles are dry and crusted and have provided a return to school note from a licensed health care provider.
- Strep throat – The student may return to class if they have been on antibiotics for at least 24 hours and have no fever.
- Conjunctivitis (pink eye) – Clearance notes from a physician stating they may return to school or they may return 24 hours after antibiotic treatment has been started and the eye is no longer red.

When sending your student back to school, please make sure that your student is well enough to resume all normal school activities including recess and physical education.

Injuries

As much as we try to safeguard your student while they are involved in school activities, busy young people do have accidents during the course of the school year. It is important for both the student and the parent to know the procedure that is followed when there is an accident. The student should immediately report any injury to the staff member in charge. If first aid is needed, the student will be sent to the office. Minor bumps and bruises will be iced for ten minutes and then evaluated by the school staff or nurse. All open wounds will be washed with soap and water and covered. If a student bumps his/her head at school, they will be sent to the office, evaluated by the school nurse or other trained staff. If there are no concussive symptoms, parents will be notified via phone call or by written notice that their child has bumped their head. The note will include the signs and symptoms of worsening head injury to watch for. For serious injuries, parents will be contacted to pick up their student for transportation to the appropriate medical care. In life threatening situations, school staff will call 911 for emergency medical assistance and notify parents as quickly as possible of the situation. EMS will not wait to transport your student until you get here. The student's health and safety are our first priority.

Bee Stings – The following is the protocol for treating students who receive a bee sting at school who are not designated as allergic or sensitive to bee stings:

- The student will be sent to the office.
- The stinger will be removed.
- The sting site will be washed with soap and water.
- The sting site will be circled with an ink pen to denote the current amount of swelling.
- An ice bag will be placed over the sting site for 10 – 15 minutes.
- A parent/guardian will be notified of the sting to ensure that the child is not known to be allergic or sensitive.
- If there are any signs or symptoms of a worsening allergic reaction or a child complains of difficulty breathing – 911 will be called immediately.

Physical Education

- Students may be excused from PE class with a parent note for one day only.
- A Licensed Healthcare Provider note is required for any illness or injury requiring a student to not participate in PE for more than one day. This is to protect the student from aggravating or re-injuring themselves.
- If a student seeks medical care for an injury, a clearance note from a licensed health care provider must be provided in order to return to school and physical activity.

Food Allergies

Requests for food substitutions for students with food allergies must be accompanied by a licensed health care physician signature on a Liberty School District Diet prescription form.

Student Health Update

At the beginning of each school year, parents are required to provide the school with pertinent health information that may create a need for emergency medical intervention. This includes identifying pre-existing health conditions such as asthma, food allergies, bee sting or bug bite allergies, diabetes, seizures, cardiac or orthopedic conditions that may require medications or emergency treatment at school. Under the Washington State Life Threatening Health Conditions law, before a student with a serious pre-existing medical condition may be admitted to school, parents must identify the condition for the school nurse, an emergency care plan must be drawn up and signed, and all emergency medications and supplies must be in the school building before the student may enter school. Until the Student Health Update is completed and signed by a parent and reviewed by the school nurse, a student may not participate in extracurricular sports or leave the building on a field trip.

Medications

Washington State law requires that any child who needs to receive any medication at school, whether prescription or over-the-counter, has a Medication Authorization Form signed by both a licensed health professional and a parent/guardian. All medications must be brought to school by the parent/guardian and will be kept in a designated medication cupboard, with the exception of those students who have permission to carry their emergency rescue medications with them at all times. Those medications are limited to epinephrine auto-injector pens, metered dose inhalers and Benadryl. Prescriptive medications must be in their original bottle with the prescription label attached.

Over-the-counter medications (which include – cough drops, ointments, throat lozenges, nasal sprays, eye drops, vitamins, Tylenol, aspirin, Ibuprofen) must also be in their original container and kept in the designated medication cupboard, students are not allowed to self-carry these medications. A Medication Authorization Form signed by both a licensed health professional and a parent/guardian is required.

No injectable medications may be administered by school staff. Injectable epinephrine may be administered by school staff when a student has been identified as having a life-threatening allergic reaction and the appropriate medical orders and nursing care plans are in place.

