

# **Liberal Alternative School**

**Liberal Alternative School  
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Liberal, KS 67901**

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# **ABOUT LIBERAL ALTERNATIVE SCHOOL**

## **LAS STAFF**

Larry Moore  
Lead Teacher, Language Arts

Barbara Hoffman  
Science, Music, Business, Electives

Kay Bert  
Social Studies

Pat Atkins  
Math

Silvia Trejo  
Attendance

Liberal High School Mission Statement  
“USD 480 challenges all to achieve  
educational excellence.”

Liberal Alternative School is designed as a drop-out prevention and recovery program.

In order for any student to be placed into the Alternative School program, he or she must meet placement criteria. To remain in the program, each student must agree to abide by the guidelines set forth in this handbook, student contract obligations, and the policies set by the Board of Education of USD 480.

### **Purpose of the Handbook**

The purpose of this handbook is to assist students and their parent/guardian in the understanding of the expectations regarding enrollment and attendance at Liberal Alternative School. All students and parents/guardians should be familiar with the guidelines set forth in this handbook.

### **USD 480 Central Office Administration**

Mr. Paul Larkin, Superintendent  
Mrs. Renae Hickert, Deputy Superintendent  
Mrs. Sheri King, Director of Federal Programs  
Mr. Jerry Clay, Director of Business Services  
Mr. Michael Rogg, Director of Auxiliary Services  
Mrs. Lana Evans, Director of Curriculum and Staff Development  
Mrs. Donna Sill, Director of Testing and Data  
Mrs. Vicki Adams, Director of Special Education  
Mr. Jason McAfee, Director of Human Resources and Public Relations

### **Liberal High School Administration**

Mr. Rafe Begley, Principal  
Mr. Shiloh Vincent, Assistant Principal  
Mrs. Ashley Kappelman, Assistant Principal  
Ms. Audrey Johnson, Assistant Principal  
Mr. Roland VanWyhe, Activities Director/Assistant Principal

## **LIBERAL ALTERNATIVE SCHOOL**

**2015 – 2016 Handbook**

### **ALTERNATIVE SCHOOL PLACEMENT AND REVIEW PROCESS**

Students being considered for placement in the Alternative School will be required to go through an interview process. The interview team will consist of the Alternative School Lead Teacher and the Attendance coordinator. Any high school administrator, counselor, or member of the Alternative School staff may be present.

The following will be considered criteria in placement decisions:

- Administrator/counselor recommendation
- Student's current enrollment status (i.e. currently enrolled in USD 480, completion of at least one year in high school, drop-out, etc.)
- Student's age (student must be at least 16 yrs) Special circumstances will be considered
- Number of credits student has earned
- Student's behavior
- Student's attitude
- Student's attendance history

Upon review of the placement criteria, the interview team will make a decision to place the student in the Liberal Alternative School.

#### Contractual Criteria for Alternative School Placement

(Required for ALL students attending Liberal Alternative School)

- School attendance is mandatory
- Students must follow all set rules and teacher directions while in attendance
- Failure to complete work or cooperate with teacher will result in disciplinary action
- Consistent progress must be made in classwork
- Students will be required to take all state assessments at their grade level.

## GENERAL GUIDELINES AND PROCEDURES

### ATTENDANCE POLICY

1) **Attendance Responsibility:** Regular school attendance is the responsibility of the student and the parent/guardian. Liberal Alternative School attendance office is to be notified immediately of any changes in address or phone number.

2) **Attendance Expectations:** Liberal Alternative School students are expected to be in attendance every day for their required time both here and at Seward County Community College/Area Technical School, *unless they have a valid reason* for an excused absence as stated in the LAS attendance policy. Students are required (unless special circumstances apply) to attend SCCC/ATS. Students starting a course at SCCC/ATS must continue in that class for the semester. Students who do not fulfill their commitment to SCCC/ATS or who are dismissed from SCCC/ATS may be removed from Liberal Alternative School (at LAS Lead Teacher's and Administration's discretion) and be sent to FOCUS Alternative. Students not attending SCCC/ATS will attend LAS 6 ½ hours per day.

3) **Parent Call-In Responsibility:**

LAS Students – For an absence to be considered excused at LAS and SCCC/ATS, a parent/guardian must call LAS office at (620)604-1080 by 4:00 pm the day of the student absence. LAS will not accept phone calls from students, relatives, etc. This includes students who are 18, or students who turn 18 during the school year. When the student is not here by 15 minutes after their required attendance time, the LAS attendance secretary will call to inquire the whereabouts of the student. If no contact is made, she will leave a message for the parent. The absence will be recorded as 'ABSENT' and will be considered unexcused until we receive a phone call from the parent. If a phone call is not received by 4:00 pm the day of the absence, the absence will remain 'UNEXCUSED.' In some cases, a verified note (Doctor's note, Court document, etc) may be required.

When a student is absent at SCCC/ATS, the parent/guardian must still notify LAS attendance office of the absence as well as abide by the guidelines established by SCCC/ATS.

