

# **LIBERTY PUBLIC CHARTER SCHOOL POLICIES AND HANDBOOK**

**Liberty Public Charter School**

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School policies in their entirety are located on the school's website.

# INTRODUCTION

Liberty Public Charter School is a Harbor School and its mission and philosophy are based upon the Harbor School Method.

Liberty Charter School welcomes students without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical or mental handicap or disability, economic or social conditions, or actual or potential marital or parental status, or status as a homeless child.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Liberty will provide equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding discrimination should be directed to Mr. Mark Wachsmuth, Liberty Charter School's Title IX and Nondiscrimination Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

## LIBERTY PUBLIC CHARTER SCHOOL MISSION STATEMENT

Liberty Charter School's mission is to develop students who are competent, confident, productive and responsible young adults who possess the habits, skills and attitudes to succeed in life and be offered the invitation of a post-secondary education and satisfying employment.

## LIBERTY PUBLIC CHARTER SCHOOL PHILOSOPHY

Liberty Public Charter School is grounded in the belief that when there is low threat and content is highly challenging, accelerated learning takes place.

## ADMINISTRATOR'S MESSAGE

Dear Parents and Students:

Welcome to the 2017-2018 school year. We are excited for the many opportunities your student(s) will have this year. Please take time to sit down with your student to familiarize yourselves with the Harbor School Method. Also, please review Liberty's policies; with particular attention given to the Attendance Policy and Student Appearance Policy.

We, along with the teachers and staff are dedicated to making this school one where students are growing and maturing both academically and socially. We will provide a safe and effective learning atmosphere for our students.

If you ever have a question, comment or concern, please do not hesitate to contact the school office.

Looking forward to a great year,  
Liberty Charter School Administrators

## ADMINISTRATION AND GOVERNING BOARD

Rebecca Stallcop . . . . .	Administrator
Mark Wachsmuth . . . . .	Vice Principal
Sheila Bryant . . . . .	Chairman, Governing Board
Robbie Hamblin . . . . .	Governing Board
Ted Hernandez . . . . .	Governing Board
Clyde Colbert . . . . .	Governing Board
Sherry Mancuso . . . . .	Governing Board
Alane McKnight . . . . .	Clerk of the Board

**FACULTY**

Kindergarten:..... Joan Barnes  
1<sup>st</sup> Grade:..... Ronnie Huff  
2<sup>nd</sup> Grade:..... Cherie Edwards  
3<sup>rd</sup> Grade:..... Suzie Cass  
4<sup>th</sup> Grade:..... Ben Thomas  
5<sup>th</sup> Grade:.....Alexandra Hobbs  
6<sup>th</sup> Grade:..... Joshua Hubbard/ Shawna Boyd  
7<sup>th</sup> Grade:.....Paula Mikkelson  
8<sup>th</sup>Grade:.....Kristel Cedergreen, Mark Wachsmuth  
Computer:.....Celia Hall  
Spanish..... . Giselle Curi  
Science:.....Melissa Roskam  
P.E.:.....  
Music:.....Bette Moore  
Special Ed.:.....Erica Gerber

## **ATTENDANCE AND TRUANCY POLICY**

At Liberty Public Charter School regular attendance and punctuality are a vital part of a student's education. Teachers implement a high level of direct teaching and interactive learning and both students and teachers are held accountable to complete a set of standards and benchmarks. These teaching techniques do not allow students to simply make up concepts missed and as a result, regular attendance is critical to each student's success. In accordance with our charter, Liberty Public Charter School has a 96% attendance standard. **Every effort and commitment should be made by students, parents and administration to ensure that students are in attendance and punctual every day.** A year-round school calendar is provided well in advance to allow families to schedule activities during breaks. Students are expected to attend classes regularly. Please see the complete attendance policy (#3050) on the school website.

### **TARDY POLICY**

All students arriving more than 5 minutes late must report to the office to ensure accurate records and lunch counts. Students arriving more than 5 minutes late need an adult to sign them in at the office. Students leaving and returning during the school day must be signed in and out by an adult.

Each time a student receives **three (3) unexcused tardies**, the student will also be treated as having one (1) unexcused absence. Three excused tardies will be considered an excused absence.

### **ABSENCE POLICY**

**Excused absences** – The Administration and Governing Board recognize that there are special circumstances when a student may need to participate in another event or activity rather than attend class. An absence will be considered “excused” if the student could not attend class because he/she is ill. Up to two (2) excused absences will be allowed if the student is attending a funeral or wedding of an immediate family member (parent, sibling, or grandparent), and the student's parent/guardian provides reasonable evidence that this was the cause of the absence. However, the cumulative effect of regular class attendance is critical to the learning experience that Liberty Public Charter School offers, which the student misses even when the absence is excused. Students with excused daily absences of 9 per year may be required to meet with the Governing Board.

