

LIBERTY CHARTER HIGH SCHOOL POLICIES/AGENDA

Student: _____

Grade: _____

**Liberty Charter High School
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INTRODUCTION

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.

THE PURPOSE OF THIS AGENDA

This agenda is intended to be used to record assignments, events and important dates and as a means of communication with parents. The agenda and the Registration Handbook serve as a reference of LCHS policies and procedures. This agenda book also serves as a hall pass. Any student outside of their assigned classroom at any time must have their agenda with appropriate written permission. (Borrowing the agenda of other students is not permitted.)

LIBERTY CHARTER HIGH 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 who are well prepared for post secondary education.

LIBERTY CHARTER HIGH SCHOOL PHILOSOPHY

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

PRINCIPAL'S MESSAGE

Dear Parents and Students:

Welcome to the 2018-2019 school year. I am excited for the many opportunities students will have this year. We have made a few changes this year that I trust will encourage your student to excel in his/her learning experience. **Parents, please take time to sit down with your student and familiarize yourselves with our policies; drawing attention to our Attendance Policy, May Awards and Student Appearance Policy.**

The staff and I are dedicated to making this year one where students are growing and maturing both academically and socially. We will provide a safe and effective learning atmosphere for each student. To help in this area, we have comprised this agenda with necessary guidelines and rules to ensure effective learning. This agenda will also act as a planner for assignments, to assist your student with upcoming deadlines and as a tool of communication for you and the instructors. I am asking each parent and student to read over this agenda together.

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

Mrs. Rebecca Stallcop, Administrator

Mr. Mark Wachsmuth, Co- Principal

Mr. James Ashton, Co- Principal

LCHS ADMINISTRATION AND GOVERNING BOARD

Mrs. Rebecca Stallcop, Administrator

Mr. Mark Wachsmuth, Co- Principal

Mr. James Ashton, Co- Principal

Sheila Bryant, Chairman, Gov. Board

Clyde Colbert, Vice Chairman, Gov. Board

Robbie Hamblin, Governing Board

Sherry Mancuso, Governing Board

Ted Hernandez, Governing Board

Alane McKnight, Clerk of the Board

LCHS FACULTY

English: Mr. Schmidt & Mr. Watson

Math: Mr. Ashton, Mrs. Story and Mr. Eshelman

Science: Mr. Eshelman, Mrs. Storey, Mrs. Olsen, Mrs. Vitek

Special Ed: Erica Gerber

Health: Mrs. Schafer

Foreign Language: Mr. Fraley

Life Skills and Apprenticeships: Mrs. Schmidt

Social Studies: Mrs. Dobkins

Art/Digital Design- Mrs. Nelson

Drama: Mr. Watson

Registrar: Mrs. Larson

CLASS ADVISORS

Seniors – Mr. Schmidt/Mr. Watson

Sophomores -Mrs. Nelson

Juniors Mrs. Dobkins

Freshman – Mrs. Storey

ATTENDANCE POLICY

At Liberty Charter High School regular attendance and punctuality are a vital part of a student's education. LCHS 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. In accordance with our charter, LCHS has a 96% attendance standard. **Every effort 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. Please see the complete attendance policy (#3050) on the school website.

Students are expected to attend classes regularly. Each time a student enters a class more than 15 minutes after it has started, or is absent for more than 15 minutes while the class is in session, the student will be charged with an unexcused class absence. A student arriving less than 15 minutes late will be tardy, and three (3) such late arrivals are treated as one (1) unexcused class absence. If a student has more than three (3) unexcused class absences during any school day, the student will also be noted as having a full day unexcused absence.

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 (father, mother, brother, sister 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 Charter offers, which the student misses even when the absence is excused. Students with excused daily absences or excused class absences (in the same class) of 9 per school 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 will be considered unexcused.** 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.

Number of Class Absences per year Sanction

3 unexcused absences	The semester grade that the student would otherwise receive is reduced by one full letter grade at the third unexcused absence
5 unexcused absences or any combination of 9 excused and unexcused absences	The student will be given a failing semester grade for the class (F).

Effect of School Day Absences – If the student has the indicated number of general school day absences (as described above) in a year, then in addition to any sanction for class absences, the student is subject to the following sanctions:

Number of Daily Absences per year Sanction

3 unexcused absences	The semester grade that the student would otherwise receive in all classes will be reduced by one full letter grade at the third unexcused absence.
5 unexcused absences or any combination of 9 excused and unexcused absences	This represents habitual truancy and the student will lose his or her seat.

STUDENTS WITH A HISTORY OF POOR ATTENDANCE

If a student accumulates an excessive number of absences (either unexcused or a combination of both excused and unexcused) over two or more years, the student may be required to appear before the board and may lose his or her seat.

MAKE-UP WORK

Students are responsible to make arrangements for make-up work, assignments and tests upon his or her return to class.

- Students will be allowed 2 days make-up time for each excused absence to make up new material.
- Students are responsible to make arrangements for make-up work, assignments and tests upon his or her return to class.
- It is the responsibility of the student to check with the teacher about any new assignments or tests that may have been announced during an absence from class.
- Except in extenuating circumstances, assignments or tests that are assigned in advance of the student's absence are due on the day the student returns to school unless other arrangements are made with the teacher. The student is responsible to have all assignments completed and be prepared to take any tests upon his or her return to class.
- "Assigned in advance" means the assignment or test was listed in a class syllabus, class handout, on the web, written on the board, or announced by the teacher.

To participate during the school day in extra-curricular activities a student must:

- Turn in assigned class work and take any assigned tests prior to participating and leaving school for the day unless specific arrangements have been made by a teacher.

TARDY POLICY

All students arriving after 7:30 am must check in with LCHS Registrar in the High School office. Four (4) minutes are provided between classes. Students are expected to be in their seats ready to begin by the start of class. Students are considered tardy if they are not in the classroom when the class begins. Tardies are accumulated for individual classes each year. A student will receive an unexcused tardy if he/she is tardy for the first fifteen (15) minutes of any period. From that point on, the student will be considered truant (unexcused absence). Students with excessive tardies may be required to appear before the Governing Board for further consequences. Three unexcused tardies will be considered an unexcused absence and can result in a decrease the student's grade and/or loss of credit. Three excused tardies will be considered an excused absence.

