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Liberty Charter High School

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# Literacy First Charter Schools



*"The tree of knowledge begins with literacy."*

## OUR MISSION

### LITERACY:

*the process of being educated, cultured, and having skilled abilities in multiple disciplines*

Literacy First Charter Schools exists to  
*nurture* the whole child from kindergarten through  
high school graduation by  
*igniting* a passion for comprehensive L I T E R A C Y and  
*equipping* each child to wholeheartedly participate in their community.

## OUR VISION

*Literacy First views education as a process, not a product, which enables students to go from learning to read, to reading to learn.*

*LFCS desires to shape*

**L** Literate, life-long learners

**I** Independent thinkers

**T** Technologically literate citizens

**E** Enthusiastic and highly qualified teachers

**R** Reliable assessments that provide students a productive educational experience

**A** Aspiring leaders who positively impact their community

**C** Community that understands and supports the mission of LFCS

**Y** Yearly fiscal sound budget

## OUR VALUES

### *NURTURE*

All children will be known, recognized for their unique and creative nature and be comfortable to take risks.

All staff will be invested in the success of each student through continuous professional development

All parents will be recognized as invaluable resources

### *IGNITE*

All children will be cultured, and literate in a wide-range of subjects

All staff will have an enthusiasm for teaching using research proven methods where student success is expected

All parents will be enthusiastically drawn into the school environment

### *EQUIP*

All children will be self-directed, life-long learners and innovative leaders

All staff will encourage students to be productive, independent, values-conscious thinkers

All families will serve as links to the community where students can become informed participants in the democratic process

# ESLRs

## Expected Student Learning Results

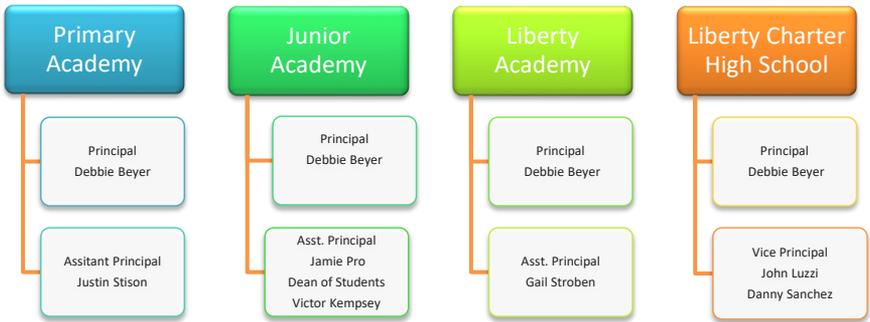
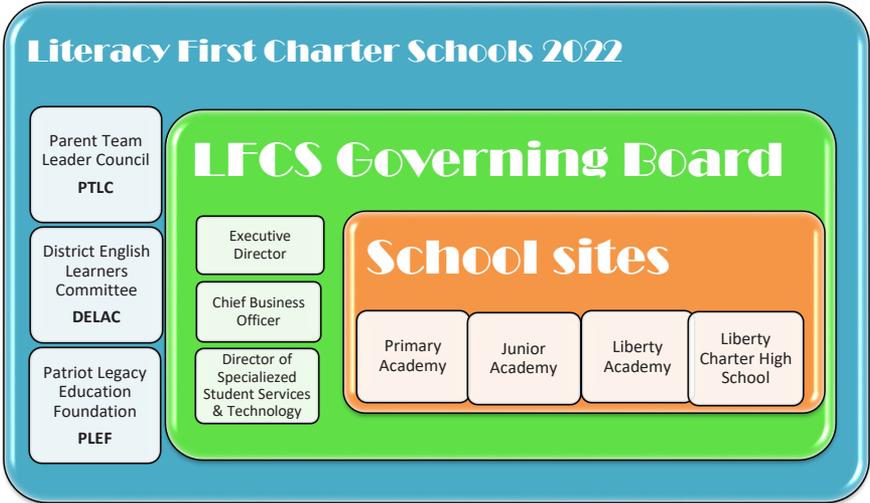
**RESPONSIBLE COMMUNITY LEADERS:** Defined as ethically sound participation in school functions, clubs, committees, and voluntary community service opportunities that contribute to the success of others. (Yellow, Harry S. Truman, “The Buck Stops Here”)

**EFFECTIVE COMMUNICATORS:** Defined as effective communication in distinct situations, solution-and-results-driven involvement in community service, and informed participation in the democratic process. (Orange, Abraham Lincoln, Gettysburg Address)

**VALUES-CONSCIOUS THINKERS:** Defined as the ability to analyze the accuracy and context of information and make decisions consistent with one’s analysis and values in order to successfully contribute to family, community (local, national, international), and career. (Red, Anne Frank, *The Diary of Anne Frank*)

**SELF-DIRECTED LEARNERS:** Defined as the ability to make informed and responsible decisions, to integrate multiple uses of technology in various contexts, to systematically pursue personal goals, and to adapt to a wide array of professional and cultural settings as a result of exposure to events outside the learner’s immediate community. (Green, Harriet Tubman, Decided Heart)

**LITERATE CITIZENS:** Defined as fluency and skilled ability with the written and spoken word as well as with technology, mathematics, science, media, history, the arts, and contemporary culture. (Blue, Joshua Chamberlain, The Educator-Soldier)



*Affiliation*

Liberty Charter High School is a public school that operates as a part of Literacy First Charter Schools, K-12 authorized through the San Diego County Board of Education.

# Student Handbook

## SCHOOL INFORMATION

Liberty Charter High School is currently located at 1850 Alpine Blvd. Alpine, CA 91910. The phone number for the Liberty Charter High School's Main Office is 619-659-5131. The fax number is 619-659-5169.

## ACADEMIC INTEGRITY

The Liberty Charter High School staff and administration believe in academic integrity, and the principle of the honor code. Students are expected to do their own homework, to test without external resources, and to submit original work for all assignments. Liberty Charter High School students are expected to deny all requests to copy from their own work.

### Consequences for violating academic integrity:

1. All test papers, quizzes, or assignments will be taken from the student(s) violating the policy.
2. A student found cheating may receive, at the discretion of the teacher, a grade of "F" or a zero for the test, quiz, or assignment. This may lower a quarter or semester grade substantially. Parents will be notified and a parent conference will be arranged if the teacher deems it necessary.
3. The Principal will be notified.
4. An incident of cheating and/or plagiarism will result in removal from the Honor Roll for that quarter.
5. Repeated violations or a single serious violation may lead to more serious disciplinary actions.

## ACADEMIC EXPECTATIONS

Each teacher expects that students will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. The following expectations more clearly explain how students should approach their studies.

### Absences

If students are absent, they can contact a classmate, the teacher or make use of the school website, using the teacher web page to receive assignments for classes they have missed. In the case of a prolonged absence, a student's parents should contact the Office for assistance. Once a student attains 8 unexcused absences in any course, they forfeit credit for that course for the semester in which the 8 unexcused absences occurred. Throughout the semester, students with excessive unexcused absences will be assigned Saturday School in order to make up the unexcused absences.

## **Classroom Attire**

Learning deserves an environment of respect and freedom from distraction. All students are required to be in compliance with the dress code.

## **Classroom Conduct**

Students are expected to be on time for each class and not to miss class except in the case of illness or other serious reason. Students are expected to participate in all class activities. Further, they are expected to assist in maintaining order by refraining from disruptive conduct.

## **Homework**

The homework assignment load can fluctuate considerably. This may be a combination of written assignments, reading, study, and long-term projects or papers. Approximately 90 minutes should be spent in study and reading over and above time provided at school each day if a student is to gain the most benefit possible from classes. Assignments should be neat, complete and on time.

Students are expected to complete all assignments in accordance with the student's ability. Any student who does not complete a homework assignment on time will be assigned to Guided Study.

## **Materials**

Students are required to bring all necessary materials to class. This includes all textbooks, workbooks, notebooks, laptop computer, pens and pencils, daily planner, 3-ring binder, binder paper, backpack or book bag, and any other materials required by a teacher.

## **GENERAL ACADEMIC INFORMATION**

### **Academic Awards**

During quarterly assemblies, the school recognizes students who have attained outstanding scholastic achievement in academic departments, membership in honor societies, and other school designated honors.

### **Exclusion from Social/ Extra-curricular Activities:**

Any student will be excluded from social / extra-curricular activities if he/ she has:

- A failing grade in any subject
- More than two (2) truant
- More than two (2) suspensions during the year

## Deficiency Notices

Teachers will inform students and parents (via a Lack of Progress Notice) when a student is having serious academic difficulties or lack of achievement. Parents who note any indication of student difficulty are encouraged to contact the teacher as soon as possible to discuss the situation and method to ensure student improvement.

## Grading System

The letter “A” indicates superior work; the student consistently excels in quantity and quality of work; a college recommending grade. The letter “B” indicates above average work; the student maintains a good standard of work; a college recommending grade. The letter “C” indicates average work; the student does expected work at a moderate level of achievement. This is a noncollege-recommending grade. The letter “D” indicates below average level of achievement. While this is a passing grade, the student may have to remediate this course to advance to the next level of instruction in that area. A “D” does not fulfill 4-year college entrance requirements. The letter “F” (Failure) indicates student does not meet minimum requirements; no credit is given; most, if not all, course requirements are not completed.

The grade of “I” (Incomplete) may only be given with the permission of the Principal when extended illness or other unusual circumstances warrant giving the student additional time to fulfill the course work. These grades must be removed within six weeks of the next semester, or they become “F”.

Grades represent a judgment by the teacher; they do not necessarily represent a mathematical average, although a teacher may use the following grading scale in forming his/her judgment:

## Grading Scale

Grade	Percent	Unweighted / College Prep G.P.A.	Weighted Honors G.P.A.	Weighted AP G.P.A.
A	100% - 94%	4	4.5	5
A-	93%-90%	3.75	4.25	4.75
B+	89%-87%	3.5	4	4.5
B	86%-84%	3.25	3.75	4.25
B-	83%-80%	3	3.5	4
C+	79%-77%	2.8	3.3	3.8
C	76%-74%	2.4	2.9	3.4
C-	73%-70%	2	2.5	3
D+	69%-67%	1.8	2.3	2.8
F	66%-0%	0	0	0

## **Honor Roll**

Students earning all A's and B's are eligible for Honor Roll distinction.

## **National Honor Society**

Students having attained the 11<sup>th</sup> or 12<sup>th</sup> grade may apply for membership in the National Honor Society if they have attended Liberty Charter High School for at least the two semesters prior to application and have earned an unweighted g.p.a of 3.25 or better. Selection for membership in the National Honor Society is based on outstanding scholarship, character, leadership, and service. In order to keep their membership current, students must maintain an unweighted g.p.a. of 3.25 or better and continue to demonstrate the above characteristics and activities.