**Unexcused absences** – Absences due to non-school related activities, club or family events, trips or vacations, and any absences not reported to the school by a parent/guardian within two school days of the student's return to school are unexcused absences. Parents should schedule doctor, dentist and orthodontist appointments after school hours or during breaks. Absences for non-emergency or routine dental, medical and orthodontic appointments are considered unexcused. Off-campus lunches with parents, family or friends are unexcused.

## **Sanctions**

A student receiving an unexcused absence will not be eligible to receive Citizen of the Week or Citizen of the Month for the twelve-month period following the date of the absence. Any student in 6<sup>th</sup> through 8<sup>th</sup> grade receiving three (3) unexcused absences will have the grade he or she would otherwise receive reduced by one full letter grade. Students who accrue five (5) or more unexcused absences or nine (9) excused and unexcused combined absences in a year will lose his or her seat in the school.

## **TRUANCY**

Truancy is defined as a student being absent for all or any part of the school day, without the approval of the parent, guardian or school authorities. This includes students who are on the campus, but not in their assigned classroom. Truancies accrue for the entire year. Students who accrue five or more unexcused absences or nine excused and unexcused combined absences in a school year will lose their seat in the school.

## **ABSENCE VERIFICATION**

When a student has not arrived by 9:00 a.m., and no contact from a parent has been received, a school representative will attempt to contact parent/guardian. To have an absence excused, a parent/guardian must call or send a signed note stating the reason for the absence upon the student's return to school. A doctor's note is recommended for extended absences due to medical reasons. **Three (3) or more consecutive absences may require a note from a physician. If appropriate notification has not been received within 2 days of student's return to school, the absence may be considered an unexcused absence.** Parents whose work schedule prevents them from contacting the school during the normal school hours are strongly urged to send a note with the student, leave a message after hours, or email the school with an urgent message

## **DISCIPLINE**

### **DISCIPLINE POLICY**

Students are expected to be respectful and kind to fellow students, staff and visitors at all times, exhibit good work skills, and use appropriate language. Students are expected to follow school rules and policies throughout the school day, at all times on the Liberty Public Charter School campus and while involved in any event associated with the school. School rules and policies apply to transportation to and from events as well.

### **STUDENT APPEARANCE**

In an effort to maintain a safe and orderly school environment for students, the following dress guidelines have been established. It is the opinion of the administration and the governing board that student attire has a direct effect upon the educational environment and upon the individual student's ability to function at an optimum level.

Appropriate clothing for class or any school activity must be reasonable, safe, clean, and non-revealing. An individual's dress and personal appearance should reflect a sensitivity and respect for others as well as what would be considered appropriate in a casual-professional work

environment. Therefore, the following guidelines are to be followed by students of Liberty Public Charter School:

- **Students will NOT wear makeup at Liberty Public Charter School. However, blemish corrector and CLEAR lip gloss are allowed.**
- Midriffs, cleavage and underclothing must be concealed at all times.
  - Pants are to be worn at the waist covering underwear.
  - Shirts and tops must cover the shoulders. No tank tops or shirts with armholes open below the armpit area.).
  - Tops must cover cleavage (Neckline should be higher than the straight line from underarm to underarm).
  - Shirts and tops must reach below the belt line to cover the stomach.
  - Tops must conceal undergarments, e.g. no bra straps showing and no sheer or see-through tops.
- Shorts and skirts must be no more than 3 inches above the top of the knee and provide coverage when the student bends over at the waist.
- Footwear must be worn at all times for health and safety. Flip flops may be worn before fall break and after spring break. Students will refrain from wearing gang attire of any kind. Garments that advertise inappropriate or illegal substances or clothing items with suggestive or obscene statements are prohibited.
- Hats, bandanas, stocking caps and hairnets are prohibited.
- Hair color will be within the natural hair color spectrum (brown, black, blonde or auburn).
- Facial piercing will be limited to small studs in the nose only.
- No facial rings of any kind will be allowed.
- Earrings are acceptable with the exception of ear gauges. **EAR GAUGES ARE NOT ACCEPTABLE.**
- Temporary and permanent tattoos must be concealed during school hours. (Medical tattoos may be allowed with approval by the administrator).
- Pajamas and loungewear are not allowed.

The administrator or his or her designee may determine whether clothing is too revealing or inappropriate and whether it has a direct effect upon the instructional effectiveness of the School and upon the individual student's ability to function at an optimum level. If a conflict arises in the interpretation of this policy, the interpretation of the Administrator/designee shall be final. Administrators and teachers shall use reasonable discretion in enforcing this policy. Students wearing attire deemed inappropriate by LCS staff or Administrator will be provided alternative clothing to cover up (i.e. large t-shirts or sweatpants). This clothing must be laundered and returned to the school the following day.