CHECK OUT/IN

All students must check out of school with LCHS secretary. **No exceptions.** Written or verbal permission from a parent guardian or persons designated on the enrollment form must be provided prior to the student leaving school. Failure to do so **will** result in truancy. Upon returning to school, students must check in with LCHS secretary before returning to class.

ABSENCE VERIFICATION

Parents are required to call the LCHS Secretary at 466-7952 ext. 2, or email the high school office, on the day a student will be absent from class and repeat this call each day the student will not be in attendance. We have a 24 hour answering line available for your convenience. A doctor's note is recommended for extended absences due to medical reasons. **Three (3) or more consecutive absences will 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.

- Any students over 18 years of age, living at home must follow above policy.
- Any students over 18 years of age living independently may provide their own documentation.

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. If a student misses class time without an acceptable excuse, and/or leaves school without appropriate permission, he/she will be considered truant. This includes students who are on the campus, but not in their assigned classroom. Truancies accrue for the entire year.

- First truancy - student will serve Saturday School performing school service.
- Second truancy - student will appear before the Governing Board.

Any student truant for two consecutive days will be reported to the Canyon County Prosecutor's Office and driving privileges will be revoked.

ATTENDANCE AND THE DRIVER'S LICENSE

Any student who has been verified by the school as dropped from enrollment will be reported to the Department of Transportation as per the Driver's License Policy. **(IDAHO CODE 49-303A)**

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 LCHS campus and while involved in any event associated with the school. School rules and policies apply to transportation to and from events as well. When students commit an infraction, the faculty member(s) involved will complete an Incident Report. Incident reports will be kept with administration. The administrator will determine appropriate consequences for each incident. Non-compliance with Liberty Charter School rules or policies may result in the student appearing before the Governing Board for possible suspension or expulsion.

STUDENT APPEARANCE

Selecting the correct dress for the setting is a lifelong skill. Student dress should reflect the notion that school is a place of business where students are learning both academic and social skills. 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 be appropriate in a professional work environment. The following guidelines are to be followed by students of LCHS during the school day and at any school-sponsored activity or any event in which students are serving as representatives of the school.

- 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, dresses, 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 educational environment and upon the individual student's ability to function at an optimum level. Students wearing attire deemed inappropriate by LCHS 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. If a conflict arises in the interpretation of this policy, the interpretation of the Administrator/designee shall be final.

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is provided alternative clothing because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

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.

PUBLIC DISPLAY OF AFFECTION (PDA)

Liberty Charter School promotes a professional environment, one in which students recognize not only how to appropriately behave in the school environment, but also what will be

expected and valued as employees when they enter the workforce. Therefore, Public Displays of Affection (PDA) are unacceptable on school grounds either before, during, or after the school day, while on school-provided transportation as well as at any school-sponsored activity/function, or any activity/event in which students are serving as representatives of the school.

Consequences are as follows:

- First Offense: Detention
- Second Offense: Saturday School
- Third Offense: Meeting with Administrator and Parents/possible suspension from school at the discretion of the school's administration
- Fourth Offense: Suspension with a recommendation for expulsion from school.

Depending upon the nature and/or severity of the events giving rise to disciplinary conduct pursuant to the Public Display of Affection regulations, the school reserves the right to skip any of the progressive disciplinary steps outlined above and move directly to student suspension and/or a recommendation of the student's expulsion to the school's board. Any decision to skip any of the progressive stages of discipline is solely at the final discretion and decision of the school through utilization of its independent judgment as to the appropriateness of the discipline for the situation. Such a decision is not subject to contest for skipping lower stages of the progressive discipline outlined herein.

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 Board of Review as stated in the Discipline Policy.

FIRE ALARMS

Activating the school fire alarm without appropriate cause will result in disciplinary action, up to and including expulsion.

WEAPONS POLICY

The Liberty Charter School Board is committed to providing a safe and secure environment at Liberty Charter High School. The Board has no tolerance for students who use, threaten to use, or possess weapons or other objects/substances which may pose a threat to the health and safety of students, staff and visitors, or could be used to disrupt the educational process. For the purposes of this policy, no tolerance means that consequences will occur if this policy is violated and that the consequences will be commensurate with the circumstances of each situation.

1. No student shall possess, use, threaten to use, or distribute a weapon on School premises or at any School sponsored activity, regardless of location. A weapon is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm whether loaded or unloaded; air guns, pellet guns; BB guns, all knives, blades, razor blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, cigarette lighters,

stun guns, ammunition, poisons, chains, bows, arrows, laser pointers, and objects that have been modified to serve as weapons.

2. No student shall possess, use, threaten to use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons, including but not limited to weapons as defined in this policy which are broken or non-functional, look-alike (i.e., toy guns, etc.), or any object that is a facsimile of a real weapon.
3. No student shall use, or threaten to use articles designed for other purposes (i.e., belts, combs, pens, pencils, files, scissors, tacks, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
4. Instructional equipment and tools, when properly possessed, used and stored, shall not be considered in violation. However, when instructional equipment and tools are used, or threatened to be 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

Any student found to be in violation of this policy will be subject to disciplinary action, including, but not limited to, expulsion, suspension, or other appropriate penalties. The board may, at its discretion, expel a student for the possession and/or use of a weapon, regardless of whether the item at issue falls within the definition of “weapon” under the Gun-Free Schools Act. Liberty Charter School takes a position of addressing each case individually in regard to the possession, use or distribution of weapons by students. The minimum consequence for student’s possession, use or distribution of weapons may include:

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

A student who violates the Gun-Free Schools Act and Idaho Code 18-3302D, and shall be immediately suspended, referred to the appropriate law enforcement agency, and, following due process, be expelled from school for a period of not less than one (1) year, twelve calendar months.

FIGHTING (BATTERY)

Liberty Charter High 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.