SCCC/ATS POLICY – Regular and punctual attendance at all scheduled classes and class activities is expected of all students and is integral to the successful completion of courses. When a student's absence(s) is due to extenuating circumstances, instructors are encouraged to allow the student the opportunity to make up missed assignments/exams within a reasonable period of time. Documentation to support any extenuating circumstances causing an absence(s) should be provided by the student; the documentation should be provided to the instructor and arrangements scheduled in advance of the absence(s), except when emergencies are present.

SCCC-ATS INSTRUCTOR/COURSE POLICIES – Specific policies and procedures on absences and makeup work are established by instructors for each course; these specific guidelines are printed in the course policies and are distributed at the beginning of each course. Students are responsible to abide by each course's attendance requirements as stated in the course policies.

4) **Notification of Absences:** Student absences will be entered into PowerSchool for parent/guardians to review. There may be occasions when LAS personnel will notify the parent/guardians concerning attendance issues.

5) **Excused Absences:** (1)personal illness, (2)professional appointment, (3)serious illness or death in *immediate family*, (4)religious observances, (5)school activity, (6)pre-arranged and/or *approved by LAS Lead Teacher/principal*, (7)active duty personnel/deployment

6) **Unexcused Absences:** An unexcused absence is any absence from LAS and/or Seward County Community College/Area Technical School, which has not been determined excused. The LAS lead teacher retains the right to determine absences as excused or unexcused. The following are examples of unexcused absences: *translating, babysitting, hair appointments, missing bus, overslept, skipping school, shopping, etc.* Unexcused absences at LAS and SCCC/ATS will not be tolerated. **Three unexcused absences will require a parent conference for the student to continue at Liberal Alternative School.**

7) **Truant Procedure:** If a student has three consecutive days of unexcused absences, a total of five unexcused absences in one semester, or seven unexcused absences in the school year (K.S.A. 72-1113), the parent will be notified. On the next unexcused absence following notification, the student will be referred to the truancy authorities. All students who are absent 10 consecutive days will be considered to have transferred and will be dropped from Liberal Alternative School.

8) **Late Arrival/Tardies:** Students must arrive on time according to their scheduled attendance time. Keeping a consistent schedule promotes responsibility and it is an essential life skill. If a change of attendance time is necessary, the parent/guardian must notify LAS in advance for approval. Students arriving at LAS or SCCC/ATS after their scheduled time will be considered tardy. Chronic tardiness will be subject to disciplinary action and possible dismissal from Liberal Alternative School. Students who are more than 15 minutes late will be considered absent. The absence will be recorded in PowerSchool as an unexcused absence.

\*Failure to abide by the attendance policy of Liberal Alternative School may result in suspension of the student from Liberal Alternative School.

## STUDENT BEHAVIOR GUIDELINES

Students are to conduct themselves in a responsible and respectful manner. Students have made the choice to be here to learn and succeed in high school. Any behavior that is not conducive with this goal will not be tolerated.

### Specific Behavior Guidelines

- Respect the rights and property of others
- Be friendly and courteous
- Refrain from using foul language – this is offensive and disrespectful
- Respect and maintain the facilities and equipment in a clean and neat manner
- Food and beverages are allowed if handled responsibly
- Do not roll around the rooms in the computer chairs

1) Students must show significant progress toward set goals in order to continue at LAS. Students are attending LAS to recover credits; they must complete courses to attain this goal. Student progress will be monitored periodically in order to determine whether adequate progress is being made. Student may be placed at FOCUS Alternative if progress is not adequate.

2) Students will be allowed to use their cell phone to listen to music while they work; however, continual misuse of this privilege (texting, Facebook, videos, games, etc.) will result in parent notification. Parent/Guardians will be notified twice before a conference will be required. Parent/Guardian must attend the conference, at which time the student and parent will have a choice of not having a cell phone while in attendance at LAS, or dropping from LAS and being sent to FOCUS Alternative.

3) Respect for teachers and other students is a priority at LAS. Disrespect will not be tolerated. The student who is not making adequate progress, or who has ongoing disciplinary issues will be required to attend a parent/teacher conference to help address the problems. If the parent does not attend the conference, the student will be suspended and a meeting with an administrator will be required to reinstate. Any student who is involved in a severe disciplinary incident may be immediately suspended/expelled from LAS.

4) Students beginning LAS in the fall commit to a full year at LAS. They cannot choose to go back to the high school at semester. Students who are dismissed or removed from LAS may be sent to FOCUS Alternative.

### **Simple Guidelines**

1) Students are expected to adhere to the General Guidelines and Procedures set forth by the administration of Liberal High School.

2) Students are expected to leave their work station clean and in order. Tagging or defacing school property may be grounds for dismissal.

3) Snacks and drinks are permitted provided that you pick up after yourself.

4) Violation of USD 480 Technology agreement will result in disciplinary action.

5) Students are not to be in the Liberal High School building during the school day except with special permission from LAS staff (this includes before and after school). Students may attend any function that is open to the public. Students eating breakfast are to go directly to the cafeteria and then leave the building immediately after eating.

4) If a student is dismissed from SCCC/ATS, they may be dismissed from LAS and they may not be allowed to re-enroll in LAS or LHS until the following school year. Placement at FOCUS Alternative may be an option subject to administration recommendation.