#### Exceptions

Exceptions to this policy based upon religious, medical or other legally protected grounds will be addressed by school administration on an individual basis.

***Required dress for student participation in activities that are in any way representative of the individual school or community shall be outlined by the respective sponsor and administration.***

### **WEAPONS POLICY**

Absolutely no weapons of any sort or anything that resembles a weapon are allowed. This includes toy weapons on Liberty Charter School property or at school sponsored activities at any time under any circumstances. No student shall use or threaten to use an article designed for other purposes to inflict bodily harm and/or intimidate other students or staff. Any student who brings a weapon to school property and/or school sponsored activities is in violation of the Gun-Free Schools Act and Idaho Code 18-3302D, and shall be expelled for a period of no less than 1 year (12 months). A recommendation will be made to the Governing Board for extended suspension or expulsion

Consequences: The school district takes a position of addressing each case individually in regard to the possession, use, threat to use, or distribution of weapons by students. The minimum consequence for student's possession, use, threat to use, or distribution of weapons may include (upon discretion of Administrator):

- Confiscation of the weapon
- Notification of Police
- Notification of parents/guardians
- Suspension
- Hearing with the Governing Board

Application to Instructional Equipment/Tools: While the school wishes to address each case individually, it takes a firm position on the possession, use or distribution of weapons by students. Such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation. However, when authorized instructional and work equipment and tools are used or modified for use in a potentially dangerous or threatening manner, such possession and/or use will be treated as the possession and use of a weapon.

Administrative Discretion: The administrator may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

### **FIGHTING (BATTERY)**

Liberty Charter School's philosophy "*is grounded in the belief that when there is low threat and content is highly challenging, accelerated learning takes place*". Fighting is diametrically opposed to "low threat". A fight is described as follows: Pushing, shoving, kicking, pulling or physically connecting in an aggressive manner with another student. Parents will be notified of any fight (battery).

Administrative Discretion:

Depending upon the nature and severity of the fight at issue as well as the prior disciplinary history of the student in question, the administrator may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is

warranted. If so, other appropriate action may be taken, including consideration of a recommendation for greater or lesser discipline.

The consequences for a fight are as follows.

1<sup>st</sup> Fight (Battery):

- Parents will be notified by phone.
- Loss of recess and P.E. for 5 school days.
- Loss of field trip privileges: K, 1, 2, 3 – One field trip. Grades 4, 5, 6, 7, and 8 loss of all remaining field trips for the school year.
- If deemed necessary, the authorities (police) will be notified.

2<sup>nd</sup> Fight (Battery):

- Parents will be notified by phone.
- Grades K, 1, 2, and 3 – loss of all remaining field trips for the school year.
- The Liberty Public Charter School Board will be notified and may require a meeting with the student and parents.
- Authorities (police) will be notified.
- Three day suspension

3<sup>rd</sup> Fight (Battery):

- Parents will be notified by phone.
- Authorities (police) will be notified.
- The Liberty Public Charter School Board will be notified and will conduct a hearing with the student and parents to determine whether student will be expelled or serve suspension.

A student who has received disciplinary consequences as a result of the application of this policy, short of a suspension from school or a pending expulsion hearing may participate in an off campus activity during such disciplinary period if he/she is transported to and from the field trip location(s) by a parent and is supervised by the parent for the duration of the field trip. The student's safety is the responsibility of his/her parents.

## **DRUG POLICY**

Liberty Charter School adheres to the policies as described in the Safe & Drug Free Schools Act as described by the Idaho State Department of Education and enforces a "no tolerance" drug policy. A student is in violation of school policy if he/she is involved with drug paraphernalia, controlled substances, all illegal drugs and/or substances prohibited by Idaho and/or Federal law, misuse of legal drugs/prescription medications, look-alike/synthetic drugs, or drugs, including alcohol or tobacco on any school premises or at any school sponsored activity. All incidences or suspected incidences of possession or distribution of controlled substances, over-the-counter, or prescription medication will be reported to the appropriate law enforcement agency. Any student requiring over-the-counter or prescription medication must leave it with the school secretary in the office. If there is probable cause that a student is in possession of drugs, all property is subject to be searched.

## **BULLYING AND HARASSMENT**

Liberty Charter School will maintain an educational environment in which hazing, harassment, intimidation, menacing, cyber bullying, or bullying by students, staff or third parties shall not be tolerated.