1st Fight (Battery):

- Parents will be notified by phone.
- If deemed necessary, the authorities (police) will be notified.

2nd Fight (Battery):

- Parents will be notified by phone.
- The Liberty Charter School Board will be notified and may require a meeting with the student and parents.
- Authorities (police) will be notified.
- Three day suspension.

3rd Fight (Battery):

- Parents will be notified by phone.
- Authorities (police) will be notified.
- The Liberty Charter School Board will be notified and will conduct an expulsion 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, ALCOHOL AND TOBACCO USE

LCHS 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 LCHS secretary in the office as described on page 20 under Administering Medication. If there is probable cause that a student is in possession of drugs, all property is subject to be searched including lockers. Refer to Policy 3320 for LCHS disciplinary procedures.

HARASSMENT AND/OR INTIMIDATION

It is the policy of Liberty Charter School to maintain a learning environment that is free from harassment. Each student has the right to attend school in an atmosphere that promotes equal

opportunities and that is free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Students attending LCHS are:

- Prohibited from engaging in any conduct which could reasonably be construed as constituting harassment on the basis of sex, race, color, national origin, age, religious beliefs, ethnic background or disability;
- Prohibited from sexually harassing other students; and
- Required to report, to the school principal or designee, harassment of which the student becomes aware. Liberty Charter Title IX Coordinator: Rebecca Stallcop, Administrator; phone: 466-7952; email: rebeccastallcop@libertycharterschool.com.

This policy applies to all conduct on school premises and at school sponsored events, conduct during transportation to and from school and school sponsored events, and to conduct off the school's premises that has an adverse affect upon a student's educational environment.

BULLYING

LCHS will maintain an educational environment in which bullying, hazing, harassment, intimidation, cyber bullying or menacing of any kind will not be tolerated. Bullying is the repeated aggressive behavior of frightening of 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.

Bullying may include: harassing, teasing, 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). Bullying or cyber bullying behaviors have the effect of:

- Physically, emotionally or mentally harming a student or staff member;
- Placing a student or staff member in reasonable fear of physical, emotional or mental harm;
- Placing a student or staff member 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:

Any student, employee or third party shall report a violation of this policy to the administrator or a staff member immediately. 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 disciplinary action, 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.

ACADEMIC PROBATION

A cumulative unweighted grade point average of 2.0 (C average) is required for graduation. Any student that falls below a 2.0 cumulative GPA at any semester grading period will immediately be placed on academic probation. A designated faculty member will work with the student to develop strategies to improve their GPA. Strategies will include opportunity for additional academic assistance through either teacher or peer tutoring. Grades will be monitored for the following 2 –3 weeks. If improvement is not evident, the student will be required to participate in a meeting that includes their parents to develop a plan of correction. Students who fail to meet the required GPA requirement at graduation may appeal this decision before the Liberty Charter School Governing Board

ACADEMIC INTEGRITY/PLAGIARISM, CHEATING

All schoolwork submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, cheating, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. Faculty will have the responsibility for monitoring the above actions.

Where appropriate, parents shall be contacted as soon as practicable to report any alleged academic dishonesty on the part of students. Teachers are granted authority, with the direction and advice of the Administrator, to exercise their good judgment in applying a range of academic consequences for violations of this policy. Student and parent appeals of any consequences resulting from violations of this policy should be addressed to the Administrator.

Cheating

Cheating is defined as and includes, but is not limited to, the following:

1. Copying or attempting to copy another student's homework, quiz, test, essay, or lab report.
2. Cheating on tests through such means as cheat sheets, use of unauthorized electronic devices, and discussion of test information with other students.
3. Obtaining test questions and/or copies of tests outside the classroom test setting.
4. Lending and/or copying from another student's work (homework, tests, projects, assignments).
5. Altering or interfering with grading (forging signatures, changing or inserting answers on work after grading).
6. Allowing another student to copy answers during a test situation.
7. Collaborating with other students on an assignment in direct violation of teacher's instructions.

8. Using books and electronic information in generating an assignment in direct violation of teacher's instructions.
9. Accessing, taking, and benefiting from copies of tests and quizzes previously used or to be used by teachers unless provided as study guides by the teacher.
10. Submitting work previously presented in this course or in another course.

Plagiarism

Plagiarism is defined as and includes, but is not limited to, the following:

1. Copying material from the source, including the Internet, without citing the source, or citing the source but omitting quotation marks.
2. Paraphrasing the source without proper citation.
3. Copying stories, in whole or part, which appear in books, magazines, television or film.
4. Copying directly, without making any changes, alterations or adaptations from a drawing, painting, illustration, photographic image, or graphic symbol without citing the source.
5. Submitting papers written in whole or part by someone else, including the Internet.
6. Submitting papers on which the student has received substantial assistance from peers and/or adults that dramatically changes the character of the work so that it is no longer the student's own.
7. Submitting a paper purchased from a research or term paper service, including, but not limited to the internet.

The official school consequences are listed below. In addition to those, the administration will refuse to write any letters of recommendation and will if necessary; notify the university if the incident should happen later in the academic year.

- First Offense – Student is given a zero on the compromised work. Student will be referred to administration for disciplinary action. Parent and student will sign a contract that notifies a second offense will lead to student being dropped from the course with an F.
- Second Offense – Student will fail the course and will be referred to administration for further disciplinary action with the possibility of expulsion.

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.

It is our intent to require reasonable and constructive assignments that will contribute to the student's success in the classroom.

- Homework assignments are required and will apply to the student's grade.
- Students will record homework assignments in their agendas.
- Daily assignments/homework that are up to 2 days late will result in a 50% drop in grade; after 2 days, the student will receive a 0 for that assignment.

It is not our intention that parents teach their teens; however, parental support and encouragement is 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.

DETENTION

The purpose of detention is to provide a consequence to an inappropriate or unacceptable behavior. Students assigned detention for behavior may be assigned school service which includes cleaning or other assigned tasks during lunch. Students with continued behavior problems will be required to attend Saturday School and/or appear before a Board of Review as described in the discipline policy.