## **Withdrawal**

If a parent wishes to withdraw or transfer a student from Liberty Charter High School, it is his/her responsibility to notify the Principal in writing. In some cases, the Principal may want to meet with the student's parents as well.

## **Dropping Classes**

From the time a student attends a class in which they are enrolled, they have fifteen school days in which to request to drop the class without impact on their gpa and transcript. If a student wants to drop a class after fifteen school days, they risk having a Withdraw on their transcript. Withdraws result in a 0 gpa for that course. Students are not allowed to drop classes after the midpoint in the semester.

## **AP Class Policy**

All students taking an AP class must take the AP exam. There is a significant cost for each AP exam and a fee reduction for students who qualify for free/reduced lunch. AP exams must be ordered by mid-November per College Board policies. Students cancelling an exam after the November ordering deadline must pay a \$40 cancellation fee per College Board policies. Students not passing an AP class at the end of the first semester must move to the College Prep level of the course for the second semester and will be subject to the \$40 AP exam cancellation fee.

## **Minimum Enrollment Policy**

All students must be enrolled in at least four credit bearing classes, delivered through LCHS and under LCHS supervision, per semester for a total of at least twenty credits.

## **Summer School Policy**

Summer school courses cram a year's worth of content and skills into about six weeks of roughly half days of school. Often, and depending on the program, summer school courses do not meet our academic standards. Consequently, we only recommend and endorse summer school for the following limited purposes: credit recovery for a previously failed class, credit for classes not previously taken in order to graduate on time due to insufficient credit in other courses already recovered, credit for courses in order to graduate a year early, credit for courses that will allow a student to take a unique set of courses (typically multiple AP courses) during the school year, credit for courses so that a student can participate in Leadership Council and not fall behind pace to graduate on time, and credit for PE only if a student has already passed that CA Physical Fitness Test and meets one of the previous criteria. There may be other unique exceptions that must be authorized by administration. To be awarded credit toward graduation, all summer school courses must be authorized by LCHS administration prior to enrollment in those summer school classes. Registration for summer school classes must be coordinated with LCHS administration. We do not authorize summer school in order for students to avoid taking the more rigorous equivalent course at LCHS during the school year nor to create a non-rigorous course load during the LCHS school year.

## **Concurrent Enrollment at Grossmont / Cuyamaca Community Colleges**

Juniors and Seniors may take college classes at Grossmont or Cuyamaca Community Colleges for concurrent enrollment credit (LCHS and college credit) under the following conditions. Students must be enrolled in at least four credit bearing classes, delivered through LCHS, at LCHS, and under LCHS supervision, per semester for a total of at least twenty credits as a condition for participating in the concurrent enrollment program. Concurrently enrolled courses would be in addition to the 20 semester credits in which students are enrolled directly through and at LCHS. Students must coordinate their enrollment in these concurrently enrolled courses with LCHS administration. Students may only enroll in college courses that LCHS does not offer. The purpose of our concurrent enrollment partnership is to expand our course offerings to students, not exchange them for courses we provide. Students enrolling in these courses should plan on taking them online or at night as taking these courses during the school day is very difficult to schedule around their LCHS classes

## A GUIDE TO UNIVERSITY REQUIREMENTS

Selective universities, such as Harvard and Stanford, (“selective” universities accept well below 50% of applicants) expect incoming students to meet the following entrance requirements:

4 years of English, 4 years of Math, 4 years of Foreign Language (recommended), 3-4 years of Science, 3 years of Social Studies with an unweighted g.p.a. of at least 3.5 and SAT score of at least 1300.

**University of California** requires:

4 years of English, 3 years of Math, (4 recommended), 2 years of Laboratory Science (3 recommended), 2 years of Foreign Language (3 recommended), 2 years of U.S. History/Social Studies; electives – two chosen from courses beyond these requirements or from a list of courses in other subjects approved by the University. To be university eligible, a student must have an unweighted g.p.a. of 3.3 (with any SAT score) or an unweighted g.p.a. between 2.82 and 3.29 with appropriate scores as determined by an eligibility index provided by the university. Note that some popular campuses such as UCLA or Berkeley have more stringent requirements.

**California State University** campuses require almost the same as the UC requirements, but one less of Lab Science, only one year of History (U.S. required), one year of Visual and Performing Arts and three years of electives. CSU eligibility: unweighted 3.0 g.p.a. or 2.0 with appropriate SAT scores.

**Many private universities**, such as Loyola Marymount, have requirements similar to those of the UC, although some require more Language, Science and Social Science. In general, they look for an unweighted g.p.a. of 3.0 or better. A typical SAT score spread of the mid50% of enrolled students is: Verbal 500 610; Math 500 590.

## GRADUATION INFORMATION

Liberty Charter High School offers various pathways by which students may meet graduation requirements. The choice of the pathway depends on the post-graduation plans of the student and academic program in which he or she is enrolled. The plans are summarized below. The LCHS Academic Advisor will guide students as they plan for their future educational options. Parents are encouraged to partner with LCHS and the Academic Counselor as they plan for future educational success of their student in selection of the correct academic plan.

Students must complete a minimum of two years of physical education (20 credits). In order to meet the physical education graduation requirement after completing two years of PE, students must have also passed five of the six components of the California Fitness Test. If after two years of physical

education, a student has not passed the California Fitness Test, they will be required to take full years of physical education courses until they pass. Students who do not pass the California Fitness Test by the end of their senior year will qualify for graduation upon passing four years (40 credits) of physical education.

Advanced Academic Pathway for competitive admission to  
UC schools and their equivalent

Subject	Credits	Subject	Credits
UC “b” English	40	UC “a” World History	10
UC “c” Mathematics	40	UC “a” US History	10
UC “d” Life and Physical Science	30	UC “a” American Government	5
Technology	10	UC “g” Economics	5
UC “f” Art	10	Physical Education	20
UC “e” Foreign Language	30	Electives	20
UC “a” Geography	10	<b>Total:</b>	<b>240*</b>

**\*In addition to these courses and credits, all students must pass senior exhibition with integrity in order to graduate with LCHS, participate in the LCHS graduation ceremony, and earn an LCHS diploma.**

Any “a-e” UC approved course taken beyond the minimum required by the UC also meets the “g” requirement. Any course taken in excess of the graduation requirement counts as elective credit. This diploma option exceeds the minimum UC a-g requirements.

Academic Pathway for general admission to  
UC and CSU schools and their equivalent

Subject	Credits	Subject	Credit
UC “b” English	40	UC “a” World History	10
UC “c” Mathematics	30	UC “a” US History	10
UC “d” Life and Physical Science	30	UC “a” American Government	5
Technology	10	UC “g” Economics	5
UC “f” Art	10	Physical Education	20
UC “e” Foreign Language	20	Electives	20
UC “a” Geography	10	<b>Total:</b>	<b>220*</b>

**\*In addition to these courses and credits, all students must pass senior exhibition with integrity in order to graduate with LCHS, participate in the LCHS graduation ceremony, and earn an LCHS diploma.**

Any “a-e” UC approved course taken beyond the minimum required by the UC also meets the “g” requirement. Any course taken in excess of the graduation requirement counts as elective credit. This diploma option meets the minimum UC a-g requirements.

**General Pathway for admission to  
community colleges and the workforce**

<b>Subject</b>	<b>Credits</b>	<b>Subject</b>	<b>Credits</b>
English	40	UC “a” World History	10
Mathematics	30	UC “a” US History	10
Life and Physical Science	30	UC “a” American Government	5
Technology (practical art)	10	UC “g” Economics	5
Fine Art/Foreign Language	10	Physical Education	20
UC “a” Geography	10	Electives	30
		<b>Total:</b>	<b>210*</b>

**\*In addition to these courses and credits, all students must pass senior exhibition with integrity in order to graduate with LCHS, participate in the LCHS graduation ceremony, and earn an LCHS diploma.**

Any “a-e” UC approved course taken beyond the minimum required by the UC also meets the “g” requirement. At least 10 of the mathematics credits are from UC “c” mathematics courses. Life and physical science requirements can be met by UC and non UC approved science courses. Any course taken in excess of graduation requirement counts as elective credit.

**UC A-G REQUIREMENT DEFINITIONS**

- a: history/social studies; 2 years required in world history and US history
- b: English; 4 years required
- c: mathematics; 3 years required in at least algebra 1, algebra 2, & geometry
- d: laboratory science; 2 years required in biology, chemistry, or physics
- e: language other than English; 2 years required
- f: visual and performing arts; 1 year required
- g: college preparatory elective; 1 year required through the equivalent of one year of an “a-f” course beyond these minimal requirements. The senior year American government and economics courses meet this requirement.

**GRADUATION POLICIES**

In order to graduate from LCHS and earn an LCHS diploma, students must meet at least the coursework and credit requirements of the General Diploma and pass Senior Exhibition.

## Senior Exhibition

1. In order to present their senior exhibition, students must have each component of the exhibition signed off by an LCHS staff member. All components of the senior exhibition must be complete and approved before students can present.
2. Students must present their senior exhibition on the assigned day and time. Exceptions will be made only for documented emergencies. In the case of an emergency, students must reschedule and complete their presentation no later than three calendar days before the last day of school (i.e. if the last day of school is June 13, students would need to have completed their presentation by the end of the day on June 11) in order to participate in the graduation ceremony.
3. Every aspect of the senior exhibition is to be completed with integrity. Any student who displays a lack of integrity in the completion of their senior exhibition risks earning a failing grade for the exhibition and may not graduate from LCHS, earn a diploma from LCHS, or participate in the LCHS graduation ceremony. Examples of completing the senior exhibition with a lack of integrity could be, but are not limited to, falsifying information, forging documents, or misrepresenting the experiences, ideas, or words of oneself or another. If an integrity issue is verified, an individualized redemption plan\* will be crafted and offered to the student that must be completed in order to graduate from LCHS, earn a diploma from LCHS, or participate in the LCHS graduation ceremony. Such students will also lose the privilege of attending senior activities such as Grad Night and Senior Ditch Day with no refund of pre-paid tickets.
4. For students who completed their senior exhibition project with integrity but failed their initial presentation, they will be provided the reasons why they failed and as many opportunities to re-present as is needed to pass. LCHS desires that all seniors legitimately pass senior exhibition with integrity. A student must pass the project and presentation portions of senior exhibition in order to graduate from LCHS, participate in the LCHS graduation ceremony, and earn a diploma from LCHS.
5. Students with IEP's will be afforded the appropriate accommodations as stated in their IEP during the completion of their senior exhibition.