Immunizations

In order to attend school, students are required to be fully immunized and have medically verified immunization records on file according to the Washington State Immunization law. Students without the required immunization information will be denied attendance at school. Personal and some religious exemptions to vaccinations require a licensed healthcare practitioner signature in addition to a parent/guardian signature.

Health Screenings

The school nurse conducts annual screenings as provided by Washington State law for vision and hearing at the required grade levels. If a parent has a concern regarding a child's vision or hearing, please inform the school nurse. Parents will be notified of a student's failure to meet the recommended standard with a recommendation for a professional referral.

Sick Room

Liberty High School does not staff a full-time sick room but does provide an area for students who become ill during the day. This area is usually supervised by the high school secretary, or a para-educator. There is a registered nurse in the district every day and may be contacted for special needs related to student health. If a student is too ill to remain in school, every effort will be made to contact parents and send the student home. Students will not be sent home unless contact with a parent or listed emergency contact is made. Students may not go home without checking out through the office after gaining parent or guardian approval.

Student Responsibilities

The following school rules under General School Rules and Student Discipline are not meant to be all inclusive. Circumstances and student actions may result in violations which are not defined within this handbook and may result in disciplinary punishment imposed upon the student.

General School Expectations

- Students shall comply with the written policies, rules and regulations of Liberty Schools.
- Students shall pursue the required course of study and make reasonable progress.
- Students shall submit to the authority of staff of the school which includes corrective action or punishment as determined by the staff.
- Students shall conform to reasonable standards of socially acceptable behavior.
- Students shall respect the rights, person and property of others.
- Students shall preserve the degree of order necessary for positive climate for learning.

Hall Conduct

- Respect the rights of others while in the hallway.
- Be polite and courteous to visitors and guests of our school.
- Treat the lockers and building with respect.
- All other school rules pertain to conduct of students while in the hallway.
- Rules of conduct in the hallway also pertain to before and after school time.

Cafeteria

- Respect the rights of others by using acceptable manners.
- Follow general school rules while in the cafeteria.
- Follow the rules relating to the federal food program.
- Purchase meal tickets during the appropriate time from the office.
- Be courteous to kitchen staff and helpers. Respond appropriately to requests from the kitchen staff.
- Leave eating area clean and free of food, paper, dishes and spills.
- Place eating trays and silverware in the appropriate location when done.

Bus Conduct Expectations

All students should be familiar and comply with the following bus conduct rules, since it is implied that all students either through normal ridership, athletics, and/or field trips will have an opportunity to ride a school bus. This list of rules is not meant to be all-inclusive. Other rules may be established by the district, state or by the driver. Students shall comply with the district and state rules of conduct for riding buses as follows:

- The driver is in full charge of the bus and passengers. The driver shall be obeyed promptly and willingly.
- Students shall ride their assigned bus and depart at their assigned stop, unless parent permission to do otherwise has been received and approved by the school secretaries or school officials.
- Noise shall be kept down to avoid distracting the driver, including talking to the driver unnecessarily. All personal radios or players must be used with head phones.
- Eating and/or drinking may be allowed at the driver's discretion, except for sunflower seeds and peanuts in shells which are not allowed. Each rider is responsible for cleaning his or her mess.
- Respect the rights of others, be helpful, and set a good example of proper behavior. Harassment, profane language, rude gestures, or spitting are not allowed.
- Keep harmful objects off the bus. Items not allowed on buses include but are not limited to, illegal drugs, alcohol, tobacco, weapons, pressurized containers, live animals, lighters, matches, glass, balloons and laser lights.
- Students shall sit properly, facing forward, with hands, feet and objects to themselves. Keep aisles clear at all times. All possessions shall remain with students.
- Students shall not open windows without the driver's permission. At no time shall a student extend any part of his or her body through an open window. No objects shall enter or exit the bus through an open window.
- Students shall go directly to a seat once inside the bus and remain seated. Students may change seats only with permission of the driver. Students shall not sit in the driver's seat or to the immediate right of the driver.
- Students shall get on and off the bus in an orderly manner. Once off the bus, students shall adhere to the rules for pedestrians and:
- Students shall wait for signal from the driver before crossing the roadway and will only cross in front of the bus.
- Students shall stand away from the roadway when any bus is approaching or leaving a stop.
- Students shall go directly to their home or authorized destination after leaving the bus.
- No student shall be permitted to cross a divided highway unless accompanied by a parent, guardian or school official.
- Students shall follow emergency drill procedures prescribed by the driver.
- Students shall not tamper with emergency exits or equipment.
- Parents of students identified as causing damage to buses may be charged with the cost of the damage incurred.