Saturday School

Saturday school sessions are scheduled throughout the school year. Students who are assigned Saturday school are required to perform school service on the assigned Saturday from 8:00 A.M. until 12:00 noon.

DISRUPTION/LOITERING ON SCHOOL GROUNDS

Students are expected to follow school rules and policies at all times when on school property. Students are allowed on school grounds ½ hour before school and ½ hour after school or at designated times for school events and functions with prior permission only by the staff. A Liberty faculty member or an approved adult must be present whenever students are in the school.

ATHLETICS

Athletics Philosophy

Liberty Charter High School believes that its athletic program helps promote the Harbor School Method philosophy of respect for others, which in turn promotes the best interest of our student athletes. We also believe that when athletics are run correctly, they add to the strength and foundation of education at Liberty. Athletic competition provides situations that allow student athletes to better understand the importance of self-confidence, hard work, discipline, sacrifice and working together toward a common goal of reaching maximum potential as teams and individuals. Student athletes are also provided unique opportunities to develop new skills, learn the importance of practice and preparation, demonstrate good sportsmanship, develop leadership skills, and learn the ideals of fair play and ethical behavior that are necessary for competition and cooperation in our society. These ideals and character traits are all consistent with the Harbor philosophy.

Sportsmanship

Student athletes, coaches and parents are expected to demonstrate the highest level of respect for each other, opponents, opposing coaches, teachers, officials, spectators, and the community

at large. Student athletes and coaches are expected to exhibit the highest level of conduct, both on and off the playing fields, as they are representing at all times their team, school, and community. Sportsmanship is defined by the Idaho High School Activities Association as: Those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on other's behavior as well. To remind student athletes, coaches and spectators of our commitment to good sportsmanship, the following announcement will be read prior to all athletic contests:

"Welcome to Liberty Charter High School. The purpose of this activity is to provide positive learning experiences and opportunities for growth for these young people. We are please to host our guests from [visiting school]. This competition is being conducted according to the rules of the IHSAA. Student athletes, cheerleaders, coaches, parents and spectators can and are expected to assist in the promotion and achievement of good sportsmanship. Please take the personal responsibility of keeping this contest at a high level of fair, clean, wholesome competition."

We look forward to seeing you at Liberty's games and cheering on the Patriots!

Athletics Requirements

Academic Eligibility

At Liberty Charter High School, athletics support academics. Liberty will follow the academic eligibility guidelines established by the Idaho High School Activities Association (IHSAA). Therefore, to be academically eligible for athletics, a Liberty student must be enrolled fulltime and be on target to graduate based on State Board of Education graduation requirements. A student must have a cumulative, non-weighted grade point average of 2.0 or higher. During the previous semester, student athletes must have received passing grades and earned credits in the required number of courses. Equivalency is determined by the following criteria:

- Four (4) classes available must pass at least three (3)
- Five (5) classes available must pass at least four (4)
- Six (6) classes available must pass at least five (5)

Family Service, Community Service, Apprenticeships, and May Awards are not considered academic classes, and as such, those grades are not counted as part of the required number of classes passed to determine eligibility. Those grades are calculated into a student's overall cumulative grade point average (GPA) at the end of the spring semester to determine eligibility for the subsequent fall semester. A student who fails to meet all of the above criteria will be ineligible for extra-curricular activities for the next semester.

All students and parents will be required to show appropriate sportsmanship at all athletic events. Violation of General Conduct rules by students/parents/adults may warrant consequences based on severity and frequency of infraction at the discretion of the coach, activities' director, or principal. Consequences may include but are not limited to: playing time lost, game suspensions, and dismissal from the team, adults being banned from attending games home or away.

Sports offered at Liberty Charter High School:

Fall – Cross Country Running (boys & girls), Volleyball (girls),
Winter – Basketball (boys & girls), *Snowboard/Ski Team (boys & girls)
Spring – Golf (boys & girls), Track & Field (boys & girls)

*Non-sanctioned sports offered through local organizations or parent coordinators

ATHLETIC LETTERS

Athletic letters are awarded to those students who participate in Liberty Charter High School sports and gain Varsity status. Athletes are required to attend a minimum of 80% of practices and games. Letters are awarded at the end of each sport's season or at the end of the year Athletics Awards Ceremony. Students have the option of purchasing a letterman's/letterwoman's jacket.

SNOWBOARD/SKI CLUB

- Students in grades 6 – 12 are eligible for the Snowboard/Ski Team.
- The team will ski 6 consecutive Saturdays in January and February.
- Students may join the team for a nominal fee). A bus will transport the team to and from Bogus Basin.
- Team members are entitled to a discount day ski pass on the days they participate with the team. This program does not include coaching or lessons.
- Students who participate in 3 or more Saturday sessions will be eligible to race in the Annual Dotty Clark Race following the season

SPORTS DUAL ENROLLMENT (with the Nampa School District)

- Liberty Charter School typically has a contract with the N.S.D. for dual enrollment for extracurricular sports not offered at Liberty Charter High School.
- **Liberty students are responsible for fees** that are set by the N.S.D.
- Applications are available in the Liberty Office, and must be signed by a representative of Liberty Charter High School prior to submittal at the N.S.D. administrative office.
- The IHSAA (Idaho High School Activities Association) does **not** allow students to participate in sports at other schools when those same sports are offered by Liberty.

GENERAL INFORMATION

LOCKERS

Lockers will be assigned during the first week of school. Two students share one locker. Locker agreements will be signed by each student upon receipt of combination. Students may not under any circumstances add their own locks. Lockers may be opened and searched by school personnel at any time.

