

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
2024-2025 School Calendar**

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
Antrim, Tayler	tantrim@liberty.mvbt.k12.mo.us	Social Studies	4th hour
Allen, Ashley	aallen@liberty.mvbt.k12.mo.us	English	2nd 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
		Special Programs	2nd hour
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	lholfmes@liberty.mvbt.k12.mo.us	Computer Applications	5th hour
Jester, Richie	rjester@liberty.mvbt.k12.mo.us	JAG	3rd 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.mvbt.k12.mo.us	Computers	
Pennycuick, Mitzie	mpennycuick@liberty.mvbt.k12.mo.us	Social Studies	2nd hour
Pruett, Lisa	lpruett@liberty.mvbt.k12.mo.us	Science	2nd hour
Smith, Breanna	bsmith@liberty.mvbt.k12.mo.us	English	4th hour
Smotherman, Kelli	ksmotherman@liberty.mvbt.k12.mo.us	Food Service	
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	tthipton@liberty.mvbt.k12.mo.us	Physical Education	6th 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.
- Disruptive students will have assigned seating or be removed from the cafeteria.

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

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
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.
- Booing / 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 JHDF

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](#).

2025-2026



**LHS
STUDENT
HANDBOOK**

OUR VISION

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

MISSION STATEMENT

In the Mtn. View - Birch Tree School District, our 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.

Principals' Message

Students and Parents,

Welcome to the 2025-2026 school year.

Please read the handbook thoroughly as there are some clarifications to the dress code, graduation requirements, prom, extra-curricular activities, and Sr. Trip requirements, etc. The school calendar is also enclosed as well as school procedures. We invite you to visit with us if you have any concerns. I hope each student has a fun and successful school year here at Liberty High School. Please visit our website at <https://mvbt.k12.mo.us>

John Daniels - High School Principal / A+ Coordinator

J.C. Hoagland - Assistant Principal / Athletic Director

DAILY CLASS SCHEDULE

Hallways open at 7:45

Breakfast Program.....7:20 - 7:50

High School Bells

1st hour	7:50-8:43
2nd hour	8:47-9:40
3rd hour	9:44-10:37
Eagle Time	10:37-11:03
4th hour	11:07-12:29 (*includes lunch)
5th hour	12:33-1:26
6th hour	1:30-2:23
7th hour	2:27-3:20

***Lunch Schedule**

1st lunch 11:07-11:32

2nd lunch 12:04-12:29

Mountain View-Birch Tree R-III Schools School Calendar (Board Approved 2-22-24) 2024-2025 School Year					
	M	TU	W	TH	F
August				1	2
	5	6	7	8	9
	12	13	14	15	16
	18	19	20	21	22
	25	26	27	28	30
September	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30				
October					
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
November					
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
December	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
January			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
February	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
March	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				
April	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30		
May	5	6	7	8	9
	26	27	28	29	30
<p>Aug. 12 & 13: New Teacher Orientation</p> <p>Aug. 13: All teachers work day in p.m. & Back-To-School Kickoff from 5:00-8:00 p.m.</p> <p>Aug. 14, 15, 16: Teachers' Inservice/Workshops</p> <p>Aug. 15: School Board Meeting & Tax Rate Hearing @ LMS 6:00</p> <p>Aug. 19: First Day of School 10 School Days</p> <p>Sept. 2: Labor Day</p> <p>Sept. 19: School Board Meeting @ BTE 6:00 16 School Days</p> <p>Oct. 11: Homecoming Parade/Game</p> <p>Oct. 11: End of First Quarter (34 school days)</p> <p>Oct. 17: School Board Meeting @MVE at 8:00</p> <p>Oct. 21: Parent/Teacher Conferences 1:00 to 8:00 p.m. 19 School Days</p> <p>Nov. 4: Teacher Professional Development Day-- Ed. Camp</p> <p>Nov. 21: School Board Meeting @ LHS 6:00</p> <p>Nov. 25-29: (No School) Thanksgiving Break 15 School Days</p> <p>Dec. 19: School Board Meeting @ LMS 6:00</p> <p>Dec. 20: End of First Semester (38 Days in 2nd Quarter)</p> <p>Dec. 23-31: (No School) Christmas Break 12 School Days</p> <p>72 full days in 1st Semester</p> <p>Jan. 1-3: (No School) New Years Day Break</p> <p>Jan. 6: Beginning of Second Semester</p> <p>Jan. 23: School Board Meeting @ BTE 6:00 18 School Days</p> <p>Feb. 10: Teacher Professional Development Day</p> <p>Feb. 13: School Board Meeting @ MVE 6:00 16 School Days</p> <p>Mar. 7: End of Third Quarter (38 School Days)</p> <p>Mar. 20: School Board Meeting @ LHS 6:00 16 School Days</p> <p>Apr. 10: School Board Meeting @ LMS 6:00</p> <p>Apr. 18-21: Spring Break/Easter Break 17 School Days</p> <p>May 22: School Board Meeting @ BTE 6:00</p> <p>May 16: Commencement @ 7:00 p.m.</p> <p>May 23: Last day of school & end of 2nd Semester (45 Days) 16 School Days</p> <p>June 19: School Board Meeting @ Central Office 63 full days in 2nd Semester</p>					
<p>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 1057,5845 hours of instructional time. Six (6) Snow Days (42,1002) are built into the calendar and will not need to be made up if missed. That leaves us with a total of 1,045,483 instructional hours. After missing the 6 built-in snow days, the following days will be used as makeup days: 1st: Mar.3, 2nd: March.10, 3rd: March.17, 4th: Mar.24, and 5th: March.31. 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 27) if needed.</p>					

IMPORTANT TELEPHONE NUMBERS

Office of the Superintendent 417-934-5408
HS Assistant Principal / AD - Ext. 2425

High School Principal / A+ Coordinator
High School Counselor – Ext. 2209

417-934-2020 - Ext. 2402
High School Nurse - Ext. 2019

Liberty High School A+ Requirements

A student who qualifies according to the following criteria and continues an education at a Missouri public community college or vocational-technical school may be eligible for state reimbursed tuition and general fees. Each student should enter in to written agreement with the school prior to high school graduation to be eligible and must have:

- Attended a designated A+ school for two years prior to high school graduation.
- If moving from another state, student must be enrolled by the 1st day of the 2nd quarter of his/her junior year.
- Graduated from high school with a **GPA of 2.5 or higher on a 4.0 scale (non-weighted)**.
- Maintained at least a 95% attendance record throughout high school (9-12 cumulative).
- Performed 50 hours of unpaid tutoring or mentoring with younger students (SAM, Summer School, Monday's).
For students to SAM during regular school, they must have 90% cumulative attendance. If needed, Seniors may request to do SAM the 2nd semester if he/she signs an attendance agreement with the A+ coordinator and has a cumulative gpa of 2.5 or higher.
- Maintained a record of good citizenship and avoidance of unlawful use of drugs or alcohol.
- Made a documented, good faith effort to secure all available federal post-secondary students financial assistance funds that do not require repayment.
- Males 18 years of age have registered for selective service.
- Students must score Proficient or Advanced on a high school math EOC exam in Algebra I or a higher-level math course. Students can also meet this requirement with the following scores on the ACT test (Math Subscore) combined with their cumulative GPA.

Exam	Minimum Math Score	Cum. GPA
ACT	17	2.5
ACT	16	2.8
ACT	15	3.0

- The student's financial incentive may be available for a period of four years after high school graduation. To maintain eligibility during that time, each participating student must enroll and attend a Missouri Public community college or vocational-technical school on a full time basis and maintain a GPA of 2.5 or higher.

Liberty A+ Citizenship Policy

Students who sign a contract for A+ tuition reimbursement to a Missouri post-secondary vocational/technical school or community college must maintain good citizenship throughout the contract period. Good citizenship is exhibited through school activities, community involvement and civic responsibilities. Students who violate the Mountain View-Birch Tree R-III District Drug/Alcohol/Substance Abuse policy during the contract time, or the state A+ guideline of "Maintain a record of good citizenship and avoidance of the unlawful use of drugs and/or alcohol," will automatically forfeit A+ Tuition Reimbursement status. Other violations of the District Discipline Policy may be reviewed by the assistant principal and the A+ Citizenship Committee using the following guidelines:

Any violations committed by a student under contract which involves an out-of-school suspension (OSS);
Any violation committed by a student under contract which involves poor behavior, disrespect, profanity, dishonesty, etc.

The A+ Citizenship Committee will consist of a minimum of 3 of the following:

- Assistant Principal
- A+ coordinator
- Senior High (9-12) Guidance Counselors
- High school teachers, appointed by the high school principal

Upon review of each individual case, the A+ Coordinator will respond in one of the following ways:

- A warning statement will be issued to the student's parent/guardian placing that student on probation for a specified length of time, during which time no additional referrals can occur: OR
- Notify the student's parent/guardian that the student has been removed from the A+ Tuition Reimbursement Program.
- The Assistant Principal will provide disciplinary information and the status of contracted students to the A+ School Office upon request. The information will be used to assess the citizenship requirement of students in the Liberty A+ Schools Tuition Reimbursement Program.

** Appeals may be made through the Mountain View-Birch Tree R-III School District appeal procedure.

** Appeals need to be started by the end of the 3rd quarter of your senior year. (Approved 4-29-99, revised 4/01,4/05)

ACADEMICS – The central purpose of Liberty High 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 high school years. We encourage students to take a rigorous academic schedule, but not to forget the opportunities the elective curriculum provides.

ACT TESTING - SCHOOL YEAR 2025-2026

All students in grades 9-12 are encouraged to take the ACT test more than one time. To assist students in taking the test, the following guidelines have been approved.

- Students in grades 9-12 may take the test in any testing month, October, December, February, and April at Liberty High School. Students will pay for the ACT test each time they take the test.
- Students in grades 9-12 will be reimbursed once if scoring at or above the national average on the test given at LHS.
- Students in grades 9-12 will be allowed to take additional tests at the district's expense during the school year if they:
 - a. If they increase their previous score which was already at or above the national average.
 - b. Reimbursement for the test will be the amount for the regular registration (no late registration fees will be reimbursed).

ACT Testing dates: October 26, December 14, February 8, April 5

ASVAB & PSAT Testing Dates: TBD

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 High School.

- 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 for make-up hours or A+ purposes.

ATTENDANCE REQUIREMENT FOR COURSE CREDIT– Students are permitted a maximum of four (4) absences per class per semester. Students missing more than the allotted days will not earn credit for those classes until the student makes up those hours within the given timeframe. It is important that students realize the four (4) days of absence included in the policy are provided for times when circumstances make it necessary for a student to miss school. A student who is absent for unacceptable reasons such as truancy may be subject to disciplinary action such as ISS, OSS, Juvenile Referrals, etc. Examples of unacceptable absences shall include oversleeping, babysitting, unexplained personal reasons, missing the bus, errands in town, etc. If a student owes make-up hours, course credit has not been earned.

ATTENDANCE HOURS MAKE-UP– Makeup hours will be offered on Monday's from 7:30am-3:30pm. Breakfast and lunch will not be provided on Monday's. Students must arrive between either 7:15-7:45am or 11:15-11:45am. Students will have to make up ALL hours to earn course credit. 1st Semester attendance make-up hours are required to be made up within the 2nd Monday of the 2nd semester that school is in session (1/27/25). If they are not made up within that time period, they will be required to attend the first two weeks of summer school unless they owe more than 65 hours. If they owe more than 65 hours the student will receive a failing grade. For students in grades 9-11, 2nd Semester attendance make-up hours are required to be made up by Friday, 5/16/25 or your student will be required to attend Summer School for two weeks unless they owe more than 65 hours. Sr's must have their attendance made up by Monday, 5/5/25. If they owe more than 65 hours, there is not enough time to make up those hours and the student will receive a failing grade. Students will receive a grade of "NC" No Credit until all hours are made up. If the hours are not made up by the specified time, credit has not been earned and students will receive an "F" in the class. *(Only 2 weeks hour recovery is offered at summer school). Students **cannot** make up hours for both (2) semesters during summer school, regardless of the total amount. If seniors owe hours for either semester, they will not be allowed to walk at graduation. Students who owe hours for the 2nd semester and do not make them up at summer school will be ineligible for all activities for the 1st semester of the following school year.

ATTENDANCE APPEALS/DUE PROCESS – Before a student receives a "NC" (No Credit) or an "F", the student's parent/guardian may appeal his/her attendance to an administrator. **This request must be submitted in writing by the parent/guardian with explanations and proof of absences before the end of the semester.** If the administrator still sees the absences as unacceptable it will go before an appeals committee consisting of: the counselor, the resource officer, and three teachers (must be teachers that the student has in class at that time). Any further appeal will be accommodated according to district policy, section JFH of the Board Policy Manual.

