

**Liberty High School
Handbook Addendum
2020-2021**



**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

Associate Principal

Stacey Whaling

Lead Counselor

Stefanie Mueller

Counselor and Administrator Pairings:

J. Phillip Brown	A - E	Andrea Douglas
Tony Escoto	F - L	Ryan Kiefer
Fern Bamfo-Addo	M - R	Amanda Zambiasi
Jason Harris	S - Z	Lanae Rainey

LHS BELL SCHEDULE

Period	Start	End
1	9:00	10:30
2	10:35	12:10
Activity	12:15	12:45
3	12:50	2:50
4	2:55	4:25

A lunch 12:50-1:20
B Lunch 1:20-1:50
C Lunch 1:50-2:20
D Lunch 2:20-2:50

CTE Shuttle Schedule:

Bus: 218

Driver:BAUM, LARRY

Printed: 08/11/2020 9:44 am

Aide:

TIME	LOCATION
(CTE BUS 218 AM - 20-21)	
7:25 am	DEPART ROLATER STATION
7:33 am	LIBERTY HIGH SCHOOL (FRONT)
7:38 am	DEWLAND DR & SUTTON CIR (ISBELL ZONE) - CALL FOR SERVICE
7:42 am	FORT BUCKNER DR & CHIEF SPOTTED TAIL DR(COMSTOCK ZONE)(A-DAYS ONLY) B - DAYS CALL FOR SERVICE
7:47 am	LIPAN LN & DELTA BLUSH LN(ELLIOTT ZONE)(B-DAYS ONLY) A- DAYS CALL FOR SERVICE
7:57 am	ST GEORGE'S DR & ROYAL LIVERPOOL DR (ISBELL ZONE) - CALL FOR SERVICE
8:06 am	AYLWORTH DR & TURNBRIDGE DR (ISBELL ZONE)
8:12 am	BIG FOOT DR & OAKLAND HILLS DR (ANDERSON ZONE)
8:17 am	GILLESPIE DR & ESTACADO LN (TAYLOR ZONE)
8:30 am	CATE CENTER (020)
(CTE LHS AM SHUTTLE BUS 218 -20-21)	
10:20 am	CTE LINE UP 10:05 / LOAD 10:15 / DEPART 10:20
10:35 am	LIBERTY HIGH SCHOOL (UNLOAD 10:35 / LOAD IN FRONT 10:35)
10:45 am	CTE CENTER (UNLOAD) (020)
(CTE LHS PM SHUTTLE BUS 218 - 20-21)	
12:20 pm	CTE LINE UP 12:05 / LOAD 12:15 / DEPART 12:20
12:50 pm	LIBERTY HS (UNLOAD 12:35 / LOAD & DEPART 12:50)
1:50 pm	CTE (UNLOAD 1:00 / LOAD & DEPART 1:50)
2:00 pm	LIBERTY HS (UNLOAD 2:00)
2:35 pm	CTE (LOAD 2:30 PM / DEPART 2:35)
2:50 pm	LIBERTY HS (UNLOAD 2:45 / LOAD & DEPART 2:50)
3:00 pm	CTE CENTER (UNLOAD) (020)
(CTE BUS 218 PM - 20-21)	
4:35 pm	LINE UP 4:20 / LOAD 4:30 / DEPART CATE CENTER 4:35 (020)
4:40 pm	LIBERTY HIGH SCHOOL (FRONT)
4:45 pm	DEWLAND DR & SUTTON CIR (ISBELL ZONE)
4:48 pm	FORT BUCKNER DR & CHIEF SPOTTED TAIL DR(COMSTOCK ZONE)
4:53 pm	LIPAN LN & DELTA BLUSH LN(ELLIOTT ZONE)
5:01 pm	ST GEORGE'S DR & ROYAL LIVERPOOL DR (ISBELL ZONE)
5:08 pm	AYLWORTH DR & TURNBRIDGE DR (ISBELL ZONE)
5:13 pm	BIG FOOT DR & OAKLAND HILLS DR (ANDERSON ZONE)
5:17 pm	GILLESPIE DR & ESTACADO LN (TAYLOR ZONE)
5:25 pm	RETURN ROLATER STATION

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 4:25 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 8:45 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 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 4:25 p.m. **Students not attending an after-school activity should not be on campus after 4:35 p.m. each day and may suffer disciplinary consequences as a result of being found on campus after 4:35 p.m.**

Late Arrival and Early Release:

Students with late arrival should not be on campus until 10:30 a.m. and students with early release must leave campus by 2:40 p.m. 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.