SCHEDULE OF CLASSES

Period 1	7:30 - 8:26
Period 2	8:30 - 9:26
Period 3	9:30 - 10:26
Early Lunch	10:26 - 11:00
Period 4 Early	10:30 - 11:26
Period 4 Late	11:00 – 11:56
Late Lunch	11:26 - 12:00
Period 5	12:00 – 12:56
Period 6	1:00 – 1:56

FINAL EXAMS

The time periods will be altered during Finals week at the end of each semester. **Attendance during Final exams is mandatory. Students will not be allowed to take final exams early or to make up final exams if missed due to unexcused absences.**

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:

- All medications will be left with LCHS Registrar.
- 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. 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.
- **It is the student's responsibility** to come to the high school office at the appropriate time to take his/her medication, unless the student has a disability and is unable to do so.
- **Non-prescription medication, such** as Tylenol or Ibuprofen can be provided to students with parental permission. Parental permission may be provided by parent signature on the enrollment form.
- Students who are able to self-administer specific medication may do so provided an authorization form is completed by the student's parents and physician. The form will be kept on file in the high school office.

COMPUTER, INTERNET, & E-MAIL USE

Computer usage is allowed for school related, educational or assignment based use only. Prohibited uses of technology include, but are not limited to:

- Using computers to play computer games, visit chat rooms, instant message or use social networking tools such as *twitter*, *SnapChat*, *Instagram*, or *facebook.com* at any time.
- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials;
- Encouraging the use of, or promoting the sale of controlled substances or drugs;
- Any attempt to harm or destroy data of another user, the Network, any technology resource or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses;
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise, unless approved by the Board or their designee;
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials or software whether it is copyrighted or devirused;

- Invading the privacy of individuals, or revealing personal information of others or themselves, such as home address, phone number, etc.;
- Hacking or gaining unauthorized access to files, resources, or entities;
- Logging-in to the system using another user's account or password;
- Leaving an account open or unattended;
- Posting anonymous messages;
- Posting material authored or created by another, without his/her consent;
- Wastefully using resources, such as file space;
- Using the network while access privileges are suspended or revoked;
- Violating any local, state, or federal regulation or statute; or
- Altering computer equipment as set up by the system administrator.

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 Charter is a privilege and not a right. Abuse of computer usage will limit or deny all computer privileges the school may take further disciplinary action.

BOOK/EQUIPMENT FEE/FINE RESPONSIBILITIES

It is part of the vision of Liberty Charter High School to develop habits of a responsible adult. Meeting personal financial obligations is regarded as an important attribute of a responsible adult and citizen. The personal responsibilities of students at Liberty Charter High School include the prompt return of books and supplies in good condition, and prompt payment of all participation fees and fines. Students are responsible for their obligations and will be held accountable for meeting them. In the event fines/fees are not resolved, written notification will be sent to parents/guardians. ***School Records/Transcripts will be held until arrangements are made.***

AUTOMOBILE USE AND PARKING

The right to operate an automobile on school grounds is a privilege and may be suspended or revoked when the safety of others demands it. The following driving regulations and parking procedures apply:

- Student parking is allowed in designated areas.
- All students must obey the maximum speed limit of ten (10) miles per hour while on the school grounds.
- Students are expected to drive slowly, carefully and attentively at all times while on school property or within the school zone surrounding LCHS.
- Students must have faculty permission to go to and from their cars during school hours and must carry a signed agenda to do so – including lunch.
- No student will be allowed to ride with another student or faculty to a school activity without permission of parent/guardian.

Any student reported to be driving recklessly by any LCHS staff member; student, parent or citizen will lose parking privileges for a time to be determined by the administration.

HEADPHONES / iPods PLAYERS

Students are not allowed to wear headphones or listen to iPods ***at any time***. Headphones or iPods seen at school will be taken until after school. Students who consistently abuse this policy will have their headphones iPods taken away **and the confiscated item will only be returned to the parents or guardian.**

CELL PHONES

Students, with permission of parents, may be in possession of cell phones on school property. Cell phones shall not be used during the school day and must be turned off and kept in the student's locker until the end of the day. If a cell phone rings during class or is taken out of the locker during the school day the following will apply:

- If a cell phone is found on a student or in a backpack, the student will turn in the phone to the office before each school day and pick it up after the school day for the duration of the school year.

FUNDRAISERS

Fundraisers are an integral part of providing funds for students to participate in extracurricular activities. Fundraisers are expected to be put together by the student body. Both parents and students are needed for fundraising projects. Students are expected to take the initiative and find the events to work at, coordinate teams to participate, and then get approval from the ASB and Administration.

SOCIAL EVENTS AND DANCES

All fundraisers, after school events and dances must be submitted on an **Event Request Form** for approval by the Administrator or assigned designee a minimum of **one (1) week** prior to the event or sooner. All approved events must immediately be entered on the school calendar. Any changes to the initial proposal must be approved by the Administrator.

School-sponsored dances and events may be held solely on school property or sites approved by the administration. No school event will extend beyond 11:00 PM without Administrator approval. School dances and social affairs are carefully supervised and parents are welcome and urged to attend whether specifically invited as chaperones or not. A minimum of 3 adult chaperones will be present upon approval by the administration. No person may enter or stay in attendance at any school dance if they are suspected to have been drinking intoxicating drinks or under the influence of any narcotic substance. Students will be subject to disciplinary action if this arises. Students leaving the building during a dance or school function will not be permitted to re-enter unless previously approved and accompanied by an adult.

All guests must be approved 3 days prior to the event by submitting an approved "Guest Event Request" form. Guests must meet **all** of the following criteria in order to attend:

1. Guests must be grade appropriate (grades 9-12) or under 20 years of age;
2. Guest must be in "good standing" at their home school or place of employment;
3. Guests who are 19 years of age may be required to submit to a background check through the Idaho State Judiciary Repository;
4. Guest must present photo identification (school ID or driver's license) at time of entry;
5. Guest must adhere to LCHS's rules and regulations while at the dance;
6. Former students who have had significant discipline or attendance issues while attending LCHS may be excluded from the dance.

SCHOOL SPONSORED TRIPS

All school-sponsored out-of-town trips taken for the purpose of participation in any athletic event or 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 without approved adult supervision.

SCHOOL EQUIPMENT

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

VIDEO SURVEILLANCE

Liberty Charter School utilizes video surveillance on school property to ensure the safety of students, employees and visitors and to safeguard school facilities and equipment.