Students who violate the bus conduct rules are subject to disciplinary action which may include suspension or removal from the bus and/or from school.

Dress Code

School is a setting for formal education. It is necessary that certain standards of dress and appearance be observed. These standards are set for the purpose of prevention of the disruption of the educational process and to insure the health and safety of our students. Attire or accessories which advertise, display, or promote any drug, including alcohol or tobacco, gang attire, sexual activity, violence, obscene words or pictures, disrespect and/or bigotry towards any group, are not acceptable. Students may be asked to remove hats or hazardous clothing as prescribed by the teacher in the classroom. Students not following the dress code may be requested by appropriate staff to change clothes, or remove items in question. In all cases, common sense should apply. Here are the guidelines we are expecting all students to follow:

- Clothing must adequately cover the body and all undergarments.
- Shorts and/or dresses must fully cover the rear end when standing, bending, or sitting.
- Inappropriate or distracting headwear is not permitted.
- Footwear must be always worn.
- No sunglasses in class (except as needed as eye protection, or prescribed by physician).
- Students may not wear any other clothing that is deemed by the school a disruption to the educational process.

Student Discipline

Discipline

Discipline shall mean all forms of corrective action or punishment other than suspension and expulsion and shall include the exclusion of a student from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period, provided that the student is in the custody of a school district employee for the balance of such period. Discipline shall also mean the exclusion of a student from any other type of activity conducted by or on behalf of a school district.

Suspension

Suspension shall mean a denial of attendance (other than for the balance of the immediate class period for "discipline" purposes) at any single subject or class or at any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

In School Suspension (ISS)

In school suspension shall mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for a stated period of time that is replaced as a corrective action or punishment by placement in a small classroom setting (in school room) located in the elementary building for a stated period of time. Students are required to bring study materials and work on school work during this placement. Usually, placement is for a whole day or number of days. Students are also required to eat lunch in the in-school room and remain isolated from the general school population throughout this placement.

Short-Term Suspension

Short-term suspension shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive days.

Long-Term Suspension

Long-term suspension shall mean a suspension which exceeds a “short-term suspension” as defined above.

Removal

Emergency Removal

Emergency Removal

Emergency removal shall mean an immediate removal of a student when the superintendent or his/her designee believes that the student’s presence poses an immediate and continuing danger to himself/herself, other students, school personnel, or an immediate and continuing threat of substantial disruption of the educational process. A removal shall also mean a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. A removal will also include a denial of admission to or entry upon real and personal property that is owned, leased, rented or controlled by the school district.

School Business Day

School business day shall mean any calendar day, exclusive of Saturdays, Sundays and any federal and school holidays, upon which the office of the superintendent of the school district is open to the public for the conduct of business. A school business day shall be concluded or terminated upon the closure of said office for the calendar day.

Appeal

Appeal shall mean under “discipline” each student has the right to an informal hearing of the terms of “discipline” with the principal. Under “short-term suspension,” “long-term suspension,” “expulsion” and “emergency removal,” the right and process of appeal are established in W.A.C. 180-40 within the laws of the State of Washington.

Misconduct Guidelines

The following list is not meant to be all-inclusive. The following are guidelines which are meant to outline consequences for violations of school rules. By state law, the administration must take into consideration any extenuating circumstances related to the violation and may adjust the sanction to a penalty outside the standard guidelines that are set forth in the following:

Liberty High School Discipline Matrix

ASD: After School Detention, ISS: In School Suspension, OSS: Out of School Suspension, LTS: Long Term Suspension

(Number prior to type of discipline equals the number of days)

Discipline Category #1

All category #1 discipline sanctions are minimum guidelines only; more stringent consequences may be assigned by administrators based on specific situations.

