

LIBERTY MIDDLE SCHOOL



2025-2026 STUDENT HANDBOOK

TAMMY HEINEY, PRINCIPAL
JUSTIN JOHNSON, ASSISTANT PRINCIPAL

OUR VISION

**TWO COMMUNITIES WORKING AS ONE TO DEVELOP
CARING AND RESPONSIBLE CITIZENS.**

MISSION STATEMENT

The Mountain View-Birch Tree District's mission is to empower and inspire all students to be successful before and after graduation. We strive to improve the quality of life through rigor, relevance, and relationships.

MIDDLE SCHOOL MOTTO:

***EVERY STUDENT
EVERY CHANCE
EVERY DAY***

*Better
together*

Mountain View-Birch Tree R-III School District

2025-2026 School Calendar

Mountain View-Birch Tree R-III Schools						
School Calendar (Adopted by Board of Education on January 23, 2025)						
2025-2026 School Year						
	M	TU	W	TH	F	
August					1	Aug. 11 & 12: New Teacher Orientation
	4	5	6	7	8	Aug. 12: All teachers work day in p.m. & Back-To-School Kickoff from 5:00-8:00 p.m.
	11	12	13	14	15	Aug. 11-15: Teachers' Inservice/Workshops
	18	19	20	21	22	Aug. 14 School Board Meeting & Tax Rate Hearing @ LMS 6:00
	25	26	27	28	29	Aug. 18: First Day of School
September	1	2	3	4	5	Sept. 1: Labor Day
	8	9	10	11	12	Sept. 18: School Board Meeting @ BTE 6:00
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				10 School Days
October			1	2	3	Oct 10: End of First Quarter (34 school days)
	6	7	8	9	10	Oct 17: Homecoming Parade/Game (half Day)
	13	14	15	16	17	Oct 23: School Board Meeting @MVE at 6:00
	20	21	22	23	24	Oct 20: Parent/Teacher Conferences 1:00 to 8:00 p.m.
	27	28	29	30	31	18.5 School Days
November	3	4	5	6	7	Nov. 10: Teacher Professional Development All Day-- Ed. Camp
	10	11	12	13	14	Nov. 20: School Board Meeting @ LHS 6:00
	17	18	19	20	21	Nov. 26-28: (No School) Thanksgiving Break
	24	25	26	27	28	
						14 School Days
December	1	2	3	4	5	
	8	9	10	11	12	Dec. 18: School Board Meeting @ LMS 6:00
	15	16	17	18	19	Dec. 19: End of First Semester (40.5 Days in 2nd Quarter)
	22	23	24	25	26	Dec. 22-31: (No School) Christmas Break
	29	30	31			15 School Days
January				1	2	Jan. 1-2: (No School) New Years Day Break
	5	6	7	8	9	Jan. 5: Beginning of Second Semester
	12	13	14	15	16	Jan. 15: School Board Meeting @ BTE 6:00
	19	20	21	22	23	
	26	27	28	29	30	18 School Days
February	2	3	4	5	6	Feb. 9: Teacher Professional Development All Day
	9	10	11	12	13	Feb. 19: School Board Meeting @ MVE 6:00
	16	17	18	19	20	
	23	24	25	26	27	
						16 School Days
March	2	3	4	5	6	Mar. 6: End of Third Quarter (38 School Days)
	9	10	11	12	13	Mar. 19: School Board Meeting @ LHS 6:00
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				16 School Days
April			1	2	3	
	6	7	8	9	10	Apr. 16: School Board Meeting @ LMS 6:00
	13	14	15	16	17	March 30-April 6: Spring Break/Easter Break
	20	21	22	23	24	
	27	28	29	30		15 School Days
May					1	May 14: School Board Meeting @ BTE 6:00
	4	5	6	7	8	May 15: Commencement @ 7:00 p.m.
	11	12	13	14	15	May 22: Last day of school & end of 2nd Semester
	18	19	20	21	22	
	25	26	27	28	29	15.5 School Days
80.5 days in 2nd Semester						
The minimum number of hours of instructional time in a school calendar is 1,044. We have scheduled 155 full days of school during the school year.						
This gives us 1067.5665 hours of instructional time. Six (6) Snow Days (421002) are built into the calendar and will not need to be made up if missed.						
That leaves us with a total of 1,045.4665 instructional hours. After missing the 6 built-in snow days, the following days will be used as makeup days:						
1st Feb. 2; 2nd Feb. 16; 3rd Feb. 23; 4th Mar. 2; and 5th March 9. If more than 6 days are not missed prior to the scheduled makeup day,						
then that day will not be used as a make-up day. Additional makeup days will be added to the end of the calendar (starting on May 22) if needed.						

Daily Schedule for 2024-2025

Bell Schedule

Breakfast:	7:20-7:45
1st Hour:	7:52-8:54
2nd Hour:	8:58-10:00
3rd Hour:	10:04-11:06
Lunch/RTI	11:06-12:06
4th Hour:	12:10-1:12
5th Hour:	1:16-2:18
6th Hour:	2:22-3:25

STAFF CONTACT LIST

STAFF	E-MAIL	POSITION	PREP
Allen, Ashley	aallen@liberty.mvbt.k12.mo.us	English	2nd hour
Antrim, Tayler	tantrim@liberty.mvbt.k12.mo.us	Social Studies	4th hour
Coen, Stephanie	scoen@liberty.mvbt.k12.mo.us	Math	2nd hour
Davis, Beth	bdavis@liberty.mvbt.k12.mo.us	Counselor	
Daniels, Kenzie	kdaniels@liberty.mvbt.k12.mo.us	Social Studies	3rd hour
Frazier, Lucas	lfrazier@liberty.mvbt.k12.mo.us	Special Programs	
Heiney, Tammy	tammyb@liberty.mvbt.k12.mo.us	Principal	
Herring, Logan	lherring@liberty.mvbt.k12.mo.us	Science	3rd hour
Holden, Wendy	wsmotherman@liberty.mvbt.k12.mo.us	English	
Holmes, Lisa	lholmes@liberty.mvbt.k12.mo.us	Computer Applications	5th hour
Johnson, Justin	jjohnson@liberty.mvbt.k12.mo.us	Assistant Principal	
Moore, Peggy	pmoore@liberty.mvbt.k12.mo.us	Special Programs	6th hour
McAfee, Mike	mmcafee@liberty.mvb5.k12.mo.us	Computer	
Pennycuick, Mitzie	mpennycuick@liberty.mvbt.k12.mo.us	Social Studies	2nd hour
Pruett, Lisa	lpruett@liberty.mvbt.k12.mo.us	Science	2nd hour
Redden, Maleia	mredde@liberty.mvbt.k12.mo.us	Choir	
Redden, Zane	zredden@liberty.mvbt.k12.mo.us	Band	
Smith, Breanna	bsmith@liberty.mvbt.k12.mo.us	English	4th hour
Smotherman, Kelli	ksmotherman@liberty.mvbt.k12.mo.us	Food Service	
Tharp, Miranda	mtharp@liberty.mvbt.k12.mo.us	Library	5th hour
Thomlinson, Susan	sthomlinson@liberty.mvbt.k12.mo.us	Fine Arts	1 st hour
Tipton, Nicole	ntipton@liberty.mvbt.k12.mo.us	English	3rd hour
Tipton, Toby	tthompson@liberty.mvbt.k12.mo.us	Special Programs	4th hour
Vandevort, Destiny	dvandevort@liberty.mvbt.k12.mo.us	Building Secretary	
Wells, Shauna	swells@liberty.mvbt.k12.mo.us	Science	4th hour
Wilbanks, Janiece	jwilbanks@liberty.mvbt.k12.mo.us	Math	4 th hour
Yarber, Mandy Jo	mdodd@liberty.mvbt.k12.mo.us	Physical Education/Health	6 th hour
Yarber, Shelby	syarber@liberty.mvbt.k12.mo.us	Math	3rd hour

Important Numbers:

Superintendent's Office: 417-934-5408/5409
 Middle School Office: Ext 1417
 Middle School Food Services: Ext 1407

Middle School Counselor: Ext 1404
 Middle School Nurse: Ext 1219

District Contact Information:

- **Address:** Mountain View-Birch Tree R-3 School District, 502 N. Elm St. Mountain View, MO 65548
- **Phone:** 417-934-5408

Website: [MVBT website](#)

In the event of a discrepancy between handbooks and other written district materials, Board policies and administrative procedures will take precedence. All MVBT Board policies and administrative procedures can be found [here](#).

The student handbook is designed to provide important information to students and parents about the policies, expectations, and procedures in our district. We are committed to creating a safe, respectful, and conducive learning environment for all students. Please take time to read through this document and familiarize yourself with the rules and resources available to you.

ATTENDANCE

ATTENDANCE POLICY/PROCEDURES - *Promptness and regular attendance* are imperative for students to receive full benefits of the school program. The educational loss resulting from absences from class, which cannot be adequately measured or cannot be entirely regained through makeup work, is the rationale for this attendance policy. The parent or guardian has the responsibility to decide times and reasons a student should not come to school. However, it becomes the school's responsibility to set limits upon a student being absent from school because of the high correlation between attendance and success in school.

Students will be given a student handbook upon enrollment in Liberty Middle School.

- The handbook will contain the written attendance policy.
- The Attendance Office holds the responsibility for recording students' absences.
- The parent or guardian of each student who is absent must notify the Attendance office of the absence and the reason for the absence. If a student will be absent from school for two (2) or more days the parent or guardian is encouraged to notify the school so that assignments may be collected for the student.

Upon the student's return to school, he/she must bring a note, which explains why he/she was absent. The reason for the absence will be recorded and the note will be kept on file in the Attendance Office. Although these absences are not marked as excused, it can be beneficial to the student if an attendance appeal is requested.

