

**Liberty High School
Handbook Addendum
2017-2018**



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



Liberty High School

Alma Mater

Fight On Liberty
Soaring through the sky,
The majestic Redhawks fly.
Flashing red, silver and black,
No one can hold us back.
Our hearts are filled with courage,
We cannot be discouraged.
For Liberty we show our pride,
In our spirit we reside.

Core Values

Integrity
Collaboration
Innovation
Community

Motto

Work Hard. Be Nice.

Mascot

Redhawks

School Colors

Red, Silver and Black

Liberty Core Purpose

Create a community dedicated to Learning, Honor, and Success

Principal
Ashley Rainwater

Lead Counselor
Stefanie Mueller

Counselor and Administrator Pairings:

Jon-Eric Ziaer	A - B	Andrea Douglas
Fern Bamfo-Addo	C - E	Andrea Douglas
Stacy Whaling	F - L	Ryan Kiefer
J. Phillip Brown	M - R	Cissy Blaisure
Jason Harris	S - Z	Staci Stokes

LHS Bell Schedule:

Bell Schedule	Begins	Ends
1 st period	9:00	10:30
2 nd period	10:35	12:05
Advisory	12:10	12:35
3 rd period	12:40	2:40
A lunch	12:40	1:10
B lunch	1:10	1:40
C lunch	1:40	2:10
D lunch	2:10	2:40
4 th period	2:45	4:15

Clubs and Organizations:

Club/Organization	Sponsor
Best Buddies	
Cheerleading	Kandy Stevens, Courtney Benson
Computer Club	Bryan Bunn
Debate	Melissa Maier
DECA	Chris Ham
Drama	Heather Willingham
Family, Career and Community Leaders of America (FCCLA)	Kristi Swinnea
French Club	Dina Baalbaki
Future Farmers of America (FFA)	Julie Anderson
Health Career Club (HOSA)	Maribeth Thomas
International Thespian Society (ITS)	Heather Willingham
Junior World Affairs Council (JWAC)	Tim Johannes
Key Club	Rayna Matthews-Whetstone
Math Club	Jennifer Rumery
National Art Honor Society (NAHS)	Pernie Fallon
National Honor Society (NHS)	Makenzi Epp , Amber Bennett
Pre-Engineering	Kenric Davies, Christine Rittenhouse
Pulse	Staci Stokes
Red Rhythm (Drill Team)	Nicole Nothe
Spanish Honor Society (SHS)	Kristin Kubic
Student Council	Jordan Benton, Julie Anderson
Yearbook	Carole Babineaux
Youth & Government	
Wingspan (Newspaper)	Brian Higgins

CTE Shuttle Schedule:

CTE Shuttle Schedule	Bus Pick up at HS	Bus Drop-Off at CTEC	Start	End	Bus Pick up at CTEC	Bus Drop-Off at School
1 st period		8:45	CTEC 8:45 HS 9:00	CTEC 10:15 HS 10:30	10:20	10:30
2 nd period	10:35	10:45	CTEC 10:45 HS 10:35	CTEC 12:15 HS 12:05	12:20	12:30
Activity			HS 12:10	HS 12:35		
3 rd period	12:50	1:00	CTEC 1:00 HS 12:40	CTEC 2:30 HS 2:40	1:50 (D Lunch) 2:35	2:00 2:45
4 th period	2:50	3:00	CTEC 3:00 HS 2:45	CTEC 4:30 HS 4:15	4:35	

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 and Cheating:

Plagiarism and cheating interfere with the assessment and feedback process that is necessary in order to promote academic growth. 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. 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.

Plagiarism and cheating include, but are not limited to:

- 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 papers, or portions of papers, from the Internet written by someone else.
- 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.
- 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.

Consequences:

The teacher will notify the parent and Assistant Principal of any student who is caught plagiarizing or cheating, and the offense will be documented in OnCourse. When work is plagiarized or copied from another student, one or both of the students may be penalized. In addition, the following consequences **must** be assigned for cheating/plagiarism on **major** assignments (50% category)*:

- **1st Offense:** Student will receive a zero on the major assignment/assessment. The student will be assigned an alternate assignment/assessment to be made up outside of school hours. The maximum grade the student can receive on the alternate assignment/assessment will be a 70%. Retest policy will not apply.
- **2nd Offense (in any class):** Student receives a zero on the major assignment/assessment, and the retest policy will not apply.
- **Any subsequent offenses** may result in graduated disciplinary consequences in accordance with the campus disciplinary plan as they are often considered persistent misbehavior.