AUTOMOBILES AND PARKING- Students driving to school will:

- Students shall obey all the rules of safe and prudent driving; drive carefully and slowly while on campus.
- Students will park only in the places assigned.
- Students may not return to vehicles until dismissed from school unless permission is given from the office.
- Students may not park behind the school building during school or school activities.
- Speeding or driving carelessly on the school grounds is not permitted. Parking privileges can and will be revoked by the administration for students who do not drive sensibly in and around school grounds. (See Discipline Policy for consequences)
- At the end of the school day, students who drive or ride in automobiles (other than seniors) are not to be in vehicles until the buses leave and are dismissed by a supervisor.
- Between the hours of 7:20am-3:50pm students are to enter and exit from the east side of the parking lot.
- Drivers and riders will all be dismissed by the 3:20pm bell. Buses will have the right of way when it is time for them to leave the parking lots. ALL vehicles will stop for buses to exit parking lots. If this becomes an issue we will go back to only senior drivers being dismissed with the bus riders.

Book Bags/Gym Bags - Due to safety concerns, book bags that are carried to classrooms must be clear. Students may carry other bags such as gym bags to and from school and then place them in their lockers for the day. When the first bell rings to go to class, bags should be placed in lockers and left there until the bell rings to dismiss students unless it is a clear bag.

BULLETIN - Weekly bulletins will be kept up-to-date and posted to the school website. Its purpose is to serve the student body by giving up-to-date information about upcoming events. Students are responsible for the information contained in them.

CAFETERIA SERVICES - A lunchroom is maintained in the building. Students and faculty are served well-planned meals. With a closed lunch hour, students bring their lunch or buy their lunch in the cafeteria. Student meals are to be paid and kept up-to-date. The ability to charge meals is a privilege, not a right. Parents will be notified if/when lunch bills reach \$7.00 and again at \$15.00 to make payment arrangements. Students who are not making payments on their account may receive an alternative meal. Please refer to policy EF-AP1 FOR more food service management information. Please observe the following rules:

1. Students report promptly to the lunchroom and do not leave until they are dismissed.
 2. Cutting into the lunch line is not permitted.
 3. Visitors will not be allowed during breakfast or lunch periods.
 4. Students should remain seated in the cafeteria. The restroom by the gym should be used during lunch.
 5. Loud and unnecessary noise is prohibited.
 6. Throwing food is prohibited.
 8. All paper, cartons, uneaten food, etc. must be disposed of properly.
 9. You will be dismissed by the bell or a supervisor.
 10. Food and drinks are not to be taken outside the lunchroom. (No eating in classrooms/labs)
 11. Seniors may sit in the courtyard by cafeteria when whether permits.
 12. No fast-food items or delivery. These items will be eaten in the office.
 - Inappropriate conduct will result in an assigned seat, or removal from the lunchroom if deemed necessary.
 - Per Board of Education policy, to participate in extra-curricular activities your account needs to be under \$50.
- Full/Reduced Lunch Prices: Student Breakfast - \$1.50/\$0.30 Student Lunch - \$2.75/\$0.40

CHANGE OF ADDRESS/PHONE-Students moving during the school year or who moved during the summer should report such changes to the office immediately. In order to keep the office files up to date, it is necessary to have 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. Lunch will be considered an extension of 4th hour. If a student leaves during lunch it will be counted as tardy (look under discipline).

CREDIT RECOVERY Credit Recovery provides an opportunity for high school students who have failed a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school or the following requirements during the regular school year. Credit Recovery may begin on Monday's that school is not in session. The student will be placed in an online program and must work on the assignment while seated on those Monday's for 4 complete days (32 clock hours) to earn each ½ unit of credit. The self-paced computer driven program must be completed fully with a 60% to receive credit. Credit Recovery courses are offered on a pass/fail basis only.

DANCES - School dances will be scheduled on Friday and Saturday nights only.

- Dances are open only to LHS students and their dates.
- Outside dates must sign up in the Principal's office before the LHS dances. (under the age of 20 at the time of the dance)

- All guests must be currently enrolled in school or have graduated high school High School dances and Jr.-Sr. Prom are for Liberty students (grades 9-12) and their approved guests. If you owe hours from the 1st semester or currently during the 2nd semester, you will be ineligible to attend prom or any other activities.
- **PROM is a formal dance. Students will dress in formal attire (dress pants, suite, dress, etc.). Jeans, shorts, t-shirts, are not an acceptable form of attire at PROM. If dressed informally, students will be turned away without a refund.**
- Middle school students are not allowed. If outside date is not enrolled in public school he/she must be 15 in order to attend.
- ONCE IN, ALWAYS IN AND ONCE OUT, ALWAYS OUT. You may not re-enter.
- Dances will not last longer than three hours or past 11 p.m. unless prior approval is granted by the Principal.
- Children of students are not allowed. Parents need to take pictures before. Dances are for the students.

DRESS GUIDELINES—Students should use good taste in their manner of dress and personal appearance and therefore adhere to the following guidelines:

1. All students must wear shoes, boots, or other types of footwear.
2. Pants are to be worn at or above hips (no exceptions). Holes should not be distracting (too high, showing undergarments, etc.)
3. 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:
 - a) Head coverings in the building (includes beanies, berets, head wraps, etc.)
 - b) All shirts MUST have a sleeve. If the shirt is a split sleeve, then the strap must be 1" wide. Shirts must sit on top of shoulders and not be revealing.
 - c) Clothing that advertises alcohol, drugs, tobacco, or anything of a sexual nature
 - d) Clothing with profanity, vulgarity, obscene language, or inappropriate insinuations
 - e) Mesh or see-through clothing is not allowed
 - f) Sunglasses are not to be worn in the building
 - g) Billfold chains or chains of any nature worn about the neck or hanging from belt loops.
 - h) Hemlines of shorts, skirts, and dresses shall be of appropriate length.
 - i) If your shirt does not meet your jeans (while standing or sitting), you will be asked to change clothes
 - j) Other clothing may be prohibited at the discretion of the administrator that causes a disturbance to the educational process.
4. Blankets/Pillows are not allowed as these easily become a distraction and tripping hazard for students and adults.

EARLY OUTS—Students who sign out early during Eagle Time will be counted as an “early out.” This is a tardy for 4th hour.

EDUCATIONAL NEGLECT—After a student has acquired 8 days of absences 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 10th 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 9th unexcused 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 the 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 the 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.

ELIGIBILITY FOR SCHOOL ACTIVITIES—LHS 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 MSHSAA and the MVBT R-III 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 yearly physical examination. 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 (after the 1st makeup date offered).
- 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.

EMERGENCY PROCEDURES-The following bell tones will be used to identify the type of emergency. Students will go to a specified location as directed by the teacher and the emergency procedure map located in each classroom. Announcement of emergency procedures will be given. All emergency procedures are announced on the speaker/phone.

- **TORNADO** - Hallways &/or Locker room designations are posted in each classroom
- **FIRE** - Designated areas are posted in each classroom
- **EARTHQUAKE** - Duck & Cover; After cleared students will evacuate according to the classroom fire procedure
- **INTRUDER** - ANNOUNCEMENT WILL BE MADE THAT THE SCHOOL IS IN A "LOCKDOWN"

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, hospitalization, family emergency, etc., the parent must contact the H.S. counselor for homebound procedures. All homebound services must be approved through 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.

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, and reference materials to provide both enjoyment and academic support for students at all grade and ability levels. Links to useful online databases are posted on the library Web page. A highly qualified full-time librarian is available to assist students from 7:20 until 3:50 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 4 weeks. One renewal is allowed .
- Accounts with overdue books are suspended until the overdue books are returned.
- Any book over one week overdue will be charged late fees of 5 cents per school day until it is returned. Late fees must be paid before the student graduates or moves from the district.
- Lost or damaged books must be reported to the librarian right away.
- By the last day of 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 reshelv 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 and personal devices are not allowed and will be confiscated according to building rules.

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 days.

National Honor Society - LHS Chapter

NHS Member Selection

Liberty's National Honor Society chapter inducts new members yearly, usually during the fall semester. Selection of members is determined by the four NHS standards: Character, Scholarship, Leadership, and Service. The selection process is conducted by the NHS Faculty Council and is as follows:

- Council reviews Sophomore, Junior, and Senior grades.
- Invitations are delivered to students with 3.5 GPA's to attend NHS information meeting.
- Candidates attend NHS info meeting for discussion of NHS purpose, membership obligations, and dismissal procedures.
- Candidates receive Student Activity Information Forms to complete and return to NHS sponsor at a given deadline.
- Faculty Department Heads review and vote on candidates. New NHS members must receive a majority vote of the Council.

- Selected students are notified and invited to attend the annual NHS induction where they become National Honor Society members.

NHS Member Dismissal

National Honor Society members are expected to maintain high standards of character, scholarship, leadership, and service, traits which were the bases for their original NHS selection. In addition, members are expected to attend and participate in the activities and projects of the local chapter.

- When members fall below selection standards or fail to participate in activities, they will be warned in writing by the chapter adviser, put on probation, and given one semester to correct the deficiency.
- In the case of flagrant violation of the school discipline policy or civil laws, members do not necessarily have to be warned or put on probation.
- In all cases of impending dismissal, a member has the right to a hearing before the Faculty Council.

NURSE'S OFFICE- 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 a 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.

OPPORTUNITY WING - Students and parents cannot just choose to go into the opportunity wing (alternative school). There are various reasons why a student might be placed within this program. It could be due to discipline issues, safety or medical reasons, or lack of credits earned. If students are 4 or more credits behind their graduation cohort at the semester they will be considered to be placed in the opportunity program. Students assigned to this program will be self-contained and will work on self-paced computer programs. Students may earn enough credits to work themselves back into the regular seated classes. This is not a tool for early graduation.

PERMIT TO LEAVE THE BUILDING-If a student must leave the building because of illness or any other reason he/she must sign out at the **Attendance Office**. If a student returns during the same day, he/she must sign 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/Guardian permission is required for all students who leave school before the end of the school day.**

Recording by Students - In addition to other recording authorized in this policy, students may make audio and visual recordings on district property or at district activities if allowed by a teacher or activity sponsor as part of the class or activity or as permitted by the principal, superintendent or designee. Students may be disciplined, excluded from district activities and prohibited from attending with a phone or other recording device if the student makes recordings in violation of this policy and other district rules regarding recording.

Recording Meetings - In general, the district prohibits the recording of employee meetings and meetings between employees and parents/guardians unless authorized by the superintendent or designee.

Recording Meetings under the IDEA or Section 504

A student's parent or legal guardian may audio record any meeting about the student held under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, including individualized education program (IEP) and Section 504 meetings. The parent or legal guardian seeking to record must notify the district at least 24 hours prior to the time the meeting is scheduled to occur. Recordings made by the parent/guardian will remain the property of the parent/guardian, but the district may make its own recording. Everyone present during a recorded meeting must be notified that the meeting is being recorded unless the recording is done in such a manner that it is obvious to those present that the meeting is being recorded.

SCHOOL "SKIP" DAY - Liberty High School does not condone any such days. Any student who participates in any such activity will be considered **truant** from school and school board attendance policy will be enforced.

Suicide Awareness - Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The district is committed to maintaining a safe environment to protect the health, safety and welfare of students. 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 JHDF

STUDENT AIDE POLICY/REQUIREMENTS

A professional atmosphere should be maintained at all times by the staff as well as student aides at the Liberty Campus.

1. All student aides must be **Seniors. The only exception is if a junior is taking SAM (must be room and they must meet other requirements).**
2. Student aides selected will not have discipline problems. If you are a student aide and receive more than 2 discipline referrals, you will be placed in a class immediately.
3. Student may not aide if they have a an F, more than 1 D, or 1 D and 1 F the preceding semester.
4. Student aides will aide no more than one hour per day, unless backed up from SAM/Cadet.
5. Student aides will not aide for a teacher during their PREP hour (unless approved by the principal).
6. Teachers will only have 1 aide per hour (unless approved by the principal).
7. Student aides must have a cumulative attendance percentage of 90% or above.
8. Student aides will not be on their phones or personal devices in the classrooms.

TARDY POLICY/PROCEDURES-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. Students arriving to school late **MUST** report to the Attendance office to receive a tardy pass. The office will issue the student a tardy slip and **the teacher is to record the tardy** when given the tardy pass. During the school day, students are allowed four minutes to pass from class to class. Teachers will record tardies for each class. Multiple tardies will be turned in for discipline.

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. If you have an urgent message for your child or family member, please call the office instead of texting them as cell phone usage by students during school time is against school policy.

Virtual Programs - qualifying students may enroll in virtual courses offered in the Missouri Course Access Program - Policy IGCD. Please be aware that to participate in any extra-curricular activities, students must be a full-time seated student.