### **Cafeteria**

- Go in a quiet and orderly manner
- Do not leave the cafeteria
- No hoods or headgear
- Eat in a quiet and respectful manner
- Treat all cafeteria staff with respect
- Leave table clean, clear trays, and push in chairs when leaving
- Leave cafeteria and walk back to the alternative school in a quiet and orderly manner (yelling, making hand gestures, making suggestive comments to anyone, or PDA may result in dismissal from Liberal Alternative School)

## Dress Code

Appropriate dress and personal grooming are an individual responsibility and a matter of personal pride. The impression given to others through personal appearance is important to the individual and to the school. Students are asked to be responsible and use good judgment concerning appearance. The following dress code guidelines are applicable, and ***it will continue to be at the discretion of Liberal High School administration to assure that appropriate levels of modesty and safety are upheld.***

1. Immodest Dress: The straps of blouses, shirts, tops, and dresses must be at least two inches across on both shoulders. Sleeves must be hemmed. Shirts, pants, and dresses that are excessively tight and/or short are prohibited. Sheer and see through garments are prohibited. Any garment exposing midriffs will also be in violation of school dress code.
2. Garments must be of a modest length: Dresses, skirts, shorts, tunic tops or any such primary garment must be a minimum of fingertip length. The garment length must be at or beyond the fingertips – including any holes in garments. Boxer shorts will not be permitted as outer wear.
3. Trousers: (Pants, jeans, etc.) are to be belted or adjusted and worn at waist level. Wearing trousers in a low riding/bagging position is NOT acceptable. Overall straps are to be worn over the shoulder and buckled.
4. Hair: Hair must be neat, clean, and not interfere with the educational and/or school activities. All hairbrushes, rakes and rat-tailed combs are not to be worn by students in their hair.
5. Outdoor Jackets: Teachers may ask students to remove outer coats/jackets when it is the teacher's opinion the outer garments are distracting from the educational process.
7. Shoes: Students are required to wear shoes. However, soccer shoes, or any shoe, which will mark or mar the floor unintentionally, are not to be worn inside the school building. Each school-sponsored activity may have additional regulations established by the teacher/sponsor and approved by the principal.
8. Visible body piercings and Facial jewelry is prohibited. As defined by LHS anything other than the ears is considered body and facial jewelry. It is the position of LHS that body/facial jewelry is not appropriate and it may also be a health risk.
9. Other dress wear: Students will not wear medallions, patches, monograms or other articles that may be considered dangerous, cult, vulgar, obscene, suggestive, racist, symbolic of gangs, have double meanings, advertise alcohol, drugs, or any item that could project an offensive or negative attitude.

***Any method of dress, other than those listed, that attract undue attention, and presents security concerns, disrupts, or interferes with the normal educational process is not permitted. If, in the professional opinion of any teacher or administrator, a student's attire is disruptive to class, detracts from a positive learning environment, or is clearly inappropriate and in poor taste, that student will be referred to the office.***

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

- 26 Credits required for graduation
  - 4 Units of English (regular or applied)
  - 3 Units of Math
  - 3 Units of Science (Earth/Space and Biology required)
  - 3 Units of Social Science
  - 1 Unit of Fine Arts
  - ½ Unit of PE
  - ½ Unit of Health
  - ½ Unit of Computer Concepts I or Computer Applications I
  - ½ Unit of Computer Applications I or II
  - 10 Units of electives
- 20 hours community service
- Liberal Alternative School students meet the same credit requirements as students attending Liberal High School and they will graduate with their cohort at Liberal High School.
- For guidelines on early graduation requirements contact your high school counselor for more information.

### Seward County Community College/Area Technical School

- Students enrolled at Liberal Alternative School are required (unless special circumstances apply) to attend the SCCC/ATS
- Students will attend 3 hours and 50 minutes at Liberal Alternative School and 3 hours at Seward County Community College/Area Technical School.
- Students starting a course at SCCC/ATS must continue in that class for the semester. Students who do not fulfill their commitment to SCCC/ATS or who are dismissed from SCCC/ATS may be removed from Liberal Alternative School (at LAS Lead Teacher's and Administration's discretion) and be sent to FOCUS Alternative
- Students not attending SCCC/ATS must attend 6 ½ hours per day.

## **COURSE INFORMATION**

- Individual course work on PLE PLATO Courseware requires an 80% mastery for credit
- Courses completed for credit at LAS are added to a student's transcript at the end of each 9-weeks
- Grades are only given for courses completed for credit
- Student grades at LAS are accessible on PowerSchool. Student progress is monitored weekly. Parents who wish to check on student progress are welcome to call LAS at any time.
- PLATO courses not completed by the end of the school year will be evaluated by an LHS administrator, an LHS counselor, and the LAS lead teacher in order to determine if partial credit will be carried over to the next year.