ATTENDANCE REQUIREMENT FOR COURSE CREDIT-Students will be permitted a maximum of four absences **per class per semester**. It is important that students realize the four absences per class included in the policy are provided for times when circumstances make it necessary for a student to miss school like illness or doctor visit. Students missing more than four allowed days in any class will not earn credit for that class until they have made up all of the hours. In addition, a student who is absent for unacceptable reasons may also be subject to disciplinary action. Examples of unacceptable absences include oversleeping, babysitting, unexplained personal reasons, missing the bus, errands in town, etc. If a student owes make-up hours, course credit will not be earned.

There are no longer "excused" and "unexcused" absences. All absences will be counted towards the

attendance policy and will require make-up hours in order to earn those credits. Exceptions may be found in policy JED concerning foster care, IEPs and 504 plans.

ATTENDANCE MAKE-UP HOURS—Mondays will be used for makeup hours from 7:30am-3:30pm. First semester attendance make-up hours are required to be completed within the first two Mondays offered as makeup days of the second semester that school is in session. If they are not made up within that time period students will be required to attend two weeks of summer school unless they owe more than 65 hours. If the student owes more than 65 hours, there is not enough time to make up hours and the student will receive a failing grade. Second semester attendance make-up hours are required to be completed by the end of school or the student will be required to attend summer school for two weeks. The student will receive an “NC” (no credit) until all hours are made up. If the hours are not made up within the specified time frame, credit has not been earned and students will fail the class. Students may not allowed to makeup hours during summer school for both semesters.

Students must be current on make-up hours to be eligible to attend school field trips, functions, or any other extracurricular activities including sports (practice included), music, band, etc.

ATTENDANCE APPEALS/DUE PROCESS—If a student receives an “NC” (no credit) or an “F,” the student or the student's parents/guardians, may appeal this decision to the principal. The principal will make the final decision. Appeals must be made prior to the end of the semester. Any further appeal will be accommodated according to district policy KL of the board policy manual.

If a student misses more than the four allotted days in any class, the student may request an attendance appeal form from the principal's office. The form consists of writing an essay stating three things: 1) what were the reasons for the absences; 2) why attendance is important to success at school; and 3) how the student will improve attendance. Once this is turned in to the office and approved, the student and/or parent(s) will be contacted to set up a meeting for the appeals process.

If a student misses more than eight class periods in a semester, the parent may be hotlined for education neglect as well as contact with the juvenile office.

EDUCATIONAL NEGLECT—After a student has acquired 8 class periods in a semester without approval from the principal, the juvenile office and the Division of Family Services will be notified and requested to contact the student's parent or guardian. If the student continues to miss, a hotline call will be made for “Educational Neglect” after the 8th absence and legal action may be initiated after an investigation by the juvenile office and the Division of Family Services.

* There are no “excused” or “unexcused” absences. All absences will be counted towards the Attendance Policy and will require make-up hours in order to earn those credits. Exceptions may be found in policy JED concerning foster care, IEPs and 504 plans.

- On the 8th absence per semester, a referral will be sent to the Juvenile Office. Four attempted contacts will have been made to the home. These contacts will be sent to the juvenile office and a hotline will be initiated to Children's Division.
- The Juvenile Office will make contact with the parents/guardians to set up a plan.
- If absences continue, a referral will be made to the Prosecuting Attorney for Educational Neglect.
- The school will contact Howell/Shannon task force to meet and rectify the situation.

Any or all of these steps may be skipped if the families have prior history with the task force or if evidence of neglect is discovered.

EARLY OUTS— Students who sign out early 6th hour will be counted as an “early out.” This will be

disciplined the same as a tardy.

MAKE-UP WORK- If a student is absent from school for one (1) day, he/she may pick-up homework upon returning to school the following day. If a student is absent for two (2) or more days, parents or guardian should call the counselor for missed work. **The student is responsible for collecting and turning in all missed work.** Credit for make-up work is permitted for all absences including out-of-school suspension. It is the student's responsibility to inform the school that he/she will be absent and to request make-up work. Upon the student's return to school, all make-up work must be completed and returned to the appropriate teachers. A student will be allowed up to two (2) days for make-up work for each day absent, not to exceed 10 days. Test dates and scheduled quizzes may not be extended due to absences. Previously assigned work that was due when you returned is still due when you return. Any student that misses four (4) or more days consecutively will need to make arrangements with their teachers and building level principal after the student returns to school. Make-up work will not be accepted after this time unless extenuating circumstances are involved. Make-up work for OSS cannot exceed 10 school days.

HOMEBOUND-To receive homebound services, a student shall have medical documentation stating the reason/need to be out of the school setting to be eligible. If a student must be absent consecutive days due to illness or hospitalization, etc., the parent must contact the MS counselor for homebound procedures. All homebound services must be approved by the principal and/or superintendent. For homebound services the student/family must agree to and complete 5 hours of instruction during any week he/she is not in attendance at school.

TARDY POLICY-Reporting to all classes on time is essential for students to receive the full academic benefits of classes. The educational loss for consistently being late for classes cannot be adequately measured or regained through make-up work. This is the rationale for our tardy policy.

TARDY POLICY PROCEDURES-Students arriving to school late **MUST** have a parent sign them in at the Attendance Office to receive a tardy pass. The office will issue the student a tardy pass, and the teacher is to record the tardy when given the tardy pass. Students are allowed four minutes to pass from class to class during the school day. Teachers will record tardies for each class. When a student has accumulated a certain number of tardies during a quarter (in any one class) he/she will be disciplined accordingly. Tardy consequences are located under Disciplinary Procedures.

TARDIES: *When a student has accumulated the following number of tardies during a quarter (in any one class) he/she will be disciplined accordingly:*

First Tardy: Conference with teacher/teacher records tardy

Second & Third Tardies: Lunch Detention (Teacher completes office referral)

Four Tardies & Beyond: 1 day ISS (Teacher completes office referral)

CAFETERIA SERVICES - A lunchroom is maintained in the building. Students and faculty are served well planned meals. With a closed lunch period, students bring their lunch or buy their lunch in the cafeteria. Please observe the following rules:

- Students report promptly to the lunchroom.
- Students please *walk* to the cafeteria.
- Students do not leave the lunchroom until they are dismissed.
- Cutting into the lunch line is not permitted.
- Visitors will not be allowed during lunch periods.
- Once you are seated, you must remain seated.
- Loud and unnecessary noise is prohibited.
- Throwing food is prohibited.
- All paper, cartons, uneaten food, etc. must be disposed of properly.
- Food and drinks are not to be taken outside the

lunch room.

or be removed from the cafeteria.

- Disruptive students will have assigned seating

We discourage students from bringing excessive amounts of soda, candy, treats or energy drinks to the lunch room.

Breakfast and lunch bills must be under \$50 in order for him/her to participate in extracurricular activities.

2025-2026 Meal Prices (Prices subject to change)

Breakfast: \$ 2.17

Lunch: \$3.57

GRADES

GRADING SYSTEM-Report cards are issued at the end of each quarter. Progress reports will be sent to parents every three weeks of every quarter to report grades.

A 93 – 100	B+ 87 - 89	C + 77 - 79	D+ 67 - 69	F 0 - 59
A- 90 - 92	B 83 - 86	C 73 - 76	D 63 - 66	
	B- 80 - 82	C- 70 - 72	D- 60 - 62	

HONOR ROLL Achievement level to be used in computing the honor roll:

Honor Roll	GPA	Grades
Gold	4.00	A
Silver	3.99-3.63	A- Average
Bronze	3.62-3.27	B+ Average

GRADE CARD/PROGRESS REPORT HOLD-Grade cards and progress reports will be held and not mailed out if the student owes \$7.00 or more in lunch money, library fees, uniforms, lost books, etc.

FAILING COURSES: Students failing a core class (English, Math, Science, Social Studies) for a semester **MUST** retake the course during summer school. **A semester course will require a two-week summer school course. Failure to retake the course may result in retention or alternative placement.**

DISCIPLINARY PROCEDURES

LUNCH DETENTION: Failure to report for the assigned day of Lunch Detention may result in the assignment of one day of In-School-Suspension.

DISCRETIONARY MEASURES-Any item of specific negative or unruly behavior not listed will be dealt with at the discretion of the Principal or Assistant Principal. Any discipline may be reviewed by administration for discretionary action.

ALCOHOL-The use, sale, transfer, possession or being under the influence of alcoholic beverages is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

First Offense: 5-180 Days OSS
Second Offense: Long-term suspension

ARSON- Starting a fire, the intent to start a fire, or causing an explosion with the intent to do damage to property or building:

First Offense: 1-180 days OSS and notification to the proper legal authorities.
Second Offense: Expulsion for a length of time as determined by the Board of Education and notification to the proper legal authorities.

ASSAULT-The Missouri Safe Schools Act 1996 establishes the crime of “assault while on school property.” A person commits the crime of assault while on school property if the person:

- Knowingly causes physical injury to another person.
- With criminal negligence, causes physical injury to another person by means of a deadly weapon.
- Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the act was in the service of a school or school district, or arose as a result of a school or school district sponsored activity.

First Offense: 10 days OSS
Second Offense: Long-term suspension

BOMB THREAT-Any report of a bomb being within a building or on the premises, that causes class disruptions or disturbances in the school.

First Offense: 20-180 days OSS and notification to proper legal authorities.
Second Offense: Expulsion for a length of time as determined by the Board of Education and notification to the proper legal authorities.

BUS MISCONDUCT- Riding a district-owned or contracted bus is a privilege. Any offense committed by a student while riding the bus shall be addressed as if the offense had occurred at school and will be subject to disciplinary action under the Student Conduct Code. This may include, but is not limited to, suspension of bus riding privileges.

Because bus safety is critical, consequences for misconduct will be determined by administration and may vary

depending on the nature and severity of the offense, the student's age, prior incidents, and other relevant factors.

Examples of possible administrative responses include, but are not limited to:

- Assigned seating by the driver
- Student conference or parent contact
- Lunch detention
- In-School Suspension (ISS)
- Suspension of bus riding privileges (short or long-term)

Repeated or severe offenses may result in progressive consequences, including long-term suspension from the bus.