## Participation in the LCHS Graduation Ceremony

To participate in the LCHS graduation ceremony, a student must meet **both** of the following criteria:

1. have earned enough credits to be at least within 20 units of meeting the LCHS credit graduation requirement at the conclusion of a student's senior year
2. have completed and passed senior exhibition with integrity

**Students who do not meet LCHS graduation requirements upon the conclusion of their senior year**

Any student who does not meet LCHS graduation requirements upon the conclusion of their senior year, whether due solely to failing senior exhibition or not, will need to enroll in an adult school or other high school and meet that school's graduation requirements as these students will earn a diploma from the adult school or other high school in which they enroll.

**Participation in Grad Night and Senior Ditch Day**

1. Participation in Grad Night and Senior Ditch Day is limited to those seniors who have met all senior exhibition deadlines at the time of Grad Night ticket sales, are passing all their classes, and have clean discipline records. A history of excessive attendance, dress code, and technology violations, defiance, disrespect, dishonesty, disruption, violence, controlled substance use, or other significant or chronic violations of the LCHS code of conduct may preclude a student from attending Grad Night and Senior Ditch Day.
2. If evidence of a lack of integrity in the completion of a student's senior exhibition is detected between the purchase of Grad Night tickets and participation in Grad Night activities, the student will forfeit the privilege of participating in Grad Night and Ditch Day and will not be refunded the cost of their Grad Night ticket, including any transportation costs associated with Grad Night for which the student has paid in advance.

**\*Sample individualized redemption plan**

1. Student must complete the community service at the orphanage that he falsely claimed he completed.
2. Student must provide verifiable evidence that he admitted his lack of integrity to the operator of the orphanage before he begins his community service.
3. Student must provide verifiable tangible evidence that he completed the community service before he is allowed to re-present his senior exhibition. This evidence must include authentication not only by the operator of the orphanage but by a second supervisor as well.
4. Student must re-create every aspect of his senior exhibition related to his community service. Student must add a self-reflection on the causes of his dishonesty and what he is committed to doing differently in the future to avoid similar situations.

5. Student must arrange with at least three teachers and one administrator a time and location to re-present his entire re-created senior exhibition. Student has this, and only this, opportunity to re-present his senior exhibition.

## **Internship**

For the class of 2020 and beyond, students will need to complete at least 5 credits of internship to meet the LCHS graduation requirements. This includes completing a resume, an interview, a financial literacy course, 50 hours of an internship, and a formal reflection of their internship experience. The internship hours can be completed over a summer if previously approved by the internship coordinator. Most of this course is completed independently and outside of the regular class schedule. Students are encouraged to complete this graduation requirement during their junior or senior years after they have completed the 10th grade Leadership program. The 10th grade Leadership program helps students determine their strengths and interests and how those align with certain careers. The goal of the internship requirement is for students to intentionally explore a career in which they have interest.

## **LCHS Graduation Award Policies**

*Scholar / Athlete Cord (Green):* A graduating student must complete six full seasons on any LCHS varsity athletic team over the course of four consecutive school years beginning with a student's enrollment in the ninth grade.

*Leadership Council Cord (Kelly Blue):* A graduating student must have served on, and remained in good standing with, the LCHS Leadership Council for three complete school years.

*Yearbook Cord (Red):* A graduating student must have served on, and remained in good standing with, the LCHS Yearbook team for three complete school years.

*National Honor Society (Gold):* A graduating student must have been accepted into National Honor Society and have remained in good standing for at least one school year, including their entire senior year. Good standing requires maintaining the necessary GPA and character and organizing one community service activity per semester and participating in an additional community service activity each semester by the deadlines and parameters established by the NHS co-ordinator.

*STEM (Silver):* A graduating student must have participated in 3 years of STEM (CyberPatriots, FTC, or SeaPerch) and have not missed more than 2 associated competitions.

*Summa Cum Laude Cord (Blue/Gold/White):* At the conclusion of the first semester of a student's year of graduation, a graduating student earned a weighted GPA of at least 3.90.

*Magna Cum Laude Cord (Blue/Gold)*: At the conclusion of the first semester of a student's year of graduation, a graduating student must have earned a weighted GPA of at least 3.80.

*Cum Laude Cord (White)*: At the conclusion of the first semester of a student's year of graduation, a graduating student must have earned a weighted GPA of at least 3.70.

*Harry Truman ESLR Award (Dark Gold)*: The graduating student who best exemplifies the Responsible Community Leader defined as ethically sound participation in school functions, clubs, committees, and voluntary community service opportunities that contribute to the success of others.

*Abraham Lincoln ESLR Award (Orange)*: The graduating student who best exemplifies the Effective Communicator defined as effective communication in distinct situations, solution-and-results driven involvement in community service, and informed participation in the democratic process.

*Harriet Tubman ESLR Award (Light Green)*: The graduating student who best exemplifies the Self-Directed Learner defined as the ability to make informed and responsible decisions, to integrate multiple uses of technology in various contexts, to systematically pursue personal goals, and to adapt to a wide array of professional and cultural settings as a result of exposure to events outside the learner's immediate community.

*Joshua Chamberlain ESLR Award (Royal Blue)*: The graduating student who best exemplifies the Literate Citizen defined as fluency and skilled ability with the written and spoken word as well as with technology, mathematics, science, media, history, the arts, and contemporary culture.

*Anne Frank ESLR Award (Maroon)*: The graduating student who best exemplifies the Values-Conscious Thinker defined as the ability to analyze the accuracy and context of information and make decisions consistent with one's analysis and values in order to successfully contribute to family, community (local, national, international), and career.

*Life Long Learner Award (Medal)*: The graduating student who was continually enrolled at LFCS since Kindergarten without missing more than one school year of enrollment at LFCS from kindergarten through twelfth grade.

*Liberty Scholar (Sash)*: The graduating student who demonstrated the highest academic achievement while best exemplifying the values of Respect, Responsibility, and Integrity and modeling all of the ESLRs.

*Darl Miller Scholarship (Monetary award)*: This award is given to a student that although life may have been difficult, has found the inner strength to succeed and "turn it around".

## DRESS CODE

### Dress and Grooming Regulations

Students are to concentrate on cleanliness, neatness, good taste, and safety. The regulations listed below are to be observed by all students at all times.

California Clothing is now the sole provider for Liberty Charter High School prescribed dress. All prescribed dress purchases must be made through California Clothing located at 2504 Jamacha Rd El Cajon 92019. California Clothing's phone number is 619.670.0803. Clothes previously purchased from Liberty Charter High School's line of clothes at Nunes Apparel is still permissible to be worn as long as they fall within the prescribed dress specifications listed below.

**Piercings.** All piercings must be modest. All visible piercings must be located on the ear or nose, not anywhere else on the face, neck, or head. While multiple modest piercings are allowed on the ear(s), only one small (up to but no larger than 4mm) stud is allowed in the nose. Any and all visible piercings beyond what is prescribed for the ears and nose must be immediately removed and turned over to the office staff. A parent will be required to pick up the piercing(s) from the Vice Principal.

**Tattoos.** Any student with a tattoo must keep it covered with a dress code compliant article of clothing. Tattoos must be covered at all times while on campus.

**Belts.** If a belt is worn, for boys it must be a tan, brown or black, standard width belt, and it must be properly worn at waist level. For girls belts may be tan, black, brown, or the color of any of our prescribed dress solid polos. All belts must be one solid color. Belts may be webbed, braided or leather. Belts may not have logos, studs, chains or initials.

**Footwear.** Dress shoes, tennis shoes, or boots. All footwear must have closed toes and heel straps.

**Hair** that is neat, clean, and fixed in such a way that it does not hang in the face facilitates student learning, as do **beards and mustaches** that are neatly trimmed. Hair, including highlights, must be natural colors. Unnatural hair colors are not permitted as they distract from the learning environment. Students who color their hair in unnatural colors will be sent home and must recolor their hair to a natural color in order to return to school

**Hats.** As a way to best protect all students and staff on campus from outside threats and to best be able to identify LCHS students during an emergency, no hats or hoods of any kind shall be worn on campus with the exception of when baseball and softball players have a game on a school day and are wearing their game jerseys but these hats must be removed upon entering a classroom or school assembly.

**Jackets/Coats/Sweatshirts.** Must be solid navy blue, grey, black, or brown with no logos other than those designed by the school. All jackets, coats, and sweatshirts must be worn over a prescribed dress shirt. LCHS team issued outerwear may be worn as prescribed dress

**Pants/Shorts.** Only trouser-style khaki, navy or black pants/shorts are to be worn. Boys pants must have no outside pockets such as found on jeans. Trousers are to be worn at least ankle length but not touching the ground. The hem must not be frayed or ripped. It is not permissible to cut the leg seam. Pants and shorts must be worn at the waist, not at the hip. Boys may not wear girls' articles of clothing and girls may not wear boys' articles of clothing. No cargo pants or shorts are allowed. The khaki pinstripe short from California Clothing is permissible. Leggings are not allowed to be worn as pants.

**Shirts.** On any school day, students may wear either a solid color polo-style shirt in black, white, grey, red, dark purple, bright pink (girls only), maroon/burgundy, forest green or navy blue with no more than three buttons or any school issued t-shirt. All undershirts, tanks, and camis worn underneath a dress code compliant polo or t-shirt must be tucked in and not visible at any time. If a student wears long sleeved clothing beneath a dress code compliant polo or t-shirt, it must be one of the solid polo shirt colors. No logos or designs apart from those of LCHS are permitted. On game days, athletes may wear their LCHS team t-shirt or game jersey as an entire team and under the direction of their coach, athletic director, and/or school administration.

**Skirts/Shorts. (Girls only)** Khaki, navy or black skirts/shorts must be the appropriate size and must be worn no shorter than 3 inches above the knee. Students may lose the privilege of wearing skirts if they refuse to wear them at this minimum length. Solid color leggings of the same colors as the approved polo shirts are permitted only if worn under a skirt. Leggings are not allowed to be worn as pants.

**P.E. Uniforms.** PE uniforms (t-shirt and shorts) are mandatory for participation in PE. All students must wear the PE uniform to all PE classes. Closed-toed athletic shoes are also required for PE. Sweatshirts and sweatpants are optional but must be solid navy blue, black, or brown with no logos, stripes, or designs other than those issued by the school. Sweatshirts and sweatpants can be purchased anywhere as long as they meet the requirements listed above. The PE uniform is available for purchase through the school under the direction of the PE teacher.

**Sweaters.** V-neck pullover, crew-neck pullover or cardigan in solid black, navy or grey may be worn. All sweaters must be worn with a uniform shirt underneath.

