

**Liberty High School
Handbook Addendum
2010-2011**



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

Liberty High School

Alma Mater

Fight On Liberty

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

Motto

Learning Honor Success

Mascot

Redhawks

School Colors

Red, Silver and Black

Liberty Core Purpose

Provide a positive educational environment dedicated to
integrity, success and lifelong learning.

Principal

Dr. John Burdett

Counselor and Administrator Pairings

Alpha Assignment

A – B
C – G
H – Ma
Mc – R
S - Z

Administrator

Scott Warstler
Karen LeCocq
Cindi Osborne
J. Phillip Brown
Erin Coates

Counselor

Tiffany Merder
Andrea Douglas
Ashley Rutherford
Mandy Koenig
Alma Campo

School Sponsored Clubs and Organizations

Club/Organization	Sponsor
Academic Decathlon	Derek McDowell
All Male Hip Hop	Sharon Runge
Anime Club	Jeb Matulich
AP Art	Pernie Fallon
Band	Alyson Keller
Business Professionals of America (BPA)	Courtney Benson
Broadcasting/RHTV	Natalie Merrill
Cheerleading	Julie Miller, Sarah Long, Maribel Perry
Chess Club	Tim Johannes
Choir	Bruce Stevenson
Citizen Bee	Patience LeBlanc
Class of 2014	Leslie Ray
Class of 2013	Sharon Runge
Class of 2012	Jennifer Dejong
Class of 2011	Kristen Sommers
Debate	Lauren Miguez
DECA	Brian Wysong
Encore!	Stephanie Winters
Fashion Club	Melinda Lennington
Family, Career and Community Leaders of America (FCCLA)	Melinda Lennington, Angela May, Julie Miller
FFA	Katie Ballard
French Club	Dina Baalbaki
Interact	Marcus Eckert, Bryan Wysong
International Thespian Society (ITS)	Stephanie Winters
Jewelry Club	Pernie Fallon
Junior World Affairs Council (JWAC)	Jeff Crowe, Tim Johannes, Gary Mumford
Legacy (Yearbook)	Carole Babineaux
LHS Hollywood	Richard Dennis
LHS Ping Pong	Hank Ripa
Liberty Video Game Club	Scott Kaufman, Julia Chalker
Men In Black	Dan Kanzler
National Art Honor Society	Pernie Fallon
National Honor Society	Maggie Parker, Holly Mosley
National Technical Honor Society (NTHS)	TBD
Red Rhythm (Drill Team)	Denise Stepp, Nicole Nothe
Spanish Club	Ashli Taquino
Spanish Honor Society	Dan Kanzler
Student Council	Michelle Roach, Johnathan Mikulas, Megan Watson
Texas Association of Future Educators (TAFE)	Melinda Lennington
We the People (Constitution Team)	Patience LeBlanc
Wingspan (Newspaper)	Natalie Merrill
Youth Expanding Service (Y.E.S.)	David Kilpatrick

Bell Schedules

1st Bell: 8:35

Periods 1A/1B: 8:45 – 10:15

Periods 2A/2B: 10:20 – 12:00

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

Periods 4A/4B: 2:25 – 3:55

LUNCH SCHEDULE (During 3rd Period Each Day)

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

ACTIVITY SCHEDULES

ACTIVITY SCHEDULE - A

Periods 1A/1B	8:45 – 10:15
Periods 2A/2B	10:22 – 12:00
Periods 3A/3B	12:05 – 2:18
Periods 4A/4B	2:25 – 3:15
<i>ACTIVITY/EVENT</i>	3:15 – 3:55

ACTIVITY SCHEDULE - B

<i>ACTIVITY/EVENT</i>	8:45 – 9:35
Periods 1A/1B	9:42 – 10:47
Periods 2A/2B	10:54 – 12:00
Periods 3A/3B	12:05 – 2:18
Periods 4A/4B	2:25 – 3:55

Academic Ethics and Plagiarism Policy

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

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

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary in order to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in addressing areas of weakness and delay the student in reaching his or her potential. Plagiarism includes, but is not limited to:

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

Cheating

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

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

Cheating includes, but is not limited to the following:

- Copying, text messaging, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- Exchanging assignments with other students, either handwritten or computer generated, whether you believe they will be copied or not

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

Alternatives to Cheating and Plagiarism

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

The following behaviors promote true student achievement:

- Be prepared. Try to keep to a realistic schedule balancing academic obligations and your social and personal life
- Make certain that you understand your assignments and the grading assessment that will be used. If you have questions about an assignment or an assessment, talk to your instructor. Do not rely solely upon a classmate for clarification
- If you study for a test with a classmate, make sure that you do not sit near each other during the test since your responses (and errors) may be similar
- Be cautious when reading or scanning someone else's paper before writing your own. Some of the ideas in the other person's paper may be ideas that you would have used, but you will now need to credit the person whose paper you read for those ideas
- Use all avenues of support available to you - for help needed beyond the classroom; see your instructor, other instructors in the department, a peer tutor, or a parent or other adult who is well versed in the subject
- Assignments should be considered individual unless the instructor states otherwise
- Be organized. Having class notes in an orderly, easily accessible format will save time and anxiety when studying for a test or writing a paper
- Keep current with assignments. If you need to read an entire novel the evening before a test or before a paper is due on that novel, your performance on either will suffer
- If, for whatever reason, you choose to use another's ideas or solutions, cite that person as a source on your paper or project
- Know what constitutes cheating, including all the variations of plagiarism

Parental Support

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

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

Consequences

Any student who is caught plagiarizing or cheating may receive a grade of "zero" for the academic work involved, and the parent(s) of the student(s) will be notified. When work is copied from another student, both students may be penalized with a grade of "zero" unless the student whose work is copied had no knowledge their work was being plagiarized. Additionally, students may receive a deduction in their professional ethics grade. **Student(s) will be assigned a Saturday School or ISS which will exclude them from consideration for exemption status.** Subsequent offenses will result in graduated disciplinary assignments in accordance with the campus disciplinary plan.

Arrival and Dismissal Procedures

FISD High Schools are organized on a four-period day with 90-minute class periods. School begins at 8:45 A.M. and dismisses at 3:55 P.M., Monday through Friday. Students are under the authority of school personnel when they arrive on FISD property, or when students are at a school-sponsored event. Students should arrive no earlier than 8:00 a.m. and no later than 8:30 a.m. Students are considered to be "in school" when they board a bus or step on campus and are not allowed to leave campus without permission from the office. Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. The cafeteria is the main area for assembly in the morning. All students are required to report there unless permission is granted to meet with a school official. Students are not allowed to be anywhere other than the cafeteria, courtyard, and designated hallways unless granted permission from a teacher or administrator. Students are allowed to move about to obtain breakfast, prepay for food, discard trash or go to the restroom. Should a student need to leave campus, they will need to report to the front office and follow normal sign out procedures.

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

Late Arrival and Early Release

Students with late arrival should not be on campus until 10:15 am, and students with early release must leave campus by 2:25 pm. Students not adhering to this will serve disciplinary

consequences, and continued abuse of this policy may result in placement in a class during their late arrival/ early release time.

Cafeteria

Child nutrition information can be found at www.friscocafe.org

Cell Phones /Paging Devices

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

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

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

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

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

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

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

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

School Dances

1. When purchasing a dance ticket, students must sign a waiver regarding appropriate dance behavior. Students from schools other than LHS must also sign this waiver as part of the dance guest dance form.
2. All students must face each other while dancing. No back to front dancing will be permitted.
3. Students may not dance in a sexually explicit manner.
4. Dress must meet the expectations of modesty as defined in the FISD dress code.
5. Students may not leave and return to the dance.
6. Inappropriate conduct will result in immediate removal from the dance.
7. The dance may be immediately stopped and canceled if inappropriate behavior persists.

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

Detentions and reflections are on Wednesdays and Thursdays. All detentions, reflections, and Saturday Schools will be in room C106.

Detentions:	7:30 am - 8:30 am & 4:05 pm - 5:05 pm
Wednesday/Thursday Night Reflections:	4:05 pm - 7:05 pm
Saturday School:	8:00 am - 11:00 am (\$15 fee)

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

Dress Code

All Liberty High School students are expected to follow the FISD Dress Code standards as detailed in the FISD High School Handbook. Any student in violation of dress code will be immediately sent to ISS until a change of clothes is obtained and assigned the following consequences:

- 1st violation: WNR/TNR & ISS until clothing change
- 2nd violation: 1 day of ISS
- 3rd violation: 2 days of ISS and parent meeting
- 4th violation: 3 days of ISS and Sat. School (with \$15 fine)
- 5th violation: 1 day OSS
- 6th violation: 2 days of OSS

Students who violate the FISD Dress Code guidelines two or more times are considered to be engaging in persistent misbehavior and are subject to more stringent dress code standards (i.e. shirt must be tucked in and belt fastened to keep pants at waist level, garments must extend to or beyond knee-length, etc.) to be assigned by an administrator and may be placed in alternative school.