SCHOOL BUS RULES:

1. Observe classroom conduct.
2. Be courteous; use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. No tobacco products.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands, and feet inside bus.
10. Do not fight, push, or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Do not bring skate boards on bus.
16. No balloons, etc.

CAPS/HATS/HOODS-Due to the problems created by students carrying caps/hats to classrooms during the school day, students will not be allowed to carry caps/hats/hoods throughout the building. **All caps/hats must be put in a locker at the beginning of the school day and left until students are dismissed at the end of the day.** *Hats/Caps/Hoods etc. will not be worn for school yearbook pictures. On occasion, students may participate in Hat Day. On these days, if students are not respectful and responsible, hats will be confiscated.

- First Offense: Confiscation-student may pick up at the end of the day
Second Offense: Confiscation-parent must pick up/1 Day ISS
Third Offense: Confiscation-parent pick up and 2 days ISS

CELL PHONES & SMART WATCHES-Students are not to use cell phones, earbuds for non-educational use, OR smart watches during school hours. Devices will be confiscated (during school hours 7:20—3:26). **The school is not responsible for the loss of unauthorized devices. The school has an 'Away for the Day' policy. Cell phones are not to be carried, in pockets, hoodies, etc. They are to be left in lockers, backpacks, purses, and must be turned off during school hours.**

- First Offense: Confiscation – parent must pick up
Second Offense: Confiscation-parent must pick up/1 Day ISS
Third Offense: Confiscation-parent pick up and 2 days ISS

CHEATING/ACADEMIC DISHONESTY- Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct relating to academics.

First Offense: Zero on the assignment and parent will be contacted by the teacher
Second Offense: Zero on the assignment/1 day ISS
Third Offense: Zero on the assignment/2 days ISS/and mandatory conference with parents

CITIZENSHIP CARD VIOLATION- LMS has a tiered behavior system in which students may receive negatives for not following the school behavior matrix.

First Offense: Three Negatives in a quarter: Lunch detention
Second Offense: Six Negatives in a quarter: 1 day ISS
Third Offense: After six negatives, student will have other consequences based on the student code of conduct.

CLASSROOM RULES and EXPECTATIONS- Teachers have posted classroom rules and expectations. Students are expected to follow these when in the classroom.

First Offense: Lunch Detention
Second Offense: 1-2 days of ISS
Third Offense: 2-3 days of ISS

COMPUTERS AND RELATED TECHNOLOGIES-The purpose of computers and related technologies is educational, not recreational. Students must sign network policy and Internet policy agreements before using each of those resources. Students who violate those agreements may be suspended from the network for two weeks, one semester, or the rest of the school year. The consequences resulting from policy violation are at the discretion of the Principal and the Technology Coordinator. If the computer misuse merits other disciplinary action, the appropriate disciplinary action will be taken.

CONTROLLED SUBSTANCES-The use, sale, transfer, possession or being under the influence of a controlled substance is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. A controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in section 202 (c) of the Controlled Substances Act, 21 U.S.C. 812(c).

All medications prescribed by an authorized medical professional, as well as all non-prescription medications, will be administered in accordance with Board policy JHCD, Administration of Medicines to Students.

Suspension: The student under the influence of or in possession of illegal and/or dangerous drugs and/or paraphernalia will be suspended by the principal not to exceed ten (10) school days. Upon the considered judgment of the school administration, the superintendent of schools is authorized to suspend the student for a period not to exceed 180 school days. The student detected in transferring and/or selling illegal drugs will be suspended for a period of time as determined by the principal and superintendent; and upon review of the facts involved, the Board of Education may expel the student for up to one calendar year. In addition, the student will be referred to the appropriate legal authority.

DAMAGING OR DEFACING PROPERTY-Willful damage to school, staff or student property may require payment for damages and/or legal prosecution. This includes Chromebooks and other technology.

First Offense: Restitution for damages and 2-3 days ISS
Second Offense: Restitution for damages and 2-5 days OSS

Third Offense: Restitution for damages and long-term suspension

INAPPROPRIATE BEHAVIOR (INCLUDES THE FOLLOWING)

***AGGRESSIVE BEHAVIOR-** pushing, shoving, arguing, physical posture that does not constitute fighting

***BULLYING-** In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

***CYBERBULLYING-** A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

***DEFIANCE OF AUTHORITY-** disrespect, insubordination towards a school employee

***DISORDERLY CONDUCT-** classroom, disruption, running, pushing, shoving, horseplay

***DISHONESTY/FORGERY/LYING-** writing the name or impersonating another to falsify school related information.

***INAPPROPRIATE BEHAVIOR-** any behavior that is considered unruly

***INAPPROPRIATE COMMENT -** Verbal, written, pictorial or symbolic words or gestures that are not meant to harass or injure another person are forbidden and will not be tolerated.

***INSTIGATING A FIGHT-** encouraging others to fight, carrying messages which result in the fighting or violent behavior

First Offense—1-2 days ISS

Second Offense—2-3 days ISS

Third Offense- 2 days OSS

EXTORTION-Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Restitution and 2 days OSS

Second Offense: Restitution and 5 days OSS

Third Offense: Restitution and long term suspension

FALSE ALARMS-Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school.

First Offense: 1-180 days OSS and notification to proper legal authorities

Second Offense: Expulsion for a length of time as determined by the Board and notification of legal authorities

FIGHTING-Mutual combat is when **BOTH** parties have contributed to the conflict by verbal/physical action. All fights of a serious nature occurring at school will be reported to the proper authorities.

First Offense: 3-5 days ISS or OSS & Juvenile referral (at discretion of administration)
Second Offense: 10 days OSS & Juvenile referral
Third Offense: Long-term suspension & Juvenile referral

FIREARMS- Any student who brings or possesses a firearm, as defined by 18 U.S.C. 921 (pursuant to Gun Free Schools Act of 1994), on school property will be suspended/expelled from school for at least one calendar year. In addition, the student will be referred to the appropriate legal authorities.

FIREWORKS AND EXPLOSIVE DEVICES-The possession or use of fireworks or minor explosive devices (stink bombs, etc.) is prohibited.

First Offense: 3-5 days ISS/OSS
Second Offense: 5-10 days OSS
Third Offense: Long-term suspension

FOOD AND DRINKS IN HALLWAYS AND CLASSROOMS - To maintain a clean and safe learning environment, students are expected to follow these guidelines regarding food and drinks:

- Food and beverages may not be consumed or carried in the hallways.
- All outside drinks (including McDonald's cups, energy drinks, soda, convenience store beverages, etc.) must remain in the cafeteria and are not allowed anywhere else in the building.
- Only plain water in a sealed, clear container or a refillable bottle such as Yetis, Stanleys, etc. is allowed outside the cafeteria. These containers must be empty when entering the school and can be filled at designated water stations.
- Food and drinks may only be consumed in classrooms with teacher permission on special occasions.

First Offense: Conference
Second Offense: 2 Days of Lunch Detention
Third Offense: 1-2 Days ISS

FORGERY-Writing the name or impersonating another for the purpose of falsifying school related information is prohibited.

First Offense: Conference-Lunch Detention
Second Offense: 1 days ISS
Third Offense: 2-5 days ISS

HALLWAYS WITHOUT PROPER AUTHORIZATION-Students may not be in the hallways during class time without proper authorization.

First Offense: Conference/Lunch Detention
Second Offense: 1 day ISS
Third Offense: 2 days ISS

HARASSMENT-Words and/or actions directed toward an individual which intimidates and/or harasses that individual.

First Offense: 2 days ISS
Second Offense: 3 days ISS
Third Offense: 3 days OSS

HARASSMENT (RACIAL)-Verbal, written, pictorial or symbolic words or gestures meant to harass or injure another person because of that person's race, religion, gender or ethnic origin will not be tolerated.

HARASSMENT (SEXUAL)- Sexual harassment refers to behavior of a sexual nature which is unwelcome and personally offensive to its recipients. Sexual harassment is a form of misconduct which is demeaning to another person. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment.

First Offense: 1-180 days ISS/OSS/Expulsion
Second Offense: 1-180 days OSS/Expulsion

HAZING-Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: 1 day ISS
Second Offense: 2 days ISS
Third Offense: 3 days OSS

IMMORAL CONDUCT-A student shall not forcibly and/or intentionally touch another person's body in a way which constitutes sexual contact.

First Offense: 3 days OSS
Second Offense: 10 days OSS
Third Offense: Long-term suspension

LOCKERS-The outside of lockers cannot be decorated. You are allowed to decorate the inside of your locker. Students are not allowed to share lockers.

First Offense: Conference/Clean Locker
Second Offense: Clean Locker-Lunch Detention
Third Offense: Clean Locker- 1-3 days ISS

PDA (PUBLIC DISPLAY OF AFFECTION)-Daylight must be seen between students. Loitering, kissing, and hugging in hallways and/or at bus dismissal are prohibited.

First Offense: Conference
Second Offense: Lunch Detention
Third Offense: 1-2 day(s) ISS and conference with parent

POCKET KNIVES-Possession of pocket knives will not be permitted at school or school sponsored activities.

First Offense: Knife will be confiscated, and parent must pick up
Second Offense: Confiscation and 2 days ISS

- *In some cases a knife may be considered a weapon and will be disciplined as such.*

POSSESSION AND/OR USE OF TOBACCO/VAPING-The use and/or possession of tobacco, chewing tobacco products and/or any smoking devices will not be permitted in school buildings, on school premises, or at school-sponsored activities. Smoking paraphernalia, lighter, matches, etc., will be confiscated.

First Offense: 2-3 days ISS and educational component
Second Offense: 3-5 days ISS and educational component
Third Offense: 3-5 days OSS

PROFANITY-Any obscenity, obscene gesture, swearing or cursing, whether verbal or written, is not permitted.

First Offense: Conference—1 day ISS
Second Offense: 1-2 days ISS
Third Offense: 3-5 days ISS

SECRET ORGANIZATIONS- The Board of Education does not recognize secret organizations. Sororities, fraternities, gangs or secret societies of the community are not school organizations. Conduct by students while in school such as hazing of initiates, special attire (including pins and insignia or other identifying symbols), improper activity on campus, or any other influence of a sorority, fraternity, gang or secret society that interferes with the normal conduct of the educational program shall not be permitted.