## **HOURS OF ATTENDANCE**

- Liberal Alternative School hours are from 7:00 am – 4:00 pm
- Students attending all day must be in attendance for 6 ½ hours (Ex. 7:30 am – 2:00 pm)
- Morning students are required to be in attendance from 8:00 am – 11:50 am
- Afternoon students are required to be in attendance from 12:10 pm – 4:00 pm
- Students may choose to eat lunch in the cafeteria: Morning lunch is from 10:50 am – 11:10 pm; Afternoon lunch is from 12:40 pm – 1:00 pm

## **HIGH SCHOOL ATHLETICS AND ACTIVITIES**

- Liberal Alternative School students are eligible to participate in athletics upon Lead Teacher and Administration approval. They must agree to and abide by 'Liberal Athletic Participation Contract' which is an addendum to the LAS contract
- Liberal Alternative School students may attend any function at Liberal High School which is open to the public
- Liberal Alternative School students are eligible to attend the Jr/Sr Prom at Liberal High School as long as they are in good standing at LAS and their attendance at the prom is approved by the LHS principal. All fees must be paid by the student
- Liberal Alternative School students who meet graduation requirements are allowed to participate in Baccalaureate and Commencement exercises at Liberal High School and will receive a Liberal High School Diploma

### **Fighting is School**

Fighting will not be tolerated at Liberal Alternative School; it is a criminal offense. Any student involved in a fight during school or on school property (including SCCC/ATS) will be suspended. In addition, the Police may be notified and charges filed if warranted.

### **REFERRAL AND DOCUMENTATION**

Referrals are documentations of student violations by Teachers or Administrators. These violations can occur in the classroom, in the halls, or on school grounds, during school hours, or after school hours at school activities.

#### **Consequences: (Daily)**

- Level 1:** The first time the student chooses not to follow a rule, that student's name will be recorded and he/she will be warned.
- Level 2:** The second time the student chooses not to follow a rule, it will again be recorded and he/she will be assigned a 15-minute classroom detention to be served under the supervision of the classroom teacher and at the teacher's convenience.
- Level 3:** The third time the student chooses not to follow a rule, it will be recorded and he/she will have 15 minutes added to the level 2 consequence, resulting in a 30-minute classroom detention. The detention will be served under the supervision of the classroom teacher and at the teacher's convenience. In addition the parent/guardian will be called and notified of the student's behavior.
- Level 4:** The fourth time the student chooses to not follow a rule, it will be recorded and a discipline referral will be completed. The student will be suspended immediately from class and he/she will be taken to the appropriate administrator. An administrator will then hold a conference with the student and the appropriate consequence will be assigned.

**Severe Clause:** *A student who totally disrupts, uses vulgarity, is a physical threat to others, or is willfully disobedient, openly defiant, or flagrantly disrespectful will bypass the first three consequence levels and go directly to Level 4.*

### **The Kansas Pupil Suspension and Expulsion Act**

#### **Grounds for suspension or expulsion: who may suspend or expel. (72-8901)**

- a. Willful violation of any published regulation for student conduct adopted or approved by the board of education;
- b. Conduct which substantially disrupts, impedes or interferes with the operation of any public school;
- c. Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;
- d. Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;
- e. Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or

- f. Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

**Duration of suspension or expulsion; notice; hearings, opportunity afforded, waiver, time, and who may conduct. (72-8901)**

- a) A suspension may be for a short term not exceeding **10 School Days**, or for an extended term not exceeding **90 days**. An expulsion may be for a term not exceeding **186 School Days**. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year.
- b) (1) Except as authorized in provision (2), no suspension for a short term shall be imposed upon a pupil without giving the pupil notice of the charges and affording the pupil an opportunity for a hearing thereon. The notice may be oral or written and the hearing may be held immediately after the notice is given. The hearing may be conducted informally but shall include the following procedural due process requirements.
  - a. The right of the pupil to be present at the hearing;
  - b. The right of the pupil to be informed of the charges;
  - c. The right of the pupil to be informed of the basis for the accusation; and
  - d. The right of the pupil to make statements in defense or mitigation of the charges or accusations. Refusal of a pupil to be present at the hearing will constitute a waiver of the pupil's opportunity for a hearing.

(2) Notice: A short-term suspension may be imposed upon a pupil forthwith, and without affording the pupil a hearing if the presence of the pupil endangers other persons or property or substantially, impedes, or interferes with the operation of the school.

- c) A written notice of any short-term suspension and the reason therefore shall be given to the pupil involved and to the pupil's parent or guardian within 24 hours after the suspension has been imposed and, in the event the pupil has not been afforded a hearing prior to any short-term suspension, an opportunity for an informal hearing shall be afforded the pupil as soon thereafter as practical, but in no event, later than 72 hours after such short-term suspension has been imposed. Any notice of the imposition of a short-term suspension that provides an opportunity for an informal hearing after such suspension has been imposed shall state that failure of the pupil to attend the hearing will result in a waiver of the pupil's opportunity for the hearing.
- d) No suspension for an extended term and no expulsion shall be imposed upon a pupil until an opportunity for a formal hearing thereon is afforded the pupil. A written notice of any proposal to suspend for an extended term or to expel from school, and the charges upon which the proposal is based shall be given to the pupil proposed to be suspended or expelled from school, and to the pupil's parent or guardian. Any notice of a proposal to suspend for an extended term or to expel from school shall state the time, date, and place that the pupil will be afforded an opportunity for a formal hearing, and that failure of the pupil and the pupil's parent or guardian to attend the hearing will result in a waiver of the pupil's opportunity for the hearing. The hearing shall be held not later

than 10 days after the date of the notice. The notice shall be accompanied by a copy of this act and the regulations of the board of education adopted under K.S.A. 72-8903, and amendments thereto.