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 and 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 contacted, please remember that this is a learning experience; help your child to accept the consequences for his/her inappropriate actions.

Alternatives to Cheating and Plagiarism:

Students do not need to cheat or plagiarize. Liberty 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 for mastery, 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 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 idea that you would have used, but you will not need to credit the person whose paper you read for the 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.

Arrival and Dismissal Procedures:

FISD High Schools are organized on a four-period day with 90-minute class periods. School begins at 9:00 a.m. and dismisses at 4:15 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 7:30 a.m. and no later than 8:45 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 4:15 p.m. **Students not attending an after-school activity should not be on campus after 4:30 p.m. each day and may suffer disciplinary consequences as a result of being found on campus after 4:30.**

Late Arrival and Early Release:

Students with late arrival should not be on campus until 10:30 am, and students with early release must leave campus by 2:40 pm. Students not adhering to this will serve disciplinary consequences, and continued abuse of this policy may result in placement in a class during their late arrival/ early release time.

Cafeteria:

Child nutrition information can be found at www.friscocafe.org. Forms needed to transfer funds from one student sibling to another student sibling and to request a refund can also be found on this website.

Cell Phones /Electronic Devices:

Liberty High School prohibits students from using or activating an electronic device or cellular phone from 9:00 am - 4:15 pm or during any school-assigned detention unless given permission from a teacher or administrator. Possessing such devices is permissible as long as the device is **not visible**, used in any way (i.e., phone, text messaging, taking photographs/videos) or left on between 9:00 am - 4:15 pm.

Cell phones or other electronic devices used for communication are banned from classrooms during testing administrations. Phones or other electronic devices may not be kept in pockets, jackets, purses, backpacks, etc. within the designated testing classroom.

If the need arises, a student may 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 device, this will be considered insubordination and may result in a three-day suspension from school. Any device that disrupts instructional time may result in more severe consequences.

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

1st Offense - - Device confiscated and returned to parent

2nd & 3rd Offense - - Device confiscated, \$15 fine assessed and phone returned to parent upon payment of fine through MyPaymentsPlus

4th Offense - - Device confiscated for the remainder of the school year; \$15 fee applies.

Parents will be emailed a notice of cell phone violation. At their discretion, parents may set a time to pick up the device and provide proof of payment of the fine, 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.

Social Media:

Administrators have jurisdiction regarding negative or harming social media posts for any school-related misconduct, regardless of time or location.

Dances:

- When purchasing a dance ticket(s), students/parents electronically acknowledge understanding of appropriate dance behavior for the LHS student and any applicable guest on My Payments Plus when they purchase the ticket(s).
- All students must face each other while dancing. No back to front dancing will be permitted.
- Students may not dance in a sexually explicit manner.
- Dress must meet the expectations of modesty as defined in the Fisd dress code.
- Students may not leave and return to the dance.
- Inappropriate conduct will result in immediate removal from the dance.
- The dance may be immediately stopped and canceled if inappropriate behavior persists.

Detentions, Thursday Night Reflections (TNR) and Saturday Schools:

Detentions will be assigned during lunches and reflections are on Thursdays.

Detentions:	Lunch
TNR:	4:20 pm - 7:20 pm
Saturday School:	8:00 am - 11:00 am

Unless approved by an administrator, failure to attend detentions, 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. Students in violation of the student dress and grooming code will be expected to change to appropriate attire (provided by the school) when violations occur. Students will not be allowed to leave campus for the purpose of changing clothes. Students who fail to meet this requirement of compliance with the Dress and Grooming Code may spend the day in In-School Suspension.

Students who persistently violate the dress code may be held to a higher dress standard. Students are expected to be in compliance with the dress code at any school-related event or activity; school officials have the authority to ask them to leave if they are inappropriately dressed.

Note: The principal, in connection with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity and may impose higher standards.

Any student in violation of dress code will change into school issued clothing and receive the following consequences.

- 1st violation:** lunch detention
- 2nd violation:** TNR (Thursday Night Reflection) or Saturday School
- 3rd violation:** One day of ISS
- 4th violation:** Two days of ISS and a CIT meeting will be held

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.