## **Casual Dress Days**

The Principal authorizes and approves all Casual Dress Days. They may reflect a particular holiday and/or theme; however, the following guidelines are to be observed on all Casual Dress Days:

Boys and girls are permitted to wear clean, non-ripped, modest fitting blue jeans and the school issued class color T-shirt.

Any student, who has doubt about what to wear, should simply not wear it.

Unless a student must change out of a prescribed dress for a supervised school related activity such as a Liberty team athletic practice, all students must remain in prescribed dress clothes while on campus. Students are not allowed to change into non dress code clothes at the conclusion of a day's classes for a non-school related off-campus activity.

## **Professional Dress Days**

At times during the school year, students may be required to dress more professionally than on a typical day of school. Such days would include certain field trips, class presentations, and/or mock or actual interviews. Families are not required to purchase a specific pant, shirt, or skirt from a specific provider at the beginning of the school year. Prior to events / activities that necessitate professional dress, teachers will communicate to students and parents the kind of professional dress required for that specific event. Typically, such professional dress includes button down full length sleeved shirts, ties, belts, dress slacks, and dress shoes for boys and blouses, skirts, dresses, dress slacks, and dress shoes for girls. In general, professional dress refers to clothing one would wear to a formal business event.

## **Dress Code Violation Policies**

Students not conforming to the appropriate prescribe dress policies as outlined in this handbook will be sent to the office to contact their parent/guardian to bring the student dress code compliant clothes. Loaners may be provided the student in the case of emergencies but only upon the provision by the student of collateral. The student's cell phone is the preferred collateral. Upon the third dress code violation, loaners will no longer be provided. Students out of dress code and unable to be in dress code must be picked up from school immediately by a parent or guardian. A conference with the Vice Principal, parent, and student must follow the third dress code offense. The student will be placed on a behavior contract. Repeated and willful dress code violations will be considered defiance and will be grounds for dismissal from Liberty Charter High School.

**Dress Code regulations will be enacted according to the interpretation of the Administration of Liberty Charter High School. PLEASE NOTE:** Liberty Charter High School reserves the right to deny the wearing of any objectionable or offensive items on campus or at school functions at any time.

### **Miscellaneous and Personal Belongings Allowed**

Backpacks, book bags, calculators, and other necessary classroom and/or athletic materials or equipment.

Cell phones on campus used inappropriately cause a disruption to the school day. Cell phones may be allowed only if they are appropriately used and taken care of while on campus. Unless specifically instructed by a teacher or staff member, students are expected to keep their cell phones turned off and safely contained out of sight in a bag or backpack during the regular school day. Additionally, teachers may require students to store cell phones in a classroom storage space during class. Any student found improperly brandishing or using a cell phone will have their cell phone confiscated. The cell phone will be held by the office until a parent or guardian, and only a parent or guardian, can come and pick it up during office hours. If parent(s) or guardian(s) need to contact their student, please call the office and the office staff will put parent(s) or guardian(s) in touch with their student. Continued improper brandishing or using of cell phone may result in a suspension.

### **Electronic Devices**

Electronic devices such as iPods, MP3 players, laptops, gaming devices, and tablet computers are allowed on campus and are only allowed to be used under all three of the following guidelines: electronic devices may only be used as a result of the direct instruction of a teacher; electronic devices must be used for a specific educational purpose; electronic devices must be used under the direct supervision of a teacher.

Cameras are allowed on campus only by explicit permission from a teacher or administrator.

Students using electronic devices in violation of this policy will have their device confiscated and a parent will need to pick it up. Chronic offenders will no longer be allowed to bring electronic devices to campus upon penalty of out of school suspension.

### **ATTENDANCE POLICY**

It is the intent of Literacy First Charter School to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism

has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

### **Excused Absences for Classroom Based Attendance**

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or LFCS policy. In the event of an absence, the parent/guardian should contact the office as soon as possible.

A student's absence shall be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
  - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with LFCS policy:
  - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester.

### **Method of Verification**

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence to the school office. The following methods may be used to verify student absences:

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student;

- b. Name of parent/guardian or parent representative;
  - c. Name of verifying employee;
  - d. Date or dates of absence; and
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
  4. Healthcare provider verification
    - a. When excusing students for confidential medical services or verifying such appointments, LFCS staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
    - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 10 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

### **Unverified Absences/Truancy**

Students shall be classified as truant if the student has unverified absences from school for three full days in one school year, or if the student is tardy for more than any 30-minute period during the school day without a verified excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Principal or designee.

In addition, students shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

### **Truancy Process:**

1. Two (2) consecutive unverified absences will result in a call home to the parent/guardian by the Principal or designee. The student's classroom teacher may also call home.
2. A call home will also be made on the third (3rd) and fourth (4th) unverified absences, regardless of when they occur, by Principal or designee. In addition, the student's classroom teacher may also call home and/or LFCS

may send the parent an e-mail notification. In addition, upon reaching three (3) unverified absences in a school year, the parent/guardian will receive “Truancy Letter #1” from the LFCS. This letter must be signed by the parent/guardian and returned to the LFCS. This letter shall also be accompanied by a copy of this Attendance Policy.

3. Upon reaching seven (7) unverified absences, the parent/guardian will receive “Truancy Letter #2 – Conference Request,” and a parent/guardian conference will be scheduled with the Principal and classroom teacher to review the student’s records and develop an intervention plan/contract. The parent may be asked to sign an attendance contract during this meeting. In addition, LFCS will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching ten (10) unverified absences, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (SART). In addition, the parent/guardian will receive a “Habitual Truancy Re-classification Letter #3,” and will be asked/invited to attend an evening assembly for parents/guardians of chronically absent students.
5. The SART panel will be composed of the Executive Director and at least two certificated employees of LFCS who are not teachers of the student. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
  - a. The SART panel shall direct the parent/guardian that no further unverified absences or tardies can be tolerated.
  - b. The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child’s attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
    - i. Parent/guardian to attend school with the child for one day
    - ii. Student retention
    - iii. After school detention program
    - iv. Required school counseling
    - v. Loss of field trip privileges
    - vi. Loss of school event privileges
    - vii. Required remediation plan as set by the SART
    - viii. Notification to the District Attorney
  - c. The SART panel may discuss other school placement options.

- d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the school and notification of the disenrollment sent to the student's district of residence.
7. For all communications set forth in this process, LFCS will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update LFCS with any new contact information.
8. If student is absent ten (10) or more consecutive school days without a verified excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to LFCS's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily disenrolled and notification of the disenrollment be sent to the student's district of residence.

**Parent failure or refusal to participate in the process does not prevent LFCS from moving forward with its procedures.**

### **Frequently Asked Questions (FAQ) For Parents:**

1) **How do I report absences?**

Each and every absence must be reported **to the front office** of your student's school. It is best if you call the school as soon as you know your child will be absent. You may have your child bring a note to give the office.

It is great when you communicate absences with your child's teacher, however in order for the absences to be reported you **must** communicate with the front office.

2) **What does truancy mean?**

Truancies are unverified absences by law. State law defines a truant as a student who has had at least 3 full or partial days of unverified absences including unverified tardies over 30 minutes, in one school year.

3) **How long do I have to clear my child's absence?**

It is preferred that parents call the school as soon as they know their child will be absent, but parents have **5 school days** to clear the unverified absence before it is recorded as a truancy.

4) **Can I get these truancy codes removed after 5 days?**

Absences after the 5 day limit has passed cannot be corrected.

5) **Are tardies considered truancies?**

There are two different kinds of tardies. The first type of tardy is coded **D** on your child's attendance, it means that they are less than 30 minutes late. **D** tardies are not considered a truancy. The second type is a **G** tardy, it means that your child was more than 30 minutes late and was unverified. A **G** tardy is considered to be a truancy. Tardies that are verified will not count against your child in regards to truancy.

### **Arrival Policy**

Students may not arrive to school more than thirty minutes prior to the beginning of school, unless prior arrangements have been made through the office and a specific teacher.

### **Pick Up Policy**

Parent(s) or guardian(s) are expected to pick their student up from school promptly at the conclusion of their school day's activities. To remain on campus after school, students must be participating in a supervised school related activity. If students are not participating in a supervised school related activity after school, they should be picked up from school no later than 4:30 p.m. when supervision of students in non school related activities ends. After 4:30 p.m., unsupervised students may need to leave campus and be picked up off campus.

### **ALL OTHER ABSENCES ARE UNEXCUSED.**

### **Parent Personal Excuse Limit**

Parents may personally excuse up to 10 absences in accordance with our definition of "excused absences." A doctor, law enforcement officer, or other such person of authority will be required to excuse subsequent absences. Whenever possible, parents should obtain verification of student absences from doctors, law enforcement offices or other such people of authority

### **Procedure for Returning to School after Absences**

Parent or Guardian (not the student) should notify the school attendance office by 10:00 a.m. of each day the student is absent. When the student returns to school, he/she should bring a LFCS-Absence Verification Card or note signed by the parent or guardian to the office before school upon their return. Any absence should be cleared within 72 hours. Liberty Charter High is required to keep on file a note signed by the parent/guardian or an Absence Verification Card. Both notes and/or cards must be legible and written in ink. A valid note should include:

Full name of student

- Date(s) or time of absence

- Specific Reason for absence
- Telephone numbers where both parents/guardians may be reached (Home and Work)
- Signature of parent or guardian

**If a student does not provide the office with a note, he/she will be marked truant.**

### **Liberty Charter High Absence Verification Card**

NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

First Date of Absence \_\_\_\_\_ 20\_\_\_\_ Total Days Absent \_\_\_\_\_

Last Date of Absence \_\_\_\_\_ 20\_\_\_\_

Reason \_\_\_\_\_

(if illness, specify nature of illness) (Specific Reason) \_\_\_\_\_

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

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ (Mr., Mrs., Guardian) -circle one-

Note: Each absence verification shall be completed immediately upon the student's return to school.

#### Verification of Absence

This absence was verified by : \_\_\_\_\_ Note; Left Message; \_\_\_\_\_

Home Call\*; Completed \_\_\_\_\_ On \_\_\_\_\_ 20 \_\_\_\_\_

Name/Relationship of Person Reached \_\_\_\_\_

HS Employee \_\_\_\_\_

#### **Procedure for Leaving Campus before Dismissal**

After their arrival on campus in the morning, students may NOT leave campus until dismissal. Students leaving campus without permission are considered truant and will be placed on probation and face other disciplinary consequences.

- A student who wishes to leave campus after arrival (for example, if a

parent/guardian is picking him/her up for a dental appointment) must bring a Liberty Charter H.S. Off Campus Pass, copies of which are obtained from the office, or a note from a parent/guardian to the office before 8:45 a.m. of the same appointment day, stating the time and reason for taking the student out of school. The office may call home to verify the note and the Principal will issue a “Pass” to the student, the student needs to present the pass to the classroom teacher at the designated time. The parent/guardian reports to the office to sign the student out.