Bullying is the repeated aggressive behavior of frightening others with an apparent intent to dominate. Bullying may include, but not be limited to, physical (hitting, pushing, or attacks on property; verbal (name-calling, obscene gestures, malicious teasing, or electronic threats); or indirect attacks (intentional exclusions from groups, anonymous hurtful notes, or spreading false rumors). Bullying often occurs without provocation. Bullying is not playful teasing between relatively equal individuals and may include harassing, intimidating, threatening, or terrorizing another student or staff member.

Cyber bullying includes but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). In the situation that cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be disruptive of the educational process.

Bullying or cyber bullying behaviors have the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

### **How to report bullying:**

A student can report a complaint of hazing, harassment, intimidation, bullying, cyber bullying, or menacing orally or in writing, to the administrator or a staff member. If a parent initiates the complaint, the administrator/designee will follow-up with the student. Information will be gathered by the administrator/designee to determine if the alleged bullying or cyber bullying conduct occurred. After gathering the information, the administrator will determine the need for further investigation or the appropriate intervention, including contacting parents and disciplinary actions, to ensure that the conduct ceases.

A violation of this Policy will subject the offending student to appropriate disciplinary action, consistent with the school's discipline policy, which may include suspension, expulsion, or notification to the appropriate authorities. Bullying incidents which occur off school grounds but have a negative effect on the learning environment and culture at Liberty may be addressed at school by the administrator using appropriate disciplinary measures.

## **SEXUAL HARASSMENT**

It is the policy of Liberty Public Charter School to maintain a learning environment that is free from sexual harassment. It is a violation of this policy for any School employee to harass a student or for any student to harass another student through conduct or communication of a sexual nature.

For the purpose of this policy, sexual harassment is defined as any unwanted or unwelcomed advances, verbal, written, or physical conduct of a sexual nature that interferes with a student's right to learn study, work, achieve, or participate in a comfortable and supportive educational atmosphere.

It is the express purpose of this policy to see that no student is subjected to language or harassment that makes him/her feel uncomfortable or unsafe. Students who believe they are being harassed should report the situation to a teacher, or the administrator immediately. Disciplinary action for violation of this policy may involve up to and include suspension and/or expulsion. School officials will follow appropriate state and federal laws. Any individual seeking further information may contact the Title IX Coordinator: Mark Wachsmuth.

## **LANGUAGE**

Students will refrain from swearing or using foul language at all times. Students will speak kindly and respectfully to staff and fellow students. Students speaking inappropriately, disrespectfully or unkindly will be assigned detention and an incident report will be completed. Repeated incidences may require an appearance before the Governing Board.

## **DRUG AND ALCOHOL USE**

### **Drug Free School Policy**

Liberty Charter School adheres to the policies as described in the Safe & Drug Free Schools Act as described by the Idaho State Department of Education and enforces a “no” tolerance drug policy. All incidences or suspected incidences of possession or distribution of controlled substances, misuse of legal/drugs/prescription medication, look-alike/synthetic drugs, over-the-counter, or prescription medication will be reported to the appropriate law enforcement agency. Disciplinary consequences at school will be developed on a case-by-case basis. If there is probable cause that a student is in possession of drugs, all property is subject to be searched including lockers.

### ***Elementary Disciplinary Procedure***

1. First Offense for Use or Possession (Grades K-5)
  - a. Parent or guardian will be contacted.
  - b. Student will be suspended for 5 days.
  - c. Suspension may be modified if the student participates in and follows the recommendations of an assessment by a certified drug/alcohol agency. A release of information would also be required.
    - i. Law Enforcement Agency shall be contacted.

- ii. If the student does not complete the recommendations of the assessment, then the remainder of the 5-day suspension will go into effect.
- 2. Second Offense for Use or Possession (K-5)
  - a. Parent or guardian will be contacted.
  - b. Governing Board may be petitioned for expulsion of student.
  - c. Law Enforcement Agency shall be contacted
  - d. Child Protection Services (C.P.S.) may be contacted.
- 3. Third Offense for Use or Possession (K-5)
  - a. Parent or guardian will be contacted.
  - b. The student shall be suspended and the Governing Board will be petitioned for expulsion of the student.
  - c. Law Enforcement Agency shall be contacted.
  - d. Child Protection Services (C.P.S.) will be contacted.
- 4. First Offense for Selling or Delivering (Grades K-5)
  - a. Parent or Guardian will be contacted.
  - b. Law Enforcement Agency shall be contacted.
  - c. The student will be suspended and the Governing Board will be petitioned for expulsion of the student.
  - d. C.P.S. may be contacted.