VISITORS-Parents and guardians are encouraged to visit school officials during school hours. Parents are to notify the office of their presence. **Those persons of school age and under are not permitted as guests during regular school hours. If you need a meeting with a faculty member, you should schedule the appointment ahead of time.**

VO-TECH - LHS has an agreement with the Southern Missouri Technical Institute, formerly known as South Central Career Center in West Plains. This is an excellent opportunity for Juniors and Seniors. Students need to meet citizenship, attendance, and credit requirements in order to qualify to attend. These are 2-year programs. Students ride a bus to West Plains every day and, eat lunch at LHS, and have three class periods at LHS. Vo-tech students are not required to attend on Mondays that LHS is not in session. In order to earn certifications students may not have more than 8 unexcused absences per year and meet all requirements set forth by the career center. Students must be on track to graduate prior to applying for the program. Reoccurring attendance and discipline issues may disqualify students from being able to attend this program. Students who abuse this attendance requirement set by Southern Missouri Technical Institute may be pulled from the Vo-tech program. Morning Vo-tech students are to enter the school immediately upon arriving back to the school.

Military Recruiters and Institutions - The district is required to provide military recruiters and institutions of higher education the names, addresses and telephone numbers of secondary school students unless the parents/guardians or 18-year-old student submits a written request not to release the information without prior written consent. - Policy JO

DISCIPLINARY PROCEDURES

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. All discipline may be reviewed by administration for **discretionary action**. *Refusal of stated punishments will result in OSS.*

- 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 tenants 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.

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.

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 in the presence of a witness. A written permission form will be sent home each time this punishment is to be used.

Academic Dishonesty-Cheating on any school related assignment is not permitted. Copying from another student and/or giving answers to another student is considered cheating.

First Offense: Students will receive a zero on the assignment and parent will be contacted by the teacher.

Second Offense: Student will receive a zero and 1 day ISS.

Third Offense: Student will receive a zero, 1 day ISS, and a parent conference

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

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

***DRESS CODE VIOLATIONS** - Refusal to adhere to rules and/or has had to be reprimanded multiple times.

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

***INSTIGATING A FIGHT** — encouraging others to fight, carrying messages which results in fighting or violent behavior

***POSSESSION AND/OR USE OF TOBACCO**-The use and/or possession of tobacco and/or chewing tobacco products will not be permitted in school buildings, on school premises, or at school-sponsored activities. Smoking paraphernalia, lighter, matches, etc., will be confiscated. This includes e-cigarettes and all other such devices. (items will be confiscated and discarded)

First Offense: 1-2 Days ISS **Second Offense:** 2-3 Days ISS **Third Offense:** 2 Days OSS

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 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: 10-180 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.

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- Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. Bus misconduct will be punished pursuant to the Student Conduct Code, and may include suspension of bus riding privileges.

First Offense: Assigned Seat by Driver &/or 1 days ISS

Second Offense: 1-2 days ISS and/or 3-5 days bus suspension

Third Offense: 2-3 day ISS and/or 6-10 day bus suspension

Fourth Offense: 3-5 days ISS and long term bus suspension

SCHOOL BUS RULES:

1. Observe classroom conduct.
2. Be courteous; No use of 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 the bus or equipment.
8. Stay in your seat.

9. Keep head, hands, and feet inside the bus and out of the aisles.
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 skateboards on the bus.
16. If playing music, you need to have headphones.

CAPS/HATS- (To begin the year we will be letting the students wear hats during school. In each teacher's classroom it is up to his/her discretion). In the past due to the problems created by students carrying/wearing caps/hats, students are not allowed to carry/wear caps/hats throughout the building. Caps/Hats are to be put in the students locker at all times during the school day. If hats/caps become an issue, we will go back to the rule of NO hats/caps during the school day. ****Hats/Caps/Hoods/etc. will not be worn for school yearbook pictures.***

First Offense: Confiscation-student may pick up at the end of the day

Second Offense: Confiscation-parent must pick up

Third Offense: Confiscation-parent pick up and 1 days ISS

CELL PHONES-Students are not to use cell phones or personal devices during school hours (7:50-3:20). Cell phones and personal devices will be confiscated if using them, carrying them in your hand, or laying out in the open during school hours. Students should keep these in their bag, pocket, locker, or vehicle.

The school is not responsible for the loss of unauthorized cell phones or personal devices.

First Offense: Confiscation – parent/guardian must pick up

Second Offense: Confiscation – parent/guardian must pick up and 1 day ISS

Third Offense: Confiscation - parent/guardian must pick up, and 2 days 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 depending on the severity.*** The consequences resulting from policy violation are at the discretion of the Principal and the Technology Coordinator. As we are now 1 to 1 with chromebooks, it is very important that students keep track of and take care of their chromebooks as they are responsible for their safe keeping. Students are to use school issued chromebooks during school hours.

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 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.

Medication Usage - Policy JHCD describes in detail that the district may dispense over-the counter medications in original packaging, in accordance with the manufacturer's label, and parent permission. Prescription medications may be administered with parent permission and appropriate directions of administration such as the prescription label or prescriber's written direction. The district will not administer the first dosage of a medication. The district does not permit the possession, use, or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. This prohibition applies even if the student has a valid, Missouri-issued, medical marijuana card. The district prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with district procedures. Students with an IEP or Section 504 plan may possess and self-administer medications in accordance with their plan. Permission to possess and self-administer medications may be revisited if there is evidence

that a student is not handling or administering medication appropriately or that the student's actions may be harming the student's health or the health and safety of others.

DAMAGING OR DEFACING PROPERTY-Willful damage to school, staff or student property will result in payment for damages and/or legal prosecution.

First Offense: Restitution for damages and 1-2 days ISS

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

Third Offense: Restitution for damages and long-term suspension

Driving/Parking Lot -Students will abide by governing laws

CARELESS DRIVING-Driving on school property carelessly or without due caution so as to endanger person or property.

First Offense: Loss of driving privileges for up to 10 school days. (Possibly more if severe infraction)

Second Offense: Loss of driving privileges for the remainder of the semester. (Possibly remainder of the year, depending on severity)

ILLEGAL PARKING- Any vehicle not properly parked within student provided parking areas.

First Offense: Warning

Second Offense: 5 day suspension of parking privileges

Third Offense: 2 days ISS and parking privilege suspended for minimum of 10 days

RIDING/SITTING IN VEHICLE DURING SCHOOL DAY-Students must enter the school building immediately upon arrival to school. Students are to receive permission from the office before returning to the parking lot during the school day.

First Offense: Warning

Second Offense: Lunch Detention

Third Offense: Loss of parking privilege for 10 days

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 physical action. All fights of a serious nature occurring at school will be reported to the proper authorities.

First Offense: 5-10 days ISS or OSS

Second Offense: 10 days ISS or OSS

Third Offense: Long-term suspension

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. "see: Weapons"

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 CLASSROOMS- Individual teachers may approve students to consume food and beverages while in their classrooms. Drinks brought into school must be in an unopened container. *No cups from fast food/gas stations. (We will start the year allowing other outside drinks. If it becomes an issue we will go back to ONLY unopened containers).* If this becomes an issue, it will be disciplined as Defiance of Authority. Can we ban uber eats and things like that & drink deliveries?

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

First Offense: Warning

Second Offense: Lunch Detention

Third Offense: 1 day ISS

HARASSMENT/HAZING-Words and/or actions directed toward an individual, to intimidate and/or harasses that individual.

First Offense: 2-3 days ISS/OSS

Second Offense: 3-5 days ISS/OSS

Third Offense: 5-10 days OSS

RACIAL HARASSMENT-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.

SEXUAL HARASSMENT/ACTIVITY- 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

LOCKERS-All students will be provided with a locker. These lockers are for the storage of books and school supplies. They should be maintained in a neat and orderly condition. Please note:

- * Lockers are owned by the school. Therefore, the school may legally search them should the need arise.
- * Unassigned lockers are not for student use. You are responsible for your assigned locker. You may not switch lockers without administrative approval.
- * If your locker is abused, you will be responsible for the damages. (Damaging/Defacing Property)
- * Pictures, posters, etc. may not be displayed on the outside of the locker.

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

First Offense: Warning *Second Offense:* Lunch Detention *Third Offense:* 1 day ISS

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

First Offense: Knife will be confiscated, and parent forced to pick up

Second Offense: Confiscation and 1 day ISS

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

PROFANITY – any obscenity, obscene gesture, swearing, whether verbal or written

THROWING OBJECTS – throwing snowballs, or any object in class, hallways, or outside

First Offense: Warning (Discretionary Action) *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

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

First/Second tardy: Warning by the teacher *Third/Fourth Tardy:* Lunch Detention *Fifth Tardy:* 1 Day ISS

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/OSS

Second Offense: Restitution & 3 days ISS/OSS

Third Offense: Restitution & 5 days OSS/up to 10 days OSS

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

First Offense: Restitution and 5-10 days ISS/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 ISS/OSS and Referral to Juvenile Office and/or Law Enforcement

Second Offense: Long-term Suspension and Referral to Juvenile and/or Law Enforcement

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

First/Second Offense: 1-3 days ISS

Third Offense: 2 days 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: 2-3 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:** Any fixed blade knife or a blade greater than 4" may be considered a weapon.

- Suspension or expulsion for not less than one year for a weapons violation.
- Superintendent may modify suspension or expulsion on a case-by-case basis.
- 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 High 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 Counselor's Secretary 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, such as parking permits, 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 discipline.

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. Policy JFG and JFCL. With reasonable suspicion, a student may be required to submit to a drug or alcohol test.

IN-SCHOOL SUSPENSION - The in-school suspension program has been established to give students an opportunity to explore alternatives to unacceptable behavior in a supervised, restricted environment with a full-time instructor. Students are removed from the regular classroom from 7:50 a.m. until 3:20 p.m. on each assigned day. No cell phones, No sleeping, No electronics. Cell phones will be turned in at the beginning of the day and will be returned at the end of the day. Students in ISS are to report to the ISS room immediately upon arrival to school. If students do not have work, they will be assigned work on acellus.

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 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. Readmission 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.

GRADES

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

A 93 - 100

A- 90 - 92

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

Students Classification by Credits: *(Senior: 18 or more) (Junior: 12-17.5) (Sophomore: 6-11.5) (Freshman: Less than 6)*

To meet high school requirements, a student must meet the following plan with four (4) years (8 semesters) of attendance.

In order to participate in the graduation ceremonies, a senior must be on track to graduate with satisfactory progress in all classes necessary to meet the required units of credit. All correspondence/alternative courses are to be completed Monday prior to the graduation practice ceremony. They will be counted according to board policy IKF. All attendance make-up hours must be made up the Monday before graduation in order to participate in the graduation ceremony.

HONOR ROLL

Achievement level to be used in computing the honor roll:

Honor Roll GPA Grades (weighted gpa)

Summa cum laude 4.00 and above

Magna cum laude 3.75 - 3.99

Cum laude 3.5 – 3.74

Academic Letters – Students must earn a 3.5 or above the first three quarters of the school year in order to be eligible for the academic letter and lamp of learning. Each additional year students are given a bar.

Senior Trip Requirements

- No more than 2 disciplined write – ups. Extreme discipline referrals can automatically knock you out of the senior trip.
- Students must be full-time seated students for the entire year (Students must be enrolled by the first payment date).
- All Class Dues paid by December 20th, 2024 (9th - \$10, 10th - \$15, 11th - \$20, 12th - \$25)(Total - \$70)
- All attendance make-up hours must be made up by the end of the 3rd quarter (March 10, 2025) and kept in good standing. If student accrues more hours after the 3rd quarter, they must be made up the Monday prior to the day of departure.
- Lunch bill must be paid in full by March 10, 2025 and have a balance of \$0.00 at the time of the trip to attend.
- **No F's on 3rd quarter report card, or a failing grade with the semester average one week before leaving for the trip.** (Grades and Balances will be checked up to the day of departure).
- On track to graduate in May (if your child must attend summer school to graduate, they are ineligible).
- If working on alternative modules for credit recover, modules must be completed one week prior to departure.
- Deposits will be required throughout the year to determine the number of students going on the trip. Please make sure your student is serious about going as these deposits are **non-refundable**. We use these to book rooms, buses, activities, etc.
- Prior to the trip, there will be a mandatory parent meeting to go over trip rules, agenda. Parents will also sign consent waivers and **MUST have proof of insurance to attend the trip**. There are NO waivers of insurance.
- Regardless of age, students are not permitted to receive tattoos or piercings while on the Sr. Trip.
- Beginning with the class of 2026, students must have a cumulative attendance percentage of 90% or above.