CAMPUS VISITS

Liberty Charter High School visitors are required to check in at the front office concerning their business. Students who wish to bring visitors and guest speakers to the school should proceed through appropriate teacher and get permission of the administrator or her designee at least one week prior to the visit. Parents that wish to speak with students during school hours are asked to proceed through the high school Registrar. **Parents that need to speak with teachers are asked to set an appointment in advance.** Liberty Charter tours are can be arranged through the front office. Parents of students may observe in the classroom, but are asked to respect classroom procedures and speak with student or teachers outside of class time. Prior approval for observation must be made at least one week in advance thru the Administrator.

CLOSED CAMPUS

Liberty Charter High School is a closed campus. Students will be required to stay on campus during the lunch periods unless approved by the staff and administrator on the off-campus lunch list for Fridays only. Parents/guardians may visit at any time, but must check in at the office. **Teachers may only be visited during pre-arranged appointments or preferably after school. Students may not bring visitors to school. Non-attending students are not allowed on campus during school hours.**

Students are not permitted to go to their cars without faculty approval and a signed agenda. Students who leave the school grounds after arriving at school will be considered truant and subject to the consequences of the truancy policy. Students may leave the school campus to go to a pre-arranged or pre-approved appointment or if other exceptional or emergency circumstances exist provided that written or verbal notice has been received from the parent prior to the intended absence and the student signs out in the high school office.

SCHOOL DELIVERIES/BIRTHDAYS

Liberty Charter School does not recommend flowers/balloons being sent to school as the flowers will not be delivered to the student by the school during the school day. The school does not take responsibility for getting the flowers or balloons to the student.

SCHOOL LUNCH PROGRAM

Liberty Charter High School provides a variety of wholesome lunches to students. Lunches are \$2.40 daily. Reduced/Free lunches are available. Applications are distributed at registration. High school students are offered a 'Snack Attack' opportunity before first period. Snack Attack items are between \$.50 and \$.75 each. Lunch fees may be paid directly to lunchroom staff or through ezschoolpay.com. Parents are encouraged to maintain a balance on their student's accounts. Students will remain on campus during lunch unless he/she has achieved off-campus privileges on periodic Friday's only.

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 the radio stations and the TV stations of any school closure or late start.
- The stations will begin announcing closure information at approximately 6:15 a.m. On late start days, all buses can run up to 60-90 minutes late.
- Parents may receive Liberty Charter School updates through texts. This is for sharing information only, (you cannot reply to the text), and you will only receive urgent messages such as weather related school closures.
- To subscribe, text the message: **@lcpatriot** to the number: **81010**. You will be prompted to enter your name. That is it, you are subscribed. Your number will remain private. If you wish to receive this information by email, send a blank email to: lcpatriot@remind.com. Your email will also remain private.

WITHDRAWAL PROCEDURES

Any student leaving LCHS for any reason during the school year should do the following:

- Provide a written request from the parent/guardian to the LCHS Registrar stating that the student is withdrawing from school, and the reason for the withdrawal.
- Participate in an exit interview with administrator.
- Complete a withdrawal request form and have all teachers sign off showing current grade and the return of textbooks.

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

SCHOOL INSURANCE

Liberty Charter High School is not responsible for accidents involving students while attending school, or school-sponsored extracurricular 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 Charter High 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.

HIGH SCHOOL OFFICE RULES

The high school office is often used as a classroom. Students working in the high school office during school hours must have written permission (signed agenda). Students must be working independently and quietly at all times. Any student found to be disruptive while in the high school office will be asked to return to their assigned classroom.

STUDENT GOVERNMENT

Student input through student government can be a valuable asset to the total education process. As an auxiliary unit it can lead to a smoother functioning of a comprehensive high school. Involvement in student government can assist in the augmentation, supplementation and implementation of organizational policy. In no way does this imply that this functional involvement is to be legislative in nature, purpose, or intent, nor does it in any way negate the authority of the administrator or staff.

Eligibility requirements:

- Candidates must complete an application packet containing at least three (3) different signatures of current staff.
- Candidates must have a cumulative grade average of 3.0 or above and received no F's.
- Candidates must have no prior violations of any serious law, including vandalism, and no prior serious violations of school policies.
- Candidates must adhere to the Liberty Charter attendance standard of 96%.
- Candidates must be current with all service hours.

PROCEDURES FOR STARTING A CLUB

Students who wish to start a club must submit a proposal to the ASB that includes the purpose of the club, operating procedures, and an advisor's signature as well as a petition with at least 5 signatures of future members. The club must then get the approval of the administrator.

ACTIVITIES ELIGIBILITY POLICY

Liberty Charter High School will follow all current and subsequent eligibility requirements as set forth by the Idaho High School Activities Association (IHSAA). All students wishing to participate in extracurricular activities must meet the eligibility requirements. Student participants in all extracurricular activities, including athletics, will uphold and comply with training policies, which are designed to allow the maximum benefit from participation in the extracurricular activities. Student participants will not have in their possession or use tobacco, alcohol, illegal drugs and/or paraphernalia. Any student involved with any of these substances or items may be suspended or expelled from all participation in contests for a period of time determined by the appropriate staff members. A student suspended from athletics may not dress down with the team nor travel with the team to away contests during the period of suspension.

PARTICIPATION IN SCHOOL ACTIVITIES (During school hours)

When students participate in school-sponsored activities during the school day and miss classes they must meet additional eligibility requirements. Schools are provided primarily to educate students through the classroom curriculum and instruction. As such, it is expected that students will first be responsible for the requirements of the classroom. Extra-curricular opportunities are a natural extension of classroom activities and student participation is encouraged as long as it doesn't interfere with the primary function of the school. A student must attend at least four

class periods the day of an activity or athletic event when classes are in session. Failure to attend school will make the student ineligible for participation. A student who is truant one or more periods in a day will be ineligible for participation in extra-curricular and co-curricular activities that day. Exceptions to this policy are school excused absences and/or other extraordinary circumstances that are arranged in advance with the administrator.