- e) Whenever any written notice is required under this act to be given to a pupil or to a pupil's parent or guardian, it shall be sufficient if the notice is mailed to the address on file in the school records of the pupil. In lieu of mailing the written notice, the notice may be personally delivered.
- f) A formal hearing on a suspension or expulsion may be conducted by any person or committee of persons authorized by the board of education to conduct the hearing.

### **GANG ACTIVITY**

Gang activities that initiate, advocate, promote, or threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited.

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

### **Racial harassment and/or Discrimination**

The USD 480 Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination or harassment on the basis of race, color, or national origin. Racial harassment or discrimination will not be tolerated in the school district. Racial harassment or discrimination against students by board of education members, administrators, certified and support personnel, other students, vendors, or others having business or contact with the district is strictly prohibited.

Any student who believes that he or she has been subjected to racial harassment or discrimination should report the alleged harassment or discrimination to the building principal, another administrator, a counselor, or a certified staff member. The complaint will be investigated by appropriate school authorities. Students will be provided with a safe and confidential environment in which to discuss alleged racial harassment or discrimination.

It shall be the duty of every employee of Liberal USD 480 to report any suspected incidents of racial harassment or discrimination.

The full text of the district's Racial Harassment Policy is available at the principal's office of each school, at the counselor's office, at the USD 480 central office, 401 N. Kansas Ave., and on the USD 480 website, [www.usd480.net](http://www.usd480.net).

### **Sexual Harassment and Discrimination Of Students**

The building principal will investigate all reports and complaints of sexual harassment. The building principal's name, office address and phone number are listed on the first page of this handbook. In limited instances as set forth in the policy, reports and complaints of sexual harassment will be investigated by the Deputy Superintendent, whose office address is 401 North Kansas Avenue, Liberal, Ks 67901, and phone number is (620) 604-1010

### **1. Statement of Purpose.**

The Board of Education of USD 480 is committed to providing a positive and productive learning environment, free of sexual harassment or sexual discrimination.

### **2. Sexual Harassment and Discrimination Prohibited.**

Sexual harassment and sexual discrimination will not be tolerated at school, on school property (including, but not limited to, school buses and other school transportation), and at school-sponsored activities, programs or events. The sexual harassment or sexual discrimination of any student by members of the Board of Education, administrators, certified employees, classified employees, students, vendors, and any other persons is strictly prohibited.

### **3. Sexual Harassment and Discrimination Defined.**

Sexual harassment/discrimination is any one of the following: (a) unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written or physical conduct of a sexual nature by a district employee, student, or other party which is so severe, persistent or pervasive as to limit a student's ability to participate in or benefit from an educational program or activity, or which creates a hostile or abusive educational environment; (b) the submission by a student to unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal, written or physical conduct of a sexual nature which is made, explicitly or implicitly, a term or condition of the student's education; or unwelcome sexual advances, requests for sexual favors or other inappropriate verbal, written or physical conduct of a sexual nature, when the submission or rejection of the conduct by the student is used as the basis for determining the student's grade or other academic performance.

### **4. Examples of Prohibited Conduct.**

The following is a list of some examples of sexual harassment or sexual discrimination:

**A.** Male students repeatedly sabotaging a female student's lab experiments or projects.

**B.** Making jokes or demeaning comments, either verbally or in writing, about a student who is or is believed to be gay or lesbian.

**C.** Pressure for sexual activity, inappropriate or unwelcome touching, such as intentionally touching a female student's breasts or a student's buttocks.

**D.** Suggesting or demanding sexual involvement with a school district employee, accompanied by implied or explicit threats by the employee concerning the student's grades or participation in extra-curricular activities.

**E.** Remarks to a student made with a sexual or demeaning implication.

### **5. Reporting.**

Any student who believes they have been a victim of, or subjected to sexual harassment or sexual discrimination by another student, a school district employee, or other person is encouraged to report that conduct immediately to either the building principal, teacher or counselor. Any student of the school district who has knowledge of any sexual harassment or sexual discrimination is encouraged to report the sexual harassment or sexual discrimination to a teacher, counselor or principal. Any employee of the school district with knowledge of any sexual harassment or sexual discrimination must immediately report the sexual harassment or sexual discrimination to the building principal. Any employee of the school district who discourages a student from filing a complaint of sexual harassment or sexual discrimination, or who fails to investigate or refer for investigation any such complaint, will be subject to disciplinary action, including, but not limited to, suspension, probation or termination.

### **6. Disciplinary Consequences.**

Any student who is found to engage in sexual harassment or sexual discrimination will be subjected to appropriate disciplinary action, including, but not limited to, suspension from school, expulsion from school, suspension or removal from any extra-curricular event, game, contest or practice. Any school district

employee who is found to have committed sexual harassment or sexual discrimination shall be subject to disciplinary action, up to and including termination of employment.