- If your student comes back to school, they must report to the office returning the off-campus pass. If your student fails to do this, he/she will be marked absent for the rest of the day.
- Students who leave campus without an off-campus pass will be considered **truant**.

## **Vacations**

Liberty Charter High School recognizes the importance of family time and family vacations. However, for the sake of the students, parents are strongly encouraged to schedule family vacations outside of the academic calendar so that students do not miss important classroom instruction time that is impossible to make up. IF this scheduling is not possible, please make arrangements at least one week prior to the absence to have an “independent study” contract secured to insure that the student will not fall behind.

## **Tardy Policy**

Students are expected to arrive on time to all of their classes every day. Tardies represent a disruption to the learning environment of a classroom, a violation of school rules, and ultimately, defiance of the teacher’s expectation of punctuality. Students accruing two or more unexcused tardies to class per week will earn disciplinary action to include, but not limited to, lunch detention, parent notification, lowering the participation and conduct grades outlined in the class syllabus. Students who are excessively tardy to classes (10 tardies or more for a semester class) are going to be assigned Saturday school, as assigned by the Principal.

Parent(s) or Guardian(s), please help hold your student accountable for prompt arrival to all classes by checking their attendance record on the parent portal daily. If a student arrives late to school, he/she must obtain a late-slip from the Office. Tardiness of more than ten minutes from any class is considered an unexcused absence and may be subject to a detention. Excessive tardies will result in an appearance before the Attendance Review Board.

**Reasons for excused tardies are illness or medical/professional services**

**appointments verified by note from the respective office.**

**Tardies before school** are given to students who are late arriving to school in the morning. School begins promptly at 8:15 am. A student who is not in his/her classroom, sitting in a desk, by 8:15 am will be considered tardy. Students arriving at school after 8:25 am will be considered absent for that period. Absences require a note from a parent or guardian. Tardies before school are also given to students who do not complete attendance/office/etc. business and get to class by 8:15 am.

**Tardies between classes:** Students have five minutes in order to travel from one classroom to another. Students who take longer than five minutes will receive an unexcused tardy from the teacher and may be assigned teacher detention.

Any student who earns 4 or more unexcused tardies to any class in any grading period (4-5 school weeks), will earn an Unsatisfactory conduct mark. Any student with one or more unsatisfactory conduct marks on a progress report or report card is deemed ineligible for athletics and other competitive extra-curricular activities.

**Truancy**

Students absent from any class or activity period, without permission, or students who leave campus after arriving without permission are considered truant, even if they return to campus in time for class.

**Passes**

All students must carry passes verifying their authorization to be out of class during class time. Passes are issued by the teacher/principal as necessary. No student is to report to the office without a pass, not even between periods.

**Attendance Review Team**

The Attendance Review Team is composed of the Principal and designate(s). The Principal convenes this team when a student accumulates an extraordinary number of absences and/or tardies. This team may, among other things, recommend terms of student attendance, probation, duration of suspension or withdrawal from school. The student's attendance is mandatory and at least one parent must be present.

Attendance in all classes for which a student is registered is an essential part of meeting the requirements to pass each course. Students will not receive credit for a registered course if they have more than 7 excused or unexcused absences in one semester. Excused absences include illness, illness or death in the family, funerals, medical or dental appointments, court appearances, or

other absences as designated by the

Principal. Unexcused absences include, but are not limited to, truancy, leaving school without permission from the office, car problems, or oversleeping. Students may clear an excused or unexcused absence by completing all the work, within two weeks of the absence, for the missed class through an independent study contract. Independent study contracts are available in the office. All planned absences should be covered by an independent study contract for each class for each day absent.

### **Independent Contracts**

If a student has a planned or unplanned absence that lasts three or more days, the student is eligible for an independent contract. This will be created electronically and sent to the student's school email address. In order to earn attendance credit, the student must complete all the work on the contract and turn the work in to the office. The office staff will submit the work to teachers for grading. The office must keep a record of the graded work.

Students should turn in all the work on the contract to the office the day they return to school or within two weeks of their return to school. If a student has an outstanding independent contract they may not be eligible for a subsequent contract.

### **CODE OF CONDUCT**

At all times, students are expected to conduct themselves and behave in a respectful, non-violent, and legal manner that promotes the academic and character growth of their fellow students. Liberty Charter High School's discipline plan is based on significant consequences and parent involvement in order to foster personal responsibility, accountability, character improvement, and leadership development.

Teachers are responsible for the day-to-day discipline in their classrooms. Disciplinary options available to the teachers include: warning, detention, parent-teacher communication, counseling referral, written assignment, and discipline referral to the Principal.

### **Friday Afternoon School**

Administrators may assign Friday Afternoon School to students who have missed enough school or schoolwork to put them in jeopardy of not earning credit for a course. The purpose of Friday afternoon School is to support students in achieving their academic goals and will occur at least once per quarter from 1 pm - 4 pm on campus. Students must bring school work to Friday Afternoon School where they will be expected to meaningfully

complete assignments. In certain cases, parents may be required to attend Friday Afternoon School with their student.

### **Friday Afternoon School Expectations:**

- All rules of Code of Conduct will be enforced.
- Friday Afternoon School hours are 1 pm - 4 pm
- Students are expected to bring enough schoolwork to keep them busy for the entire three (3) hours.

FRIDAY AFTERNOON SCHOOL DATES WILL BE POSTED, students and parents will be notified with the dates that students need to attend.

When there is a serious violation of the rules, the student will be referred to the Principal. The Principal will have the discretion to assign Friday Afternoon School.

### **School Sponsored Extra-Curricular Activities**

All participation in all school sponsored extra-curricular activities is dependent upon administrative approval. All students are expected to behave in accordance with the overall code of conduct while attending or participating in any school sponsored extra-curricular activity. Violators of the code of conduct while at a school sponsored extra-curricular activity are subject to teacher or administrative detentions, parent notification, a Student Discipline Board meeting, probation, suspension, expulsion, and/or legal prosecution.

### **Lunch**

While on their lunch break, students are expected to remain in the designated eating and bathroom areas. Students are expected to leave the bathroom promptly after its intended use and return directly to the eating area. Students are expected to obtain and eat their food in a courteous and respectful manner and be responsible for keeping their eating area clean at all times. Violators of these expectations are subject to teacher or administrative detentions, parent notification, a Student Discipline Board meeting, probation, suspension, expulsion, and/or legal prosecution.

Students may not order lunch through private vendors and delivery services, without the approval of school administration, as doing so is a violation of the LCHS cell phone policy and presents a material disruption to class time and learning.

### **Individual Sales**

Individual students are prohibited from selling any product or service on campus or during school sponsored events for their own personal profit. Any individual student wanting to sell a product or service as part of a fundraiser for a team or organization must obtain permission from the administration before any sales may take place on campus or during school sponsored events.

### **Progression of Disciplinary Procedures**

After repeated offenses, the student's parent/guardian will be notified by telephone. At this time a meeting will be held with the student and parent/guardian. Both must be present. A personal behavior contract will be made out and signed by the parent/guardian, student, and Principal outlining the expected behaviors and the manner in which to reach that goal. A timeline for goals to be met will also be included.

Parents/guardians may at any time request a conference with the Principal to discuss their son/daughter's behavior.

Serious offenses will be handled on an individual basis. For these, it is not necessary to follow the above procedures. Contact with parent/guardian will be made immediately.

### **Disciplinary probation**

Disciplinary probation refers to a period of time determined by the Principal, during which a student's behavior is monitored and evaluated to determine the student's right to remain at Liberty Charter High School. The

Disciplinary Probation period is a positive attempt to help the student realize that all choices carry consequences. Therefore, this period is designed to help the student correct his/her behavior. After suspension, a serious, and/or repeated disciplinary problem, the parent/guardian, student, and Principal will sign a probation contract. Failure to adhere to the terms of the contract may result in dismissal from school. A growth plan should be included in this process.

- Restriction from specified school sponsored activities.
- Principal/Student conference and contract with parent signature is required

- a) **Probationary Term** The Disciplinary Probation term officially begins with the issuance of the probation notice. The length of probation will be determined by the Principal and may be extended for any violation listed under conduct and behavior.
- b) **Violations** of the probationary conditions will result in a nine-week extension of probation.

## Suspension

Suspension is intended to remove the student from peers and the class environment. This separation provides the student time to reflect on his/her behavior and a possible pattern of behavior that will be more positive.

A student serving *on campus suspension* reports to school at the regular time in full uniform. Each teacher will give the student written assignments that s/he must complete under the direct supervision of the Principal. The student will not attend any classes or go out for break. The student will eat lunch in the assigned room.

**Suspension Offenses:** A student may be suspended for any of the following acts:

- Theft, destruction or defacement of school or personal property during school hours or during school sponsored events. Parents will be held financially responsible.
- Defiance, disrespect or abuse of school authority
- Harassment
- Hazing
- Fighting
- Profanity or vulgarity in word or gesture
- Narcotics possession or use (marijuana, dangerous drugs or other harmful substances)
- Smoking or possessing tobacco products on campus or at school sponsored events
- Being under the influence of or possessing alcohol or any controlled substance at school or any school sponsored event
- Writing on, tagging, or defacing school property
- Any infraction not listed but considered sufficiently serious by the Principal and/or the Principal

## Student Discipline Team

The Discipline Team is an advisory committee to the Principal. The Principal convenes the board when needed, is Chair, and is a non-voting member. It is the responsibility of the Principal to have available all pertinent materials for each gathering.

The Discipline Team convenes when a student commits a serious violation of the discipline code or has broken the terms of his/her particular Contract (Attendance/Academic, Personal, Disciplinary Probation). The Team recommends to the Principal its conclusion(s). It may recommend disciplinary action, terms of probation, suspension duration, and withdrawal from the school or expulsion. At least one parent/guardian and the student must be present.

The Principal may meet with the Discipline Team for advice, review and evaluation of the Discipline Code and submit any recommendations to the Principal for approval.

The Principal appoints members to the Discipline Team.