Finals

Teachers are expected to give final exams within the last two weeks of each semester. Finals are comprehensive in nature, covering the material learned throughout the course up to that time. All students will be required to take final exams even if they qualify for the final exam reward. If your student qualifies as exempt, the final can only help the grade. (Does not include DC classes)

* Qualifications for semester finals not hurting your grade: The student must...

1. Have a "B-" grade or better (semester average). These grade checks will be current at the time of finals.
2. Not missed more than two class periods during the semester (unless due to school sponsored events). (NO EXCEPTIONS)
3. Not have more than three tardies recorded in the class during either quarter.
4. Have fully paid lunch bill, class dues, and library fees paid one week prior to finals week.
5. No more than 1 discipline referral to the office for misbehavior per semester.

Liberty High School
Graduation Requirements

DIPLOMA REQUIREMENTS

1. Language Arts 4 Units
English I (9th), English II (10th - EOC), English III (11th), English IV (12th), All required at grade level
2. Social Studies 3 Units
American History (9th), World History (10th), Economics/Government (11th - EOC), All required at grade level
3. Mathematics 3 Units (Algebra 1 - EOC)
4. Science 3 Units (Biology 1 - EOC)
5. Fine Arts 1 Unit
6. Practical Arts 1 Unit
7. Physical Education 1 Unit
8. Health .5 Unit
9. Personal Finance .5 Unit
10. Electives 8 Units

Total 25 Units

* In addition, all students must pass the U.S. and Missouri Constitution tests and the American Civics test. Instructions and testing for these two requirements are offered in American History and Government classes. Graduates must also receive 30 minutes of Cardio-pulmonary resuscitation instruction and training (Heimlich maneuver or other first aid for choking).

* Health is a required class and appropriate sexual education is a part of this course. Parents/guardians will have the ability to opt-out of specific parts of the district's instruction upon written request. Policy IGAEB "Sexual Health Instruction can be found in the board policy manual linked to our school website.

GRADUATION EXERCISES-The Board of Education believes that completion of the requirements for a diploma from Mountain View-Birch Tree R-III Schools is an achievement that improves the community as well as the individual. Therefore, the Board wishes to recognize that achievement in a publicly celebrated graduation exercise. Accordingly, appropriate graduation ceremonies may be planned by the high school principal, on a date selected by the Board of Education.

*In addition, students who have successfully completed graduation requirements for a high school diploma and are in good standing may participate in graduation exercises. Just a reminder that the graduation exercise is a privilege, not a right. All senior graduates who wish to participate in the graduation ceremony will adhere to the following procedures:

- All graduates will provide a cap with tassel and a gown of the type and color approved by the school. (**Navy Blue**)
- Cap with tassel and gown will be worn throughout the ceremony by all graduates.
- Graduates must be free of any school administered conduct restriction.
- Graduates will attend **all** practices as scheduled by the school.
- Must have all bills paid prior to practice and all school-owned materials returned.
- Must not owe any make-up hours. Hours must be made up by the Monday before graduation.
- Any student who has otherwise met all scholastic requirements for graduation will receive their diploma after the graduation ceremony and upon fulfillment of any outstanding obligation, whether or not he or she participates in the graduation exercises.

GRADUATION RECOGNITION - Laude System

- Summa cum laude (4.0 or Higher) red/blue cord
- Magna cum laude (3.75 -3.99) blue cord
- Cum laude (3.5 - 3.74) red cord

VALEDICTORIAN / SALUTATORIAN / Top 10%

In order to qualify for Top 10/Valedictorian/Salutatorian students must have been enrolled as a full-time student at LHS their last three semesters of high school. The selection of Valedictorian and Salutatorian is based on a students weighted gpa. These positions will be calculated to the nearest thousandth. If there is a tie, positions will be calculated based on each student's highest composite ACT score. If there is still a tie, each student would then be recognized as such. The top two students academically will be given the opportunity to make a speech at graduation.

Non-weighted courses are scored on a 4 point scale.

A 4.00	C 2.00
A- 3.66	C- 1.66
B+ 3.33	D+ 1.33
B 3.00	D 1.00
B- 2.66	D- 0.66
C+ 2.33	F 0.00

Weighted courses are scored on a 5 point scale.

A 5.0	C 3.0
A- 4.66	C- 2.66
B+ 4.33	D+ 2.33
B 4.0	D 2.0
B- 3.66	D- 1.66
C+ 3.33	F 0.00

WEIGHTED COURSES

Beginning with the 2022-2023 school year, all Dual Credit classes as well as Trig will be weighted on a 5.0 scale. Weighted courses are subject to administrative approval on a yearly basis. The following criteria will apply when considering additional weighted courses:

- The course must be in a core area (English, Mathematics, Social Studies or Science)

- The course must be a junior or senior level course
- The course must have rigorous expectations of students.
- **Weighted grade points do not count toward the 2.5 required GPA eligibility for A+ School program funding.**

Online Dual Credit Classes - If a core class is offered as a seated class, students must take the seated class. Students may back 8-week courses together in a semester but only 1 class would be counted as high school credit as we only offer ½ credit per semester. In doing so, the student would have to decide at the beginning of the semester which class will be listed on the transcript as high school credit (and affect their GPA) and which will just be listed as college credit (and not affect their GPA). If a student is going to sign up for an 8-week course for the 2nd portion of the semester, they must declare this at the beginning of the semester in order for it to be counted as a full ½ credit weighted course. For online courses students must be self-motivated. If a student fails an online dual credit course, they will be placed in regular seated courses the next semester to help ensure success. If a student only takes 1 8-week course he/she will be enrolled in another course for the other quarter and must complete it to earn any high school credit that semester.

EARLY GRADUATION REQUIREMENTS-A student must meet the following guidelines to graduate early.

1. The student must have completed the number of units required for graduation.
2. The student must show a special need or plan to leave high school in less than the required full eight semesters.
3. Those needs or plans include an appropriately planned experience in one of the following areas:
 - College, Military Service, Vocational School, On-The-Job Training (documentation required)
 - Other special needs would be a medical or special handicapping condition.
4. Procedures to follow for approval in any of the full eight semester attendance exceptions are the following:
 - A letter of request from a student's parents/guardians to the Principal requesting early graduation and the reason for the request. This request must be made prior to the September board meeting (**September 3, 2024**).
 - Counselor approval and recommendation to the Principal for final approval.

Liberty High 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 High 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 High School, he or she should be able to:

- work cooperatively with others.
- learn from constructive criticism.
- have self-control in stressful situations.
- discipline himself/herself.
- respect teamwork, organization, and unity.
- appreciate parents, teachers, coaches, and administrators.
- represent Liberty High School in a positive way.
- value hard work and what hard work accomplishes.
- develop lasting relationships with others.
- be physically fit and healthy.
- respect the rules and the officials who enforce them.
- feel good about himself/herself as a person.
- be dependable when given a job to do.
- value the importance of the community and the importance of participating in community projects.
- feel proud of Liberty High 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 high school curriculum and comes under the authority of the principal to the same degree as all other phases of the curriculum.
- Participation in interscholastic athletics is primarily for students in grades 9 – 12, with a limited participation of students in lower grades as determined by league or conference requirements and as allowed by the Board.
- 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 High 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.
- *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.*
- *If you owe any make-up hours, you will not be able to attend or participate in any interscholastic athletic practices or events.*
- *If a student has an "F" in a class, he/she will not be able to leave with the team if the student will be missing class time. Education is our main focus at Liberty High School.*

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 High 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 (To participate in extra/co-curricular activities, you must be seated full-time)

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, 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.

JV / Varsity Sports

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Volleyball	Girls Basketball	Track & Field
Football	Boys Basketball	Baseball
Cheerleading	Cheerleading	Softball
Cross Country		Golf
Girls Golf		Tennis
		Girls Soccer
Music (Choir & Band), Academic Competition, and Color Guard		

South Central Association

Liberty High School generally 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.

Lettering Requirements

- In order to receive a Liberty High School varsity letter, students must meet requirements as stated by the coach of that activity.
- All patches will be pre-paid by the student before ordering.
- Students must purchase their own letter jackets. The athletic department will purchase the letters, pins, and bars to go on the jacket for each year a letter was earned in a sport.

**EXPECTATIONS:
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 part 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. Never direct remarks at opponents in a taunting manner.
- Wish opponents good luck before the game and congratulate them in a sincere manner 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 High School, even those in which you are not involved.

Of The Cheerleaders

- 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 The 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 (no direct comments).
- Respect the integrity and judgment of game officials (no booing).
- 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 event.
- Use only those cheers that support and uplift the teams involved.
- Follow the MSHSAA guidelines for good sportsmanship.
- No stomping, jumping or banging objects on the bleachers.

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 High 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 activity. Meeting with admin. and a 1-week suspension from all school events.

Third Offense: Dismissal from activity. Meeting with the admin. Suspension from all school related events for (1) one calendar year.

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

* Any offense of a serious nature may skip all offenses and result in long-term or permanent suspension.

* If force by police/resource officer is required, this automatically goes to the 3rd offense.

* If an administrator or official asks for someone to be removed from the crowd, this is automatically the second offense.

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.
- Booing / 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.
- Performing own yells/chants instead of following the lead of cheerleaders.

Liberty High School Student Eligibility Standards

Local School Policy for Activities at Liberty High. Students choosing to participate in a school activity must meet the following local school policy guidelines.

Academic Requirements

- Students must have earned a minimum of 3.0 credits during the previous semester. (Vo-tech students must only earn 2.5)
- Summer school **will not** be used to regain eligibility. This means a student cannot fail more than 1 class.
- All 9th grade students entering Liberty High School for the first time are eligible during their first semester.
- Student eligibility will be determined at the end of each semester.

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 or attend 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, tryouts 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/AD, 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) 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 unless approved by the coach and a high school administrator. (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 high school and middle level/junior high 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 High 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 have 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 do not 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 3.0 units of credit or have earned credit in 80 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 3.0 units of credit or 80 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. LHS does not recognize summer school credit towards eligibility. (LHS does not allow summer school to regain 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.

4. Residence Requirements

A junior or senior high 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 athletic director before you transfer to determine whether it will affect your eligibility.
- Discipline follows the student to the new school. Transferring while under suspension will deem you ineligible for 365 days.

6. Participation Limits

- Grades 9-12: You are eligible to participate in any sport for a maximum of four seasons. Any part of a contest played during a season counts as a season of participation.
- Grades 9-12: Your eligibility to participate in high school activities begins when you first enter the ninth grade and lasts for the next succeeding four consecutive years (eight consecutive semesters).
- 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.

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 \$250 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 \$250 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 \$250.
- 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 \$250 in suggested retail value.
- Commemorative jewelry may be presented by the school. (i.e. championship ring).

9. Age Limits

- If you reach nineteen years of age prior to July 1, you will be ineligible the next school year.

- Over-aged eighth graders may move up to the senior high team to have eight semesters of eligibility.
- 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 your grade.

10. Playing under a false name - If you compete under an assumed or false name, you immediately become ineligible.

11. Graduated Students

You will be ineligible to participate after graduation from a senior high school. Students who are granted an early release after their junior year are ineligible for further participation. (NOTE: You are eligible to participate in state events which extend beyond the date of your school's graduation at the end of the spring semester of your senior year.)

12. 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.

13. College Auditions/Tryouts

You may participate in an "audition" or "tryout" for a college team only after you have completed your last season of eligibility in the sport for which you wish to "audition" or "tryout".

14. All-Star Games

- You may not compete in an all-star game or contest before you complete your eligibility in each high school sport. Participation in an all-star game or contest before ending your high school eligibility will result in you becoming ineligible to participate in any high school sport.
- A senior with no high school eligibility remaining for a specific sport may participate in two All-Star games for that sport during the school year. See your administrator before agreeing to play.

15. Recruiting of Athlete

You will be ineligible for your career at a school if you are influenced by a person or persons to attend upon promotion or transfer schools for athletic or activities purposes. You may, however, return to your original school and be ineligible for no more than 365 days.

16. 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.

17. 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.

18. Sportsmanship

- If you should commit an unsportsmanlike act while participating in a high school event, you could become ineligible.

- If your conduct as a spectator is found to be unsportsmanlike, you could be barred from attending any high school athletic contests.
- The unsportsmanlike conduct of any spectator - regardless of age - could cause that spectator to be barred from attending school athletic contests.

19. 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 High 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 high school athletic director'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.
- It is best practice for students to try and solve any issue with a coach before the parents and administrators become involved. Part of high school sports is to help our students become responsible young men and women and to help them with problem solving skills. If the student and coach cannot come to a conclusion, that is when a meeting with parents and coaches/administrators should be set up.

