

**Liberty High School
Handbook Addendum
2009-2010**



**15250 Rolater
Frisco, Texas 75035
469-633-5800**

Table of Contents

Counselor and Administrator Pairings.....	3
Bell Schedules.....	4
Academic Ethics and Plagiarism Policy.....	5
Cheating.....	5
Alternatives to Cheating and Plagiarism.....	6
Parental Support.....	7
Consequences.....	7
Arrival and Dismissal Procedures.....	7
Cafeteria.....	8
Possession of Cell Phones /Paging Devices.....	8
Detentions, Wednesday/Thursday Night Reflections (W/TNR) and Saturday Schools	9
Dress Code	9
Grading Policy.....	9
Late Work & Zeroes.....	10
Make-up Work due to Absence	10
Make-Up Examinations.....	10
Parking on Campus	10
Progress and Grade Reports.....	11
Retest Policy	11
Schedule Changes.....	11
Pre AP/AP Class Changes	12
Tardy Policy	12
Tutorials.....	12
ID Cards.....	13

Counselor and Administrator Pairings

<u>Counselor</u>	<u>Administrator</u>	<u>Alpha Assignment</u>
Tiffany Merder*	Dr. John Burdett**	A – B
Andrea Douglas	Philip Evans	C – G
Ashley Rutherford	Cindi Osborne	H – Ma
Mandy Koenig	J. Phillip Brown	Mc – R
Alma Campo	Erin Coates	S – Z

***Lead Counselor**

**** Associate Principal**

Mascot: Redhawks

School Colors: Red, Silver and Black

**Core Purpose: Provide a positive educational environment dedicated to integrity,
success and lifelong learning.**

Bell Schedules

1st Bell: 8:35

Periods 1A/1B: 8:45 – 10:15

Periods 2A/2B: 10:20 – 12:00

Periods 3A/B: 12:05 – 2:18 (Includes Lunch Period)

Periods 4A/4B: 2:25 – 3:55

LUNCH SCHEDULE (During 3rd Period Each Day)

Lunch Times	3 rd Period Class Times
(A) 12:00 – 12:30	12:35 – 2:18
(B) 12:35 – 1:05	12:05 – 12:35 / 1:10 – 2:18
(C) 1:10 – 1:40	12:05 – 1:10 / 1:45 – 2:18
(D) 1:45 – 2:18	12:05 - 1:45

ACTIVITY SCHEDULES

ACTIVITY SCHEDULE - A

Periods 1A/1B	8:45 – 10:15
Periods 2A/2B	10:22 – 12:00
Periods 3A/3B	12:07 – 2:18
Periods 4A/4B	2:25 – 3:15
ACTIVITY/EVENT	3:15 – 3:55

ACTIVITY SCHEDULE - B

ACTIVITY/EVENT	8:45 – 9:35
Periods 1A/1B	9:42 – 10:47
Periods 2A/2B	10:54 – 12:00
Periods 3A/3B	12:07 – 2:18
Periods 4A/4B	2:25 – 3:55

Academic Ethics and Plagiarism Policy

Liberty High School expects its students to maintain the highest degree of academic ethics. This means putting the utmost effort into all class work and assignments and avoiding the ethical pitfalls of plagiarism and cheating.

Plagiarism Rationale: Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Liberty High School.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in addressing areas of weakness and delay the student in reaching his or her potential.

Plagiarism includes, but is not limited to:

- Taking someone else's assignment or portion of an assignment and submitting it as your own
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- Presenting the work of tutors, parents, siblings, or friends as your own
- Submitting purchased papers as your own
- Submitting papers, or portions of papers, from the Internet written by someone else as your own
- Supporting plagiarism by providing your work to others, whether you believe it will be copied or not

Cheating

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Liberty High School.

Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress sometimes propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extra-curricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their images at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Students are expected to produce their own work except on projects designated by the teacher as cooperative efforts. Teachers will indicate which assignments are to be cooperative efforts and will establish guidelines for the use of such aids as calculators, computers, word processors and published study guides. If a student is in doubt about the ethical standards applicable to a particular situation, the student is responsible for clarifying the matter with the teacher. Remember, each student is responsible for securing his/her own work.

Cheating includes, but is not limited to the following:

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not
- Using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- Using a computer or other means to translate an assignment from one language into another language and submitting it as an original work
- Giving or receiving answers during tests or quizzes
- It is the responsibility of the student to secure their own papers, so other students will not have the opportunity to copy them or be tempted to do so
- Taking credit for group work when you have not contributed an equal or appropriate share toward the result
- Accessing a test or quiz for determining the questions in advance of its administration.
- Using summaries/commentaries (Cliff Notes, Spark Notes, etc.) in lieu of reading the assigned materials

Alternatives to Cheating and Plagiarism

Students do not need to cheat or plagiarize. Liberty High School provides numerous support services for students to help them achieve success honorably. These support services include, but are not limited to, the following: tutorials, opportunities to redo assignments, opportunities to take 6 weeks tests, administrative support, before and after school library time, and peer support. Students who seek appropriate help when they need it will be more successful and will feel more satisfied with their accomplishments.