Exemptions from Spring Semester Exams

	Attendance		Academic	Citizenship	Hold List	TAKS
Seniors	6 or fewer absences per class for a full year course	3 or fewer absences per class for a spring semester course	80 overall 2 nd semester average	Citizenship (see below*)	Clear on the Hold List	
Juniors	6 or fewer absences per class for a full year course	3 or fewer absences per class for a spring semester course	80 overall 2 nd semester average	Citizenship (see below*)	Clear on the Hold List	
Sophomores	6 or fewer absences per class for a full year course	3 or fewer absences per class for a spring semester course	70 overall 2 nd semester average	Citizenship (see below*)	Clear on the Hold List	Pass TAKS in that subject **

Freshmen are not eligible for exemptions.

* Good citizenship for entire year:

Cannot have a discipline infraction that results in ISS, OSS, SOC, or Saturday School placement for either the first or second semester schedule

Note: Student(s) exhibiting academic dishonesty will be assigned a Saturday School or ISS which will exclude them from consideration for exemption status.

** Passing TAKS (Sophomores):

Sophomores passing the TAKS in core subjects (ELA, Math, Science, Social Studies) are eligible for exemptions in those subjects if the attendance, academic, citizenship, and hold list criteria are also met. If a sophomore receives a commended score in all four subject areas of TAKS, he/she will also be eligible to be exempt from their elective courses if the above attendance, academic, citizenship, and hold list criteria are met.

Note: for the purpose of determining exemption status, attendance and grades will be tabulated through the last day of classes prior to the start of final exams. Attendance will be taken during final exams for the purpose of ADA reporting.

Field Trips

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

Grading Policy

Grade Book Percentages

Major grades – 50%

Minor grades – 30%

Daily grades – 20%

Late Work

- Daily late work will be accepted without a penalty in the content grade; however, a penalty will be assessed in the Professional Ethics assessment in the minor grade category. An alternate assignment may be given.
- **Because daily late work is being accepted, there will no longer be a drop grade.**
- Late work may not be accepted one week after the assignment's due date nor after the marking period ends.
- Major and minor assessments in the form of projects, papers, etc., may have points deducted in the content grade according to the teacher-determined scoring criteria.

Professional Ethics

- Each teacher will keep a record of professional ethics grade throughout the six weeks that may include timeliness on assignments, participation, collaboration, and work ethic/effort.
- The Professional Ethics grade is not a conduct grade. Tardiness, disrespect, insubordination, dress code violations, and other such behaviors will be dealt with on a disciplinary basis and should not be included in the Professional Ethics grade.
- The Professional Ethics grade will start as a 100 in the grade book, and points will be taken off in a consistent manner as deemed appropriate by department and grade level team. Students may have opportunities to earn points back in a consistent manner determined by the department and grade-level team.
- Five points may be deducted for a late assignment in the Professional Ethics category, but the student will still earn content credit for the grade. If an assignment is not turned in within a week of the due date, five points are automatically deducted from the Professional Ethics grade, and a zero may be entered for the content grade for the assignment. *Major and minor grades such as projects and papers turned in late will be handled according to the rubric developed by the department and/or team.*
- If a student engages in academic dishonesty, 20 points may be deducted from the Professional Ethics grade, and a zero may be recorded for the assessment. Disciplinary action may also be taken. See the cheating policy below.

Make-up Work due to Absence

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

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

Make-Up Examinations

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

Projects

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

Retest Policy

FISD Regulation: A classroom teacher must assign a grade that reflects a student’s relative mastery of the curriculum as closely as possible. In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to retest in order to demonstrate his/her level of mastery with the curriculum. Requirements to retest such as attending tutoring sessions and/or completing remedial assignments will be determined by campus guidelines. A timeline for completing the requirements will be included.