For public concerns and complaints, the link for Policy KL and all others can be found on the district website.
<https://www.mvbt.k12.mo.us/>

2024-2025 Missouri School Immunization Requirements

- All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date.
- Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).
- To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.)
- Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT ¹	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap ²									1	1	1	1	1
MCV ³ (Meningococcal Conjugate)									1	1	1		2
IPV (Polio) ⁴	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR ⁵	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B ⁶	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella ⁷	2	2	2	2	2	2	2	2	2	2	2	2	2

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday.
Maximum needed: six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-10: One dose of MCV is required. Dose must be given after 10 years of age.
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-12 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next- to-last and last dose should be at least six months.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.
Kindergarten-12 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.



Missouri Department of Health and Senior Services
Bureau of Immunizations ● 930 Wildwood Drive ● Jefferson City, MO ● 65109 ● 800.219.3224

Liberty High School Employees

All emails will end with: **@liberty.mvbt.k12.mo.us**

<u>Name</u>	<u>Email</u>	<u>Position</u>	<u>Prep</u>
Lanna Tharp	ltharp	Superintendent	
Ryan Chowning	rchowning	Assistant Superintendent	
Mr. Daniels	jdaniels	High School Principal / A+ Coordinator	
Mr. Hoagland	jhoagland	High School Asst. Principal / Athletic Director	
Mrs. Angie	amiller	High School Secretary	
Mrs. Franklin	kfranklin	Counselor's Secretary	
Mrs. Reese	kreese	High School Counselor	

Mr. Wilbanks	twilbanks	School Resource Officer	
Mr. Acklin	acklinj	P.E. / Health / Boys Weights	7th
Ms. Alsup	salsup	Biology 1/Chemistry/Stem	4th
Mrs. Barnes	sbarnes	FACS/Personal Finance	5th
Ms. Beach	beach	English I/Speech & Debate	3rd
Dr. Christensen	dchristensen	Foreign Language	
Dr. Collins	jwcollins	American History	2nd
Mr. Radford	deradford	Basic Math/Pre-Algebra/Geometry	6th
Ms. Kner	dthompson	Music	4th
Mrs. Faulkner	jfaulkner	English III	3rd
Mrs. Field	bfield	English IV/CP English	3rd
Mrs. Foster	sfoster	Algebra 1 / Honors Alg 1/ Applied Math	6th
Mrs. Frost	sfrost	9-10 Paraprofessional	
Mrs. Gaines	ygaines	Librarian	
Mrs. Greer	kgreer	Alg II/Trig/DC Pre-Calc	6th
Mrs. Guffey	tguffey	11-12 Paraprofessional	
Mrs. Haynes	mhaynes	9-10 Resource	5th
Mrs. Hoagland	khoagland	Eng II / Girls Weights	3rd
Mr. Holland	cholland	Self-Contained Paraprofessional	
Mrs. Holter	kholtter	Biology 1 / Anatomy/Physiology	4th
Mr. Jester	jester	JAG	6th-7th
Ms. Majors	cmajors	Alternative	
Mr. McAfee	mmcafee	Technology Director	4th
Mrs. Nicholson	knicholson	Ag/FFA	4th
Ms. Phipps	aphipps	Comp. Apps/Yearbook/Multimedia	5th
Mr. Radford	dradford	Ag/FFA	4th
Mr. Redden	zredden		
Mrs. Roy	aroy	P.E. / Health / Girls Weights	6th
Mrs. Smith	dsmith	11-12 Resource	7th
Mrs. Smith		World History	2nd
Mrs. Smith	wsmith	Art 1/Art 2/Alternative Art	5th
Mr. Tharp	mtharp	Tech Assistant	
Mrs. Tune	jtune	Physical Science	4th
Mrs. Tune	stune	High School Volleyball	
Mr. Walton	rwalton	Government/Psych/Sociology	2nd
Mrs. Wilhelm	pwilhelm	9-12 Self Contained	3rd
Mrs. Wright	awright	Nurse	
Mr. Harrell	jharrell	Boys Basketball	
Mrs. Harrell	sharrell	Girls soccer	

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 it 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: _____

IMPORTANT – ACTION REQUIRED!

By signing below, I acknowledge that I have read and understand the student handbook and agenda:

_____ (Print Student's Name)

To help improve parent communication and all students' efforts and organizational skills, every student will receive a Student Handbook. Each student is responsible for maintaining his/her student handbook throughout the year. If it is lost, destroyed, or misplaced, a replacement handbook may be requested for a fee of \$5.00. These handbooks should be used daily to help students stay on track with their assignments and extracurricular activities. Hall Passes are also located in the back.

It is the student and parent(s) responsibility to read, discuss, and understand the information, rules, and procedures enclosed. Signing below, the student and parent acknowledge that they have read and understand the enclosed information. Thank you.

_____(Parent Signature) _____(Date)

_____(Student Signature) _____(Date)

Please tear out and complete both sides of this page and return to the High School Main Office by Monday, August 26th.

LHS Chromebook Usage Agreement

Printed Student Name: _____ Grade: _____
Printed Parent/Guardian Name: _____

- ☐ I wish for my student to bring a district-assigned Chromebook home each night from school. This will require participation in the Mountain View - Birch Tree, Liberty High School Device Protection Plan for which a non-refundable payment for accidental and warranty coverage for a period of one (1) school year. This plan will be a total of \$20/year for students. If damage is caused due to misuse of the device by the student, he/she could still incur repair/replacement costs. If the chromebook is returned along with the charger at the end of the year, students will receive a \$10 refund. If the charger is not returned

the student will not receive a refund. If the chromebook is lost or tore up due to misuse, the replacement cost will be \$250.

☐ I would like to participate in the Device Protection Plan at the above-stated price of \$20 for chromebooks used at school. If damage is caused due to misuse of the device by the student, he/she could still incur repair/replacement costs not to exceed the full replacement cost of the device.

☐ I choose not to participate in the Device Protection Plan. I understand that misuse of this device could result in repair charges listed below not exceeding the full price of replacing the Chromebook.

Screen Replacement - \$100

Keyboard Replacement - \$50

Mouse Touchpad Replacement - \$50

Charger Replacement - \$20

Complete Chromebook Replacement - \$250

If choosing to pay with a check, make payable to Liberty High School.

Also, in the memo field please write "Chromebook Insurance".

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

Consequences for violation of Chromebook Usage Agreement

If Chromebooks are not brought to school it will be treated the same as a student who is unprepared for class.

1st offense - verbal warning

2nd offense - lunch detention

3rd offense - ISS

4th offense - loss of Chromebook privileges - student will work completely with paper and pencil

If a student takes his/her Chromebook home without the proper Chromebook usage agreement, they will be disciplined as follows.

1st offense - verbal warning

2nd offense - lunch detention

3rd offense - ISS

4th offense - loss of Chromebook privileges

Student Chromebook FAQs

1. Who will receive the Chromebooks? Which students will be able to take the Chromebooks off-campus?

With a signed technology agreement, all students may be assigned a Chromebook at school. Students in grades 9-12 will have the option of taking their assigned Chromebooks off-campus. In order to take a Chromebook home, students and parents must sign our Chromebook usage agreement form and agree to all stipulations.

2. How long will students keep their Chromebooks?

Students will keep their assigned Chromebooks until they leave the district through graduation or relocation. The Chromebooks will be collected each summer.

3. What will happen to the Chromebooks over the summer?

In order to clean, maintain, and make necessary repairs, the Chromebooks will be collected at the end of each school year. The Chromebooks will be returned to the student at the beginning of the following school year.

4. What happens if the Chromebook is damaged or lost?

Students are responsible for the care of their Chromebooks. A one-year manufacturer warranty protects the new chromebooks from defects in materials and workmanship. The warranty does not cover damage caused by misuse, abuse, or accidents. The student will be responsible for the repair costs for damage from misuse, abuse, or accidents. Students will be responsible for the replacement cost of the Chromebook if it is lost. Families have the option of purchasing insurance to alleviate the cost of Chromebook maintenance and repair.

5. What are the estimated replacement costs?

Replacement Chromebook - \$250.00

Replacement Screen - \$100.00

Replacement Keyboard/Touchpad - \$50.00

Replacement Power Cord - \$20.00

6. Can I opt my student out of the 1:1 initiative or have my 9th through 12th-grade students leave their Chromebooks at school?

We believe the 1:1 initiative will create a collaborative learning environment for all learners. It is our hope that all students will be able to benefit from this initiative. Parents, however, must give permission before their child is assigned a Chromebook. Parents have the option for their child to not participate or for their child to leave their assigned Chromebook at school (grades 9-12 only.) All parents must make their choice on the Chromebook usage agreement.

7. Will technical support be provided?

Yes. Chromebooks in need of repair should be brought to the high school office. Loaner Chromebooks may be provided while the repairs are being made if they are available. There is no fee for a loaner Chromebook; however, loaner Chromebooks will only be distributed to students needing repairs if they are available and may not be taken home.

8. How is one student's Chromebook identified from another student?

Each Chromebook is engraved with a serial number that is specifically tied to a particular student. This information will be stored by the district so we can determine which Chromebook is assigned to which student.

9. What login will students use to get into the device operating system?

Students will each have an email address that is their login and username. Students will also be provided a password that they will need to remember.

10. Will unsafe or inappropriate websites be filtered on Chromebooks?

The district has web filtering software to monitor, filter, and provide constant protection while on the district network. It is the responsibility of the parents/guardians to monitor student activity on the Internet while connected to the outside or home networks.

11. What happens if my child forgets to charge their Chromebook or leaves it at home?

Students are expected to charge their Chromebooks nightly at home and bring them to school fully charged each day. Loaner Chromebooks will not be issued for students who did not bring theirs to school. This is part of coming to school and class prepared. All work will still be due like normal whether your Chromebook is at school or not.

12. Can the Chromebooks be used with another username?

No. Students and staff cannot access district-owned Chromebooks with any login other than their district-assigned email. However, if a student logs into another device (a PC laptop, a school lab computer, a home computer, etc.) all of their information will be available to them on that device using a Chrome browser.

13. How can students submit work or assignments via their devices?

Students will join the Google Classrooms of their respective teachers. This app for education was specifically designed for teachers to be able to share assignments with their students and for each student to get his or her own individual copy. Teachers can post announcements, check for understanding, and attach valuable resources. In addition, Google Drive has features that allow work to be "shared" between teachers and classmates. Students can create documents, spreadsheets, drawings, photos, presentations, and even videos.

14. Since my child's data and browsing history is in the Google Cloud, is it protected and private?

Google has made privacy and security commitments to education and they can be found at <https://www.google.com/edu/trust>

15. What happens if my child's Chromebook is stolen?

If the Chromebook is stolen, a formal police report must be filed with the Mountain View Police Department, Howell County Sheriff's Department, or Shannon County Sheriff's Department within 48 hours. A copy of the report must be submitted to your student's building office.

ANNUAL NOTIFICATION OF DIRECTORY INFORMATION

1. "Directory Information" is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as "Directory Information:"
- a) Students in kindergarten through eighth grade - Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or course work displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sounds would be considered harmful or an invasion of privacy.
 - b) High school and vocational school students - Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participating in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; most recent previous school attended; and photographs, videotapes; digital images and recorded sounds unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

2. The district shall annually notify parents of students currently in attendance and eligible students currently in attendance of the "Directory Information" the district will release. Parents or eligible students will have ten (10) school days after the annual public notice to view the student's "Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.
3. "Directory Information" is considered a "public record" which must be released by the district to any person who requests it under the Missouri Sunshine Law, section 610.010 - .030, RSMo.
4. At various times throughout the school year "Directory Information" will be used and released in the making of extracurricular and co-curricular pamphlets and programs (such as a basketball tournament program). If such programs are sold to the patrons attending the event then the information will be used for marketing purposes.

Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EO.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

PARENT'S RIGHT TO KNOW

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Missouri Department of Elementary and Secondary Education Every Student Succeeds Act of 2015 (ESSA) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

<p style="text-align: center;">Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</p>
<p>General Information</p> <ol style="list-style-type: none"> 1. What is a complaint under ESSA? 2. Who may file a complaint?

3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. What is a complaint? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint? Any individual or organization may file a complaint.

3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V Revised 4/17 ²In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- a) Record.** A written record of the investigation will be kept.
- b) Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- c) Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- d) Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- e) Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- f) Appeal.** The complainant or the LEA may appeal the decision of the Dept. to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the

complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Dear Parent,

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted recently by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring material that is mined primarily in Canada, South Africa, and the U.S.S.R. Asbestos' properties made it an ideal building material for insulation, sound absorption, decorative plasters, different products made using asbestos materials. EPA began to limit its uses of asbestos products in 1973.

In October 2010, we had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the conditions and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a certified management plan writer to develop an asbestos management plan.