### **Expulsion – Dismissal from School**

A student may be dismissed from Liberty Charter High School for any of the following major violations or repeating any violation listed under suspension:

- Possession or use of any weapons or firearms on school premises or at school sponsored events
- Providing or selling narcotics of any kind (immediate expulsion)
- Inflicting or causing bodily harm to any person on campus
- Assault or battery, or any threat of force or violence directed toward anyone
- Fighting
- Theft of, tampering with, or unauthorized handling of a teacher's gradebook, textbook, handbook, keys, briefcase, or other personal items
- Tampering with fire alarms or extinguishers
- Any infraction considered sufficiently serious by the Principal

Management will meet with the Principal, the discipline Board and potentially the student. If Literacy First Schools Management supports the decision of Liberty Charter High School, that decision can be appealed to the Literacy First Schools Board of Directors. Additionally, parents can appeal a suspension or expulsion prior to the suspension or expulsion by immediately informing the Principal of their desire to appeal the suspension or expulsion. A meeting will occur as soon as practically possible between the principal, the parent and the appropriate representatives from Literacy First Schools Management. The suspension or expulsion will not occur until the appeal has been heard and ruled upon by the appropriate representatives of Literacy First Schools Management.

### **Rehabilitation plans**

Pupils who are expelled from Liberty Charter High School shall be given

a rehabilitation plan upon expulsion as developed by Liberty Charter High School's governance council at the time of the expulsion order which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to Liberty Charter High School for admission.

### **Readmission**

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the charter school's governance and the pupil and guardian or representative, to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The pupil's readmission is also contingent upon the capacity of Liberty Charter High School at the time the pupil seeks readmission.

### **School's right to search**

Desks or any type of storage place provided for student use are, and remain at all times, property of Liberty Charter High School. These areas and the contents, therefore, are subject to a random search at any time, pursuant to school policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated.

In addition, *the contents of a cell phone and social media account may be searched if there exists a reasonable suspicion* that they may have been used in an activity prohibited by Liberty Charter High School's code of conduct as defined above.

LCHS contracts with a canine unit to inspect the campus for alcohol, illegal drugs, and gun powder. If a dog alerts to a student's backpack, the student is brought to the office where an administrator and the dog's handler conducts a search of the backpack, any other bags in the student's possession, the student's pockets, and their shoes. If illegal substances are found, law enforcement is called. After all searches, regardless of what was or was not found, parents of searched students are confidentially notified of the search and its results.

## **PROCEDURES TO RESOLVE PARENT / TEACHER DISAGREEMENTS**

Whenever a complaint is made directly to the Literacy First Management Board as a whole, a Board member as an individual, the Principal of Liberty High School or another administrator, it will be referred to the Liberty High School Principal. A teacher who is the object of a complaint will be informed promptly.

**Direct Conversation:** If a parent or community member (complainant) has a disagreement or misunderstanding with a teacher, the complainant should address the concern to the specific teacher directly involved with the circumstances surrounding the concern. The staff member will meet with the parent as soon as possible, but in no case longer than five calendar days after the teacher has been notified of the concern (subject to change by mutual agreement).

**Finding of Fact and Possible Resolution:** If the complainant or the teacher is not satisfied with the outcome of the Direct Conversation, or the complainant or teacher is unwilling to meet independent of an administrator, a meeting with the teacher, appropriate administrator and complainant will be arranged at a mutually convenient time, but in no case more than five calendar days after the meeting of the Direct Conversation. This step is to be informal and verbal and is intended to resolve the disagreement or misunderstanding. No further action will be taken beyond this Finding of Fact and Possible Resolution unless the complainant submits in writing a signed and dated statement of facts giving rise to this concern, the name of the teacher involved and the remedy sought.

**Formal Process:** If a complainant's concern is not satisfactorily resolved at either the first or second level, the complainant should then refer this concern to the Literacy First Management Board in writing. At that time another meeting will be arranged at the convenience of the complainant and staff member directly concerned, but in no case more than ten calendar days (subject to change by mutual agreement). The staff member has the right to be at all meetings with or without a representative as he/she so determines. Copies of the disposition will be sent to the board.

**Dispositions:** Dispositions at the conclusion of the Formal Process will be sent in writing to all parties within ten calendar days of the meeting with reasons stated.

**Repeat Concerns:** If a complainant believes there has been a repeat of the previous concern, they may go directly to the Formal Process.

## **DRIVING POLICY**

**Any student operating a Motor Vehicle on the Liberty Charter High**

**School Campus will, AT ALL TIMES:**

- Drive only vehicles registered in the student's or parent's name, with proof of insurance in the vehicle, and drive only when in possession of a valid California Driver's License.
- Obey the maximum speed limit of 10 miles per hour while driving on school property.
- Obey all regulations of the Motor Vehicle Code concerning driving and parking, including restrictions placed upon various levels of the California State Driver's license as granted to individual students.
- Park his/her vehicle in the designated student parking area(s) – unless otherwise directed by the Principal or other appropriate school employees.
- Never leave his/her vehicle in the parking lot(s) overnight except with the permission of a Liberty Charter High administrator.
- Ensure that his/her vehicle is properly maintained and in good operating condition.
- Keep a vigilant eye open for pedestrians and other vehicles while driving.

**Any Student Operating a Motor Vehicle on the Liberty Charter High School Campus WILL NOT, at any time:**

- Drag race or exhibit any form of speed exhibition, including the skidding of tires.
- Loan his/her car to any other student and/or drive the vehicle of any other student.
- Store any contraband, stolen merchandise, or other illegal item(s) in his/her vehicle.
- Provide rides for other students without written, mutual permission of all parents concerned or if the driver's license prohibits this action.
- Use his/her vehicle to transport off-campus any student (including himself or herself) who is truant or violating the closed campus policy.
- Use his/her vehicle to violate the Charter School's closed-campus policy.

**Consequences for Violation(s) of this Policy**

- Citation for Vehicle Code violations by a peace officer.
- Suspension of driving privileges as determined by the Principal based upon the seriousness of any incident and the number of such incidents. Driving suspensions can span from one day to one school year.

**Please note that Liberty Charter High is not liable or financially responsible for any theft of any items.**

## **COMPUTER USAGE POLICY**

This policy is for management and usage of computer resources owned and operated by Liberty Charter High School. The policy indicates what privileges and responsibilities are characteristic of acceptable computer usage. **Violators of computer resources use policies will lose computer access privileges. Families will be held financially responsible for the loss of or damage to school-issued laptop computers.**

### Guiding Principles for Responsible Computer Usage

1. Users assume an affirmative obligation to seek answers from appropriate computer personnel for any questions concerning the ethical or legal use of computer facilities.
2. Unless noted to the contrary, data files should be considered private and confidential.
3. Users are responsible for knowing regulations concerned with copying software and may not use the school's equipment, materials or software to violate the terms of any software license agreement. Duplication of computer materials and software without proper authorization from the holder of the copyright is prohibited.
4. The school's computers, materials or software may not be used for unauthorized commercial purposes or monetary gain.
5. The school's computers may not be used to play games or transmit material via any media that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
6. Users may not use the electronic information services to plagiarize another's work. Credit is to be given to the person(s) who created the article or idea.
7. Users may not vandalize computer resources or the electronic information services in any form. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy school equipment, electronic information services or the data of another user.
8. Liberty Charter High School reserves the right to monitor computer and/or electronic information services activity in any form seen fit to maintain

the integrity of the computer equipment, the school's network services and/or the Internet web site.

### **Concerning Internet Usage**

Reasonable precautions are established to prevent access to pornography, "hate groups," and other non-educational Internet sites. Such precautions include, but are not limited to, an Internet router system, which scans and limits access to Internet sites, a monitor scanning software allowing the instructor to view each student monitor from the instructor's monitor and instantly blank, lock, or deactivate the student's system. Any student intentionally attempting to or bypassing these precautions will be denied computer access. The discipline board or school officials will determine other administrative disciplinary actions. **The student and his/her parents accept responsibility for the student's on-line actions.** All other disciplinary policies of Liberty Charter High School apply to the use of technological resources.

### **Concerning General Usage**

Liberty Charter High School will report suspected criminal activity to law enforcement authorities. Criminal activity includes, but is not limited to: defamation; obscenity; discrimination; violation of copyrights, trademark and/or licenses, and/or violation of other rights arising under the law. Students are encouraged to remove any "personal" information stored on Liberty Charter High School computers. Generally, Liberty Charter High School will delete information left on computers/networks.

**Social Media.** While using social media sites, LCHS expects students to treat others respectfully, responsibly, and with integrity. Any mistreatment of fellow students, staff members, parents, or other members of the LFCS community on any social media site will be considered as if it occurred on campus, will fall within the disciplinary jurisdiction of the school, and will be subject to the full extent of the LCHS discipline policy.

### **HARASSMENT POLICY**

Liberty Charter High School is committed to providing a learning environment that is free from harassment of any kind. Harassment of any student by another student, employee, or teacher is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false

or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school hours or during school related activities and also on social media if the harassment impacts the students at school. It includes, but is not limited to, any or all of the following:

### **Bullying**

A decision to hurt another resulting in repeated hurtful acts within a power imbalance where the aggressor finds enjoyment through the unjust and hurtful use of power while the target experiences a sense of oppression. The motives for bullying can be, but are not limited to, bias and/or hate. Bullying acts can be physical, verbal, psychological, sexual, direct, and/or indirect.

### **Verbal Harassment**

Any written or verbal language or physical gesture directed at an administrator, teacher, staff member, or a student that is insolent, demeaning, abusive or implicitly or explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such.

### **Physical Harassment**

Unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.

### **Visual Harassment**

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.

### **Sexual Harassment**

Includes unwelcome sexual advances, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's academic performance or creating an intimidating,

hostile or offensive educational environment.

It is the responsibility of Liberty Charter High School to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct herself/himself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

### **Complaint filing and investigation procedures**

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide what, if any,

disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion or termination.

5. If the complaint is against a nonemployee or nonstudent, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

## **ADDITIONAL POLICIES**

### **Yearly Assessments**

Our California Assessment of Student Performance and Progress takes place in spring every school year. If you are interested in having your child opt out of the testing, please contact your site administrator.

### **Athletic Eligibility**

1. Liberty Charter High School follows the guidelines established by the CIF Blue Book. Students must maintain a minimum grade point average of 2.0 for the previous grading period to remain eligible. In accordance with CIF, students who fall below 2.0 are placed on probation for one quarter. Additionally, athletes must meet the LCHS eligibility requirement of not receiving a grade of “F” in any subject. Incomplete grades are considered failing grades for the determination of athletic eligibility. Incomplete grades may only be changed to passing grades for the purpose of athletic eligibility under the following conditions: a student is allowed extra time to turn in an assignment or complete a test in accordance with their IEP or 504, a grade change is required as the result of teacher or school error, or no additional work on the part of the student is required to change an incomplete grade to a passing grade.
2. Students must exhibit satisfactory citizenship and conduct on and off the field.
3. Students must observe all regulations outlined in the current addition of the CIF Blue Book.
4. Students must pass a physical examination given by a medical doctor.
5. Students must carry adequate insurance.