First Offense: 10-180 days suspension and referral to law enforcement
Second Offense: 180 days of suspension and referral to law enforcement

TARDIES: When a student has accumulated the following number of tardies during a quarter (in any one class) he/she will be disciplined accordingly:

First Tardy: Conference with teacher/teacher records tardy
Second & Third Tardies: Lunch Detention (Teacher completes office referral)
Four Tardies & Beyond: 1 day ISS (Teacher completes office referral)

****Tardy count resets each quarter****

THEFT-The acceptance, possession, purchase, taking and/or transfer of property belonging to another is forbidden. Offenders are subject to legal prosecution and/or suspension.

***MINOR THEFT**-Value of one hundred (\$100) or less.

First Offense: Restitution & 2 days ISS/2 days OSS
Second Offense: Restitution & 3 days ISS/3 days OSS
Third Offense: Restitution & 5 days OSS/up to 10 days OSS

***MAJOR THEFT**-Value exceeding one hundred (\$100).

First Offense: Restitution and 10 days OSS
Second Offense: Restitution and expulsion for a length of time as determined by the Board of Education

THREATS—EMPLOYEES/STUDENTS-Disrespectful language (verbal or written) by a student directed to an employee or student that is threatening serious bodily harm or death or causes a classroom disruption.

First Offense: 5—10 days OSS and Referral to Law Enforcement
Second Offense: Long-term Suspension and Referral to Law Enforcement

THROWING OBJECTS-For the safety of everyone, throwing objects will not be allowed.

First Offense: Conference—1 day ISS
Second Offense: 1-2 days ISS
Third Offense: 3-5 days ISS

TRUANCY-A student shall not be absent from a classroom or school grounds without permission.

First Offense: 1-2 days ISS
Second Offense: 2-3 days ISS
Third Offense: 3 days ISS/OSS

UNAUTHORIZED ENTRY-Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

First Offense: 3 days ISS
Second Offense: 5 days ISS

WEAPONS-The possession or use of a weapon, as defined in section 571.010.9, RSMO, concealed or otherwise, by any student is prohibited upon or in the vicinity of school grounds, while going to or from school, or at any school sponsored event. **Penalty for possession of a weapon:**

- A) Suspension or expulsion for not less than one year for a weapons violation.
- B) Superintendent may modify suspension or expulsion on a case by case basis.
- C) In addition, the student will be referred to the appropriate legal authorities.

DISCIPLINE POLICY AND PROCEDURES-Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. The objective of the student code of conduct is to establish rules with regard to the conduct of all students at Liberty Middle School. The rules have been deemed appropriate and necessary for the maintenance of a wholesome school climate for all students.

REFERRAL TO COUNSELOR-Students may be required to meet with an assigned counselor on a periodic basis. The counselor will advise the student on ways of improving his/her behavior. The counselor may recommend special projects to the student including reading, attending seminars, etc. In addition, the counselor may implement Conflict Resolution (Peer Mediation). Proper procedures for seeing a counselor are reporting to class first and obtaining a hall pass to see the counselor. The teacher should contact the Principal's office to make certain the counselor is available before issuing a hall pass.

DEPRIVATION OF PRIVILEGES-Extra-curricular activities are special privileges offered to enhance the student's overall learning experience. Other benefits, including but not limited to riding buses to and from home are also privileges, not rights. Any or all of these privileges may be revoked. The Principal may determine that a specific student or situation merits alternative disciplinary procedures.

SEARCHES BY SCHOOL PERSONNEL-School lockers and desks are the property of the Board of

Education and are provided for the convenience of the students, and as such are subject to periodic inspection without notice. The district may also use drug dogs to search lockers, backpacks, purses and cars parked on the school grounds.

IN-SCHOOL SUSPENSION-The in-school suspension (ISS) program has been established to provide students an opportunity to reflect on their behavior and explore alternatives to unacceptable actions in a structured, supervised environment with a full-time instructor. Students are removed from the regular classroom from 7:50 a.m. until 3:26 p.m. on each assigned day.

While serving ISS, students are expected to complete all academic assignments provided by their teachers. Failure to complete assigned work during ISS may result in additional ISS days being assigned.

Students assigned to ISS are not allowed to participate in extracurricular activities until the suspension period is fully completed. (Example: Student has 3 days of ISS. From the morning of day 1 until the end of day 3, students may not participate in any extracurricular activities, including sports practices.)

CORPORAL PUNISHMENT (SCHOOL LAW 563.0617) Corporal punishment may be an option for offenses at the discretion of the principal. Corporal punishment will be administered by the Principal/Assistant Principal in the presence of a witness. A written permission form will be sent home for each infraction.

OUT-OF-SCHOOL SUSPENSION (SCHOOL LAW 167.161)-Suspension is the removal of a student from the regular school environment, not allowing the student to come to school. The suspension could be for a short-term (1-10 days) or long-term (more than 10 days). Any student whose conduct is prejudicial to good order and discipline, or which tends to impair the morale or good conduct of the students, may be suspended by the Principal. Students under suspension will receive credit for make up work missed during their absence up to 10 school days. In addition, they are not allowed to be on or around the school campus unless permission is obtained through the Principal's office. This also pertains to any extra-curricular activities sponsored by the school. Re-admission to school will be made by the Principal after a parental conference has occurred.

STUDENT EXPULSION (SCHOOL LAW 167.161)-Action taken to permanently deprive a student of the privilege of attending school shall be considered expulsion. Only the Board of Education has the authority to expel a student from school. If a student consistently refuses to conform to school policies and regulations, the Principal may recommend to the Superintendent of Schools that the student be expelled from school. The Superintendent will in turn notify the Board if he/she is in agreement with the proposal. The Board will then set a date for the hearing.

CODE OF STUDENTS-No code can list each and every offense which may result in the use of disciplinary action; however, the purpose of this code is to list certain offenses which, if committed by a student, will result in the imposition of a specific penalty. Refusal of stated punishments will result in OSS. Any item of specific negative or unruly behavior not listed will be dealt with at the discretion of the Principal/Assistant Principal.

- Students with disabilities are expected to adhere to the same code of conduct that applies to all students. The applied consequences may be modified to accommodate the tenets of the Individuals with Disabilities in Education Act (IDEA) as re-authorized in June of 1997.
- Students are expected to abide by the Discipline Code of Conduct at all school sponsored activities. Students who do not follow the code of conduct may be required to leave the activity, may be barred from future activities and will be accountable for other consequences as directed by the Discipline Code of Conduct.

Additional Student Information

ACADEMICS - The central purpose of Liberty Middle School is to provide students with the knowledge and the skills necessary to assume productive roles in society. We encourage students to do their best in school. Future success often depends on the learning habits and self-discipline we develop in our middle and high school years.

ASSEMBLIES - As everyone during their lifetime will be a member of many varied audiences, we feel that the school assembly offers an opportunity for the development of correct attitudes and conduct that will be of value throughout life. In all situations of this nature, common courtesy demands that a student listen with respect and an appreciative attitude. Assemblies will be held at regular intervals throughout the year. The procedure at assemblies is as follows:

- Students will be dismissed by grade levels via the intercom system.
- Students are to go directly to the assembly.
- Any student that causes a problem of any kind will be removed from the assembly and disciplined
- Teachers escort students to the gym.

BOOK BAGS/GYM BAGS-Due to safety concerns, students may not carry book bags, gym bags or large bags of any type to individual classrooms. Students may carry bags to and from school and then place them in their lockers for the day. (Exception: Students may carry a small drawstring bag containing PE clothes to and from the locker room only.) Teachers will not allow bags in the classrooms.

CHANGE OF ADDRESS/PHONE-Students moving during the school year should report such changes to the office immediately. In order to keep the office files up to date, it is necessary to have each student's current mailing addresses and telephone numbers.

CLOSED CAMPUS-A student may not leave the campus during lunch period. At all times students must obtain permission from the attendance office before leaving. No student is to remain after school or on the campus unless under the supervision of a teacher.

DRESS GUIDELINES-Students should use good taste in their manner of dress and personal appearance and therefore adhere to the following guidelines: Clothing that will cause disruptive or undue attention to an individual shall not be worn. Clothing that is unacceptable includes, but is not limited to, the following:

- All students must wear shoes, boots, or other type of footwear.
- Pants are to be worn at or above hips (no exceptions) and are not allowed to have ANY holes that are deemed to be distracting in any way.
- Head coverings in the building
- Clothing that advertises or portrays the consumption of alcohol, drugs, or tobacco
- Clothing with profanity, vulgarity, obscene language, or inappropriate innuendo
- Mesh or see-through clothing
- Sunglasses
- No blankets
- Billfold chains or chains of any nature worn about the neck or hanging from belt loops.

Other clothing may be prohibited at the discretion of the administrator that causes a disturbance to the educational process.

ELIGIBILITY FOR SCHOOL ACTIVITIES-Liberty Middle School is a member of the Missouri State High School Activities Association. To participate in activities with other schools, a student must meet the

requirements set forth by the Missouri State High School Activities Association and the Mountain View-Birch Tree Board of Education. Eligibility to participate in school activities is a privilege and not an inherent right. Each coach will review eligibility standards and procedures with students during the first week of practice. All students who intend to participate in the athletic program must:

I: 1. Pass a physical examination beginning of their 6th and 8th grade year. All transfer students must have updated physicals.

2. Obtain written permission from their parents

3. Have and show proof of insurance

4. Must meet the following eligibility requirements.

II: 1. Students must earn a minimum of 3.0 credits from the previous semester.

2. Summer school **will not** be used to regain eligibility. This means you cannot fail more than one class.

III. If you owe any make-up hours, you will not be able to attend or participate in any extra-curricular activities (including practice). If you have an “F” and your activity leaves during the school day or you will miss school, you will not be allowed to leave with your team/activity. You must ride with the team/group in order to participate unless authorized ahead of time by the Athletic Director.