Offense	Classroom Intervention	1 st Offense	2 nd Offense	3 rd Offense
(1) Electronics	Remove device	Warning	1 ASD	1 ASD
Dress Code	Change clothes	Warning	1 ASD	1 ASD
Motor vehicle Violations, i.e. parking		Warning	1 ASD	1 ASD
(2) PDA (public displays of affection)	Verbal reminder	Warning	1 ASD	1 ISS
Throwing Things	Classroom Policy	Warning	1 ASD	1 ISS
Cheating, Plagiarism	0 on assignment	Warning No Credit	1 ASD	1 ISS
(3) Possession and/or Production of inappropriate and/or threatening Material		1-3 ISS	1-3 ISS	1-3 OSS
Profanity	Classroom Policy	1 ASD	1-3 ISS	1-3 ISS
Lewd Conduct, Gestures	Classroom Policy	1 ASD	1-3 ISS	1-3 ISS
Skippping Class		1 ASD	1 ISS	1-3 ISS
Student in Unauthorized Area		1 ASD	1 ISS	1-3 ISS
Disruptive Conduct During Class	Classroom Policy	1-2 ISS	1-3 ISS	1-3 OSS
Disruptive Conduct Outside of Class		1-2 ISS	1-3 ISS	1-3 OSS
Falsification of Notes		1 ASD	1 ISS	1-3 ISS
Leaving Without Permission		1 ASD	1 ISS	1-3 ISS

Minor Disrespect, Defiance, or Disregard for Authority		1-2 ISS	1-3 ISS	1-3 OSS
(4) No Show or Removal from ASD		1-2 ISS	1-3 ISS	1-3 ISS
Refuse staff direction		1-2 ISS	1-3 ISS	1-3 ISS
Tardy every 3		ASD	ASD	ASD

- (1) Personal Electronic Devices
- (2) PDA examples: kissing, prolonged hugs, sitting or lying on laps etc.
- (3) Possession and or production of vulgar, pornographic, profane, libelous material, etc. this includes cell phone text messages and or pictures.
- (4) Removal from ASD: must serve the ISS days first then; continue to serve the ASD days.

Discipline Category #2

All category #2 discipline sanctions are minimum guidelines only; more stringent consequences may be assigned by administrators based on specific situations.

Offense	1st Offense	2nd Offense	3rd Offense
(1) Alcohol *	1-5 OSS	1-5 OSS	LTS
(2) Arson	Emergency Removal		
(3) Assault (Fighting)	1-5 OSS	1-10 OSS	LTS
(4) Bomb Threats/False Alarms i.e. fire alarms	Emergency Removal		
(5) Computers	1-5 ISS	1-10 OSS	LTS
(6) Criminal Trespass	1-5 ISS	1-10 OSS	LTS
(7) Drugs*	1-5 OSS	1-10 OSS	LTS
(8) Extortion	1-5 OSS	1-10 OSS	LTS
(9) Harassment and Bullying	1-5 OSS	1-10 OSS	LTS
(10) Sexual Harassment	1-5 OSS	1-10 OSS	LTS
(11) Major Disrespect	1-5 OSS	1-10 OSS	LTS
(12) Possession of Dangerous Weapons and Look-alike Weapons	Emergency Removal		
(13) Possession of Other Weapons	1-5 OSS	1-10 OSS	LTS
(14) Theft	1-5 OSS	1-10 OSS	LTS
(15) Tobacco	1-5 OSS	1-10 OSS	LTS
(16) Vandalism	1-5 OSS	1-10 OSS	LTS
(17) Verbal or Physical threat to staff member	Emergency Removal		
Possession of a dangerous object	1-5 OSS	1-10 OSS	LTS
Threatening or verbal abuse	1-5 OSS	1-10 OSS	LTS
Loitering in the presence of any misconduct	Consequence will be determined by what the misconduct was.		
Exceptional Misconduct	Emergency Removal		