***Secondary Discipline Procedure***

- 1. First Offense for Use or Possession (Grades 6-8)
  - a. Parent or guardian will be contacted.
  - b. Law Enforcement Agency shall be contacted
  - c. Student shall be suspended for 5 days.
    - i. Suspension may be modified if the student participates in and follows the recommendations of an assessment by a certified drug/alcohol agency. A release of information to the school district will also be required.
- 2. Second Offense for Use or Possession (Grades 6-8)
  - a. Parent or guardian will be contacted.
  - b. Law Enforcement Agency shall be contacted.
  - c. School Board may be petitioned for expulsion of the student.
- 3. Third Offense for Use or Possession (Grades 6-8)
  - a. Parent or guardian will be contacted.
  - b. The student will be suspended and the School Board will be petitioned for expulsion.
  - c. Law Enforcement Agency shall be contacted.
- 4. First Offense for Selling and/or Delivering Alcohol or Drugs (Grades 6-8)
  - a. Law Enforcement Agency shall be contacted.
  - b. Parent or guardian will be contacted.
  - c. The student shall be suspended and the School Board petitioned for expulsion.

### **Search and Seizure Philosophy**

In order to maintain a quality educational atmosphere, preserve discipline and good order, and promote the safety and security of students and employees, all school property, including, but not limited to, buildings, equipment, buses, grounds, and other physical settings and equipment of Liberty Public Charter School is under the direct jurisdiction and exclusive control of the Governing Board and subject to search by members of the administrative staff. Therefore, students are advised that it is the policy of this school that members of the administrative staff have the authority to search all school property, including student desks, areas designated by the school for storage of students' personal property, and all other school property over which the school has control at any time, without student consent, and without a search warrant. Members of the administrative staff also have the authority to search the personal property of students when reasonable under the circumstances.

### **ACADEMIC INTEGRITY/PLAGARISM, CHEATING**

Liberty Public Charter School considers cheating or academic dishonesty to be a serious violation of school rules and has adopted procedures (below) to deal with students who have committed any of the following:

- Receive or provide information during a test.
- Receive or provide information on tests during an earlier period.
- Use unauthorized material on tests.
- Use ideas or written material from other sources, i.e., students, professional writers, Internet notes, study guides without acknowledging the source in their own writing.
- Use or copy another student's homework when not authorized by the teacher to do so.
- Allow other students to use their work on assignments.

**First Offense – Student is given a zero on the compromised work. Parents will be notified.**

**Second Offense – Student will receive a zero and will be referred to administration for further disciplinary action including the possibility of suspension or expulsion.**

### **SUSPENSION AND EXPULSION**

Liberty Public Charter School recognizes that students are entitled to attend a free public school and that even temporary denial of that right may occur only after careful attention designed to protect the individual rights of students. However, the school is also responsible for providing a safe learning environment which protects the safety of all students, volunteers, and personnel.

The Idaho Legislature has empowered public schools to provide temporary suspension and for expulsion of individual students when circumstances demonstrate that such action is necessary for the protection of the rights of other students, necessary for the orderly operation of the school process, and/or necessary for the protection of the safety of other students.

Suspension and/or expulsion of students with disabilities will be handled in compliance with federal law and following the Idaho Department of Education Special Education Manual as outlined in the Liberty Policy regarding discipline for students with disabilities.

## **HOMEWORK POLICY**

The education of today's youth must be considered a team effort involving parents, students and teachers. Research shows that the most successful students, regardless of family income or ethnic background are those who have regularly structured homework time. Homework allows additional practice and reflection, reinforces skills, and provides practical application and time for additional research. Homework helps establish a basis for independent and life-long learning while the discipline of nightly homework creates a habit that will be beneficial throughout life.

- Homework assignments are required and will apply to the student's grade.
- Late assignments will be awarded a lower grade.
- Benchmark assignments must be completed to receive credit.
- Assignments more than one day late may or may not be accepted at the teacher's discretion.
- Homework due during an unexcused absence will receive a failing grade at the teacher's discretion.

(Teachers will establish specific policies for their classes and will share those with their students.)

It is not our intention that parents teach their students; however, parental support and encouragement are essential for many students to be successful. The following have proven beneficial to both parents and students:

- Establish with your student that homework is a priority.
- Establish a regular homework schedule.
- Discuss, read and review assignments periodically.
- Listen to rehearsals of presentations.
- Review and discuss grades on completed assignments.

## **BUS RULES AND CONSEQUENCES**

The following is a complete list of bus safety rules.

### 1. Before Boarding the Bus:

- a. Be on time at the bus stop. The bus is not permitted to wait.
- b. Stand on the sidewalk at the bus stop. If there is no sidewalk, stand on or near the curb. Stay off the street!
- c. On dark or cloudy days, wear bright clothing.

### 2. Boarding the Bus:

- a. Stay in line and board the bus quickly.
- b. Help other students; do not crowd or push anyone.
- c. Use the hand rail when going up the bus steps.
- d. Find a seat and stay in it. If needed, share the seat with another student.