IV. Per Board of Education policy, a student's account which includes the breakfast and lunch bills must be under \$50.00 in order for him/her to attend extracurricular activities or to have a payment plan in place with the building principal.

ELIGIBILITY FOR FIELD TRIPS, DANCES, AND OTHER EXTRACURRICULAR ACTIVITIES- We believe in celebrating our students’ hard work and achievements. Field trips, dances and other activities are events designed to enhance learning, build community, and provide memorable experiences for our students.

To ensure that all students have the opportunity to participate, we have established the following expectations:

1. **No Make-Up Hours:** Students must have all make-up hours completed by the time of the activity.
2. **Lunch Account Balance:** Students should not owe more than \$50.00 on their lunch account.
3. **Behavior Standards:** Students must not have Out-of-School Suspensions (OSS) and must have three or fewer days of In-School Suspension (ISS).
4. **Academic Performance:** Students must avoid receiving any failing grades (Fs) on their quarterly report card.

These expectations are in place to encourage accountability, responsibility, and a positive school environment for all. Our team is committed to helping every student succeed, and we encourage parents and guardians to partner with us in this endeavor.

PERMIT TO LEAVE THE BUILDING-If a student must leave the building because of illness or any other reason he/she must be signed out at the **Attendance Office**. If a student returns during the same day, he/she must be signed in at the **same office**, at which time a pass will be given to the student to return to class. Failure to follow the proper procedure will be considered **TRUANCY**. **Parent permission is required for all students who leave school before the end of the school day. When a student leaves, they will be counted absent.**

SCHOOL DANCES-School dances will be scheduled by Administration.

- Dances are open only to LMS students.
- **ONCE IN, ALWAYS IN AND ONCE OUT, ALWAYS OUT.** You may not re-enter.
- Dances will be no more than two (2) hours in length.
- Appropriate attire only.

INSTRUCTIONAL MEDIA CENTER (LIBRARY)- Liberty students are encouraged to utilize the resources available in their library. The library maintains a wide selection of carefully chosen fiction, nonfiction, and reference materials to provide both enjoyment and academic support for students at all grade and ability levels.

Well-maintained computers are available for academic purposes. Links to useful online databases are posted on the library Web page. The librarian is available to assist students from 7:45 until at least 3:30 each day.

Library policies:

- Each student is responsible for the books he/she checks out.
- Two books may be checked out at a time. Exceptions are possible.
- The check-out period is 2 weeks. One renewal is allowed.
- Accounts with overdue books are suspended until the overdue books are returned.
- Lost or damaged books must be reported to the librarian right away.
- By the last day to the school year, all lost/damaged books must be paid for. Accounts with unpaid lost/damaged books will be suspended.

Library behavior expectations:

- Do not disturb other library patrons with noise or disruptive behavior.
- Do not reshelve books. Let the library staff reshelve them.
- Food, candy, drinks, makeup, perfume, glue, markers, and other potentially damaging materials are forbidden in the library.
- Sit in seats. Do not sit on tables or on the backs/arms of chairs.
- Cell phones are forbidden and will be confiscated according to building rules. Keep them turned off and put away in locker.

NURSE'S OFFICE- The nurse is in her office 1st period through 6th period. If a student needs to visit the nurse during this time, he/she is to report to his/her current class and obtain a pass from that teacher before going to the nurse's office. The nurse cannot see a student without a pass from a teacher. Students who are ill enough to require bed rest will need to contact parent or guardian for transportation home. Medications from home must be prescription medications and be brought to the school nurse in the original container. Over-the-counter medications are prohibited. The prescription label will serve as the doctor's order. The school will not administer the first dosage of any medication.

TELEPHONES- If a student needs to use the phone after he/she arrives at school, he/she must obtain permission to use the phone in the Principal's office. Students may not use their personal cell phone to call or message a parent without office permission.

EMAIL- Student's school email accounts are to be used for school purposes only. Students are not to be using them for personal use.

VISITORS-Parents and guardians are encouraged to visit school officials during school hours. Parents are to sign in and out in the front office. **Persons of school age and under are not permitted as guests during regular school hours.**

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected and delinquent students. For more information, contact Mrs. Lanna Tharp, Superintendent.

In all matters, School Board Policy supersedes student handbooks. Due to policies being updated and changed throughout the year by MSBA, please see the following link to current Board approved policies for the MVBT RIII School District.

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=207&Sch=207>

Liberty Middle School

Activities Handbook

PHILOSOPHY

The Board of Education believes that individual students shall have opportunities to grow physically and intellectually through experience in self-discipline and contribution to a team effort made possible through competitive interscholastic athletics. An interscholastic athletic program shall be conducted in the school district to further the development of students as competitors and spectators through friendly interscholastic contests.

PURPOSE

The purpose of the athletic program is to provide experiences that enable the student to achieve established educational objectives. Outlined below are some of the desirable educational goals to be achieved through participation in athletics.

TO DEVELOP FOR THE STUDENT

- Mental and physical strength, endurance, vitality, and neuro-muscular skills.
- Activities that meet the needs, interests, and potential of the student.
- Mental acuity, resourcefulness, and good sportsmanship.
- Emotional control and development of character.
- Acceptable social patterns of individual and group conduct.

TO DEVELOP FOR THE SCHOOL

- A program of extracurricular activities as an integral part of the school curriculum.
- A high standard of school loyalty, student morale, and school spirit.
- Appreciation of extracurricular activities as intelligent and appreciative spectators.

TO DEVELOP FOR THE COMMUNITY

An understanding that the extracurricular activities for pupils has been promoted under conditions which demonstrate to the participant and to the public, the best traditions in sportsmanship, citizenship, and a beneficial school-community relationship.

OBJECTIVES

Participation in athletics means much more than two teams trying to win a contest. Athletics give the student opportunities to develop as a complete human being. At Liberty Middle School, there are specific objectives for the athletic program and the coaches are dedicated to helping the students reach these objectives. By the time an athlete graduates from Liberty Middle School, he or she should be able to:

1. work cooperatively with others.
2. learn from constructive criticism.
3. have self-control in stressful situations.
4. discipline himself/herself.
5. respect teamwork, organization, and unity.
6. appreciate parents, teachers, coaches, and administrators.
7. represent Liberty Middle School in a positive way.
8. value hard work and what hard work accomplishes.
9. develop lasting relationships with others.
10. be physically fit and healthy.
11. respect the rules and the officials who enforce them.
12. feel good about himself/herself as a person.
13. be dependable when given a job to do.
14. value the importance of the community and the importance of participating in community projects.
15. feel proud of Liberty Middle School

INTERSCHOLASTIC ATHLETICS

The interscholastic athletic program of the district will be organized under the following guidelines:

- The athletic program is an integral part of the middle school curriculum and comes under the authority of the principal to the same

degree as all other phases of the curriculum.

- Programs of interscholastic athletics will be available to students, and will provide equal access to school facilities; coaching and instruction; scheduling of practice times and games; number of activities at each level of competition; and equipment, supplies, and services.
- The school district is a member of the Missouri State Middle School Activities Association (MSHSAA). In all athletic matters the district will adhere firmly to the rules and regulations of that body, and to the philosophy of interscholastic athletics that the MSHSAA encourages. The eligibility of students to participate in the athletic program shall be determined in accordance with the MSHSAA regulations or eligibility standards above MSHSAA standards as approved by M.V.B.T. policy.
- No student may start practice for any athletic team until he or she has been examined and approved by a physician and until written consent has been obtained from the parent/guardian.
- District participation in interscholastic athletics will be subject to approval by the Board. This will include approval of membership in any leagues, associations or conferences.
- Insurance against accident or injury will be required for students engaged in interscholastic athletics.

DISTRICT-SPONSORED EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS (Districts Allowing Non-curricular Groups)

The Board of Education believes that student activities sponsored by the school district are a vital part of the total educational program and should be used as a means of developing social interactions, as well as knowledge and skills. The Board further recognizes that not all of the district's goals and objectives can be met in formal classroom study. Therefore, the Board authorizes the use of the district's facilities, employees and funds to provide student extracurricular activities or groups.

The Board directs the district's superintendent meeting to administer the district's extracurricular activities and groups in keeping with this policy and to create administrative procedures to further the district's goals.

Definitions:

All district-sponsored activities, groups and organizations meeting or occurring during non-instructional time will be referred to as extracurricular. However, extracurricular activities and groups will be further categorized as follows for legal purposes:

Co-curricular Activity or Group: A school-sponsored activity or group primarily involving students and occurring outside of academic class time, where:

- The subject matter of the activity or group is or will be taught in a regularly offered class;
- The subject matter of the activity or group concerns the body of courses as a whole;
- Participation in the group is a requirement for a course; or Academic credit is granted for participation.

Non-curricular Activity or Group: School-sponsored activities or groups primarily involving students and meeting outside of academic class time, which are not co-curricular.

General

All extracurricular activities must have a duly-appointed sponsor, advisor or coach who is a district employee. Before assuming the duties of a sponsor, advisor or coach, the district must have on file a recent background check of the employee. It shall be the duty of such individuals to attend all meetings, functions or practices of the various groups, to advise and supervise students, and to keep the building principal informed regarding activities. All district-sponsored extracurricular activities should be included on the school calendar.

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district or established by the Missouri State Middle School Activities Association (MSHSAA), when applicable.

Unless participation is required for an academic course in which the student is enrolled, participation in all extracurricular activities or groups is voluntary.

Pursuant to state law and upon the adoption of a resolution by a majority of the entire Board, the district may designate extracurricular activities that the Board believes presents unusual physical hazards to students. The Board may then authorize the expenditure of school funds to purchase medical insurance covering students while engaged in the activity, if the purchase of insurance would constitute a financial hardship to the parent/guardian or student.

Exclusion from Activities or Groups

Students may belong to and take part in all extracurricular activities or groups for which they are qualified, regardless of race, color,

sex, religion, national origin, ancestry or disability.