- (1) Use, possession or being under the influence at school, at a school sponsored activity, or on property controlled by the school (includes Non-Alcoholic Beer). Selling or distributing alcohol.
- (2) Setting fires to school property.
- (3) Assault including fighting with students or staff.
- (4) Making a bomb threat or false alarm, including pulling a fire alarm.
- (5) Trespass, damage, theft, pornography, falsification of information etc.
- (6) Being on school grounds or property with intent to violate rules/laws or failure to leave following request of school official (RCW 9A.52).
- (7) Use, sale, possession, distribution, and/or being under the influence of illegal drugs, marijuana, or a substance propounded to be illegal drugs, possession of drug paraphernalia.
- (8) Blackmail, payment by threat, harassment for the purpose of exacting action.
- (9) Verbal, written or physical, and cyber acts of harassment, hostility.

- (10) Deliberate verbal, visual, or physical advances in the school setting or through cyber connections that are unwelcome and uninvited by the person for whom they are intended. Creation of intimidation.
- (11) Disregard of authority including defiance or disrespect of any staff member including substitutes.
- (12) Weapons, firearms, sling shots, sand clubs, metal knuckles, spring or switch blades knives, daggers, nun-chuck sticks, throwing stars, dirk, air guns. This includes look-alike weapons which creates some reaction or harm.
- (13) This is not all-inclusive but would include knives not listed above; mace or pepper spray used other than for protection, manufactured weapons, and empty weapons cases.
- (14) Includes school equipment or materials, athletic equipment, student or staff belongings.
- (15) RCW 28A.210.310 Use or possession in any form any time on school property or under school control, Juvenile violation of state law. This includes E-Cigarettes, and liquid nicotine.
- (16) The act of damaging or destroying school, staff or student owned property.
- (17) This includes, teachers, administrators, office staff, bus drivers, custodians and any person employed by the school district.

* Students given school suspensions may have the suspension period reduced, but not eliminated entirely, if they provide evidence of having completed, or having scheduled at the earliest possible date, a drug/alcohol use assessment by a state certified drug/alcohol agency which meets with Liberty School District approval, and at the student's/parent/guardian expense. The student/parent/guardian must release to the school the information concerning the assessment and the recommendations made. The students must then follow the treatment recommendations based on the assessment. Failure to comply with these guidelines or discontinuation of the treatment will result in the reinstatement of the full suspension.

Co-Curricular Activities

Associated Student Body

Rules related to the ASB Officers are found in the ASB Constitution. In general, serious school violations, and violations of local, state and Federal laws may result in the forfeiture of office.

Future Business Leaders of America

The FBLA is a national organization for all secondary students currently enrolled in business and office classes. The purpose of the organization is to provide additional opportunities to develop vocational and career competencies and to promote civic and personal responsibility.

National FFA Organization

The FFA is a national organization of students currently enrolled in vocational agriculture. The program of activities encourages teamwork and develops leadership and technical skills. According to National FFA Policies, to be an active member and retain membership a student must: be enrolled in at least one agricultural education course during the school year. Students have an opportunity to become involved in livestock evaluation, soils judging, crops judging, agricultural mechanics, farm management, speech and parliamentary procedure contests.

Music

The music program is a local organization which bridges the gap between curricular activities and extracurricular activities. Students have an opportunity to perform in concerts, sporting events, parades and other events throughout the year.

National Honor Society

Membership in Liberty Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, leadership, character and service. Once selected, members have the responsibility to continue to demonstrate these qualities. To be eligible for membership, a student must be a sophomore, junior or senior. Students must have been in attendance at Liberty for at least one semester. Students must earn one semester GPA of 3.50 and above, and maintain cumulative GPA of at least 3.00. The candidate will be evaluated on leadership, character and service by the faculty council. Candidates must take high level courses from a prescribed list of offerings.