#### **7. Investigation.**

All complaints of sexual harassment shall be immediately investigated by the building principal. The investigation shall commence on the same day the complaint is made, if at all possible, but in no event later than the next school day. The building principal shall conduct such interviews as are appropriate or may designate other individuals to conduct interviews. The investigation shall be completed within seven (7) school days after commencement of the investigation and sooner, if possible; PROVIDED HOWEVER, in the event of extenuating circumstances, such as the unavailability of material witnesses, completion of the investigation may be extended for a reasonable period of time until such extenuating circumstances no longer exist.

If sexual harassment or sexual discrimination is found to have taken place, the building principal will immediately discuss the investigation with the Deputy Superintendent before imposing any disciplinary action. Upon completion of the investigation, the building principal (or the Deputy Superintendent if the building principal is the accused) shall, within four (4) school days after completion of the investigation, discuss with the complainant the results of the investigation. The district may, but is not required to, disclose to the victim the disciplinary consequences imposed upon the individual who has violated this policy.

A copy of the investigation, report and disciplinary action shall be maintained at Central Office under the name of the individual who violated the policy. Such record shall be maintained until such time as the individual is either no longer attending school or no longer employed with the district.

In the event the person against whom the complaint of sexual harassment or sexual discrimination is made is the building principal, the investigation shall be undertaken by the Deputy Superintendent.

#### **8. Remediation.**

In the event a student is found to have been subjected to sexual harassment or sexual discrimination, the district shall also review what, if any, reasonable accommodations can be made for the student. Examples of actions which may be appropriate are: (i) transferring the perpetrator to another class; or (ii) prohibiting the perpetrator from participating in an extra-curricular activity, such as band trip, debate trip, etc. and in which the student will participate.

#### **9. Miscellaneous.**

The name, office address and telephone number of the building principal and the Deputy Superintendent shall be included in all copies of the policy which are included in the student handbooks or posted in school buildings. **The LHS building principal is Mr. Rafe Begley, 1611 W. Second Street, (620) 604-1200. The USD 480 Deputy Superintendent is Mrs. Renae Hickert, 401 N. Kansas, (620) 604-1010.**

Each year, prior to the beginning of the school year, the school district's sexual harassment and sexual discrimination policy and grievance procedure shall be reviewed with administrators, certified personnel and classified employees.

The district shall formulate, review and adopt each year a grievance procedure for reporting and investigating any complaints of sexual harassment or sexual discrimination.

#### **Grievance Procedure**

1. This grievance procedure shall apply to all complaints by students alleging sexual harassment or sexual discrimination by other students, school district employees, or any other person.
2. All complaints of sexual harassment or sexual discrimination should be reported either to a teacher, building principal, or counselor.

A. Any complaint of sexual harassment or sexual discrimination committed against a student and reported to a teacher or counselor shall immediately be referred to the building principal; PROVIDED HOWEVER, if the building principal is the individual accused of sexual harassment or sexual discrimination, such complaint shall immediately be referred to the Deputy Superintendent for investigation.

B. The building principal shall conduct all investigations of complaints of sexual harassment or sexual discrimination, unless the building principal is the person against whom the complaint was made, in which case the investigation shall be undertaken by the Deputy Superintendent.

3. All investigations shall commence on the same day the complaint is made, if at all possible, but in no event later than the next school day. The investigation shall be completed within seven (7) school days after commencement of the investigation and sooner, if possible; PROVIDED HOWEVER, in the event extenuating circumstances, such as the unavailability of material witnesses, exists, completion of the investigation may be extended for a reasonable period of time until such extenuating circumstances no longer exist.

4. The complainant will be notified that retaliation for filing the complaint is prohibited and that if the complainant suffers any such retaliation, they should report it immediately to the person investigating the complaint. All persons who are interviewed as part of the investigative process shall also be advised that retaliation against the complainant is prohibited and that for students, disciplinary action can be taken as a result of any such retaliation, and for employees, employment disciplinary action may be taken in the event of any such retaliation by employees. Disciplinary action for any student who violates the non-retaliation policy may include, but is not limited to, suspension from school, expulsion from school, suspension or removal from any extra-curricular event, game, contest or practice.

5. Confidentiality of the complainant will be maintained, whenever possible. If the complainant requests confidentiality, every effort will be made to investigate the complaint while still honoring the student's request for confidentiality. There may be times, however, when, due to the nature of the conduct of which the student complains, confidentiality cannot be maintained.

6. When the investigation is complete, the investigator will meet with the student within four (4) school days to discuss the results of the investigation.

7. A student may also, at any time before or after conclusion of any investigation by the school district, file a complaint of sexual discrimination or sexual harassment, with the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302; phone number: (816) 268-0550.

### **Hazing, Harassing, and Bullying**

The USD 480 Board of Education is committed to providing a positive and productive learning and working environment, free from hazing, harassing, bullying, or intimidation. Hazing, harassing, bullying, or intimidation will not be tolerated in the school district. Hazing, harassing, bullying or intimidation against students by board of education members, administrators, certified or support personnel, other students, vendors, or others having business or other contact with the school district is strictly prohibited.