An asbestos management plan was developed for our facilities which require this notification letter to be sent home with students annually. The plan also contains procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials. Our next inspection will be in 2013.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Dr. Don Christensen is our Asbestos Program Manager and all inquiries regarding the plan should be directed to him.

We are intent on not only complying with, but exceeding, federal steps necessary to insure that you children and our employees have a healthy, safe environment in which to learn and work.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Liberty Middle/ High School receives a request for access. Parents or eligible students should submit to Liberty Middle/High School's principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The Liberty Middle/ High School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The rights to request the amendment for the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Liberty Middle/ High School to amend a record should write Liberty Middle/ High School principal [or appropriate school official] clearly identify the part of the record they want changed, and specify why it should be changed. If Liberty Middle/ High School decides not to amend the record as requested by the parent or eligible student, Liberty Middle/ High School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to Liberty Middle/ High School officials with legitimate educational interests. A school official is a person employed by Liberty Middle/ High School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Liberty Middle/ High School Board; a person or company with whom Liberty Middle/ High School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting other school official in performing his or her tasks. A school official has a legitimate educational interest of the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, Liberty Middle/ High School disclosed education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Liberty Middle/ High School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

PUBLIC NOTICE

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Mountain View-Birch Tree R-III School Mountain View-Birch Tree R-III School District public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The Mountain View-Birch Tree R-III School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The Mountain View-Birch Tree R-III School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The Mountain View-Birch Tree R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed in the district's Special Education office located at Liberty High School, 1054 Old Highway 60, Mountain View, Missouri. The department of Elementary and Secondary Education's Trauma-Informed Schools Initiative can be found at <https://dese.mo.gov/traumainformed>. This notice will be provided in native languages as appropriate.

Mrs. Lanna Tharp
Superintendent of Schools
502 N Elm Street
Mountain View, MO 65548
(417) 934-2020 Ext. 2141
Toll Free (877) 225-9080

For further information on notice of non-discrimination, write to address listed below or call 1-800-421-3481 for the address and phone number of the office that serves your area.

U.S. Department of Education
Office of Civil Rights
Washington, D.C. 20202-1100

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-6410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), our School District will not discriminate on the basis of disability against qualified individuals with a disability with respect to its services, programs or activities.

Employment: Our School District does not discriminate on the basis of disability in its hiring or employment practices. Our School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communications: Our School District will comply with the ADA with respect to providing auxiliary aides and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. Our School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations

that are open to public but inaccessible to users of wheelchairs). Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service program, or activity of our School District should contact our School District's ADA Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: Our School District will make reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy its services, programs and activities. The ADA does not require our School District to take any action that would fundamentally alter the nature of its programs or services, or impose under undue financial or administrative burden. Complaints that a service, program, or activity is not accessible to persons with a disability may be directed to our School District's ADA Compliance Coordinator below. In addition, as stated in our School District's Notice of Nondiscrimination, which is posted in each school facility, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

School District Compliance Coordinator:

Mrs. Lanna Tharp, Superintendent of Schools
1054 Old Hwy 60
Mountain View, MO 65548
(417) 934-2020 Ext. 4, Toll Free (877) 225-9080

NOTICE OF DISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in, its programs or activities.

Any person having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title IV, Title IX, the Age Discrimination Act, Section 504, and Title II of the ADA. In addition, any inquiries concerning our School District's Compliance with the employment provisions of Title VII of the Civil Rights Act of 1964 or religious discrimination issues may also be directed to the Compliance Coordinator below.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose position is listed below, will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Compliance Coordinator for Laws Listed in this Notice:

Mrs. Lanna Tharp	502 N. Elm Street, Mtn. View, MO 65548
Superintendent of Schools	417-934-5408 Ext. 2141 Toll Free 877-225-9080

In accordance with Federal law and U.S. Dept. of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer

NON-DISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at <http://www.ascr.u> **HYPERLINK** "http://www.ascr.usda.gov/complaint_filing_cust.html" [sda.gov/complaint_filing_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6135 (Spanish). USDA is an equal opportunity provider and employer.

Mountain View-Birch Tree R-III School District
502 N. Elm Street, Mountain View, MO 65548

Dear Parent,

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted recently by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring material that is mined primarily in Canada, South Africa, and the U.S.S.R. Asbestos' properties made in an ideal building material for insulation, sound absorption, decorative plasters, and different products made using asbestos materials. EPA began to limit its uses of asbestos products in 1973.

In October 2010, we had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the conditions and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a certified management plan writer to develop an asbestos management plan.

An asbestos management plan was developed for our facilities which require this notification letter to be sent home with students annually. The plan also contains procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos-containing materials. Our next inspection will be in 2013.

A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Mr. Ryan Chowning is our Asbestos Program Manager and all inquiries regarding the plan should be directed to him.

We are intent on not only complying with, but exceeding, federal steps necessary to ensure that your children and our employees have a healthy, safe environment in which to learn and work.

Lanna Tharp, Superintendent

EDUCATING MISSOURI'S HOMELESS CHILDREN WHO IS HOMELESS?

(Adapted from the McKinney-Vento Homeless Assistance Act of 2011—title X, Part C of the No Child Left Behind Act of 2001, Sec. 725)

The term homeless children and youth -Means individuals who lack a fixed, regular and adequate nighttime residence. Includes:

1. children and youths who are sharing the housing of others due to a loss of housing, an economic hardship or a similar reason; are living in motels, hotels, trailer parks or campgrounds due to a lack of alternative accommodations; are living in emergency or transitional shelter; are abandoned in hospitals;

or are awaiting foster-care placement.

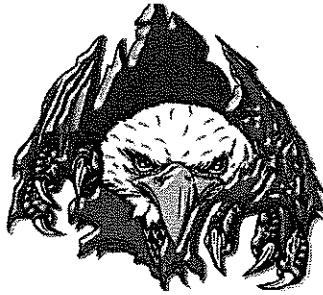
2. children and youth who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings.
 3. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 4. migratory children who qualify as homeless for the purposes of this definition because the children are living in circumstances described in clauses 1 through 3
- If the residence is not fixed, regular and adequate, it is considered a homeless situation.

EDUCATIONAL RIGHTS

Under the McKinney-Vento Act, children in homeless situations have:

- The right to immediate enrollment in school even if they lack the paperwork normally required for enrollment.
- The right to attend school at their school of origin (if feasible and requested by the parent) or at the school in the attendance area where the family or youth is currently residing.
- The right to receive transportation to the school of origin if requested by the parent.
- The right to services comparable to those received by housed schoolmates including transportation and supplemental educational services.
- The right to attend school along with children not experiencing homelessness. Segregation based on a student's status as homeless is strictly prohibited.
- The right to have their rights posted in all schools and in other places in the community.

HOMELESS COORDINATOR
Barbara Medina 417-934-5408



MOUNTAIN VIEW-BIRCH TREE RIII SCHOOL DISTRICT

LITERACY PLAN

Team Members:

Lanna Tharp, Superintendent

Tammy Heiney, Curriculum and Testing Director

Angie Jester, Elementary Principal

Wade Marriott, Assistant Elementary Principal

Board approved: _____

Vision Statement:

Ensure all students develop strong literacy skills to support academic success and lifelong learning, aligning with Missouri Learning Standards and preparing students for college and career readiness.

Mission Statement:

The mission of the district's literacy program is to cultivate proficient readers, writers, speakers, and critical thinkers by providing high-quality instruction, research-based practices, and equitable access to resources.

The Five Pillars of Literacy: also known as the Five Essential Components of Reading, are foundational skills identified by the National Reading Panel (2000) as essential for effective reading instruction. These pillars help guide educators in teaching reading and supporting literacy development in young learners:

1. **Phonemic Awareness:** The ability to hear, identify, and manipulate individual sounds (phonemes) in spoken words. It's a critical early reading skill that helps students understand the sound structure of words, which is essential for decoding.
2. **Phonics:** The relationship between sounds and their written form (letters and groups of letters). Phonics instruction teaches students how to connect sounds (phonemes) to letters (graphemes), helping them decode words when reading.
3. **Fluency:** The ability to read text accurately, quickly, and with expression. Fluency allows students to focus on comprehension because they are not struggling to decode each word.
4. **Vocabulary:** Understanding and effectively using a wide range of words. A strong vocabulary helps students make sense of what they are reading and increases overall comprehension.
5. **Comprehension:** The ability to understand and interpret what is being read. Good readers actively engage with the text, making predictions, asking questions, and summarizing to understand the message or information.

These five pillars are essential for developing proficient reading skills and are often integrated into literacy instruction to build strong readers from early elementary years onward.

Goals

1. Increase Literacy Proficiency:

- Improve proficiency in reading, writing, speaking, and listening for all students by at least 10% as measured by the Missouri Assessment Program (MAP) and local assessments.

2. Close Achievement Gaps:

- Reduce literacy achievement gaps among subgroups, including students with disabilities, English Learners (EL), economically disadvantaged students, and racial/ethnic groups.

3. Professional Development:

- Ensure all literacy teachers participate in ongoing, research-based professional development to enhance instructional strategies

4. Family and Community Engagement:

- Increase family and community involvement in literacy development to support learning at school and home.

Strategies for Implementation

1. Standards-Aligned Instruction

- Implement a curriculum aligned with the Missouri Learning Standards.
- Use formative assessments to inform instruction and ensure students meet key benchmarks in literacy.
- Employ the priority standards approach to emphasize critical literacy skills

2. Intervention Strategies

- Provide targeted intervention for struggling readers, following data-driven decisions.
- Ensure that interventions are researched based, systematic, and adjusted based on student progress.

3. Data-Driven Instruction

- Implement data meetings where educators analyze assessment results, track student progress, and adjust instruction accordingly.
- Use data from MAP, iReady, and classroom assessments to inform instructional practices.

Progress Monitoring

- **Data Analysis:**

- * Monitor MAP scores, literacy benchmarks, and formative assessment data to measure progress toward goals.

* Utilize literacy screeners and diagnostic tools to identify student needs early and provide appropriate interventions.

- **Stakeholder Involvement:**

- * Engage families in literacy efforts by offering literacy workshops, providing resources for at-home reading, and involving them in school-based literacy initiatives.

- * Partner with community organizations to enhance literacy programs (e.g., local libraries or reading campaigns).

Professional Development Plan

- **Ongoing Training:**

- * Provide teachers with professional development on Missouri Learning Standards, instructional strategies for diverse learners, and literacy interventions.

- * Incorporate workshops on differentiated instruction, formative assessments, and data for instructional decisions.

- **Coaching and Mentoring:**

- * Offer literacy coaching for teachers to support classroom practices, with an emphasis on small group instruction, phonics, and comprehension strategies.

Family and Community Engagement

- **Parent Literacy Nights:**

- * Organize literacy-focused events where parents can learn strategies to support reading at home supported by our Title Programs.

- **Community Literacy Partnerships:**

- * Collaborate with local businesses, libraries, and organizations to promote literacy initiatives (e.g., book donations, reading challenges)

Evaluation of Literacy Program

- **Annual Review:**

- * Annually evaluate the effectiveness of the literacy plan by reviewing assessment data, professional development outcomes, and stakeholder feedback.

- * Adjust strategies and goals based on progress and emerging literacy needs in alignment with MSIP 6

- **Accountability:**

*Ensure district leadership, school administrators, and instructional teams are accountable for the implementation of the literacy plan, with regular reporting to the school board and community.

Budget Considerations

- **Funding for Literacy Resources:**

*Allocate district funds to purchase research-based literacy materials, technology for literacy instruction, and intervention programs.

- **Professional Development:**

*Dedicate a portion of the budget to professional development that targets literacy instruction and interventions.

Alignment with MSIP 6

- **Standard 6.3 (Curriculum):**

*The literacy curriculum is aligned with Missouri Learning Standards and designed to meet the needs of all learners, including those identified as gifted, special education, or ELL.

- **Standard 6.5 (Instruction):**

*Instruction is evidence-based, engaging, and differentiated to meet diverse student needs, with a focus on literacy across all grade levels.

- **Standard 6.6 (Assessment):**

*Assessment data drives instruction, with clear protocols for progress monitoring and adjusting instruction based on student performance.

The MVBT R-III Literacy Plan aligns with the district's CSIP Strategy 8-Academics

Strategy 8- Academic

We will develop and implement plans to ensure academic growth and student success before and after graduation.

- **Action Plans:**

1. Intentionally use education practices to increase student academic growth.
2. Create staff and student awareness regarding the value of assessments.
3. Focus on high academic and behavioral expectations for all students in each school building.

4. Provide experiences to help students explore career and academic pathways.
5. Increase ELA standards mastery in all buildings to create a solid foundation for continued reading growth at each grade level.

Strategy 6- Professional Development

We will develop and implement plans to provide relevant professional development.