Knowledge Bowl

Students have an opportunity to work together as a team and answer trivia questions. Practices are generally during the morning break held at the high school. Students compete against two different schools with the events generally beginning in October and finishing early March at the Regional Knowledge Bowl event held at a local University. Teams have the opportunity to qualify for the State Knowledge Bowl event as well.

Activities Code

Liberty School District provides quality activity and athletic programs to the students of LHS who wish to represent the community in the following athletics or activities: volleyball, football, cheerleading, wrestling, basketball, track and field, softball, baseball, band, FFA, FBLA, choir, knowledge bowl or any other school sponsored activity. Co-curricular or extra curricular activities in the Liberty School District are an extension of the classroom. Participation in these programs requires compliance with codes and policies. Those who choose to participate are not only members of a team or organization; they are also representatives of their school, families and their communities.

Please take the time to read through this activity packet with your student. Regardless of participation, all students attending Liberty High School will be responsible for acknowledging this activities packet. The outcomes of participation are of great benefit to the students and are intended to promote moral, social, physical, and mental development of the student. We encourage all students to be a part of our programs. Even if your student is not planning on participating in any of the offered activities or athletics, please sign the Statement of Understanding and return it to the high school office.

Athletic Participation Procedures

In order for students to participate on athletic teams, they must first have on file in the office the following items:

- A current physical examination (please use the approved physical form signed by a medical authority licensed to perform a physical examination, which provides clearance for athletic participation)
- Proof of insurance or obtain school insurance
- Parent permission
- Athletic registration card
- Medical card (parents please sign the back)
- Obtain an ASB card (home school students are not eligible for an ASB card)
- Pay an athletic fee per sport
- Parent/students risk warning form
- Parent/students sign football risk form if playing football
- Meet the W.I.A.A. academic and eligibility standards.
- Meet Liberty High School academic and eligibility standards
- Complete mandatory concussion forms
- Signed activities and athletic code form

Resident Requirements

Any student who is new to Liberty School district should check with the athletic director to verify resident eligibility. Students must be living with parent or legal guardian in the Liberty School District to be athletically eligible. Students attending under the choice program will be athletically eligible only at the J.V. level, unless approved due to hardship by the State/District W.I.A.A. eligibility board.

Definition

All participants in school sponsored activities or athletics are expected to comply with the activities code 24 hours a day, 7 days a week (including holidays and school breaks) from the first allowable fall practice day as permitted by the WIAA throughout the last day of school as listed on the school calendar for all grade levels including graduated seniors. This will include, but not limited to sports, clubs, organizations and/or any function sponsored by these groups.

Academic Eligibility

A student must have and maintain a minimum grade point average of 2.0 with no F's to be eligible to participate in athletics, and/or any extra curricular sponsored activity. Grades will be checked at each mid-term, quarter, and semester grading period. Students who become academically ineligible will be continually checked weekly, until the next grading period (mid-term, quarter, or semester) to ensure that they are maintaining appropriate grades.

- If a student falls below 2.0 GPA or has any F's at midterm or quarter grade check, he/she will be placed on athletic/activity probation starting on Tuesday following the grade check. The probation period will be for one week.
- If the student falls below a 2.0 GPA or has any F's at the semester grade check, the probation period will be for two weeks.
- If the student has failed two or more classes at the end of the semester based on the WIAA Handbook the following suspension takes place. Fall: the suspension period will be, through the 4th Saturday in September, students with 2 F's at that grade check will serve an academic suspension through October 16th. Winter: the suspension period will be the first five (5) weeks of the succeeding semester.
- If the grade point average is between 1.5 and 1.9 or there is an F at grade check, the student may practice, but cannot compete or participate starting on Tuesday following the grade check. The probation period will be for one week, and if it occurs at the semester grade check, the probation period will be for two weeks.
- Grades will be checked each Monday, and if the student has a 2.0 GPA on a subsequent grade check with no F's, he or she will regain eligibility on the following Tuesday. Probation or suspensions remain in place until the grade point is brought back to the minimum 2.0 GPA with no F's.
- If a student falls below a 1.5 GPA at midterm or quarter grade check, he/she will be suspended from practice and competition for one week starting on Tuesday following the grade check.
- If a student falls below a 1.5 GPA at the semester grade check, he/she will be suspended from practice and competition for two weeks.
- Grades will be checked each Monday and if the student has at least a 1.5 GPA, but not a 2.0 GPA, he/she may return to practice, but may not compete, starting Tuesday following the grade check.
- If the grade point average becomes a 2.0 or higher with no F's on the Monday check, the student's eligibility will be regained Tuesday following the grade check.
- Academic suspensions for fall sports will begin on the first day of school, students may participate prior to school starting.
- Academic suspensions will include spring practices/games until the last day of school.