Field Trips:

Students failing one or more classes may be prohibited from attending field trips if they would miss the class they are failing. The decision will be made by the teacher of the class in which the student is failing in consultation with the student's assistant principal.

Grading Policy:

Grade Book Percentages

- Major grades – 50%
- Minor grades – 30%
- Daily grades – 20%

Late Work:

Daily late work will not be accepted.

Major and minor assessments will be accepted one day late (by the end of the following school day) for a 30 percent deduction.

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 weekday 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 student's return to school whether the student has the class that day or not.

When a student will be absent for a scheduled school function and work is due on the day of the absence, that work must be turned in to the teacher **prior** to leaving.

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 outside of classroom instructional time either 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.

Projects:

Any project assigned and included as a portion of the “major assignments” should be assessed using a rubric. In addition, the project should be broken down into parts, each part given a deadline/due date prior to the deadline of the completed project. Each portion should be assessed as the project progresses, providing several measures of progress in addition to the grade for the final project.

Retest Policy:

Students will be able to retest grades 84 and below on MAJOR exams for a maximum score of an 85. Students scoring an 85 or above on the original exam will not have an opportunity to retest for a higher grade.

- Students will have a window of FIVE school days after the exam is returned to retest. (Remediation and retest must be completed by the end of the Five-day window.)
- Requirements to retest, such as attending tutoring sessions and/or completing remedial assignments, will be determined by campus guidelines.

This retest policy would not include:

- CBAP Process (English Language Arts Curriculum Based Assessment Prompt)
- Projects
- Presentations, speeches, lab reports, and writing assignments that fall under the current Project Guidelines

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: room number A110.

LHS Library:

Hours:

M,T, W, F : 8:15 a.m. – 4:30 p.m.

Thursday: 8:15 a.m. – 4:15 p.m.

Lunch period: open depending on scheduling, signs will be posted.

- NO eating or drinking is allowed in the library. Please eat breakfast or lunch before coming to the library.
- Loan period: books are checked out for a 3-week period. Items may be renewed as needed.
- Fines are not charged but you are expected to return your items on a timely basis.
- Databases: students at LHS are highly encouraged to use the subscription databases for research. Please come by the library for further information and home passwords.
- Library Website: <https://sites.google.com/a/friscoisd.org/liberty-hs-library/home>

Medication:

The district shall not purchase oral nonprescription medication for students.

In order for students to receive district-approved oral nonprescription medication (Tylenol, Advil, Benadryl, Tums, Cough Drops, & Throat Strips) while at school, the parent/guardian must complete & sign the Request for Administration of Medication form & send the age-appropriate medication to school in the original container (smallest container available) & must be properly labeled. The nurse may give up to 10 doses of the district-approved oral nonprescription medications. When students take 10 doses of a medication, the parent/guardian will be notified that a doctor's note will be needed in order to continue to give the student the medication.

All other nonprescription medications must have a doctor's note and must be in the original container & must be properly labeled. The parent/guardian must complete & sign the Request for Administration of Medication form & send the medication to school. All prescription medication that cannot be scheduled for other than school hours may be given at school.

All medication must be turned in to the nurse upon arrival to school. A student may be subject to Fisd disciplinary action if found with medication. We must receive a completed & signed Request for Administration of Medication form from the parent/guardian. The medication must be in the original container & must be properly labeled.

A list of medications that are used in the school clinic is available on request from the school nurse. Please contact your school nurse with any questions.

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 \$10.00 for a replacement permit. When students withdraw from school, those who have parking permits are required to return their permit. Permits may be paid for via your My Payments Plus account or by cash or check. If paid via My Payments Plus, remember the company will now charge a usage fee of 3.99%. If paying in person please see Christi Wilson, Finance Secretary in B101.

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 violate parking rules or drive in a reckless or unsafe manner will face disciplinary action including the loss of parking privileges.

Students who must leave campus during the school day are required to sign out in the office after obtaining permission to leave school.

Frisco ISD declares no responsibility for and assumes no liability arising from fire, theft, vandalism, damage or loss of any vehicle or any article left therein while located on school district property or while in tow. Students are responsible for safeguarding their own permits.