- **Action Plans:**

1. Align PD opportunities with research-based practices and district initiatives.

Conclusion

This Literacy Plan aims to strengthen reading and writing skills across all grade levels, ensuring that all students have the necessary literacy tools to succeed in their academic and personal lives. By aligning with CSIP and MSIP 6 guidelines, this plan fosters continuous improvement in literacy achievement across the MVBT School District.

[Click here for the MVBT Reading Success Plan](#)

MOUNTAIN VIEW-BIRCH TREE R-III SCHOOL DISTRICT

MONTHLY FINANCIAL REPORT

MONTH ENDING APRIL 2025

FUND	OPENING BALANCE	RECEIPTS	TRANSFER RECEIPTS	EXPENDITURES	TRANSFER EXPENDITURES	CLOSING BALANCE
INCIDENTAL	\$ 8,406,905.89	\$ 509,396.48		\$ (341,820.68)		\$ 8,574,481.69
TEACHERS	\$ 693,281.45	\$ 935,558.19		\$ (593,209.79)		\$ 1,035,629.85
DEBT SERVICE						
CAPITAL PROJ	\$ 2,910,513.70	\$ 61,805.95		\$ (112,431.83)		\$ 2,859,887.82
TOTAL	\$ 12,010,701.04	\$ 1,506,760.62		\$ (1,047,462.30)		\$ 12,469,999.36

PREVIOUS YEAR	\$ 10,717,412.62	\$ 957,953.46		\$ (537,599.77)		\$ 11,137,766.31
---------------	------------------	---------------	--	-----------------	--	------------------

DEPOSITS

SIMMONS BANK OF MV	\$ 1,972,087.86
ALTON BANK	\$ 10,207,210.25
ALTON BANK SENIOR	\$ 112,176.81
TOTAL	\$ 12,291,474.92
PREVIOUS YEAR	\$ 11,168,450.88

RECONCILIATION

BANK BALANCE	\$ 12,291,474.92
OUTSTANDING CHECKS	\$ (344,042.62)
OUTSTANDING DEPOSITS	\$ 522,567.06
ENDING BALANCE	\$ 12,469,999.36

Do you

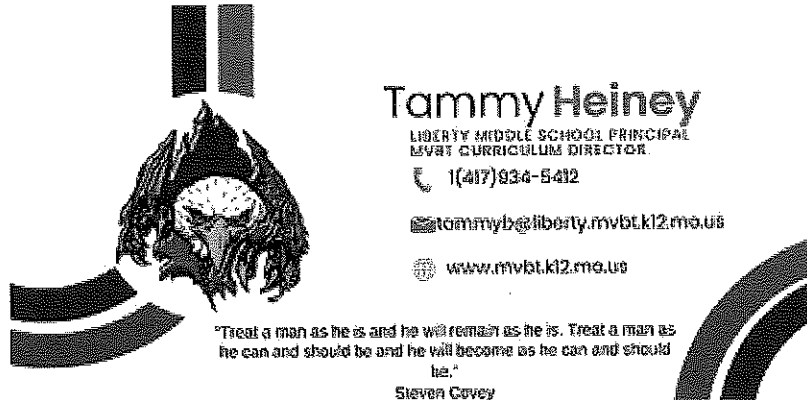
2 messages

Heiney, Tammy <tammyb@liberty.mvbt.k12.mo.us>
To: "ltharp@liberty.mvbt.k12.mo.us" <ltharp@liberty.mvbt.k12.mo.us>

Wed, May 14, 2025 at 8:00 AM

Do you want me to have a summary of end of the year i-Ready data for the board meeting?

--



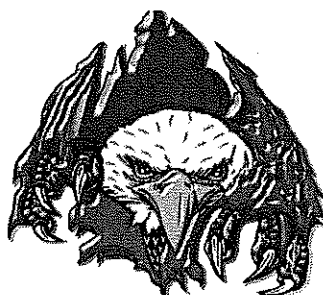
Tharp, Lanna <ltharp@liberty.mvbt.k12.mo.us>
To: "Heiney, Tammy" <tammyb@liberty.mvbt.k12.mo.us>

Wed, May 14, 2025 at 8:04 AM

If you have time to put it together, that would be great!



[Quoted text hidden]



MOUNTAIN VIEW-BIRCH TREE RIII SCHOOL DISTRICT

LITERACY PLAN

Team Members:

Lanna Tharp, Superintendent

Tammy Heiney, Curriculum and Testing Director

Angie Jester, Elementary Principal

Wade Marriott, Assistant Elementary Principal

Board approved: _____

Vision Statement:

Ensure all students develop strong literacy skills to support academic success and lifelong learning, aligning with Missouri Learning Standards and preparing students for college and career readiness.

Mission Statement:

The mission of the district's literacy program is to cultivate proficient readers, writers, speakers, and critical thinkers by providing high-quality instruction, research-based practices, and equitable access to resources.

The Five Pillars of Literacy: also known as the Five Essential Components of Reading, are foundational skills identified by the National Reading Panel (2000) as essential for effective reading instruction. These pillars help guide educators in teaching reading and supporting literacy development in young learners:

1. **Phonemic Awareness:** The ability to hear, identify, and manipulate individual sounds (phonemes) in spoken words. It's a critical early reading skill that helps students understand the sound structure of words, which is essential for decoding.
2. **Phonics:** The relationship between sounds and their written form (letters and groups of letters). Phonics instruction teaches students how to connect sounds (phonemes) to letters (graphemes), helping them decode words when reading.
3. **Fluency:** The ability to read text accurately, quickly, and with expression. Fluency allows students to focus on comprehension because they are not struggling to decode each word.
4. **Vocabulary:** Understanding and effectively using a wide range of words. A strong vocabulary helps students make sense of what they are reading and increases overall comprehension.
5. **Comprehension:** The ability to understand and interpret what is being read. Good readers actively engage with the text, making predictions, asking questions, and summarizing to understand the message or information.

These five pillars are essential for developing proficient reading skills and are often integrated into literacy instruction to build strong readers from early elementary years onward.

Goals

1. Increase Literacy Proficiency:

- Improve proficiency in reading, writing, speaking, and listening for all students by at least 10% as measured by the Missouri Assessment Program (MAP) and local assessments.

2. Close Achievement Gaps:

- Reduce literacy achievement gaps among subgroups, including students with disabilities, English Learners (EL), economically disadvantaged students, and racial/ethnic groups.

3. Professional Development:

- Ensure all literacy teachers participate in ongoing, research-based professional development to enhance instructional strategies

4. Family and Community Engagement:

- Increase family and community involvement in literacy development to support learning at school and home.

Strategies for Implementation

1. Standards-Aligned Instruction

- Implement a curriculum aligned with the Missouri Learning Standards.
- Use formative assessments to inform instruction and ensure students meet key benchmarks in literacy.
- Employ the priority standards approach to emphasize critical literacy skills

2. Intervention Strategies

- Provide targeted intervention for struggling readers, following data-driven decisions.
- Ensure that interventions are researched based, systematic, and adjusted based on student progress.

3. Data-Driven Instruction

- Implement data meetings where educators analyze assessment results, track student progress, and adjust instruction accordingly.
- Use data from MAP, iReady, and classroom assessments to inform instructional practices.

Progress Monitoring

- **Data Analysis:**

- * Monitor MAP scores, literacy benchmarks, and formative assessment data to measure progress toward goals.

* Utilize literacy screeners and diagnostic tools to identify student needs early and provide appropriate interventions.

- **Stakeholder Involvement:**

- * Engage families in literacy efforts by offering literacy workshops, providing resources for at-home reading, and involving them in school-based literacy initiatives.

- * Partner with community organizations to enhance literacy programs (e.g., local libraries or reading campaigns).

Professional Development Plan

- **Ongoing Training:**

- * Provide teachers with professional development on Missouri Learning Standards, instructional strategies for diverse learners, and literacy interventions.

- * Incorporate workshops on differentiated instruction, formative assessments, and data for instructional decisions.

- **Coaching and Mentoring:**

- * Offer literacy coaching for teachers to support classroom practices, with an emphasis on small group instruction, phonics, and comprehension strategies.

Family and Community Engagement

- **Parent Literacy Nights:**

- * Organize literacy-focused events where parents can learn strategies to support reading at home supported by our Title Programs.

- **Community Literacy Partnerships:**

- * Collaborate with local businesses, libraries, and organizations to promote literacy initiatives (e.g., book donations, reading challenges)

Evaluation of Literacy Program

- **Annual Review:**

- * Annually evaluate the effectiveness of the literacy plan by reviewing assessment data, professional development outcomes, and stakeholder feedback.

- * Adjust strategies and goals based on progress and emerging literacy needs in alignment with MSIP 6

- **Accountability:**

- *Ensure district leadership, school administrators, and instructional teams are accountable for the implementation of the literacy plan, with regular reporting to the school board and community.

Budget Considerations

- **Funding for Literacy Resources:**

- *Allocate district funds to purchase research-based literacy materials, technology for literacy instruction, and intervention programs.

- **Professional Development:**

- *Dedicate a portion of the budget to professional development that targets literacy instruction and interventions.

Alignment with MSIP 6

- **Standard 6.3 (Curriculum):**

- *The literacy curriculum is aligned with Missouri Learning Standards and designed to meet the needs of all learners, including those identified as gifted, special education, or ELL.

- **Standard 6.5 (Instruction):**

- *Instruction is evidence-based, engaging, and differentiated to meet diverse student needs, with a focus on literacy across all grade levels.

- **Standard 6.6 (Assessment):**

- *Assessment data drives instruction, with clear protocols for progress monitoring and adjusting instruction based on student performance.

The MVBT R-III Literacy Plan aligns with the district's CSIP Strategy 8-Academics

Strategy 8- Academic

We will develop and implement plans to ensure academic growth and student success before and after graduation.

- **Action Plans:**

1. Intentionally use education practices to increase student academic growth.
2. Create staff and student awareness regarding the value of assessments.
3. Focus on high academic and behavioral expectations for all students in each school building.

4. Provide experiences to help students explore career and academic pathways.
5. Increase ELA standards mastery in all buildings to create a solid foundation for continued reading growth at each grade level.

Strategy 6- Professional Development

We will develop and implement plans to provide relevant professional development.

- **Action Plans:**

1. Align PD opportunities with research-based practices and district initiatives.

Conclusion

This Literacy Plan aims to strengthen reading and writing skills across all grade levels, ensuring that all students have the necessary literacy tools to succeed in their academic and personal lives. By aligning with CSIP and MSIP 6 guidelines, this plan fosters continuous improvement in literacy achievement across the MVBT School District.

MSBA 2025A POLICY UPDATE CHECKLIST

May 12, 2025

District: Mtn View-Birch Tree R-III

Please indicate below what action your board has taken on the policy drafts in Simbli. Please include a board adoption date for every policy that has been adopted and email a copy of any revisions made by the district.

POLICY CODE	BOARD ACTION	ADOPTION DATE
Policies		
DFA	Revenues from Investments/Use of Surplus Funds Click here	4-10-25
DFA-2 (rescind-recoding to DFA)	Revenues from Investments/Use of Surplus Funds –Investment Advisor Used Click here	4-10-25
DJFA	Federal Programs and Projects Click here	4-10-25
GBCBB	Protected Staff Communications Click here	4-10-25
IGBCA	Programs for Homeless Students Click here	4-10-25
Procedures		
ADF-AP1	District Wellness Program – K-12 Districts Click here	4-10-25
DJF-1-AP1	Purchasing Click here	4-10-25
DJFA-AP1	Federal Programs and Projects – Managing Federal Funds – Allowable Expenses Click here	4-10-25
DJFA-AP2	Federal Programs and Projects – Managing Federal Funds – Cash Management Click here	4-10-25 5-22-25

Lanna Tharp, Superintendent

Name of district personnel filling out checklist

5-12-25

Date checklist completed

Please return to your MSBA Full Maintenance editor at: williams@mosba.org

Career Ladder 2024-2025 SY

Stage 1 \$1,500

Kelly-Reed, Tara
Tipton, K. Toby

Stage 2 \$3,000

Ash, Jillian
Field, K. Brooke
Henry, Jessie
Hoagland, Kellyn
Holter, KarenMarie
Karr, Kelsey
Marshall, Hali
Nicholson, Victoria
Owens, Kelsey
Pasay, Amanda
Robertson, Elizabeth
Smith, K. Desi
Wagner, Bailey
Yarber, Shelby

Board Related

Abbey, Jessica
Frazier, Trina
Reese, Kristy
Smith, Holly
Wilbanks, Janiece

Stage 3 \$5,000

Acklin, Tina
Allen, Ashley
Allen, Brenda
Allen, Charlotte
Anderson, Gina
Barnes, Stacey
Bayless, Shyanna
Beach, Cortissa
Capeder, Darah
Collins, Beverly
Cooper, Brandy
Davis, Beth
Doscher, Melisa
Duckett, Carolyn
Ernst, Sarah
Faulkner, Joy
Francis, Shaina
Gaines, Jessica
Gastineau, A. Dawn
Gastineau, Roger
Holden, Wendy
Hollis, Amanda
Juarez, Rhianna
Kyle, Mary Beth

Stage 3 continued

Mahin, Lauren
Majors, Christie
Martin, Candra
Nicholson, Krista
Owens, Jolie
Pace, Mara
Penneycuick, Mitzie
Pruett, Lisa
Pulliam, Kim
Radford, Derrick
Reese, Sabrina
Roy, Anne
Rytledge, Shawna
Sizemore, Lisa
Smith, Heather
Smotherman, Rebecca
Tharp, Miranda
Thomlinson, Susan
Tipton, Nicole
Weaver, M. Elaine
Webb, Tiffany
Wilhelm, Patricia
Woolsey, Julie
Yaber, Mandy

Vision: The Mountain View-Birch Tree School District is two communities working as one to develop caring and responsible citizens.