STUDENT ACTIVITY FEES

Students may purchase a student ASB sticker which will be attached to the back of their student ID card. (\$35.00). Students are encouraged to purchase their stickers during August registration or at enrollment. The stickers will prove that they are a Liberty High School student and will permit them into home games free of charge. All extra-curricular activity participants are required to purchase an ASB sticker.

GRADUATION / GRADES/SCHEDULES

REQUIREMENTS FOR GRADUATION

To graduate from Liberty Charter High School, a student must successfully complete a minimum of forty six (46) semester credits, including a minimum of:

- 32 credits in the core classes;
- 14 credits of electives

In addition to the forty-six semester credits, students must also complete the following:

- 4 credits of apprenticeships;
- 8 credits of service hours (2 for each year of attendance at Liberty);
- .5 credit of Speech Symposium for each year at Liberty;
- Successful completion of a Senior Project;
- Students must also take the ACT, SAT or Compass exam by the end of 11th grade.
- Pass Civics exam with at minimum of 70%

Required core classes:

English (8 credits)	Math (6 credits, 2 sr. year)	U.S. History (2 credits)
Science (6 credits)	Speech (1 credit)	Government (2 credits)
Foreign Language (4 credits)	Economics (1 credit)	
Health (1 credit)	Life Skills (1 credit)	

QUALIFICATIONS FOR COMMENCEMENT CEREMONY

Only those seniors who have completed ALL the requirements for a diploma will be allowed to participate in the graduation commencement ceremony. All family teamwork and community service hours, apprenticeships and all online courses (including the final) must be completed by May 17, 2019 in order to count for graduation. To graduate a student must: earn an unweighted cumulative grade point average (cumulative G.P.A.) of 2.0 ("C" average). *Credits toward graduation requirements cannot be counted more than once for meeting the minimum requirements.*

CLASS STANDING

Sophomore: A student who has successfully completed at least twelve (12) credits by the opening day of school has earned sophomore class standing.

Junior: A student who has successfully completed at least twenty-four (24) credits by the opening day of school has earned junior class standing.

Senior: A student who has successfully completed at least thirty-six (36) credits by the opening day of school has earned senior class standing.

Credits for Community and Family Service, Apprenticeships, and Speech Symposium are not counted in determining class standing.

DETERMINATION OF CLASS RANK

A valedictorian will be selected based on the highest weighted cumulative GPA. Valedictorians must have completed a minimum of seven (7) semesters at Liberty Charter High School. Determination of class rank shall be accomplished following the method recommended by the National Association of Secondary School Principals. *Students completing College Credit courses and meeting the criteria set out on page 27 of this Handbook (Concurrent College Courses), receive a weighted scale; therefore a GPA higher than a 4.0 is possible.*

FIFTH YEAR STUDENTS

Students that have been unable to complete required coursework within the 4 years allotted in a typical high school schedule will need to submit a petition to the administration for a 5th year at LCHS. If students are not deemed to be providing sufficient effort during that 5th year, administration may request that the student not continue at LCHS.

SCHEDULES / CHANGES

Registration will be held prior to the start of each school year with upperclassmen being provided first choice of classes. Schedule changes will be permitted only under the following circumstances:

- Classes may be dropped within the first five (5) days of the semester with approval of the teacher and administrator. A student who drops a class after the allowable time period may be subject to a failing grade in this course for the semester.
- Misplacement (the student has not had enough preparation for the material).
- Student must take or retake a different class in order to meet a graduation requirement.

OPEN CLASSES

Open or study hall classes are not an option for LCHS students. Students must carry a minimum of 6 courses per semester. Seniors may choose a shortened schedule if they have sufficient credits necessary for graduation, but must attend a minimum of 5 consecutive classes each day.

FAILURE OF COURSES

Students that fail a course at Liberty will not be allowed to re-take the course at Liberty. The following options apply:

- Re-take course through independent study from an approved online school at parent expense; or
- Re-take course through a public school district summer school at parent expense.

Students must provide proof of a passing grade prior to returning in the fall.

REQUIRED ATTENDANCE OUTSIDE CLASSTIME

Some Liberty Charter School courses require students to attend practices, performances and/or events after school, on evenings or weekends, as a part of the curriculum. Failure to attend as required will have an impact on the student's grade.

DUAL ENROLLMENT

Liberty Charter School students may be allowed to dual enroll in classes at Victory Charter School under the following criteria:

- The course is not available at Liberty Charter School;
- Victory Charter students have priority for enrollment in Victory classes;
- Enrollment is available for Liberty students with seniors having first priority and juniors second priority;
- Liberty students that dual enroll at Victory are required to exhibit the highest standards of behavior and academic performance. Students who are discipline problems while at Victory and/or do not turn in assignments as required will forfeit the privilege of being able to dual enroll.
- Victory teachers are available to Liberty parents at fall and spring parent/teacher conferences and will also communicate to Liberty parents through class emails. Victory teachers are not responsible for additional parent meetings or conferences. It is the student's responsibility to make sure he or she understands course requirements and to communicate with the teacher concerning those requirements.

Dual enrollment is a privilege and the privilege can be revoked at any time by the administrator of either Victory or Liberty.

CONCURRENT CREDIT COLLEGE COURSES

All Concurrent Courses with Northwest Nazarene University, College of Western Idaho or Boise State University may be given a weighted GPA. If a student receives an "A" they will get 5 points, "B" – 4 points, "C" – 3 points. There is no weighted grade for a "D". In order for a student to receive a weighted GPA on his/her transcripts, the following must be met:

- Entire course must be attended and completed
- Earn an A, B , or C in the course
- Concurrent Credit tuition is the responsibility of the parent/student

GRADING SYSTEM

Teachers will utilize the following standards to evaluate student's semester/quarter grades, based on achievement of course objectives (benchmarks), quality of work, and attendance.

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

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 1st and 3rd quarters to pick up

Progress Reports and meet with teachers about each student’s progress and participation. Semester report cards are mailed to parents. Parents are encouraged to access their student’s Powerschool records regularly. Parent passwords are given out at registration and available from their high school secretary and parents may email teachers through Powerschool. 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.