Regulations & Fees:

1. \$50.00 - 2017-2018 First & second semesters gives students approval to park in designated spaces during school hours.
2. \$30.00 - 2018 spring semester only. (Begins on Jan 1).
3. \$ 5.00 - Additional Permit (must be registered and currently insured)
4. \$10.00 - replacement fee if permit lost, stolen, or misplaced.
5. The parking fee is **non-refundable** once the semester begins or if the parking permit is revoked.
6. Student parking is **not** allowed in any staff designated areas, bus lanes, visitor parking, or any other non-student designated areas during the school day.
7. Temporary permits will only be issued to students who have purchased and displayed a Frisco ISD parking permit.
8. After receiving an orange violation sticker and car wheel clamp, the student must see the campus designee, Ms. Wilson, in B101, to have the wheel clamp removed. Then the student has three (3) days to pay the fine via My Payments Plus. If you choose not

to pay via My Payments Plus, you may pay the campus designee (Ms. Wilson, B101) within (3) three days.

9. Unpaid fines can result in a hold in schedules, registration, graduation, field trips, or prom, etc.
10. Fines for not having sticker and/or not parking in designated student parking areas:
 - **1st Offense: \$10.00 Fine**
 - **2nd Offense: \$10.00 Fine**
 - **3rd Offense: \$10.00 Fine**
 - **Additional Offenses: \$15.00 Fine**

**If the parking permit is revoked, the fee is non-refundable.
Student actions that may lead to the revocation of this
privilege include, but are not limited to the following:**

1. Any behavior, on or off school grounds, which threatens the health and safety of individuals such as careless driving or speeding, theft or damage to property;
2. Possession of a weapon or possession, use, sale or the distribution of alcohol, drugs or controlled substances, drug paraphernalia, or any other contraband;
3. Continued and willful disobedience of parking lot rules especially those relating to speed exceeding 10 MPH, parking in the fire lanes or handicap spaces, sitting in car, loitering, littering, parking in areas not designated for student parking, or improper displaying of the parking permit;
4. Selling or lending a parking permit to anyone who is restricted from parking on campus. The receiver of the parking permit will also be subject to disciplinary action;
5. Failure to pay fine(s); and
6. Failure to comply with school administration to search the student's vehicle due to an alert from a random canine search for drugs or other contraband.

Enforcement of the above regulations begins 9/11/2017

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 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 in the FISD District HS Handbook).

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.

As of April 13th 2017, students are unable to make elective changes to their schedule. Counselors are responsible for making schedule changes within the guidelines listed below: Courses chosen for the 2017-2018 school year may not be dropped after August 10th 2017.

Exceptions to the Aug 10th , 2017 deadline are as follows:

- Athletics and other teams: student may drop/add athletic and other team classes such as but not limited to band, orchestra, choir and drill team with coach/director and administrator approval (does not include PE courses). Students requesting to be removed from these classes 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

Please remember, that all changes are based on availability and graduation requirements.

Pre AP/AP Class Changes:

Pre AP/AP courses may be added or dropped through August 10th but 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, current teacher, 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 1	Warning
Tardies 2 – 4	One Lunch detention per occurrence
Tardies 5 – 8	Assignment to Thursday Night Reflections per occurrence and truancy warning
Tardies 9+	ISS/Referral to assistant principal

Truancy:

Regular school attendance is essential for the student to make the most of his or her education. To benefit from teacher-led activities, to build each day's learning on that of the previous day, to grow as an individual and for exposure to the activities that make learning come alive, students need to be in class every school day. Absences from class may result in a serious disruption of a student's mastery of the instructional materials; therefore the student and parent should make every effort to avoid unnecessary absences.

Compulsory Attendance:

The state compulsory attendance law requires that a child between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or is enrolled after his eighteenth birthday or older is required to attend each school day until the end of the school year. However, if a student eighteen or older has more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

School employees must investigate and report violations of state compulsory attendance law. A student absent from school without permission from any class; from required special programs; for addition instruction assigned by a placement/attendance committee or from required tutorials will be considered in violation of the law and subject to disciplinary action. A school-aged student deliberately not attending school may also result in assessment of penalties by the appropriate court against both the student and/or his or her parents.

A complaint may be filed in the appropriate court if the student:

- Is absent from school on three (3) or more days, or parts of days, within a four-week period or
- Is absent from school ten (10) or more days, or parts of days, within a six month period in the same school year (Tardies are considered parts of days. Missing 30 minutes or more of a class period is considered an absence.)