The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification
- If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar
- Be cautious when reading or scanning someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas
- Use all avenues of support available to you - for help needed beyond the classroom; see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject
- Assignments should be considered individual unless the instructor states otherwise

- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper
- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project
- Know what constitutes cheating, including all the variations of plagiarism

Parental Support

Parental support of academic achievement and ethical development is fundamental to students' long-term success. The following behaviors will assist parents in promoting true student achievement:

- Teachers are available for extra help before and after school. In addition, peer tutors are available when extra help is needed. Encourage your child to take advantage of the extra one-to-one time
- Assess your child's abilities realistically. Help her/him to choose courses in which she/he will be successful and challenged without undue stress. Consult your child's counselor with additional questions
- Don't push children beyond their limits with your expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations
- If you suspect your child is experiencing difficulty in a class, please contact the teacher. The sooner the problem is identified; the sooner steps can be taken to alleviate it
- If your child is caught cheating and you are called, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions

Consequences

Any student who is caught plagiarizing or cheating may receive a grade of "zero" for the academic work involved, and the parent(s) of the student(s) will be notified. When work is copied from another student, both students will be penalized with a grade of "zero" unless the student whose work is copied had no knowledge their work was being plagiarized. Grades of "zero" which are the result of any form of academic dishonesty are irrevocable. The students may receive a "U" citizenship grade and a disciplinary referral. Subsequent offenses will result in graduated disciplinary assignments in accordance with the campus disciplinary plan.

Arrival and Dismissal Procedures

FISD High Schools are organized on a four-period day with 90-minute class periods. School begins at 8:45 A.M. and dismisses at 3:55 P.M., Monday through Friday. Students are under the authority of school personnel when they arrive on FISD property, or when students are at a school-sponsored event. Students should arrive no earlier than 8:00 a.m. and no later than 8:30 a.m. Students are considered to be "in school" when they board a

bus or step on campus and are not allowed to leave campus without permission from the office. Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The cafeteria is the main area for assembly in the morning. All students are required to report there unless permission is granted to meet with a school official. Students are not allowed to be anywhere other than the cafeteria, courtyard, and designated hallways unless granted permission from a teacher or administrator. Students are allowed to move about to obtain breakfast, prepay for food, discard trash or go to the restroom. Should a student need to leave campus, they will need to report to the front office and follow normal sign out procedures.

Arrangements should be made for transportation home for all students at the end of the school day at 3:55 p.m. **Students not attending an after-school activity should not be on campus after 4:15 p.m. each day and may suffer disciplinary consequences as a result of being found on campus after 4:15.**

Cafeteria

FISD MEALS PROGRAM Breakfast and lunch prices have been set for the **2009-2010 school year. Breakfast will be \$1.00 for students and \$1.35 for adults. Lunches will be \$2.35 for students and \$2.85 for adults.** Reduced **breakfast and lunch** prices are mandated by the state. Prepayment of meals is encouraged. As an incentive for each prepayment of \$100 online at www.paypams.com, students will receive a bonus meal. Bonus meals are not available for other methods of payment. In order to reduce the number of tardies to the first two periods of the school day, cafeteria staff will no longer accept payment from students after the tardy bell unless the student has a written pass from their teacher or an administrator. Even if a student is in line before the bell rings, unless they have a written pass, their payment will not be accepted.

Students may deposit money into the NetCash machines only during non-instructional school time. The NetCash machines may also be used to check account balances.

Possession of Cell Phones /Paging Devices

Liberty High School prohibits students from using or activating a paging device or cellular phone from 8:35am-3:55pm or during any school-assigned detention. Possessing such devices is permissible as long as the device is **not visible**, used in any way (i.e., phone, text messaging, taking photographs) or left on from 8:35am-3:55pm or during a school assignment.

If the need arises, as student can call from the office phone located at the front of the school. Parents should be cautious when calling or sending text messages to their children during school hours because this may cause the phone to be confiscated.

If a student uses such a device, leaves the device turned on, or displays the device during the prohibited time, it will result in confiscation of the device. If a student refuses, for whatever reason, to surrender the cell phone/paging device, this will be considered insubordination and may result in a three-day suspension from school. Any cell phone/paging device that disrupts instructional time may result in more severe consequences.