- All students will be provided the opportunity to take a comprehensive retest during the last week of the grading period.
- This comprehensive retest may be used to determine relative mastery or replace one failing test grade (not a paper or project).
- The student will be awarded the full value of the retest exam.
- The retest grade cannot lower the student’s major grade average and will be discounted if this is the outcome of the test.
- The retest will be a summative assessment of the curriculum taught during the current six weeks grading period.
- This retest will be on a specified date and is open to any student desiring to improve his or her major grade average.
- If a failing student does not take advantage of the retest option, an assistant principal will be notified and parents will be contacted.
- The student should never be given the original assessment for a retest.
- Semester Exams are summative assessments and are not eligible for retakes.

ID Cards

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

LHS Library ~ Making Connections

Hours: M-Th 7:45 a.m. – 4:30 p.m.

Friday 7:45 a.m. – 4:15 p.m.

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

- NO eating or drinking is allowed in the library. Please eat breakfast or lunch before coming to the library.
- Loan period: books are checked out for a 3-week period. Items may be renewed as needed.
- Fines are not charged but you are expected to return your items on a timely basis. Notices are sent weekly to ELA teachers. Once you receive a 5th notice you will possibly receive a detention until the items are returned, renewed or paid for if lost.
- Databases: students at LHS are highly encouraged to use the subscription databases for research. Home access to these databases. Please come by the library for further information and home passwords.

Medication

The district shall not purchase oral nonprescription medication for students beginning with the 2010-2011 school year.

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

All other nonprescription medications must have a doctor's note and must be in the original container & must be properly labeled. The parent/guardian must complete & sign the Request for Administration of Medication form & send the medication to school.

*All prescription medication that cannot be scheduled for other than school hours may be given at school. **All medication must be turned in to the nurse upon arrival to school. A student may be subject to FISD disciplinary action if found with medication.*** We must receive a completed & signed Request for Administration of Medication form from the parent/guardian. The medication must be in the original container & must be properly labeled.

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

Parking on Campus

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

No unlicensed drivers will be allowed to park or drive on the LHS campus. Students who drive will enter the school from the east side of the building and park in the student parking area.

Upon parking their car, students must leave their vehicle immediately and report to a designated area. Students may not park in the parking lot directly in front of Liberty High School or in the lot directly behind Liberty High School. These parking areas are designated for staff and visitor parking only.

Students who must leave campus during the school day are required to sign out in the office after obtaining permission to leave school. Students who violate parking rules or drive in a reckless or unsafe manner will face disciplinary action including the loss of parking privileges. The first parking violation will result in a two week revocation of parking permit. A second violation will result in parking tag being revoked for 6 weeks. A third violation may result in the vehicle parking tag being revoked for the remainder of the school year. Any subsequent violation may result in towing of the vehicle at the owner's expense, placement in ISS and revocation of parking privilege for a period of time to be determined by the assistant principal (usually the remainder of the school year).

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

Progress and Grade Reports

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

Schedule Changes

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

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

Courses chosen for the 2010-2011 school year may not be dropped after May 14, 2010.

Exceptions to the May 14, 2010 deadline are as follows:

- Athletics and other teams: student may drop/add athletic and other team classes such as but not limited to band, orchestra, choir, drill team, and cheerleading with coach/director and administrator approval (does not include PE courses). Students requesting to be removed from these classes will be scheduled into a PE course to complete the semester in which the change takes place
- Changes needed to meet graduation requirements with counselor and administrator approval

Pre AP/AP Class Changes

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

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

Tardy Policy

Tardies 1-4	1 hour detention per occurrence
Tardies 5-8	Assignment to W/TNR per occurrence and truancy warning
Tardies 9-10	Assignment to Saturday School including \$15 fee per occurrence and truancy charge
Tardies 11-12	Assignment to 3 days of ISS
Tardies 13+	Assignment to SOC

Truancy

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

Tutorials

Teachers will be available for tutoring before and after school as their assigned schedule permits. Teachers will communicate their tutoring schedule to students in addition to posting it in a prominent place in their classroom. Tutorials will be taught by one or more instructors from the course or department. **Students may go to any teacher in a department to receive tutorial services.** Students who attend tutorials either voluntarily or due to assignment should be prepared to work on academic assignments. Students who attend tutorials without having appropriate materials may be removed and may receive disciplinary action. **Students who fail to make satisfactory academic progress may be assigned Mandatory Tutorials. Failure to attend Mandatory Tutorials is a violation of the State's Compulsory Attendance Law. Per district policy, students who violate the Compulsory Attendance Law will be referred to Truancy Court.**

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