TRANSCRIPTS and LETTERS OF RECOMMENDATION

Liberty Charter High School sends out transcripts and letters of recommendation for colleges and special vocational schools for senior students or graduates. Request forms can be picked up in the High School office. A minimum of one week advance notice is required.

APPRENTICESHIPS

In an effort to help students develop excellent work skills and to provide “real work” opportunities, LCHS includes an Apprenticeship Requirement. This is an excellent opportunity for students to explore career options and work situations. An apprenticeship enables students to make contacts and develop areas of interest that might become career opportunities after high school. The foundations of the Apprenticeship Program begin in the Life Skills course during their freshman year. The coordinator will meet individually with students during their sophomore year to assist them as needed in making contacts, establishing objectives, monitoring progress, and completing required work. The apprenticeship program requires students to exhibit a high level of responsibility and independence. **Contracts must be signed to begin apprenticeship. Any apprenticeship started without the contract signed, will be transferred to community service.** Liberty does not provide transportation for the apprenticeship program. Apprenticeships may be completed during the school year (outside of school hours) and during breaks. Students must complete an apprenticeship program for each year in attendance grades 10-12 for a total of 120 hours as follows:

- 30 hour apprenticeship - Sophomore (1.0 credit) or 3- 10 hour job shadows
- 30 hour apprenticeship - Junior (1.0 credit)
- 60 hour apprenticeship - Senior (2.0 credits)

FAMILY SERVICE & COMMUNITY SERVICE HOURS

LCHS students are required to complete 50 hours of Family Service and 50 hours of Community Service each year. Hours must be turned in with dates; appropriate detail describing tasks, and have appropriate signatures. Parents may sign for Family Service hours. Community Service hours must be signed by the individual the student worked for. Service hours must be non-paid and should not directly benefit the student in any material way. Students will be issued a grade at the end of the second semester that will be applied to their transcripts. The breakdown for grades received is as follows:

50 hours	A
45-49 hours	B
40-44 hours	C
35-39 hours	D
Below 35 hours	F

In order to meet graduation requirements, all students must complete a minimum of 40 hours per year in attendance and receive a C or above on their transcript. Therefore, students who turn in less than 40 hours in a year must make up the missing hours as well as achieve the required 40 or more for the current year and are limited to a C on their transcripts.

NATIONAL HONOR SOCIETY

The PSI OMEGA CHAPTER of the National Honor Society inducts new members each spring. Any tenth, eleventh or twelfth grade student who has a cumulative grade point average of 3.8 or better and is current on their community and family service hours is eligible for membership. Eligible students are notified in February. To be considered for membership, they are requested to fill out an activity form listing school, community, and job activities. A list of students who meet the above requirements is then presented to the staff, administration, and honor society advisor and they will evaluate students based on service, leadership, and character. The honor society advisor then makes the final decision for membership. Members must maintain the high standards of the Honor Society: scholarship, leadership, character and service. Any member whose cumulative grade point average falls below 3.8 will be removed and cannot regain membership until the following school year.

HONOR ROLL

Liberty Charter High School students will be included on the Honor Roll if:

- The student is enrolled in a minimum of four courses where a letter grade is given; and
- The student achieves a minimum grade point average of 3.5 for the semester.

The administrator will release and make public an honor roll at the end of each semester.

MAY AWARDS & PRESENTATION NIGHTS

Each student is expected to make a presentation at the end of each year about a meaningful LCHS experience for May Awards. Each class (9-12) has a specific presentation night and **participation is mandatory**. These events are nights of recognition, reflection, and celebration. Presentation night is an opportunity for parents and the community to see all the wonderful accomplishments of LCHS students. Presentations are a part of the charter and are **required** for every LCHS student.

Presentations must:

- Be reflective
- Focus on academic or school related topics
- Include visuals / power point
- Must be memorized and well presented
- Student will be allowed to use 1, 3 X 5 card
- Be 3 minutes in length
- Students are to be respectful to fellow students and will refrain from talking during student presentations.
- Students must be dressed in semi-formal attire. Boys must wear a tie, slacks and a button up shirt. Girls must wear dress slacks, skirts or dresses.
- Students will receive 1/2 credit and a grade with satisfactory completion of ***all presentation requirements***.

Awards

- Student of the Year/Nominees (12th grade only)
- Humanities Award of Excellence (12th grade only)
- Service Student of the Year (12th grade only)
- Outstanding Student in each subject (all grades)
- Perfect Attendance (all grades)

LIBERTY CHARTER HIGH SCHOOL
Parent/Student Policy Agreement

All school policies are located on the school website, libertycharterschool.com. The following policies require annual notification to parents and students:

2140 – Student and Family Privacy Rights

2425 – Parental Rights

3270 – Charter School-Provided Access to Electronic Information, Services and Networks

3270P – Acceptable Use of Electronic Networks

3415- Participation in inappropriate year-end activities

3500 – Student Health/Physical Screenings/Examination

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

STUDENT POLICY AGREEMENT

Name: _____
(Please print)

My parents/guardian and I have read the Liberty Charter High School Student Policy Handbook/Agenda and understand that I am responsible for upholding the policies stated in this handbook, and those policies listed above. I also understand that I will be held responsible for the contents of this handbook whether I have read it or not.

Student Signature _____ Date _____

PARENT/GUARDIAN POLICY AGREEMENT

As the parent or guardian of this student, I have read the Liberty Charter High School Student Policy Handbook/Agenda, including the policies listed above. Understanding that there are many educational choices, by enrolling my student at Liberty Charter School and signing below, I am acknowledging my understanding and support of the Harbor School philosophy and policies and I will support the philosophy and policies with my student at home and in all my interactions with the school staff and administration.

Parent/Guardian: _____
(Please print)

Signature: _____ Date: _____

Parent/Guardian: _____
(Please print)

Signature: _____ Date: _____

Please sign and return to the high school office with enrollment information