Upon confiscation, the cell phone/paging device will only be returned to a parent or guardian. There are no exceptions to this policy. Students who violate the LHS cell phone/paging device policy will face disciplinary consequences (detailed below), regardless of the circumstance under which the policy was violated.

- 1st Offense – Phone confiscated and returned to parent
- 2nd – 3rd Offense – Phone confiscated, \$15 fine assessed and phone returned to parent upon payment of fine
- 4th Offense – Phone confiscated for the remainder of the school year

It is the responsibility of the student to notify their parent(s) that their phone has been confiscated. At their discretion, parents may set a time to pick up the device and pay the fine, if applicable. If the parent refuses to pick up the phone or pay the fine, the company whose name and address appear on the device will be notified if applicable. If the device is not picked up by the end of the school year, it will be disposed of following district guidelines.

Code of conduct discipline can be implemented for violations of using/exhibiting prohibited items.

Note: Students bring phones and other items to school at their own risk. It is the responsibility of the student to secure his/her belongings. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.

Detentions, Wednesday/Thursday Night Reflections (W/TNR) and Saturday Schools

All detentions, W/TNRs, Saturday Schools will be in room C106.

Morning detentions (Wednesday/Thursday) are from 7:30 am until 8:30 am. Afternoon detentions (Wednesday/Thursday) are from 4:05 pm until 5:05 pm.

Wednesday/Thursday Night reflections are from 4:05 pm until 7:05 pm. Saturday School is from 8:00 am until 11:00 am. Students who are assigned to a Saturday School may be assessed a \$15 fee.

Unless approved by an administrator, failure to attend detentions, W/TNR or Saturday School may result in further disciplinary action. Truancy charges may also be filed.

Dress Code

All Liberty High School students are expected to follow the FISD Dress Code standards as detailed in the FISD High School Handbook. Any student in violation of dress code will be assigned a minimum of 1 day of ISS. Students who violate the FISD Dress Code guidelines two or more times are considered to be engaging in persistent misbehavior and are subject to more stringent dress code standards (i.e. shirt must be tucked in and belt fastened to keep pants at waist level, garments must extend to or beyond knee-length, etc.) to be assigned by an administrator and may be placed in alternative school.

Grading Policy

Major grades (tests, projects, and papers) – 50%

Minor grades (such as quizzes and other minor assessments) – 30%

Daily grades (homework, class work) – 20%

Late Work & Zeroes

Daily Assignments – late work may not be accepted, but the lowest daily assignment will be dropped each six weeks.

Make-up Work due to Absence

Make-up work is work that a student has missed due to an absence whether excused or unexcused. The student has one additional week day for each day missed to turn in work assigned while the student was absent. For example, if a student is absent on Monday and returns to school on Tuesday, the student has until the beginning of each class on Wednesday to turn in make-up work assigned on Monday. Students are responsible for collecting both ‘A’ day and ‘B’ day makeup assignments the first day they return to school for class. Continuous absences extending beyond a week will be considered on a case by case basis.

Any assignments that were due during any period the first day a student was absent must be submitted immediately upon the students return to school.

Make-Up Examinations

Students absent during examinations shall not be allowed to miss class time by taking the exam during class time. Make-up examinations will be given during tutorial time before or after school. The teacher will assign the make-up session within the days the student is allowed to make up work. The student is responsible for making up the examinations during their assigned times. A grade of zero may be given if the exams are not made up during these assigned times. Teachers do not have the option of giving the examinations during their conference period.

Parking on Campus

All students and staff who plan to park on the Liberty High School campus will be required to register their vehicle and obtain a parking permit which must be displayed while the vehicle is parked on campus. If a student’s parking permit is lost or destroyed, the student will be required to pay \$25.00 for a replacement permit. When students withdraw from school, those who have parking permits are required to return their permit.

No unlicensed drivers will be allowed to park or drive on the LHS campus. Students who drive will enter the school from the east side of the building and park in the student parking area. Upon parking their car, students must leave their vehicle immediately and report to a designated area. Students may not park in the parking lot directly in front of Liberty High School or in the lot directly behind Liberty High School. These parking areas are designated for staff and visitor parking only.

Students who must leave campus during the school day are required to sign out in the office after obtaining permission to leave school. Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action including the loss of parking

privileges. The first parking violation will result in a two week revocation of parking permit. A second violation will result in parking tag being revoked for 6 weeks. A third violation may result in the vehicle parking tag being revoked for the remainder of the school year. Any subsequent violation will result in towing of the vehicle at the owner's expense, placement in ISS and revocation of parking privilege for a period of time to be determined by the assistant principal (usually the remainder of the school year).

Theft of a parking permit is a violation of the student code of conduct and will result in the appropriate consequences. Consequences for parking and driving violations will be at the discretion of the administration.