Attendance

Students must be in attendance for a full day or have followed the pre-arranged absence process as outlined on page 13 to be eligible to participate in a practice or contest, on the day of the contest. Extenuating circumstances may be cause for exceptions as granted by the athletic director or principal. Prior arrangements must be made through the principal or athletic director or designee for eligibility. No other exceptions other than documented emergencies approved by the administration will be permitted to participate in a game, practice, or an activity if he/she misses all or part of the day because of illness. Please be aware that an unexcused tardy of greater than 10 minutes will constitute an unexcused absence and will result in the loss of eligibility to practice or play for that day.

Participant Conduct

Students shall not use and/or knowingly possess any form of tobacco, e-cigs, liquid nicotine, alcoholic beverage, marijuana, drugs, and/or controlled substances. Participants shall not knowingly, or within reason to know, attend any party or other gathering of students where alcoholic beverages, tobacco products, drugs, marijuana, controlled substances or any other mood-altering chemicals are present. Failure to leave immediately shall constitute a violation of this code and subject to consequences indicated hereafter.

Any student who is involved using or knowingly in possession of alcohol and/or tobacco, e-cigarettes, liquid nicotine, or knowingly is in a location where alcohol and/or tobacco, e-cigarettes, liquid nicotine is being consumed or possessed illegally by minors shall be ineligible under the following guidelines:

- First violation: Ineligible to participate in competition for 20% (rounded to the nearest whole number) of the maximum interscholastic games schedule as determined by WIAA.
- Second violation: Immediate activity ineligibility for 12 school business weeks.
- Third violation: Prohibited from participation in any W.I.A.A. member school program for the duration of their eligibility.

Any un-served portion of the sanction shall be carried over to the next activity season.

Any student shall not use and/or possess any controlled substance as the term is defined by RCW 69.50, including marijuana. Students may not knowingly be in a location where any controlled substance and/or marijuana is being illegally used. A violation of possession, use, or sale of legend drugs, including anabolic steroids, will disqualify a student from participation in W.I.A.A programs.

- First violation: Immediate activity ineligibility for 12 school business weeks or through the remainder of that activity season (Whichever is greater)
- Second violation: Immediate activity ineligibility for a period of one calendar year.
- Third violation: Prohibited from participation in any W.I.A.A. member school program for the duration of their eligibility.

If a student reaches three violations (ANY three combined) of the activities code related to tobacco, alcohol, marijuana, or drugs throughout his/her high school years, he/she will be prohibited to participate in any WIAA member school program for the duration of his/her eligibility.

Alcohol, tobacco, liquid nicotine, marijuana, and drug suspensions

Sport/Activity	Alcohol/Tobacco/liquid nicotine			Drugs and Marijuana		
	1 st Offense	2 nd Offense	3 rd offense	1 st Offense	2 nd Offense	3 rd offense
Football	2 Games	(2)	(5)	(4)	(5)	(3)
Volleyball	3 Games	(2)	(5)	(4)	(5)	(3)
Cheerleading Fall	2 Games	(2)	(5)	(4)	(5)	(3)
Basketball	4 Games	(2)	(5)	(4)	(5)	(3)
Cheerleading Winter	4 Games	(2)	(5)	(4)	(5)	(3)
Wrestling	3 Matches	(2)	(5)	(4)	(5)	(3)
Track	2 Meets	(2)	(5)	(4)	(5)	(3)
Softball	4 Games	(2)	(5)	(4)	(5)	(3)
Baseball	4 Games	(2)	(5)	(4)	(5)	(3)
FBLA	(1)	(2)	(5)	(4)	(5)	(3)
Knowledge Bowl	(1)	(2)	(5)	(4)	(5)	(3)
FFA*	(1)	(2)	(5)	(4)	(5)	(3)
Band/Choir*	(1)	(2)	(5)	(4)	(5)	(3)