### 3. While Riding the Bus:

- a. Talk quietly. Talking loudly is never permitted.
- b. Do what the bus driver says. The bus driver has complete authority over students riding the bus.

- c. Stay seated. When on the bus, students must stay seated for safety reasons. Turning around or standing is never permitted. Windows may be opened, but students must never lean out the windows or put arms out the window.
  - d. Keep the bus clean. By keeping feet off the seat-back and putting all garbage in cans students will help make the bus safe. The Student will be responsible for any vandalism that is incurred.
  - e. Keep books and other personal belongings on your lap. Throwing of any material in or out of the bus is never permitted and will result in immediate suspension from the bus..
  - f. Know the use of the Emergency Exit. Keep aisles clean and clear at all times in case of an emergency. The back emergency door is to be used only in the case of an emergency.
4. Getting Off the Bus:
- a. Remain seated until the bus has completely stopped.
  - b. Cross the road in front of the bus, following the instructions of the driver. Do not walk out into the road between parked cars.
  - c. Walk facing traffic. When leaving the bus stop, always walk on the curb facing oncoming cars. Stay on sidewalks whenever possible. Do not cross the street unless necessary.

Students need to take care of three general parts of their body while riding the school bus.

1. Mouth – Do not talk at a noise level that is distracting to the bus driver or use bad language on the bus.
2. Hands and Feet – Keep hands and feet to yourself. Does not push, hit, kick or throw things. Hands and/or feet must never be put out the window.
3. Bottom – Stay in your seat. Turning around or kneeling in your seat, or standing is not allowed.

If the student can assume responsibility of the three areas listed above and can show respect for self, other students, and the bus driver, citation will not be necessary. In the event a student violates a bus rule, the following consequences will be imposed (For students with disabilities, disciplinary procedures for bus behavior will also comply with all applicable federal and state laws and will follow the procedures outlined in the Idaho Department of Education Special Education Manual):

- 1<sup>st</sup> offense: Warning; telephone call to parents and a copy of the driver's report.
- 2<sup>nd</sup> offense: Suspension of bus riding privileges for ten (10) school days. Parents will receive a telephone call from the school and a copy of the bus citation.
- 3<sup>rd</sup> offense: Suspension of bus riding privileges for the remainder of the calendar school year.

Riding the bus is a privilege. The bus driver's report can cause suspension of any student from riding the bus. Liberty Public Charter School and/or Brown Bus Co., reserves the right to suspend bus riding privileges at any time in the case of severe misbehavior.

## **GENERAL INFORMATION**

### **ADMINISTERING MEDICATION**

Students are not permitted to carry prescription or non-prescription medications at any time. If a student must take medication during the school day, these guidelines will be followed:

1. All medications will be left with the school secretary.
2. The parent/guardian must submit a written request to the school if the medication is to be given during school hours. Specific directions for administering the medication and the parent/guardian's signature must be received before any medication is given to the student. In the case of prescription medications, the physician's signature is also required.
3. The medication must be in the original container and the student's name and directions for administering the medication must be written on the container.
4. It is the student's responsibility to come to the secretary at the appropriate time to take his/her medication, unless the student has a disability and is unable to do so.
5. Non-prescription medication, such as Tylenol, Ibuprofen, cough drops and anti-itch cream, can be provided to students with parental permission. Parental permission may be provided by parent signature on the enrollment form or by parent note placed on file with the school office.
6. Emergency medication (Asthma inhalers and Epi-pens) should be in student possession as required by a physician. Students with diabetes, upon written request of parents and written authorization from treating physician shall be permitted to possess on the student's person at all times, all necessary supplies and equipment to perform monitoring and treatment functions. The Authorization for Self-Administered Asthma/Emergency Medication form must be on file with the School to ensure proper administration of emergency medication.

### **MORNING AND AFTER SCHOOL SUPERVISION**

Liberty Public Charter School will not provide supervision on school grounds for students in grades K through 6 before 7:50 a.m. or after 3:00 p.m. Therefore, students should arrive after 7:50 a.m. and be picked up prior to 3:00 p.m. Grades 7 through 8 will not be supervised before 7:00 a.m. or after 2:15 p.m. Parents are expected to make appropriate arrangements to ensure the safety of their children.

### **COMPUTER, INTERNET & E-MAIL USE**

Computer usage is allowed for school-related, educational or assignment-based use only. Students may not use computers to play computer games, visit chat rooms, instant message or use social networking tools such as *twitter*, *myspace.com* or *facebook.com* at any time. E-mail access is allowed with specific instructor permission only. E-mail access for non-school related reasons is not allowed at any time. Student and parent/guardian will review and sign computer/internet guidelines at the time of registration. Computer usage is frequently monitored. Computer use at Liberty Public Charter is a privilege and not a right. Abuse of the computer will result in restriction of use.