Exemptions to Compulsory Attendance:

State law allows exemptions to the compulsory attendance requirements for several types of absences. These are listed in the district student handbook.

A junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption provided the students submits official written documentation from the college or university, within 3 school days, and makes up any work missed.

All written document of absences must be received within three school days of the absence. All excuses must be in written form. Verbal communication will not excuse absences.

Absences Due to Family Trips/Vacations:

Regular and punctual attendance is the greatest single factor in school success; therefore, a student's first concern should be to attend class regularly. Being absent unnecessarily from school impairs a student's opportunity to succeed in studies and also indirectly encourages the development of poor attitudes toward schoolwork and other obligations. That being said, we do understand that there are extenuating circumstances that cause a family to choose for their student to be absent. Some of those are unplanned such as a death in the family. Others are planned, such as a trip or a vacation. We strongly discourage students being absent for the purpose of vacations. A significant part of the learning process occurs in direct instruction from the teacher and the interaction between students and teachers within the classroom; worksheets and other assignments cannot take the place of these essential interactions in the classroom.

- The parent shall submit a written request, in advance, stating that the vacation or trip cannot be taken at another time. These absences will be considered unexcused.
- Only one such trip or vacation per family, per year, can be requested.
- No more than five consecutive days of absence shall occur, except in extenuating circumstances as determined by the Superintendent or designee. No such trips shall be taken during the last two weeks of a semester, except in extenuating circumstances as determined by the Superintendent or designee. Students will not be allowed to take their final exams early.
- If a student is going to be absent more than 10 consecutive days, the student will be withdrawn on the 10th day. His/her place in class will be held and they will be re-enrolled upon his/her return.

Make-up Work for Planned Absences (Unexcused):

The student shall agree to have any pre-assigned work completed upon his or her first day back to school, although a teacher is not required to give the student work prior to the absence. Some may be given ahead of time and some may be given upon return. It is the student's responsibility to do make-up work following any absence. Students are responsible for collecting their make-up work the first day they return to the class(es) that were missed. After receiving their make-up work, students will follow the make-up policy guidelines.

Make-up Work for students who are absent 10 or more consecutive days and are withdrawn and re-enrolled:

The teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. As stated above, it is the student's responsibility to obtain this make-up work from the teacher and the students will have three days to complete and turn in the work.

Attendance Requirements for Course Credit:

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. 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.) FISD high school students are in violation of the 90% attendance law if and when they accumulate five (5) or more absences in any given class. Students who are in violation of the attendance code and who fail to make up the amount of time required to be in compliance with the law will be denied credit for that class for that semester. An attendance committee consisting of school administration and faculty will hear any appeals if a student or parent wishes to appeal a denial of credit brought about by failure to attend a class at least 90% of the days in the semester.

Attendance Contracts for Excessive Absences:

Students who violate the 90% attendance policy may be placed on an attendance contract for the remainder of the current semester. Additionally, students who submit excessive parent notes, more than 4 per semester, may also be placed on attendance contract. Attendance contracts may place strict limitations on the types of absences that will be considered excused. While absences specifically referenced in the FISD Exemption to Compulsory Attendance Policy will be continued to be excused, parent notes and other documents to excuse absences not specifically referenced in the FISD Exemption to Compulsory Attendance Policy may no longer be excused. The LHS Attendance Contract will detail the specifics of any limitations placed on documentation for excusing absences as well as the specifics for recovering any lost time that exceeds the 90% requirement.

Note: All absences, both excused and unexcused, count against the 90% attendance policy for gaining credit for academic courses.

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 one or more instructors from the course or department. **Students may 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.**

Advisory Time:

Advisory Time is a 25-minute block of time each day when students can choose what activity is best for them based on their academic and/or personal needs. LHS students will have the opportunity to seek academic support through teacher tutorials, create peer study groups, complete homework and make-up assignments, attend club meetings, utilize the library, enjoy quiet time listening to music or reading, or socialize with their peers. Students who are in need of extra support in classes may be required to attend teacher-assigned tutorials. Consequences may be assigned for students who do not attend assigned tutorials. Through Advisory Time, our students are empowered to make the appropriate academic and social decisions necessary for success at Liberty High School. Advisory Time is a great benefit for students who are involved in extracurricular activities or ride a bus to school as students can now access their teachers for support during the middle of each day as needed.

***** 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.***