- (1) Ineligible for 2 weeks from the time of the suspension.
- (2) Suspension from participation with a sports/activity team for 12 school business weeks.
- (3) Prohibited from participation in any W.I.A.A. member school program for the duration of their eligibility.
- (4) Suspension from participation with a sports/activity team for 12 school business weeks or the reminder of that activity (whichever is greater)
- (5) Immediate ineligibility for a period of one calendar year.

* Students serving an out of school suspension are not allowed to participate while serving the out of school suspension. Students may participate in the following inter-curricular activities related to FFA or Band during the two week suspension period or if they are on the academic suspension list.

FFA		Band/Choir
Supervised Agriculture Event	Career Development Event	Concerts at school

Criminal Violations

A student convicted of a gross misdemeanor or felony is not eligible for participation in activities for a period of one calendar year from the date of conviction.

Due Process Rights

A letter of suspension for a participant, who has been removed from a team, club, or activity, will be sent to the student's parent or guardian. The participant and the parent or guardian will be notified of the Due Process Rights at the time of the suspension. All discipline being appealed remains in effect during the appeal process.

Appeal Procedures

Students and/or parents/guardians have a right to appeal the athletic/activity suspension. The student and/or parents/guardians must notify the Athletic Director, in writing, their request to proceed with an appeal within five (5) school business days of their receipt of the suspension notice. If written notice is not received by the Athletic Director during the prescribed time period, the student's and/or parent's/guardian's right to appeal will be deemed to have been waived, and the suspension will remain in effect. Following receipt of the written request for an appeal, the Athletic Director will schedule the appeal within five (5) school business days. Students and/or parents/guardians choosing to appeal a code violation will meet with the board of appeals. The board of appeals will consist of Superintendent, neutral coach/advisor, principal, and athletic director. Within five (5) school business days of the conclusion of the appeal hearing, the appeals board will provide written notification to the student and parent/guardian of the board's decision, this decision is final.

School Discipline

Any student who is placed on any form of school suspension, this includes After School Detention (ASD), In School Suspension (ISS), Out of School Suspension (OSS), will not be eligible to represent the school in capacity during that disciplinary period. Students who are serving ISS or ASD are not permitted to participate in an activity or contest (game, event) during the suspension period, the student may practice. Students who are completing After School Detention must attend ASD; they may also practice if the time of ASD and practice are different. Students who are serving OSS are not allowed to practice or participate during the suspension period.

Group Policies

Coaches/advisors shall develop team rules and regulations regarding grooming, curfews, attendance at practices, team discipline, training, and all other matters which are reasonably related to the activity. Coaches/advisors shall further have the discretion to develop and implement appropriate punishments for violation of established team rules.

Uniforms

The Liberty High School ASB provides uniforms. Uniforms should be kept in good repair and kept clean. The athlete assumes the cost of replacing any uniforms or equipment that have not been returned at the completion of the sport season or pay compensation for damage done to uniforms or equipment. All uniforms must be turned in to the coach. No letter awards or certifications will be awarded unless uniforms have been returned to the coach by the awards banquet. Uniforms worn by an individual or team representing a member school must comply with the adopted rulebook requirements for the activity.

Travel

Transportation to all athletic events is provided by Liberty School District. Players are expected to travel together. On return trips, parents may sign a waiver for their child to be released to them. No student will be allowed to travel from an away game with another student.

Home School Students

Home school students are encouraged to participate in athletic programs at Liberty High School. Home school students are not members of the Associated Student Body and are not eligible for an ASB card. Home school students are required to pay the \$20 per sport fee and a one-time fee of \$40.

NOTICE OF UNDERSTANDING

As a member of Liberty High School, I have read and understand the Liberty High School Student Handbook and Student Activities Code of Conduct.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____