## **HEADPHONES / MP3 PLAYERS**

Students are not allowed to wear headphones or listen to MP3 players at any time, except when identified as an accommodation on a student's IEP. Headphones or MP3 players seen at school will be taken until after school. Students who consistently abuse this policy will have their headphones/MP3 player taken away and the confiscated item will only be returned to the parents or guardian.

## **CELL PHONES**

Students are not allowed to use cell phones during school hours. Cell phones that are out during school hours will be taken by the Administrator and the phone must be turned in to the Administrator at the beginning of the school day and returned to student at the end of the school day for the rest of the school year. Students are responsible for keeping up with devices they bring to school. The Charter School shall not be responsible for loss, theft, or destruction of devices brought onto school property.

## **ATHLETICS (Applies to Grades 6-8)**

Student athletes must maintain a minimum grade of a "C" in every class, and meet all requirements on the Sports Eligibility Form to be eligible to participate in any sport/athletic event. Students will be required to have a Sports Eligibility Form signed by all teachers each week while participating in sports. Athletes with discipline write-ups will not be allowed to play for a period determined by the Administrator.

## **SPORTS DUAL ENROLLMENT (with the Nampa School District)**

1. Liberty Public Charter School will contract with the Nampa School District, or other appropriate public school district for dual enrollment for extracurricular sports for students in grades 6 through 8.
2. Nampa School District students have priority when cuts are made.
3. **Liberty students are responsible for fees** that are set by the appropriate school district for non-school district students if they exceed the amount designated for this purpose in Liberty's annual budget
4. Applications are available in the Liberty office, and must be signed by the Administrator of Liberty Public Charter School prior to submittal at the Nampa School District administrative office.

## **SCHOOL-SPONSORED TRIPS**

All school-sponsored out-of-town trips taken for the purpose of participation in any educational endeavor shall be chaperoned by a member of the teaching or administrative staff. A student, who is not an active participant in the event, but has a reasonable purpose for attending may accompany the group with advance approval by the Administrator. Organizations that plan to attend out-of-town events when it is necessary to leave during the school hours must receive written Administrative approval. Any educational trips, which are not sponsored by the school, must have prior written approval from the Administrator for the absence to be excused. Students participating in school activities where buses are used for transportation may not go or return by private means without administrator approval. All baggage and personal effects may be opened and searched by school personnel before or during the trip.

## **GYMNASIUM**

Use of the gymnasium and equipment outside of regular school hours must be supervised by an adult and approved by the Administrator. Use of the gymnasium during lunchtime is prohibited, unless approved by the Administrator.

## **SCHOOL EQUIPMENT**

All school equipment is off limits during non-class hours unless instructor gives prior written permission.

## **CAMPUS VISITS**

Liberty Public Charter School visitors are required to check in at the front office. Students who wish to bring visitors and guest speakers to the school should proceed through the appropriate teacher and get permission of the administrator or designee prior to the visit. Parents that wish to speak with students during school hours are asked to proceed through the school secretary. Parents that need to speak with teachers are asked to set an appointment in advance. Parents of students may volunteer in the classroom, but are asked to respect classroom procedures and speak with student or teachers outside of class time.

## **SCHOOL LUNCH PROGRAM**

Liberty Public Charter School provides a variety of wholesome lunches to students in grades 1-8. Lunch prices will be set annually. Reduced/Free lunches are available. Applications are included in family enrollment packets. Lunch fees will be collected daily during morning attendance or may be paid directly to lunchroom staff. Parents are encouraged to maintain a balance on their students' accounts.

## **EMERGENCY SCHOOL CLOSURES / SNOW DAYS**

In the event of heavy snowfall or freezing rain, which makes road conditions unsafe for school buses to operate, the following procedures will be followed:

The Administrator will notify radio stations and local TV stations of any school closure or late start. The stations typically begin announcing closure information at approximately 6:15 a.m. On late start days, all buses can run up to 60-90 minutes late.

## **WITHDRAWAL PROCEDURES**

Any student leaving Liberty Public Charter School for any reason during the school year should do the following:

1. Provide a **written** request, including the date of withdrawal, from the parent/guardian to the secretary stating that the student is withdrawing from school and the reason for withdrawal.

Withdrawal grades will be available within 3 school days following the exit interview.

## **SCHOOL INSURANCE**

Liberty Public Charter School is not responsible for accidents involving students while attending school, or school-sponsored extra-curricular activities. Students are covered when they ride the school buses. Students are protected while traveling on chartered buses or regularly-scheduled common carriers by the liability of those carriers. Liberty Public Charter School does not assume any financial responsibility for medical or hospital expense incurred because of athletic

injuries. Athletics are voluntary programs in which the student may participate if he/she so desires; but he/she does so at his/her risk of injury.