LCHS athletics provide a powerful context within which participants shape their individual character and the school’s culture to exemplify respect, responsibility, integrity, courage, perseverance, and leadership as they train and compete to the best of their ability.

### **LCHS Lettering Policy**

LCHS athletics and other competitive extra-curricular activities provide a powerful context within which participants shape their individual character and the school's culture to exemplify respect, responsibility, integrity, courage, perseverance, and leadership as they train and compete to the best of their ability.

Student athletes / competitors earn varsity letters based on fulfilling at least the following general requirements. In addition, coaches may have more specific requirements for athletes to fulfill in order to earn a varsity letter in a given sport.

1. By the end of the CIF or competitive season, an athlete/competitor must have consistently demonstrated and/or improved their character in the areas of respect, responsibility, integrity, courage, perseverance, and leadership.
2. Athletes/competitors must consistently participate in varsity level team activities, practices, and contests to the best of their ability for the entire season.
3. Athletes/competitors must maintain at least a 2.0 gpa, be passing all their classes, and have "satisfactory" or "improving" conduct marks for at least the duration of the season.
4. Athletes/competitors must return all school property such as equipment, uniforms, or other materials issued to them during the course of the season.

Upon meeting all of the requirements for a letter, an athlete/competitor will receive a "LC" letter and a patch representative of the sport or competition in which they earned a letter. Students receive only one "LC" letter. With each subsequent year of lettering in the same sport/competition, a student will earn a chevron. With each new sport/competition in which a student earns a letter, they will receive the corresponding patch.

### **Work Permit Eligibility**

Liberty Charter High School issues work permits according to California Education Code, California Child Labor Law, Federal Child Labor Law, and the following LCHS policies:

1. LCHS is not obligated by law or other wise to issue work permits.
2. The issuance of work permits, including the conditions and length of work permits, are determined according to the discretion of LCHS administration.
3. LCHS administration may refuse to issue or may revoke a work permit if the administration deems the work environment or experience unsafe or unhealthy for the minor.

4. LCHS may issue work permits to only students enrolled at LCHS.
5. LCHS administration may refuse to issue, may restrict, or may revoke a work permit based on the following attendance criteria:
  - a. To be eligible for a work permit, LCHS minors should have less than ten cumulative period truancies, period unexcused absences, and period unexcused tardies in the last thirty school days from the date the administrator receives the work permit application.
6. LCHS administration may refuse to issue, may restrict, or may revoke a work permit based on the following academic criteria:
  - a. To be eligible for a work permit, LCHS minors must have at least a 2.0 gpa according to the most recent progress report or report card with no F's.
  - b. To be eligible for a work permit, LCHS minors must have satisfactory character marks in all classes according to the most recent progress report or report card.

LCHS administration may take a student's discipline record into consideration in making a work permit determination.

## **Bills**

Students may contract bills during the year in various ways: lost library books, lost textbooks, lost or damaged laptop computer, damage to school property, etc. A record of these bills is kept in the Main Office. Students are expected to pay their bills promptly, without constant reminders. Students should always request a receipt when paying any bills. All services, goods and bills paid by check are subject to a \$30.00 returned check fee.

## **Change of Address**

Parents are asked to notify the office in writing as soon as any change occurs. This will ensure that any and all mailings will be received without delay or interruption.

## **Child Abuse Reporting**

All employees are deemed mandated reporters under the Child Abuse Reporting Act. A mandated reporter who has reasonable suspicion that a child is a victim of suspected child abuse, sexual abuse, child neglect, or emotional abuse must report the alleged incident to a child protective agency.

## **Closed Campus**

Liberty Charter High School is a closed campus. All students are required to

remain on school grounds during the regularly scheduled school day, including lunch period. It is unlawful for anyone to take a student away from school during the regular school day without obtaining proper permission from a school official.

### **Confidentiality Policy**

There are four instances in which a counselor and/or teacher is legally bound to inform a parent and/or authority with information given during a “confidential” counseling session: 1) when a student indicates he or she is going to physically harm himself or herself or jeopardize his or her life; 2) when a student indicates he or she is going to physically harm another or jeopardize another’s life or has knowledge that another’s well-being is threatened; 3) when a student indicates he or she is being physically and/or emotionally abused; 4) when a student indicates he or she has committed a felony (i.e. selling drugs, stealing a car, etc.).

### **Emergency Cards**

Every student must have a completed and up-to-date “Emergency Card”, properly signed and on file in the school Office. **STUDENTS MAY ONLY LEAVE CAMPUS WITH AN ADULT WHOSE NAME IS LISTED ON THE EMERGENCY CARD.**

### **Food Services**

Lunch will be provided by Grossmont Union High School District. There will be free and reduced lunches available. Families interested in the free and reduced lunches need to fill out the proper paperwork from the office. Applications are not retroactive so applications should be submitted immediately at the start of the year. Students not participating in this program need to bring a cold lunch.

### **Student Cars**

Students are to park in the assigned section of the parking lot and observe safe driving on campus. Upon arriving at school, students are to immediately leave their car and report to the supervised portion of campus.

Students may not return to their car until the end of the school day or upon approved early release. Student cars are off limits to all students during the school day. Driving to school and parking at school are considered privileges and may be revoked upon violation of any school rules.

### **Gang Membership or Involvement**

Membership in or affiliation with any gang that is responsible for coercive or violent activity will be grounds for disciplinary action. Gang attire, emblems, accessories, etc. will not be tolerated on campus or at any school event.

### **Health Services**

1. A staff member will assist a student in need of help for sudden illness or injury occurring in school. The health office is located in the school's Main Office. Conditions occurring at home should be taken care of before coming to school. Students should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school.
2. The secretary/administrator does not diagnose illnesses. Students who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for their student to go home if s/he is too ill to stay in school. No student will be allowed to leave the campus without parent notification. If ill, the
3. student should be given care at home or, if the condition persists, the student should seek medical attention.
4. Arrangements to leave school because of illness or injury must be made through the office.
5. The school follows the recommendations of the San Diego County Health Department in excluding students with communicable conditions. A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department or physician before he or she is readmitted to school. Current laws require the Tuberculosis (TB) and Hepatitis B test results as well as proof of having had the Tdap shot be on file with the office upon entrance into the school.
6. Health matters are treated confidentially.
7. Students expecting to be absent two weeks or more for medical reasons MUST contact the office regarding home instruction and the issuance of an independent study contract. The student's physician must make a request for home instruction.

### **Injury or Illness**

All injuries and illnesses MUST be reported to the nearest faculty member in charge or to the office. Most injuries are avoidable if safety rules are observed.

Parents are advised that if their child is hurt at school, there is no school insurance to cover medical costs. In case of injury, Liberty Charter staff will administer first aid. An ambulance will be called in case of serious injury. The

school will immediately notify parents or other adults listed on the emergency form.

If a student feels sick at school, he/she will be able to lie down. If the student is running a fever or has severe illness symptoms, parent will be notified. Students cannot be released until a parent or guardian (*listed on the emergency form*) comes to pick them up.

## **Medication**

Liberty Charter High School may not furnish any medications. Parent(s) or legal guardian(s) can sign a waiver to authorize the school to administer Tylenol to the child in emergency situations. School personnel are prohibited by law from giving any medication, including Tylenol, ibuprofen or aspirin to a student unless the student's physician has given written instructions. All medications require physician and parent/guardian authorization. Once authorization is obtained, the medication must be given to the Main Office in original containers, labeled with the name of the medication, dosage, name of student, and frequency of administration.

Over the counter medications should be in original sealed packages with directions for administration. Medications will be stored in a secure location labeled with the student's name, dosage, and time to be given. Parents will be notified if a student requires an "only if needed medication" while at school. Medication administration will be documented in a medication log maintained for each child. This form will be incorporated into each student's permanent file upon transfer or graduation.

## **Suicide Prevention Policy**

Literacy First's Comprehensive School Suicide Prevention Policy can be viewed at any of our school offices. Information about suicide prevention can be found on our school website. <http://www.libertychs.org/>

## **Lost and Found**

Items that have been found should be returned in to the Main Office. Students who have lost an item at school may come to the Main Office during the break or after school to check lost and found articles.

## **Newsletter**

Our school newsletter contains important information to parents and students about Liberty Charter High School. Topics include notification about upcoming events, highlights of activities, dates to remember and other points of interest. We encourage parents to look for this vital piece of communication and update your calendar. A digital copy of the newsletters will be emailed to

parents and a hard copy will be sent home with students.

### **Posters and Announcements**

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an advisor's signature and be approved ahead of time.

### **Release of Student Photographs / Media Interviews**

During the year, Liberty Charter High School often has the opportunity to photograph students in a variety of school-related activities. Student recognition programs, academic and fine arts programs are a few examples of these activities.

As such, these photographs may be used in communication tools such as the newsletter and calendar and in communications with the media such as allowing interviews or photographs with students. Liberty Charter High School reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our school is an integral part of reporting responsibly to our community and is a way of sharing in the success of our school and students. For this reason, Liberty Charter High School has designated student photographs as "directory information." However, it is our primary goal to respect family privacy. Parents have the right to submit a written request to Liberty Charter High School directing the school not to release directory information, including the information as listed above.

### **Release of Student Records**

According to the Family Educational Rights and Privacy Act, parents and students 18 years or older the following rights:

- a. The right to inspect and review the student's education records
- b. The right to request the amendment of the student's educational records that are believed to be inaccurate and the right of a hearing if the request is not honored.
- c. The right to file a complaint with the U.S. Department of Education regarding the alleged violation of FERPA.
- d. The right to consent to the disclosure of personally identifiable information within the student's records, unless disclosure otherwise is authorized by law or unless disclosure is made to school officials with legitimate educational interests. A school official is a person employed

by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- e. The following is designated as “directory information,” which may be disclosed without prior written consent: a student’s name, address, telephone number, grade, date of graduation, extra-curricular participation, achievement awards or honors earned, weight and height if a member of an athletic team, photograph and parents names.
- f. Parents have the right to submit a written request to Liberty Charter High School, preferably within two weeks after the first day the student is enrolled in a school year, directing the school not to release directory information concerning their child to third parties. Examples of third parties include Parent / Teacher Organizations, Booster organizations, the media and military recruiters. Liberty Charter High School will not release directory information to third parties who intend to use the information for profit making ventures.

### **School Clubs and Organizations**

School clubs and organizations are available for students based on student interest and the availability of school approved advisors. The Code of Conduct applies to all students and all activities associated with any school sponsored club or organization.

### **Smoking/Vaping on Campus**

Parents and visitors are asked to support the school’s effort to maintain Liberty Charter High School as a “Smoke Free Zone.” Please refrain from smoking/vaping on campus or at any school event or activity.