Unless participation in a group or activity is required for a course in which the student is enrolled, participation is a privilege, not a right. Students may be excluded from these groups as a disciplinary action, as a consequence for poor performance in school, poor attendance, or otherwise as determined by district administration. A student and/or his or her parents/guardians are not entitled to a hearing solely because the student has been excluded from an extracurricular activity which is not required for a course in which the student is enrolled.

Sunday Activities

No activities for which the school has responsibility shall take place on Sundays except as pre-approved. This includes formal or informal group meetings or activities. This does not apply to graduation services.

Participation in Out-of-School Activities

In order that student groups are afforded the widest range of educational opportunities, it is the policy of the Board of Education to encourage, within reasonable limits, participation in out-of-school activities. It is the general policy of the school not to participate in activities in which commercial advertising and publicity motives are predominant.

Middle School Sports

Fall	Winter	Spring
Volleyball	Girls Basketball	Track & Field
Football	Boys Basketball	Girls Softball
Cross Country		Boys Baseball

South Central Association

Liberty High School competes as a MSHSAA Class 2 & 3 school and is a member of the South Central Association (SCA) conference. Other member schools of the SCA include: Ava, Cabool, Houston, Mountain Grove, Salem, Thayer, and Willow Springs.

Requirements

Of The Coach

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and in spirit.
- Set a good example for players and spectators to follow.
- Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of all people at the event.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media.
- Teach sportsmanship and reward your players that are good sports.
- Be no party to the use of profanity, obscene language, or improper actions.

Of The Student-Athlete

- Accept and understand the seriousness of your responsibility, and the privilege of representing the school and the community.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students.
- Treat opponents the way you would like to be treated, as a guest or friend. Never direct remarks at opponents in a taunting manner.
- Wish opponents good luck before the game and congratulate them in a sincere manner that you would like to be greeted following either a victory or defeat.
- Respect the integrity and judgment of game officials. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team in the eyes of the officials and all people at the event.
- Respect your teammates on and off the court.
- Support all athletic programs at Liberty Middle School, even those in which you are not involved.

Of The Cheerleaders

- Try to understand the seriousness and responsibility of your role, and the privilege of representing the school and the community.
- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist both them and you in the achievement of a better understanding and appreciation of the game.
- Treat opposing cheerleaders the way you would like to be treated.
- Establish standards of desirable behavior for the squad and attempt in a cheerful manner to transfer that to your spectators.

- Select positive cheers that praise your team without antagonizing the opponents.
- Encourage a positive crowd alternative when booing or an inappropriate chant begins by starting a popular cheer.
- Use discretion in selecting the times to cheer. Treat opposing players like you would treat your own team.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Respect the integrity and judgment of game officials. Treating them with respect will make a positive impression of your team and the community, in the eyes of the officials and all people at the event.

Of Spectators

- It is a privilege to observe a contest. Do not abuse this privilege by assaulting others.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches, spectators, and support groups.
- Respect the integrity and judgment of game officials.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, or after games on or near the site of the event.
- Use only those cheers that support and uplift the teams involved.
- Follow the MSHSAA guidelines for good sportsmanship.

SPORTSMANSHIP IN INTERSCHOLASTIC COMPETITION

The Mountain View-Birch Tree R-III School District believes that student participation in interscholastic competition is a vital part of the total educational program, and should be used as a means for developing wholesome attitudes and good human relations, as well as knowledge and skills. Well-organized and well-conducted programs contribute to the morale of the student body and strengthen school-community relations. To this end, the Board shall encourage the display of good sportsmanship by students and school district patrons.

The Board shall establish regulations that guarantee the teaching of the principles of good sportsmanship and competition etiquette to students in all physical education courses, as well as to all members of junior varsity and varsity teams, cheerleaders, pep club members, band members, and any students who will represent the district in interscholastic competitions or exhibitions.

Members of the student body, whether participants or spectators, are urged to exhibit exemplary behavior at interscholastic events. These events provide an excellent opportunity to display school spirit, and to show pride in the district. Since interscholastic athletic events are an extension of the classroom, the school discipline code will be enforced in relation to student conduct.

Coaches of all teams will be trained in the methods of establishing policies of good sportsmanship in their players, and they will be considered as role models in this respect.

The district will work with the Missouri State Middle School Activities Association and other organizations to promote good sportsmanship by the patrons of athletic events. The Board will utilize the print and broadcast media to disseminate its policies on good sportsmanship, and will work with parents, alumni associations and local service organizations to keep sportsmanship a top priority.

The Board will establish regulations for crowd control at district events. The regulations will stress the type of exemplary behavior, ethics and integrity that should be exhibited by all players and spectators, and will provide for corrective measures to be taken, when necessary, to maintain an atmosphere conducive to the enjoyment of the event.

Penalties for Unacceptable Fan Behavior

First Offense:	Verbal warning to person or persons involved by supervisor.
Second Offense:	Dismissal from the attended activity. Meeting with school administration and a one week suspension from all school related athletic events.
Third Offense:	Meeting with the school administration. Suspension from all school related athletic events for (1) one calendar year.

Fourth Offense: Permanent suspension from all school related athletic events.

The following is a set of standards that all supervisors are to follow when dealing with fan abuse towards an official, opposing team member, coach, or other fan.

- Introduce yourself to the visiting or hosting schools supervisor.
- Any words that are said to be taken on a personal basis as mockery or a threat must be dealt with immediately.
- Any vulgar language or signs made toward an official, opposing team, coach, or fan must be dealt with immediately.
- If a complaint by the opposing team's supervisor is made, address the situation immediately.

Address the following unacceptable behaviors.

- Yelling or waving arms during opponent's free throw attempt
- Disrespectful or derogatory yells, chants, songs or gestures.
- Booming / heckling an official's decision.
- Criticizing officials in any way and / or displays of temper with an official's call.
- Yells that antagonize opponents or fans
- Blaming loss of game on officials, coaches, or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.

Liberty Middle School Student Eligibility Standards

ELIGIBILITY FOR SCHOOL ACTIVITIES-Liberty Middle School is a member of the Missouri State High School Activities Association. To participate in activities with other schools, a student must meet the requirements set forth by the Missouri State High School Activities Association and the Mountain View-Birch Tree Board of Education. Eligibility to participate in school activities is a privilege and not an inherent right.

Each coach will review eligibility standards and procedures with students during the first week of practice. All students who intend to participate in the athletic program must:

- I:** 1. Pass a physical examination beginning of their 6th and 8th grade year. All transfer students must have updated physicals.
 - 2. Obtain written permission from their parents
 - 3. Have and show proof of insurance
 - 4. Must meet the following eligibility requirements.
- II:** 1. Students must earn a minimum of 3.0 credits from the previous semester.
 - 2. Summer school **will not** be used to regain eligibility. This means you cannot fail more than one class.
- III.** If you owe any make-up hours, you will not be able to attend or participate in any extra-curricular activities (including practice). If you have an "F" and your activity leaves during the school day or you will miss school, you will not be allowed to leave with your team/activity. You must ride with the team/group in order to participate unless authorized ahead of time by the A.D.
- IV.** Per Board of Education policy, a student's account which includes the breakfast and lunch bills must be under \$50.00 in order for him/her to attend extracurricular activities or to have a payment plan in place with the building principal.

Citizenship Standards

Students who represent themselves and the school in school activities should exemplify good citizenship. Students are expected to work in a cooperative effort with those involved in an activity. They should obey all school rules and regulations. Students, who do not, will be removed from the activity.

Students, while under the auspices of school domain, who are guilty of the use, possession, distribution, transfer, and/or sale of alcohol, narcotic or noxious substances, counterfeit drugs, drug paraphernalia, depressants, stimulants, or hallucinogens of any type shall be ruled ineligible to represent the school in any extra-curricular activities for at least a semester.

A student who is guilty of a law violation will not be considered a credible citizen. The student will be subject to a penalty/suspension, immediately following the infraction, in proportion to the degree of the offense. This penalty will be determined by the coach/sponsor, athletic director, and building principal.

Suspension

Out of School Suspension (OSS)

During out of school suspension, all extra-curricular privileges are also suspended. A student will not be eligible to participate in any school activities until he or she has returned to regular school classes.

In-School Suspension (ISS)

During the time period of in-school suspension, all extracurricular privileges are also suspended. A student who completes their in school suspension period at the close of a school day will be eligible to participate after school that day.

Specific Rules for Each Activity

Each coach, director, or sponsor will have specific rules and expectations for an activity. Because of club by-laws, constitutions, physical conditioning or training, safety procedures, tryout and practices, it is necessary for coaches, directors or sponsors to design specific regulations to accommodate the variables in each activity.

Students are expected to adhere to the specific rules of each activity. These rules shall coincide with MSHSAA, conference and local school policy. They shall meet administrative approval.

In most cases the information will be presented to the student in writing. The student will be asked to sign a contractual agreement to participate. Usually the agreement will state the rules and ask the student to sign, indicating they agree to abide by the rules.

The specific rules contract will outline the disciplinary action to be taken should these rules be violated.