### **COMMUNITY SERVICE**

Seventh and eighth grade students are required to perform 30 hours of community service, cumulatively during their combined 7<sup>th</sup> and 8<sup>th</sup> grades years. They are responsible for logging their hours and providing proof of their hours served. They must have signatures of an adult involved in the activity (not a parent).

### **REPORT CARDS**

Students will receive a formal copy of quarter, and semester grade reports. Parents are encouraged to attend Parent/Teacher Conferences at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters to pick up Progress Reports and meet with teachers about their student's progress and participation. Semester report cards will be sent home with students or mailed to parents. Weekly or monthly progress notes will be sent home with students if teachers or parents feel it is necessary. Parents will be notified a minimum of 2 weeks prior to grade reports if a student is failing a class.

### **DELIVERY OF ITEMS BY OUTSIDE VENDORS**

Students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors, such as food, flowers, balloons, and similar items. Parents are asked to have such orders delivered to the student's homes; otherwise, items delivered to the school will be kept at the front office until the end of the school day.

### **SPECIAL OCCASIONS**

#### **Halloween**

There is no formal observation of Halloween at Liberty Public Charter School. Masks and costumes are not permitted.

#### **Valentine's Day**

Individual teachers will inform students concerning the classroom exchange of valentines. Class lists are provided, and children who choose to exchange valentines must include everyone on the list, so that each child receives the same number.

#### **Birthdays**

Student birthdays will be celebrated monthly with one, end-of-the-month classroom recognition event. Summer birthdays will be recognized in May.

### **VISITORS**

All visitors, including parents, must report to the front office prior to entering a classroom.

### **LIBRARY USE**

Students are allowed to check out two books at a time. Books must be returned before the end of each semester, or replacement fines will be issued. Fines may also be issued for damage or excessive wear on a book

**TEXTBOOK/MATERIALS USE**

Books or class materials must be returned before the end of each year, or replacement fines will be issued. Fines may also be issued for damage or excessive wear on a book or materials.

**CLOSED CAMPUS**

The campus is closed during all hours of school. Students are to arrive and stay for their entire school day. No student may go to a vehicle or leave school without permission from parents, notification of the teacher, and following proper sign-out procedures. Students are not allowed to leave campus at lunch unless accompanied by a parent/guardian after sign-out procedures have been followed. Leaving campus without checking out is treated as an unexcused absence and/or truancy.

**CALENDAR**

The 2017.2018 Calendar can be viewed on the schools website at [www.libertycharterschool.com](http://www.libertycharterschool.com).

**INTERNET ACCESS CONDUCT AGREEMENT**

*Every student, regardless of age, must read and sign below:*

I have read, understand, and agree to abide by the terms of Liberty Charter School’s policy regarding School-provided Access to Electronic Information, Services, and Networks (Policy No. **3270/3270P**). Should I commit any violation or in any way misuse my access to the Charter School’s computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User’s Name (Print) \_\_\_\_\_ Home Phone: \_\_\_\_\_  
User’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_

Status: Student \_\_\_\_ Staff \_\_\_\_ Patron \_\_\_\_ I am 18 or older \_\_\_\_ I am under 18 \_\_\_\_

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

**Parent or Legal Guardian.** (If applicant is over 18 years of age and living with a parent/legal guardian, that parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named student, I have read, understand and agree that my child shall comply with the terms of the Charter School’s policy regarding School-Provided Access to Electronic Information, Services and Networks for the student’s access to the Charter School’s computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child’s responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to

indemnify and hold harmless the Charter School, the Board Members, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the Charter School's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the Charter School's computer network and the Internet.

Parent / Legal Guardian (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date: \_\_\_\_\_

This Agreement is valid for the 2017-2018 school year only.

### **Receipt of Liberty Charter School Handbook**

I have read and understand the Liberty Charter School student/parent handbook. I have also read the following student/parent policies. All school policies are located on the school website, [libertycharterschool.com](http://libertycharterschool.com), under School Information, Policies.

- 2140 – Student and Family Privacy Rights
- 2425 Parental Rights
- 3270 – Charter School Provided Access to Electronic Information, Service and Networks
- 3270P – Acceptable Use of Electronic Networks
- 3500 – Student Health/Physical Screenings/Examinations
- 3555 – Student Pickup From School
- 3570F – Notifications to Parents and Students Concerning a Student's School Records
- 4420F1 – Letter to Parents Regarding Visits to School by Sex Offender
- 8200 – Local School Wellness

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date