Mission: Our 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.

Sent to
Parents
3-25-25

Mountain View-Birch Tree R-III School District
417-934-5408

Date: March 25, 2025

Dear Mountain View-Birch Tree Community,

We've been diligently working on a plan for our elementary students and we are ready to share more details. We appreciate your patience as we have been fine tuning the plans. Our goal is to align the experiences of all PK-5 students, ensuring they receive consistent academic, behavioral, and extracurricular expectations, no matter which building they attend. **(We are not closing BTE, which has been a rumor circulating through a few social media groups.)**

Mountain View Elementary (MVE) and Birch Tree Elementary (BTE) will share a lead principal, and each building will have its own assistant principal, ensuring that an administrator is always present in the buildings. A new Assistant Principal was hired at our board meeting last Thursday evening. We want to welcome Mrs. Shockley back to the district. Mrs. Jester, Mrs. Shockley, and Mr. Marriott will be teaming together to lead our elementary teachers. Mrs. Shockley will be spending the majority of her time at Birch Tree Elementary, Mr. Marriott will be spending the majority of his time at Mountain View Elementary, and Mrs. Jester will be leading in both buildings throughout the week.

What does this mean for teachers and students?

- **Curriculum & Instruction:** Mrs. Jester will be evaluating all PK-5 teachers ensuring alignment in teaching quality, helping us identify strengths and areas for growth.
- **Teacher Collaboration:** Teachers in PK-5 will benefit from a larger network of teachers to share ideas, strategies, and best practices. Mrs. Jester will be coordinating grade-level team meetings to foster this collaboration.
- **Specials & Library Access:** Our current schedule ensures that all elementary students receive the same amount of Art, Music, and PE, and both buildings have easy access to their school libraries. These opportunities will remain consistent. Buildings have been sharing their "Specials" teachers for several years. This is not a new process for the district.
- **Preparing for the Future:** We recognize the importance of equipping students not just for elementary success but for their future academic and personal growth. Aligning expectations across both schools helps ensure a seamless transition as they move to middle school.

Stronger Together,
Lanna Tharp, Superintendent

Mrs. Jester, Elementary Principal

A more detailed letter will be sent home with your child on Tuesday, providing additional information about our plans and commitment to preserving our school traditions.

MAY 2025 BOARD REPORT

ADMINISTRATOR: Renshaw

K-5 CURRENT ENROLLMENT: 161

Focusing on Leadership (CSIP Goal 1)

- *Acceleration for All*
- *High Road Leadership*

Focusing on Effective Teaching and Learning (CSIP Goal 2)

- LETRS Year 2
- Early Childhood LETRS
- BTAP
- Early Childhood LETRS (New training)

Focusing on Collaborative Climate and Culture (CSIP Goal 3)

- Teacher Appreciation Week
- Climate & Culture continue to recognize and "lift" staff.
-

Focusing on Alignment of Standards, Curriculum, and Assessment (CSIP Goal 4)

- Two students completed their i-Ready pathways to 8th grade completion in reading. This is the first time this has happened at BTE!
- i-Ready end of year Reading Report compared to beginning Reading Report::
 - Red was 30%, now 14%
 - Yellow was 45%, now 30%
 - Green was 25%, now 56%
- i-Ready end of year Math Report compared to beginning Math Report::
 - Red was 30%, now 10%
 - Yellow was 61%, now 46%
 - Green was 8%, now 44%

Focusing on Equity and Access (CSIP Goal 5)

- *Sora & EPIC (Books)
- *LIFE360
- *Food backpacks
- *Care To Learn
- *Creating high expectations for all
- *Attendance competitions

Calendar

- April Testing/Screening completed
- May
 - 5 Fun Day Activities
 - 5-9 Book Fair
 - 8 Art Show
 - 8 Bounce House
 - 9 AR @ Youth Center
 - 9 Music Concert
 - 12 & 13 Field Day
 - 14 5th to LMS
 - 15 5th to MVE
 - 20 PreK/K Graduation
 - 21 5th Intent to graduate
 - 22 Awards Assembly
 - Field Trips

MAY BOARD REPORT

ADMINISTRATORS: Tammy Heiney and Justin Johnson

CURRENT ENROLLMENT: 260
Attendance Year: 93.85%
April: 93.05%

Focusing on Leadership (CSIP Goal 1)

- Mr. Johnson attended the monthly SCA administration meeting while Mrs. Heiney stayed for the Quality Assurance Check with the state.
- Mrs. Heiney is reading *The Next Conversation: Argue Less, Talk More* by Jefferson Fisher and *Every Thought Captive: Calm the Mental Chaos That Keeps You Stuck, Drains Your Hope, and Hold You Back* by Kyle Idleman.

Focusing on Alignment of Standards, Curriculum, and Assessment (CSIP Goal 4)

- LMS students are currently finishing iReady testing. We can't wait to see our results. Mrs. Heiney should have those at the board meeting.
- Mr. McAfee and Mrs. Heiney have discussed the computer classes for next year. We will be changing it to the following courses:
 - 6th Grade: Basic Keyboarding and Internet Safety
 - 7th Grade: All Things Google
 - 8th Grade: All Things Microsoft

Focusing on Collaborative Climate and Culture (CSIP Goal 3)

- We held our Building Improvement Committee meeting with staff and parents on May 12.
- 8th Grade Lock-in was held Friday, May 9. We had 38 students attending! It was an eventful evening. We are very proud of our students and enjoy celebrating with them.
- 8th Grade Promotion is May 20. We are sure it will be another successful event at LMS!
- We celebrated "Thanks for Helping Us Raise the Bar" at LMS for Staff Appreciation week.
 - Monday: Taco Bar
 - Tuesday: Donut and Yogurt Bar
 - Wednesday: Pop Bar (Personalized cups with soda and popcorn)
 - Thursday: Trail Mix Bar
 - Friday: Lanyard/Keychain Bar

Focusing on Effective Teaching and Learning (CSIP Goal 2)

- May 12: Career Day! Our 8th graders were allowed to job shadow while community members came to LMS and spoke with our 6th and 7th graders. We had a wonderful day. Shout out to Mrs. Davis for putting it all together and our presenters for coming to spend the morning with us!
- May 19: MAP Incentive Day: Students who attended testing sessions, focused, and worked hard will be treated with a day of FUN! We rented everything from Randolph's Rental and plan on enjoying a fun-filled day.

Focusing on Equity and Access (CSIP Goal 5)

- May 14: All 5th graders from BTE and MVE visited LMS for a short tour and informational meeting. They made schedules and were given a pair of shades because "Their Future is Bright at LMS!"
- Summer School: We have diligently upheld the handbook. The attendance policy adopted by the BOE has been in place all year. With this, we will have at least 54 students making up time or completing credit recovery. Students who failed a core class 1st or 2nd semester will enroll for summer school to retake the course.
- We are adding Jr. Beta next year! Mrs. Wilbanks and Mrs. Tipton will be our sponsors.

CALENDAR

- Last Day of School Assembly: May 23
- Summer School Begins: June 2

SPECIAL EDUCATION

MAY 2025 BOARD REPORT

ADMINISTRATOR: Barbara Medina

CURRENT ENROLLMENT: 219

- ECSE: 24
- K-12: 195
- MSB: 1
- Testing Additional 5 Students
- Seniors Graduated: 17

SECTION 504:

- Current: 31
- Referrals: 11
- Senior Graduated: 1

Focusing on Alignment of Standards, Curriculum, and Assessment (CSIP Goal 4)

- MAP & EOC (State Assessment) Completed
- Spring MAP-Alternative (MAP-A) Assessment Completed
- Review of IEP Progress: align to standards and to revise IEPs goals for next IEP cycle.

Focusing on Leadership (CSIP Goal 1)

- DESE Compliance Training: 4/24/2025 Data Reporting and End of Year Wrap-up
- DESE Special Education Finance Training 5/6/2025 Allowable Use of Funds, Determining How to Use your Funds, Maintenance of Effort, Obligation of Funds
- Local Administrators Special Education Meeting (LASE) 5/9/2025

Focusing on Equity and Access (CSIP Goal 5)

- High Expectations for All Students
- The district assures all special education students have an equal opportunity to participate in program options, nonacademic and/or extracurricular activities and services offered by the district.
- Attendance Follow-ups (After 2 consecutive absences or 5 absences a quarter).

Focusing on Effective Teaching and Learning (CSIP Goal 2)

- Review Student 4th Quarter Report Cards/IEP Progress Reports

Focusing on Collaborative Climate and Culture (CSIP Goal 3)

- Bi-Monthly Special Education Staff Meetings in all Building
- Celebrate: Staff Hiring & Retention
- Celebrate Graduates & Student Accomplishments

CALENDAR

- Graduation 5/16/2025
- June 1, 2024 Special Education Count for DESE.



Athletics Board Report: 05/16/2025

- Spring sports season is almost over, baseball track and soccer are left and they are in postseason play.
- A very successful youth football camp finished this week with over 70 kids in attendance.
- Upcoming events, we have a boys and girls shootout boys will be June 3rd, girls June 23rd over 20 teams coming, please spread the word to local businesses. Flyer attached
- Next fall we are looking at starting a girls cross country program, and we will be adding Fall baseball for non football kids. We have an opportunity to play around 6-8 games and it will give kids who did not get a great deal of work in the Spring to learn in game situations.
- We are making a change with our 6th grade participation. We have decided to use the 6th grade in JH sports on a need basis, this way if we have plenty of 7th and 8th students, the 6th grade can still participate with the elementary in basketball / volleyball and in football Mighty Mites. This gives our 6th grade baseball kids the option to play 12-u travel ball in the Spring. We will need the 6th grade students in JH softball and in JH girls basketball. Cheer will remain as is. Doing this gives the kids a chance to see more playing time. We will also be starting a 4th, 5th, 6th skills program that will encompass all sports this Winter.

- Homeschool participation was passed and will become law. We are currently waiting on MSHSAA for guidance, as to what we will be able to do for stipulations. Local school control is currently being debated with MSHSAA attorneys, and lawmakers. There may be provisions added. This will also affect our teams in a big way. I will keep everyone updated.
- (Future plans) We are hoping to add a MS/HS softball field along with a JH sized baseball field behind the Middle School, with a staff 1.5 mile walking /running trail, that we can use for a cross country practice course, along with hosting a meet on campus. Couples with some work or addition to the FB field house. I am researching grants for this.
- Next year I will be taking over the athletic banquets and making them a single large event banquet. We will serve a meal, have a keynote speaker, have each HS sport talk about the team, give awards, and I will do a separate senior awards presentation. This will stop the difference in awards and awards given, and simplify the process, only take 1 night up. We will order patches, plaques etc. I will be having a fun trivia night fundraiser to pay for the banquet. I will have more info on this later.

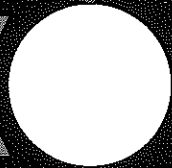
2ND ANNUAL MVBt LIBERTY HIGH SCHOOL LIBERTY SHOOTOUT JUNE 3, 2025

This year we will have four courts going. Both Varsity and JV teams can sign up. Games will consist of two 15 minute halves. The clock will run until the last minute of each game. Overtime will be 2 minutes. Only team fouls will be counted.

Email: jharrill@liberty.mvbt.k12.mo.us

BASKETBALL SHOOTOUT

JV & V



\$75 A TEAM

**23rd June 2025
Liberty High School Gym**

CONCESSION AVAILABLE
\$1 ENTRY FEE FOR FANS
ALL DAY TOURNAMENT

FOR MORE INFO, EMAIL DSMITH@LIBERTY.MVBT.K12.MO.US