### **Student Identification Card**

Student I.D. cards will be issued when school pictures are taken in the Fall. They will be distributed to students at no cost. All students are required to carry their I.D.’s at all times. If a student is asked to show his/her I.D. and does not have it, the student will be issued a detention. Replacement for lost cards is \$10.00 and may be obtained in the Main Office.

## **Textbooks**

Textbooks are issued to students by their classroom teachers. Students assume full responsibility for the security of their own textbooks. Should books be lost, stolen, damaged, or defaced after issuance to a student, that student will be required to pay for the cost of the book before a new one is issued or at the end of the academic year. Book fines are paid at the office. Students are required to keep textbooks covered and in good condition. Students may not write in or deface their textbooks.

## **Transcripts**

Transcripts are available through the Main Office. Please allow one week to process transcripts.

## **Visitor Policy**

Any visitor entering the school grounds must register in the Main Office, identify themselves and the nature of their business, and receive a Visitor's Pass. No student is allowed to bring a visitor to school.

## **Volunteer Requirement**

Parent involvement is important to our school's charter and a responsibility of parents who choose to send their students to LCHS. Parents of LCHS students are encouraged to contribute at least **15** hours of service each semester. Hours may be set up with the office. Hours may be in volunteer service, event support, or contributions in kind.

## **Work Permits**

Liberty Charter High School issues work permits according to California Education Code, California Child Labor Law, Federal Child Labor Law, and the following LCHS policies:

1. LCHS is not obligated by law or other wise to issue work permits.
2. The issuance of work permits, including the conditions and length of work permits, are determined according to the discretion of LCHS administration.
3. LCHS administration may refuse to issue or may revoke a work permit if the administration deems the work environment or experience unsafe or unhealthy for the minor.
4. LCHS may issue work permits to only students enrolled at LCHS.
5. LCHS administration may refuse to issue, may restrict, or may revoke a work permit based on the following attendance criteria:
  - a. To be eligible for a work permit, LCHS minors should have less than ten cumulative period truancies, period unexcused absences, and period unexcused tardies in the last thirty school days from the date the

administrator receives the work permit application.

6. LCHS administration may refuse to issue, may restrict, or may revoke a work permit based on the following academic criteria:
  - a. To be eligible for a work permit, LCHS minors must have at least a 2.0 gpa according to the most recent progress report or report card with no F's.
  - b. To be eligible for a work permit, LCHS minors must have satisfactory character marks in all classes according to the most recent progress report or report card.
7. LCHS administration may take a student's discipline record into consideration in making a work permit determination.

### **Insurance**

Literacy First Management reserves the right to require complete certified copies of the required insurance policies.

#### Optional Insurance

Should Liberty Charter High School deem it prudent and/or desirable to have insurance coverage for damage or theft to school, employee or student property, for student accident, or any other type of insurance coverage not listed above, such insurance shall not be provided by Literacy First Management and its purchase shall be the responsibility of Liberty Charter High School.

**The Principal of Liberty Charter High School reserves the right to amend any part of this handbook at his or her discretion.**

## LCHS Discipline Policy

### Detentions and Suspensions

1. Lunch detentions: School staff may administer lunch detentions and are free to establish guidelines for each lunch detention depending on the student and offence(s). Students will always be provided means and time to eat their lunch during lunch detention.
2. Out of school suspension: Students remain off school grounds and away from school-sponsored events for the duration of their suspension. Students are expected to complete and turn in their academic assignments while on their suspension and to make up all assessments in a timely fashion upon their return to campus. Assignments can be turned in electronically during the suspension or in person the day the student returns to campus. Late penalties may apply if the work is not turned in by the date of the student's return to campus or submitted by a date agreed upon with the teacher. It is the student's responsibility to communicate with teachers regarding the assignments and assessments they need to complete or make up during or due to their suspension.
3. LCHS administration will make every effort to keep parents or guardians informed in a timely fashion of their student(s)' behavior and the consequences of that behavior as we work together to improve how students act on campus and during school activities.
4. A student will be provided schoolwork, if requested, for a suspension of two (2) or more school days. Upon the request of a parent, a legal guardian or other person holding the right to make an education decision for the pupil, or the affected pupil, a teacher shall provide to a pupil in any grades 1-12, inclusive, who have been suspended from school for two (2) or more schooldays, the homework that the pupil would otherwise have been assigned. If a homework assignment that is requested and turned into the teacher by the pupil either upon the pupils return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil's overall grade in class.

### Dress Code

1. LCHS expects students to wear the prescribed dress (see school dress code details) while on campus unless specifically directed otherwise by an LCHS staff member. When in doubt and unable to contact the office, come to school in the prescribed dress. Parent(s) or guardians are ultimately responsible for what their student(s) wear to school. Parent(s) or guardians should make sure that their student(s) arrive to school in the prescribed dress.
2. Upon arrival to school, if a student is found in violation of the LCHS dress code, they will be placed back in their parent(s)' or guardian's car and cannot return to school that day until they wear the proper clothes.

3. Students found in violation of the LCHS dress code during the school day must immediately adjust their attire to abide by the LCHS dress code, have prescribed dress clothes immediately brought to them. Students out of dress code will not be admitted to any class.
4. Students found in chronic violation of the LCHS dress code may earn out of school suspension.
5. Students are to wear their clothes modestly on campus at all times. Students who wear clothes immodestly will be asked to change into modest attire on their first offence and will have the immodest clothes confiscated for parent pick up upon the second offence. Further acts of immodest dress will be considered defiant and will earn offending students out of school suspension and a parent conference.

### Tardies

1. LCHS expects all students to arrive to all their classes on time. Teachers may reasonably define “on time” according to their individual classroom policies. LCHS expects all students to comply with all of their teachers’ classroom policies.
2. LCHS allows grace for one unexcused tardy during each Wednesday to Tuesday. Students will earn Friday after school detention for tardies in excess of 1 per Wednesday to Tuesday week.
3. Chronic offences of the tardy policy will result in a parent conference and out of school suspension.

### Truancy

1. LCHS defines truancy to class as a student arriving ten minutes late or more without an excused pass.
2. Any student truant to class will earn Friday after school detention.
3. Chronic offences of the class truancy policy will result in out of school suspension and a parent conference.

### Classroom Disruptions

1. LCHS expects all students to behave in such a way that creates a school and classroom environment where their teachers can effectively instruct and they and their fellow classmates successfully learn.
2. LCHS expects teachers to professionally manage their classrooms to minimize disruptive behavior and to work with disruptive students to improve their behavior within the classroom setting.

3. If after receiving corrective measures, a student continues to disrupt the learning environment of the classroom they will be removed from the classroom and will have a conference with an administrator. Students who chronically disrupt classrooms will earn out of school suspension and a parent conference.

### Cheating and/or Plagiarism

1. LCHS expects all students to complete their own work according to the highest degree of academic and personal integrity.
2. Students plagiarizing and/or cheating may earn a one day out of school suspension and the violation will become part of their permanent academic record and may affect their transcript and/or future recommendations.

### Defiance

1. LCHS expects all students to respectfully treat all school staff and volunteers and considers defiance a major character issue.
2. Students who out rightly disrespectfully defy a school staff member or volunteer will have a conference with an administrator, take responsibility with the staff member or volunteer, commit to respectful behavior in the future and may earn a one day out of school suspension. Failure to take responsibility and make meaningful amends will result in out of school suspension until the student is willing to do so. A parent conference will then be required.

### Cell Phones

1. LCHS expects all students to keep their cell phones turned off or on silent mode and concealed during regular school day hours unless otherwise explicitly and specifically directed by an LCHS staff member.
2. LCHS encourages parents or guardians to limit the calls their student's cell phones will receive and transmit during school hours to 911 and their parent(s)' or guardian(s) contact numbers by contacting the service provider of the cell phone.
3. If parents or guardians need to contact their students during the school day, please call the office.

4. Upon their first offence and second offence, students found using a cell phone without the explicit and specific direction of an LCHS staff member during regular school hours will have the phone immediately confiscated. A parent or guardian of the student who owns the phone must come and personally pick up the phone from the office.
5. Upon their third offence, students found using a cell phone without the explicit and specific direction of an LCHS staff member during regular school hours will have the phone immediately confiscated. A parent or guardian of the student who owns the phone must come and personally pick up the phone from the office. The person improperly using the phone, and possibly the student who owns the phone if the two are not one in the same, will no longer be allowed to have a cell phone in their possession on campus for the remainder of the school year. Further violations of the cell phone policy will earn the student out of school suspension.

#### Public Displays of Affection

1. LCHS expects all students to treat each other formally as school is a formal setting.
2. While on school grounds and during school activities, students must refrain from public displays of affection such as but not limited to holding hands, sitting in each other's lap, having arms around one another, leaning on one another, extended full frontal hugs, non friendship hugs, kissing, or other conduct of a sexual nature.
3. Students found publicly displaying affection on school grounds or during school activities will earn a warning upon their first offence, a call to their parents on the second offence, and a one day out of school suspension upon their third offence.

## Sample Form



### INFORMED CONSENT AND ACKNOWLEDGMENT FOR ATHLETIC ACTIVITIES

The undersigned has read and understands the material contained in this form and hereby authorizes **(Student Name)** to participate in **(insert specific athletic activity or activities)** while enrolled at LFCS or any LFCS School.

By their very nature, athletic activities can put students in situations in which **SERIOUS, CATASTROPHIC** and perhaps **FATAL** injuries may occur. These injuries could include, but are not limited to the following:

<b>Sprains/strains</b>	<b>Disfigurement</b>
<b>Fractures</b>	<b>Head injuries</b>
<b>Cuts/abrasions</b>	<b>Loss of eyesight</b>
<b>Unconsciousness</b>	<b>Death</b>
<b>Paralysis</b>	

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate all risk of injury. Although the school may suggest or recommend the use of certain equipment to be purchased by the students, the school does not guarantee that such equipment will be free from defects or protect the student from injury. By granting permission for your son/daughter to participate in athletic activities, you, the parent/legal guardian, acknowledge that such risk exists and assume these risks.

#### Participation by your child is voluntary and is not required by the school.

The undersigned has read and hereby agrees to hold **LFCS or any LFCS School**, its employees, agents, volunteers and/or sponsors and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action resulting from the use of facilities, equipment and participation by my son/daughter in the above named athletic activity, to the fullest extent of the law.

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**Parent/Legal Guardian (Print Name)**      **Parent/Legal Guardian (signature)**      **Date**

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**Student (Print Name)**      **Student (signature)**      **Date**





2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.  Yes  No

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

Mail complaint and any relevant documents to:

Steve Robinson  
Chief Business Officer  
698 W. Main St.  
El Cajon, CA 92020  
619.579.7233