Expectations for all Interscholastic Activities:

Students who participate in interscholastic activities are expected to adhere to the following local school expectations:

- Medical Exams and Insurance Coverage -- All athletes and cheerleaders must have completed the MSHSAA participation certificate that includes a necessary examination by a medical physician, student-covered insurance verification, student information and parent(s) permission to participate. This form shall be completed, including proper signatures, and turned into the coach or sponsor before the student is permitted to practice or play.
- Students are Responsible for Issued Equipment -- Students will pay for abuse and destruction of any school equipment. They are financially responsible for all equipment or gear issued by the school that is not properly returned. Payment or return of gear must be made before a student progresses from that sport or activity to the next sport or activity season. Uniforms and practice gear are expected to be worn only for the purposes for which they have been issued.
- Missing Class on the Day of a Contest -- If a student misses a full day of class on the day of a contest without being excused by the principal, he or she will not be considered eligible to participate on that date. (Circumstances such as doctor appointments, family illnesses or funerals should be cleared through the principal before the day of the contest.)
- Illness, Injuries and First Aid Treatment -- All medical and first aid treatment necessary during practice or play shall be administered under direct supervision of the sponsor or coach. A student who becomes injured or ill during practice or play should report the circumstances to the coach or sponsor immediately. Any student taking medication while participating should inform the coach or sponsor of such circumstances.
- Conduct and Transportation to Activities -- Conduct and general appearance to and from away activities will be as such as to not bring disgrace or embarrassment to coaches, sponsors, team, group or school. Students are expected to ride school-provided transportation to the activities. At the sponsor's or coach's discretion, students may ride home with their parent(s) (parents only) providing the parent(s) come to the coach or sponsor, personally communicate about such action, and sign a note giving permission. No participating student is permitted to drive to an away activity. (Violators are subject to removal from the activity for the season.)
- No Practice or Performance Without Supervisor -- No school activity practice or performance shall be held without a sponsor or coach. No student should attempt to practice or play unless the coach or sponsor is there to supervise. Students are not to begin warm-ups or workouts before the coach or sponsor arrives. For safety reasons students are not to use school equipment without proper supervision. (Violators are subject to removal from the activity.)

Requirements for MSHSAA Activities

Students who participate in interscholastic activities shall also meet the Missouri State High School Activities Association student eligibility standards.

Your years in middle school will be highlighted by your participation on one of your school's athletic teams. These will be some of the most enjoyable years of your young life. During this time, your school will have local school requirements that you must comply with in order to be eligible to compete. Also, your state association - The Missouri State Middle School Activities Association - has essential eligibility requirements that you must meet in order to maintain your eligibility.

Information contained in this pamphlet will acquaint you with the major rules and regulations you must follow in order to maintain and protect your high school eligibility. Any questions you have concerning these essential requirements or with your athletic eligibility should be checked with your school principal or athletic administrator, who has a complete copy of all MSHSAA eligibility requirements.

The MSHSAA's eligibility requirements have been voted on by member schools and were adopted by your school when it became an association member. If there are rules which you don't understand, ask your principal or athletic administrator to explain them to you.

Knowing and following all these requirements will enable you to maintain and protect your high school eligibility. Also, it is important for you to know that you must meet all the essential requirements in order to be eligible, as no one requirement is more important than another.

Finally, the MSHSAA urges you - the student-athlete - to study these rules carefully. We want you to enjoy these years.

1. Bona Fide Student

In order to represent your school, you must be a bona fide student and meet all eligibility requirements. You must be enrolled and regularly attending classes at the member school and meet the academic requirements in MSHSAA By-Law 213 and those of your local school.

2. Citizenship

You must be a creditable citizen. Creditable citizens are those students whose conduct - both in school and out of school - will not reflect discredit upon themselves or their school.

3. Academics

- You must have earned, the preceding semester of attendance, a minimum of 2.50 units of credit or have earned credit in 70 percent of the maximum allowable classes in which any student can be enrolled in the semester, whichever is greater.
- For your current semester, you must be enrolled in, and regularly attending, courses that offer 2.5 units of credit or 70 percent of the maximum allowable credits which may be earned, whichever is greater.
- Credits earned or completed after the close of the semester or in summer school will not fulfill this requirement. Summer school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives) and it is placed on the school transcript. No more than one credit in summer school shall be counted toward eligibility.
- If you are a beginning ninth grade student, you must have been promoted at the close of the previous school year.
- You must be making satisfactory progress toward graduation as determined by your local school's policies.
- Do not drop courses without first consulting with your school principal or athletic administrator to determine whether it will affect your eligibility.
- Grades 7-8: You must have been promoted to a higher grade prior to the first day of classes for the new school year. However, you will be ineligible if you failed more than two courses the previous quarter. Summer school may be used to have eligibility reinstated.

4. Residence Requirements

A middle school student may be eligible at the public or nonpublic school located in the district in which the student's parents reside.

5. Transferring Schools

- If you transfer schools and your parents do not move into the district of your new school, you will be ineligible for 365 days - unless you meet one of the exceptions listed in the MSHSAA Residence and Transfer Rules.
- If you move with your parents to your new school district, you will be eligible at your new school provided you were eligible in all other respects at your former school. A student shall not be eligible to represent two different schools in the MSHSAA state tournament series in the same sport during the same season.
- You and your parents must move to the new residence at the same time.
- Always check with your school principal before you transfer to determine whether it will affect your eligibility.
- Discipline follows the student to the new school. Transferring while under suspension will cause you to be ineligible for 365 days.

6. Participation Limits

- **Grades 7-8:** You are eligible for only your first two semesters of attendance in the seventh grade and for only your first two semesters in the eighth grade.
- You are not eligible to compete with or against students enrolled in the tenth grade or above when you are enrolled in either the seventh or eighth grade.

- **Sixth Grade & Below:** A student enrolled in the sixth grade or below shall not be eligible to participate in interscholastic athletics with or against students enrolled in grades seven and/or eight, except in cases where the student attains the age of 13 prior to July 1 preceding the opening of school. A violation of this rule shall subject the school to penalty in addition to affecting the eligibility of the player.

7. Entering School

You must enter school within the first 11 days of the semester in order to be eligible.

8. Amateur and Awards Standards

- After entering a member school, you will become ineligible in the sport concerned if you receive cash for participating in an athletic contest. This restriction applies to all sports in which MSHSAA member schools conduct interscholastic programs (Note: Merchandise shall not exceed \$25 suggested retail price).
- You may accept awards which are symbolic in nature, such as medals, ribbons, trophies, plaques, etc. for participating in a school athletic program.
- You may accept awards which are merchandise and such award shall not exceed \$25 in the suggested manufacturer's retail price.
- Awards as described above presented by a person or group other than your school, must be approved in advance by your school principal and the suggested manufacturer's retail price of a merchandise award shall not exceed \$25.
- You may accept awards for participating in non-school sponsored athletic competition only if the awards are symbolic in nature of the merchandise item does not exceed \$25.00 in suggested retail value.
- Commemorative jewelry may be presented by the school. (i.e. championship ring).

9. Age Limits

- Grades 7-8: In order to participate on or against teams made up of only seventh-graders, you must not have reached 14 years of age prior to July 1 preceding the opening of school.
- Grades 7-8: In order to participate on or against teams made up of only eighth-graders, you must not have reached 15 years of age prior to July 1 preceding the opening of school.
- In order to participate on or against teams made up of only ninth-graders, you must not have reached 16 years of age prior to July 1 preceding the opening of school.
- However, you may participate with the next higher grade when you no longer meet the age limit for you grade.

10. Playing under a false name

If you compete under an assumed or false name, you immediately become ineligible.

11. Non-School Competition

- You may not practice for or participate with a non-school team or in any organized non-school athletic competition and for your school team in the same sport during the same season.
- You may participate on a school team and a non-school team in different sports during the same season; however, you may not practice for the non-school team or participate in organized non-school athletic competition on the same day that you practice with or participate for the school team without prior approval of your school administrator.
- You must receive approval in advance from your school principal in order to miss school time to practice for, travel to or compete in organized non-school athletic competition.
- You may not play at any time on an organized non-school basketball, football, or volleyball team made up only of members of your school team unless: a) the teams are nontraditional as defined in 235.2-b with limits to out of season; or b) during the summer months when there is no limit on team rosters/line-ups (235.2-b).
- You will become ineligible in any sport in which you play as a member of a junior college, college or university team.
- You may participate in international competition during the school year, however, the competition must meet the established criteria published in the MSHSAA Official Handbook and must be approved in advance by the MSHSAA Board of Directors.
- Before you join a non-school team or enter any non-school competitive athletic event, your school principal or athletic administrator should be consulted to make certain these standards are met.

12. Transfer for Athletic Reasons

You shall become ineligible for 365 days if you transfer to another school for athletic reasons defined in MSHSAA By-Law 238.

13. Sports Camps/Clinics

- You may attend a specialized summer athletic camp(s)/clinic(s) where you receive instruction or coaching from a member of your school's coaching staff for a maximum of two calendar weeks in any one sport. A calendar week for any sports comp is

defined as any seven consecutive days and any consecutive grouping of days shall be counted as one calendar week.

- You may attend a non-school sponsored summer specialized sports camp(s) or group instruction for as long as you wish where you do not receive instruction or coaching from a member of your school's coaching staff.
- You may attend a non-school sponsored specialized sports camp(s) or group instruction during the school year provided it does not result in any loss of school time; attendance does not occur within 14 days of the start of the school sport season for the sport concerned; it is not a team camp; and no member of the coaching staff of the school you attend or will attend the following year is involved in any way.
- Before attending any specialized athletic camp(s)/clinic(s) or group sport instruction, you should consult with your school principal or athletic administrator to make sure it meets the criteria published in the MSHSAA Official Handbook.
- You or your parents must pay all camp/clinic fees, tuition and other related expenses.

14. Sportsmanship

- If you should commit an unsportsmanlike act while participating in a middle school event, you could become ineligible.
- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any middle school athletic contests.
- The unsportsmanlike conduct of any spectator - regardless of age - could cause that spectator to be barred from attending school athletic contests.

15. Foreign Student Eligibility

- You are eligible for varsity competition for one year only, provided you are participating in an exchange program listed by CSIET.
- No person associated with the school may be involved in your selection.
- No member of the school's coaching staff shall serve as a host family.
- You must meet the age requirement of not reaching age 19 prior to July 1.
- You must possess a current and valid visa.
- You must have enrolled within the first 11 days of the semester.
- You must meet all other general student-eligibility requirements.
- If you meet all standards of eligibility except a CSIET program, you are eligible for only sub-varsity competition.