Any student who believes that he or she has been subjected to hazing, harassing, bullying, or intimidation should report the incident to the building principal, another administrator, a counselor, or a certified staff member. The complaint will be investigated by appropriate school authorities. Students will be provided with a safe and confidential atmosphere in which to discuss the incidents of hazing, harassing, bullying, or intimidation.

It shall be the duty of every employee of Liberal USD 480 to report any suspected incidents of hazing, harassing, bullying, or intimidation.

The full text of the district's Hazing, Harassing, and Bullying Policy is available at the principal's office of each school, at the counselor's office, at the USD 480 central office, 401 N. Kansas Ave., and on the USD 480 website, [www.usd480.net](http://www.usd480.net).

### **Threatening Statements and Activities**

The USD 480 Board of Education is committed to providing a positive, safe, and productive learning and working environment, free from threats of bodily harm or destruction of personal or school property. Threats of personal harm or property destruction will not be tolerated in the school district. Such threats by board of education members, administrators, certified and support personnel, students, vendors, or any others having business or other contact with the school district is strictly prohibited.

The writing in school, or possession on school property of any written material that implies a threatening activity, or any verbal statements implying threatening activities, shall be considered as a violation of the intent of the school and district to provide a positive, safe, and productive learning and working environment.

Any student or teacher who believes that he or she has been threatened with bodily harm or destruction of personal or school property, or reasonably believes that another student or employee has been threatened in such a manner, should report the alleged activity to the building principal, another administrator, a counselor, or a certified staff member. The complaint will be investigated by appropriate school authorities. Persons filing such complaints will be provided with a safe and confidential environment in which to discuss alleged threatening activity.

It shall be the duty of every employee of USD 480 to report any suspected incidents of terrorism, threats of bodily harm, or threats of destruction to personal or school property.

### **Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the school grounds or off the school grounds at a school activity, function or event.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

Possession of a firearm shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis under the provisions of JDC (probation).

As used in this policy, the term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer; or any destructive device.

As used in this policy, the term "destructive device" means any explosive, incendiary or poison gas; bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other devices similar to any of these devices.

This rule does not apply to possession of normal school supplies like pencils or compasses, but does apply to any firearm or explosive including firecrackers, any knife other than a small penknife, or other dangerous objects of no reasonable use to the student at school.

## **Drug Free Schools and Communities**

### **Philosophy**

It is the philosophy of Unified School District No. 480, Board of Education that all students have the right to attend schools and work in environments that are conducive to learning and to take advantage of a public education. The use, possession, or distribution of alcohol, and illegal drugs and/or controlled substances or the improper use of legal drugs is recognized to be very harmful to individuals who use and to those around them.\* It is recognized that students have the right to be educated in a drug-free environment.

Therefore the following acts, conduct and activities are strictly prohibited and forbidden at school, on school property, at school-supervised activities or on school transportation:

- Use and/or possession of tobacco;
- Distribution of tobacco;
- Use and/or possession and/or distribution of prescription/over-the-counter medications, or being impaired by, or under the influence of, such substances;
- Use and/or possession of alcohol, illicit drugs, controlled substances, illegal paraphernalia or other illegal or harmful substances or being impaired by, or under the influence of, alcohol, illicit drugs, controlled substances, or other illegal or harmful substances;
- The distribution of alcohol, illicit drugs, controlled substances, illegal paraphernalia or other illegal or harmful substances.

At any time there is reasonable suspicion that a student has violated the foregoing policy disciplinary consequences will be issued.

*\*Improper use of legal drugs is defined as the use of prescription drugs by someone other than the person for whom the prescription was written, the use of prescription drugs in a dosage other than the dosage written on the prescription label, the use or possession of over-the-counter medications not in compliance with the district's policy regarding self-medication.*

### **Prevention Curriculum**

Unified School District 480 has adopted a comprehensive drug and alcohol abuse and prevention program as part of the district's curriculum. The curriculum is age-appropriate and developmentally based to reach students at all ages and levels of education within the district.

### **Student Conduct**

As a condition of continued enrollment in any school of Unified School District 480, all students shall abide by the terms of this policy as follows.

### **Notice**

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in Unified School District 480 Board Policies and Kansas Statutes, K.S.A. 72-8901, et. seq. Nothing in board policy is intended to diminish the ability of the district to take other disciplinary action

against the student in accordance with other policies governing student discipline. In the event it is agreed that the student will enter into and successfully complete a drug education or rehabilitation program, the cost of such a program will be the full responsibility of the student and his/her parents or legal guardians. Parents or students should contact the directors of the programs to determine the cost and length of the program. [www.usd480.net](http://www.usd480.net).