Progress and Grade Reports

At the end of the first three weeks of a grading period, teachers shall prepare a progress report. The progress report will be sent home and made available on the Frisco ISD Home Access Center to make students and their parents/guardian aware of failing grades. Six weeks grade reports will be issued to students by the Friday following the end of the six-weeks. Students who receive a grade below 70 at the end of the six-weeks grading period will be suspended from extracurricular activities for the following three-week period (for guidelines see Extracurricular Eligibility in the General Information section).

Retest Policy

All students except for those enrolled in Pre AP and AP classes will be provided the opportunity to take a comprehensive retest during the last week of the grading period.

- Any student wishing to take the retest must attend a tutorial session before taking the retest. This includes students taking the retest for grade improvement only as well as those students that failed one or more major exams
- This comprehensive retest may be used to replace one failing test grade (not a paper or project) or replace one passing test grade
- The student will be awarded the full value of the retest exam
- The retest grade cannot lower the student's major grade average and will be discounted if this is the outcome of the test
- The retest may be a combination of tests previously given
- This retest will be taken during make-up work/tutorial time before/after school on a specified date and is open to any student desiring to improve their major grade average
- If a failing student does not take advantage of the retest option, an assistant principal will be notified and parents will be contacted

Schedule Changes

Students pre-enroll in the spring and the master schedule is based on that information. Students are given the opportunity before the schedule is set to request changes. Once the master schedule is set and then throughout the school year, the general guidelines for changing academic schedules listed below will be used to determine whether or not a requested schedule change may be approved. In the event that a requested schedule change is not addressed by these guidelines, the affected student's guidance counselor and assistant

principal will make the final decision regarding whether or not the requested change will be approved.

Counselors are responsible for making schedule changes within the guidelines listed below:

Courses chosen for the 2009-2010 school year may not be dropped after May 1, 2009. Exceptions to the May 1, 2009 deadline are as follows:

- Athletics: student may drop/add athletic classes with coach and administrator approval (does not include PE courses). Students requesting to be removed from athletics will be scheduled into a PE course to complete the semester in which the change takes place
- Changes needed to meet graduation requirements with counselor and administrator approval

Pre AP/AP Class Changes

Pre AP/AP courses may only be dropped following the end of the 1st six weeks grading period or at the end of the first semester. A student will be allowed to move into a Pre AP/AP course with the parent's, current teacher's, and Pre AP/AP teacher's approval; students will be responsible for all summer assignments and previous material covered in the Pre AP/AP class(es).

**** Any exceptions to schedule change guidelines must be approved by a campus administrator.**

Tardy Policy

Tardy Violation Policy

As set down in Sub-Chapter C of Chapter 25, Section 25.092 of the Texas Education Code, a student is required to attend each class 90% of the days scheduled in a given semester in order to receive credit for said class. If a student does not attend a class 90% of the time, it is the policy of FISD to allow the student to make up the missed time in either Saturday School and/or Detentions prior to the end of the semester in which the time was missed in order to come into compliance with the law and gain credit for the class in question. (Time made up in Saturday School will be at a cost of \$5 per hour as is all other Saturday School assignments.)

Tardies 1-4 1 hour detention per occurrence

Tardies 5-8 Assignment to W/TNR per occurrence and truancy warning

Tardies 9-10 Assignment to Saturday School including \$15 fee per occurrence and truancy charge

Tardies 11-12 Assignment to 3 days of ISS

Tardy 13+ Assignment to SOC

Tutorials

Teachers will be available for tutoring before and after school as their assigned schedule permits. Teachers will communicate their tutoring schedule to students in addition to posting

it in a prominent place in their classroom. Tutorials will be taught by 1 or more instructors from the course or department. Students can go to any teacher in a department to receive tutorial services. Students who attend tutorials either voluntarily or due to assignment should be prepared to work on academic assignments. Students who attend tutorials without having appropriate materials may be removed and may receive disciplinary action.

Students who fail to make satisfactory academic progress may be assigned Mandatory Tutorials. Failure to attend Mandatory Tutorials is a violation of the State's Compulsory Attendance Law. Per district policy, students who violate the Compulsory Attendance Law will be referred to Truancy Court.

ID Cards

All Liberty High School students will be issued one (1) free Student ID card each school year. For safety reasons, students are required to have their student ID card with them at all times. Failure to comply may result in disciplinary consequences. Students who lose or damage their ID card may purchase a replacement ID Badge at a cost of \$5. Requests for a replacement ID card should be made in the Assistant Principal's office.

***** Liberty High School thanks North Hunterdon High School of Annandale, New Jersey and Manchester Essex Regional High School of Manchester-by-the-sea, MA for its clear policies on academic ethics, which we have revised and adopted (with permission) as our own.***