Conflict/Issue Resolution

- The following information explains the procedures utilized at Liberty Middle School to resolve the differences of opinion that might arise on various issues concerning athletic activities.
- We encourage communication between students, parents and coaches. We believe everyone is entitled to his or her opinion and respect that right. However, our policy is that parents or patrons shall schedule a conference with the coach to discuss their differences concerning the issues involved. We have established this policy on all sports activities due to the following factors.
- Coaches are involved in game planning, the transition process between games, and decision making processes during pre-game, and the game and do not have the time to discuss the issues nor want to be distracted from the game situations, preparation, and decisions.
- Coaches are involved in many situations after the games that do not present the most desirable atmosphere for a discussion of the issues. This includes post-game conferencing with the team, coaches, individual players, officials, checking equipment, calling in results to the media, and securing supplies, equipment, and the facility.
- Issues are best resolved in a one on one private conference after some time has lapsed since the issues occurred. This usually negates some of the emotionalism involved in the issues of the situations involved on game night and presents the opportunity for the issues to be discussed in a more positive setting. All conferences will be scheduled through the middle school principal's office.
- These differences of opinion on the issues should not be discussed in front of a crowd or the team, since it usually solves nothing and instead creates additional problems as well as being a negative distraction from the primary purposes of the athletic event.

Hopefully, the above policy will avoid problems and embarrassing situations and more successfully lead to a resolution of the problems or issues that may arise.

ALL DISTRICT POLICIES AND PUBLIC COMPLAINT FORM CAN BE FOUND ON THE SCHOOL'S WEBSITE @ www.mvbt.k12.mo.us

BULLYING INCIDENT REPORT FORM

If you have been the target of bullying or have witnessed the bullying of a District student, complete this form and submit to the building principal. Complaints against building principals should be submitted to the Superintendent. Complaints against the Superintendent should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary actions will be taken as warranted.

Date Filed: _____ Your Name: _____

Phone Number(s): _____

Indicate the appropriate response to the following with a check mark(s):

You are a : _____ Student _____ Parent _____ Employee _____ Volunteer

Date(s) of alleged bullying: _____

Name of Student(s) subject to bullying:

Person(s) alleged to have committed the bullying or harassment: _____

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use the back side of the form if necessary.

Names of Witnesses: _____

Have you reported this to anyone else: _____ Yes _____ No. If so who? _____

*Signature of Complainant: _____

*Student have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, or working environment. A complainant that falsely accuses someone will be subject to disciplinary action.

This Section is for use of District Administration

Date Received by Principal: _____

Investigative Action taken: _____

Result of investigation/Action taken: _____

Signature of Principal: _____

MVBT Handbook Policies and Guidelines (2025-2026)

Non-Discrimination Notice The Mountain View-Birch Tree School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, or disability in its programs, activities, or employment practices. [Policy AC](#)

Reporting Discrimination or Harassment If you believe you have been subjected to discrimination or harassment, you are encouraged to report the incident to the district's compliance coordinator. The district prohibits all forms of discrimination and harassment.

- **Harassment:** Unwelcome conduct that creates an intimidating, hostile, or offensive environment based on race, color, religion, sex, national origin, ancestry, or disability.
- **Discrimination:** Unfair treatment based on the same factors.

Title IX Notice The district does not discriminate on the basis of sex in its educational programs or activities. For inquiries about Title IX, contact the Title IX Coordinator or the U.S. Department of Education. [Click here to read Policy ACA](#)

Student Rights and Privacy

FERPA Notice The Family Educational Rights and Privacy Act (FERPA) provides certain rights regarding educational records. The district may release directory information, including the student's name, address, and telephone number, to military recruiters and institutions of higher education unless the parent/guardian requests otherwise. Policy JO, Procedure JO-AP1

Protection of Pupil Rights Amendment (PPRA) Parents have the right to privacy regarding surveys, non-emergency physical exams, and the collection of information for marketing purposes. Policies JHC, JHDA, KI

Immunization Exemptions The district must notify parents of children in preschool, daycare, or nursery schools about immunization exemptions. The district will not release specific details but will confirm if there is an exemption on file. Policy JHCB

Technology Usage All student users and their parents/guardians must sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless otherwise excused by this policy or the superintendent or designee. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign or consent to the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use the district's technology resources by the superintendent or designee. Policy EHB-AP1

Notice regarding searches, including:

- a. Students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas.

- b. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment.
 - c. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot.
 - d. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars in accordance with law.
 - e. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.
 - f. The details of extracurricular drug testing, if applicable.
 - g. (Fourth Amendment of U.S. Constitution, Policy JFG and JFCI when applicable)
-

School Policies

Human Sexuality Curriculum The district provides information on its human sexuality curriculum to parents/guardians. Parents/guardians have the right to request the content of the curriculum and to remove their student from any portion of instruction related to human sexuality. Policy IGAEB

Sexual Predators and Internet Safety The district educates students on identifying sexual predators and promotes safe, responsible Internet use.

Trauma-Informed Training (Grades 6-12) Students in grades 6-12 will receive trauma-informed training, including information on sexual abuse. Parents will be informed and may excuse their child from the instruction. Parents will be notified that there will be trauma-informed, developmentally appropriate training on sexual abuse provided to the students to inform the parents how to learn more about the content of the instruction and their right to have their student excused from the instruction. Policy IGAEB

<https://dese.mo.gov/traumainformed>

Annual Performance Reports District and Building Accountability Report Cards The district and building accountability report cards are available for public viewing. Please refer to Procedure KB-AP1 for more information.

Bullying [Policy JFCF. Bullying](#)

Suicide Awareness This policy outlines key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including students receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. [Policy JHDE](#)

Electronic Devices and Electronic Communication The district has a policy on use of electronic communication devices and audio and visual recording equipment. (Procedure EHB-AP1 and Policy KKB) Notice of the district's policy on electronic communication between staff members and students. (Policy GBH)

Critical Need Occupations Prior to November 1 of each year, each high school in the district will provide its students with information concerning occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education. Procedure KB-AP1

Academic Information

Virtual Course Enrollment (MOCAP) Eligible students may enroll in virtual courses through the Missouri Course Access Program (MOCAP). Qualifying students may enroll in virtual courses offered in the Missouri Course Access Program (MOCAP). Policy IGCD [DESE guidance](#)

Prescription and Over-the-Counter Medicine Students may not possess prescription or over-the-counter medications unless required for medical purposes. All medications must be submitted to the school office.

CBD Products and Medical Marijuana CBD and medical marijuana products are prohibited on school property. Policy JHCD

Special Education The district will provide special education and related services to children ages 3 to 21. (Missouri State Plan, Policy IGBA) See “Public Notice” at <https://dese.mo.gov/special-education/compliance/special-education-forms>

Title I Parents may request information regarding: Whether the student’s teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction. Whether the student’s teacher is teaching under emergency or other provisional certification status. Whether the student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. For more information, *contact the district Superintendent (502 N. Elm St., Mountain View, MO 65548 - 417-934-5408)*

Statewide Assessments The district’s policy on student participation in statewide assessments is made available in the district’s office for public viewing. This should include who is expected to participate, a list of statewide assessments the district participates in (MAP, NAEP, LEP, EOC, etc.) and dates on which those assessments are given, if known. The notice will reference district Policy IL and must include information on whether a parent/guardian can opt a student out of an assessment and the process for doing so. (Currently state law does not allow for students to opt out of statewide assessments.) (20 U.S.C. §6312, §160.570, Policy IL)

Notice on Filing Complaints Regarding Federal Programs If you would like to file a complaint regarding certain federal programs under the district’s jurisdiction, please refer to Policy KLA for the procedures on how to submit a formal complaint.

Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact the district Superintendent (502 N. Elm St., Mountain View, MO 65548 - 417-934-5408)

Nutrition and Meal Policies

Free and Reduced-Price Lunch Eligibility The district follows federal guidelines for free and reduced-price lunch eligibility. See “Eligibility Criteria for Free and Reduced Price Meals” at <https://dese.mo.gov/financial-admin-services/food-nutrition-services/free-and-reduced-price-information>

Past-Due Meal Charges The district has procedures for addressing past-due meal charges, as outlined in Procedure EF-AP1. [Click here to read policy EF-AP1](#)

Nutrition Standards for Food Brought by Parents and Students The district has specific nutrition standards for food brought from home. Policy ADF, Procedure ADF-AP1

MO HealthNet for Kids Program Information regarding the MO HealthNet for Kids Program is available from the district. <https://dssmanuals.mo.gov/wp-content/uploads/2022/01/health-care-brochure.pdf>

School Safety and Supervision

School Schedule and Supervision The school day begins at 7:50 AM. Parents are reminded to ensure students arrive on time. Supervision is provided during school hours. The district will not be responsible for supervising students outside the stated times. Parents can not drop off or leave children at the school during unsupervised periods.

Code of Conduct The district’s discipline policy includes specific offenses and consequences for violations, such as fighting, theft, and disruptive behavior. Policies JFCF, JFCH, JFCJ, JG, JG-R1, JGA, JGE, JGF [Policy JG-R1. Code of Conduct](#)

Weapons and Drugs on School Property Students found with weapons or drugs may face suspension or expulsion.

Notice Regarding Asbestos In compliance with 15 U.S.C. §2643, the Mountain View-Birch Tree R-3 School District is required to provide a notice regarding the presence of asbestos and any inspections, re-inspections, surveillance, and post-response actions taken. https://www.ourayschool.org/apps/pages/index.jsp?uREC_ID=2126371&type=d&pREC_ID=2156564

Important Contact Information

For any concerns or to get in touch with coordinators or administrators, refer to the contact details for:

- The board designates the following individual to act as the district's compliance officer:
 - Superintendent

502 N. Elm St.
Mountain View, MO 65548-8472
Phone: 417-934-5408 / Fax: 417-934-5404

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

John Daniels, High School Principal
502 N. Elm St.
Mountain View, MO 65548-8472
Phone: 417-934-2020 / Fax: 417-934-5404

- Title IX Coordinator, Homeless Coordinator, English Language Learner Coordinator
 - Lanna Tharp, Superintendent
 - 502 N. Elm St. Mountain View, MO 65548 417-934-5408

To file a formal complaint click [here](#).