Closed Campus /Cafeteria:

Liberty High School is a closed campus. During the lunch periods, students are to remain in the cafeteria. All other areas are considered unauthorized areas. Students are not permitted off campus at any time unless a parent/guardian provides a written request. Attendance personnel will verify all requests. **Disciplinary action will be taken for students who leave campus without permission.**

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.

Visitors

All non-essential visits by any individual other than a student's parent/guardian or a District employees shall be prohibited. Campus principals may make exceptions to this prohibition within their individual discretion, but such exceptions should be limited. All visitors will be screened for COVID-19 prior to entering a District facility. Campuses may provide additional detailed guidance.

Social Media:

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

Dances-- All activities will be TBD based on COVID-19 guidelines

- 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.

Field Trips: All activities will be TBD based on COVID-19 guidelines

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.

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 will have until 4 p.m. on the following day 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 4 o'clock on Tuesday 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. Please contact your student's administrator if questions arise.

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.

During virtual learning, the students will need to contact their teacher and schedule a time for their make-up examination.

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

LHS Library:

Hours:

M, T, W, TR, F : 8:30 a.m. – 4:25 p.m.

Students will not be allowed in the Library unless they have an epass or are with a class under the supervision of an assigned teacher. Only one class will be allowed in the library at a time and only up to six student passes will be allowed.

- 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>

Nurse

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 within 300 feet of 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. 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 Online School Fees account (OSF) or by cash or check. If paid via Online School Fees, remember the company will now charge a usage fee of 3.50%, but there is a free Automated Clearing House (ACH) option available . If paying in person please see Tammy Hart, Finance Secretary in C131.

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. Student parking is not allowed in any staff designated areas, bus lanes, visitor parking spaces, along any curb, or in any other non-student designated areas during the school day. **IF THIS REGULATION IS VIOLATED, YOUR VEHICLE WHEEL MAY BE CLAMPED WITHOUT WARNING.** Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action including the loss of parking privileges. The campus speed limit is 10mph and should NOT be violated.

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

The district has the right to search a vehicle driven to school by a student that is parked on school property whenever there is reasonable belief that a vehicle contains articles or materials prohibited by the district. A student's refusal to comply and provide access to a vehicle that they drove to school and parked on school property whenever there is reasonable belief that the vehicle contains articles or materials prohibited by the district will result in the administering of consequences by an administrator that may include Out-of-School Suspension, In-School Suspension, loss of parking privilege, loss of extracurricular activity attendance or participation, and/or loss of attendance at other school sponsored activities.

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 - 2020-2021 First & second semesters gives students approval to park in designated spaces during school hours.
2. \$30.00 - 2021 spring semester only. (Begins on Jan 1).
3. \$10.00 - replacement fee if permit lost, stolen, or misplaced.
4. The parking fee is **non-refundable** once the semester begins or if the parking permit is revoked.
5. Student parking is not allowed in any staff designated areas, bus lanes, visitor parking spaces, along any curb, or in any other non-student designated areas during the school day.
6. After receiving an orange violation sticker and/or car wheel clamp, the student must see the campus designee, Ms. Wilson, in B101, to have the wheel clamp removed. The student will be required to pay a \$10.00 violation fee in order to have the wheel clamp removed.
7. Unpaid fines can result in a hold in schedules, registration, graduation, field trips, or prom, etc.
8. Fines for not having sticker and/or not parking in designated student parking areas:
 - **1st Offense: \$10.00 Fine & Wheel Clamp**
 - **2nd Offense: \$10.00 Fine & Wheel Clamp**
 - **3rd Offense: \$10.00 Fine & Wheel Clamp**
 - **Additional Offenses: \$15.00 Fine & Referral to AP**

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.

7. Excessive discipline referrals
8. Riding or being transported in the back of a pick up truck while on the LHS campus.

Progress and Grade Reports:

At the end of the first three weeks and six 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. Nine weeks grade reports will be issued to students by the Friday following the end of the nine-weeks. Students who receive a grade below 70 at the end of the nine-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 May 1st 2020, students were unable to make elective changes to their schedule. Counselors are responsible for making schedule changes within the guidelines listed below:

Courses chosen for the 2020-2021 school year may not be dropped in the fall.

Exceptions to the Fall deadline are as follows:

- Athletics and other teams: students 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.

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.

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 contracts. 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 and during advisory 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 may 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 assignments 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.***