**\*The following discipline plan applies to all students enrolled at Liberal Alternative School**

<b>LIBERAL ALTERNATIVE SCHOOL DISCIPLINE PLAN</b>			
<b>T</b>	<b>TARDY POLICY</b>		
	3rd & subsequent Tardy each semester - Parent contacted Detention assigned 7:15 a.m.		
	<b>AFTER 6 TARDIES - ADMINISTRATOR REFERRAL</b>		
<b>CODE</b>	<b>INFRACTION</b>	<b>INFRACTION SUMMARY</b>	<b>POINTS</b>
<b>T</b>	Tardy	8:00 a.m LAS or SCCC/ATS	<b>1</b>
		12:10 p.m. LAS or 1:00 p.m. SCCC/ATS	
<b>AB</b>	<b>UNEXCUSED ABSENCE POLICY</b>		
	Each UNEX AB = Detention; 3 Unexcused Absences will require a parent conference		
	<b>AFTER 3rd UNEXCUSED ABSENCE - ADMINISTRATOR REFERRAL</b>		
<b>CODE</b>	<b>INFRACTION</b>	<b>INFRACTION SUMMARY</b>	<b>POINTS</b>
<b>AB</b>	Unexcused Absent	8:00 a.m LAS or SCCC/ATS	<b>1</b>
		12:10 p.m. LAS or 1:00 p.m. SCCC/ATS	
<b>A</b>	<b>LEVEL 1</b>	<b>1 Point - Conference with Lead Teacher</b>	
<b>CODE</b>	<b>INFRACTION</b>	<b>INFRACTION SUMMARY</b>	<b>POINTS</b>
<b>A1</b>	Misuse of Cell Phone	Cell phones may be used for the purpose of listening to music while working. Continual abuse results in further disciplinary action	<b>1</b>
<b>A2</b>	Inappropriate Contact	PDA (including when going to lunch in the cafeteria)	<b>1</b>
		LAS faculty reserves the right to determine inappropriateness	
<b>A3</b>	Improper dress	Immodest dress, modest length, sagging pants, shoes must be worn, nothing obscene, etc.	<b>1</b>
<b>A4</b>	Inappropriate Behavior	When student chooses not to follow a rule at SCCC/ATS	<b>1</b>
Lead Teacher reserves the right to conference with any student and/or assign detention for any rule violation not listed above.			
<b>B</b>	<b>LEVEL 2</b>	<b>2 Points - Detention 15 minutes Parent Contacted</b>	
<b>CODE</b>	<b>INFRACTION</b>	<b>INFRACTION SUMMARY</b>	<b>POINTS</b>
<b>B1</b>	Defiance of Authority	Failure to follow a reasonable request from an instructor	<b>2</b>
		Lack of cooperation	
<b>B2</b>	Disrespect	Demonstrating disrespect for an instructor; rude or discourteous	<b>2</b>
<b>B3</b>	Lying, creating a falsehood, forgery	Concealing information, distorting facts, lying, falsifying attendance; altering notes; altering timesheet	<b>2</b>
<b>B4</b>	Profanity	The use of vulgar or profane language or acts	<b>2</b>
<b>B5</b>	Failure to serve detention	Skipping an assigned detention	<b>2</b>
<b>B6</b>	2nd offense	2nd offense of Level A infraction	<b>2</b>
Lead Teacher reserves the right to conference with and/or assign detention for any infraction not listed above. In addition, Lead Teacher reserves the right to refer any student to an administrator at his/her discretion.			

<b>C</b>	<b>LEVEL 3</b>	<b>5 Points - Detention 30 minutes Parent Contacted</b>	
<b>CODE</b>	<b>INFRACTION</b>	<b>INFRACTION SUMMARY</b>	<b>POINTS</b>
<b>C1</b>	3rd Offense	3rd offense of Level A infraction	<b>5</b>
<b>C2</b>	2nd Offense	2nd offense of Level B infraction	<b>5</b>
Lead Teacher reserves the right to conference with and/or assign detention for any infraction not listed above. In addition, Lead Teacher reserves the right to refer any student to an administrator at his/her discretion.			
<b>D</b>	<b>LEVEL 4</b>	<b>"D"Level infractions result in office referral, possible suspension, and/or dismissal from LAS and placement at FOCUS</b>	
<b>CODE</b>	<b>INFRACTION</b>	<b>INFRACTION SUMMARY</b>	<b>POINTS</b>
<b>D1</b>	4th Offense	4th offense of Level A infraction	<b>10</b>
<b>D2</b>	3rd Offense	3rd offense of Level B infraction	<b>10</b>
<b>D3</b>	Fighting	Hostile encounters/provoking between 2 or more students	<b>10</b>
<b>D4</b>	Bullying/ Harrasment	Please refer to Liberal High School Student Handbook	<b>10</b>
<b>D5</b>	Tobacco/Drug Possession or Use	Please refer to Liberal High School Student Handbook	<b>10</b>
<b>D6</b>	Disruption of Educational Process	Any attempt to disrupt, distract, or inhibit the instructional process including, but not limited to: needlessly setting off fire alarms, discharging a fire extinguisher, bomb threats and false reporting, <del>computer tampering</del>	<b>10</b>
<b>D7</b>	Assault or Battery against school official	Violent threat or physical aggression directed toward any school official	<b>10</b>
Lead Teacher reserves the right to conference with and/or assign detention for any infraction not listed above. In addition, Lead Teacher reserves the right to refer any student to an administrator at his/her discretion.			
Any student who accumulates 30 points will be placed on a special discipline plan. Placement at FOCUS Alternative School may be an option.			