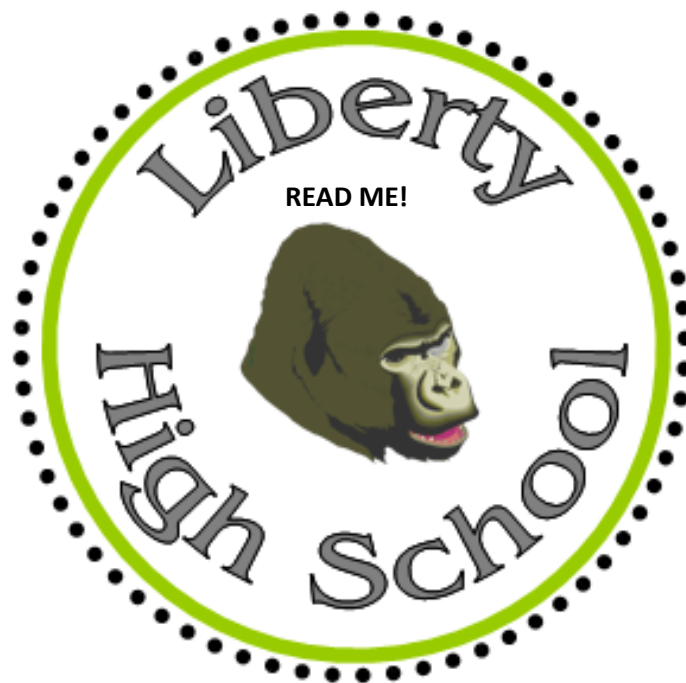


# Liberty High/Jr. High School

Where Every Student Counts!



Parent & Student  
Handbook  
2022-2023

[www.liberty-high.net](http://www.liberty-high.net)

# Welcome to Liberty High School, *where every student counts!*

The handbook contains important information about our school, programs, and guidelines used to help each student achieve success. We care enough to take whatever steps necessary to secure a safe and positive learning environment for each student. We invite you to help us by understanding & supporting our efforts.

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## **Mission Statement**

**Liberty High School is an educational community committed to academic rigor in the core secondary subjects which provides students with small class sizes, individualized attention, credit recovery options and decision-making skills needed to freely participate and succeed in a rapidly changing world.**

## **Vision Statement**

To meet the educational needs of an ever changing and complex student body; to develop, to the greatest extent possible, the innate human potential of all students; to meet the unique needs of a select student body; to act as a liaison between the student and community at large; and to function as a positive change agent in the lives of the children we serve.

.....

## **Rights/Responsibilities**

### **Students:**

#### **Rights**

All students have the right to a quality education without disruption, harassment, verbal or physical abuse, or discrimination for any reason. With these rights come responsibilities: students who fail to meet their responsibilities may lose their right to an education at LHS.

#### **Responsibilities**

1. Protect the rights of others to study and learn.
2. Attend school daily; make up any missed days promptly
3. Be on time for class, bus or van.
4. Complete all in-class assignments and meet deadlines for assignments.
5. Respect public property and carefully use and return all materials.
6. Obey school rules.
7. Volunteer information and co-operate with school staff in disciplinary cases.
8. See that school correspondence reaches home.

## **Legal Responsibilities of Students**

Pupils shall comply with the regulations, pursue the required course of study, and submit to authority of the teacher and governing board. (Arizona Revised Statute 15-840)

### **Parents:**

#### **Rights**

All parents have the right to expect a quality education and a safe environment for their students. Parents have the right to be notified of any problems at school. Such notices may be **verbal or in writing**. If verbal, such notice shall be given in person or by telephone. If written, delivery may be made by United States mail or personal delivery. If mailed, delivery shall be deemed to be completed at such time as the notice is deposited in the United States mail, addressed to the last known address of the students or his/her guardian. Electronic notices are at discretion of staff of LHS.

#### **Responsibilities**

1. Create a positive attitude toward school.
2. Help your student be self-disciplined in attendance, studying, and respecting the rights of others.
3. Become involved in the school and its activities.
4. Notify the school of student's absences or tardy arrival and strive to make these few in number.
5. Consult with the school if there are problems.
6. Make sure that the school is notified of changes in contact information.

### **School :**

#### **Rights**

Schools have the right to expect students and parents to assist in educating every student without disruption. Schools have the right to require that all students follow the rules. In addition, schools have the right to provide and maintain a safe working environment for teachers, staff and students.

#### **Responsibilities**

1. Foster a safe, respectful and ethical school climate conducive to learning.
2. Practice open communication with students, parents, staff and community to create transparency and accountability in carrying out school mission.
3. Provide an opportunity for quality education which prepares students for college and career readiness.
4. Demonstrate commitment to a policy of non-discrimination in relation to age, disabilities, gender, race, and religion.

## General Academic Information

At Liberty High and Junior High, the Arizona College and Career Readiness Standards are the criterion for curriculum development and credit awarded. The Arizona State Course Catalog is used as the guideline for course content and naming and may be referenced for additional information.

### Enrollment

Liberty High School has an open entry-open exit policy. Students are placed in state defined cohort groups determined by 9th grade entry for the purpose of determining testing levels for state mandated tests.

#### Requirements:

- Any eligible student may enroll at Liberty High School any appropriate time during any session, providing the school has not reached its enrollment cap or specific program is not full. If enrollment or program has reached its cap, the student will be asked to check regularly to see when a position is available. (*Eligible* is defined as being in good standing at student's previous school, not having been expelled) Programs include: transportation, day school, night school, grade level caps based on student: teacher ratio & gender ratio & course progression. (Revised 3/28/18 Board action)
- Any student who has dropped out/withdrawn from school in good standing during any session may apply for re-admission.

#### Transfer Students:

- It is the responsibility of transferring students and their families to obtain official transcripts and records from their previous schools and submit them to Liberty High School for most efficient registration and placement.
- Students must have withdrawn in good standing from their previous school, that is, not having been expelled or in the process of expulsion, and may not enroll until eligible to return to their previous school or until 50 school days elapse. Liberty may refuse to enroll any student who has been expelled or in the process of expulsion.
- Credit earned at another school may be transferred to Liberty High School. Official transcripts must be received at Liberty High School before credit will be granted.
- Students with General Education Diplomas (GED) will be given credit in 9<sup>th</sup> or 10<sup>th</sup> grade level classes in equivalent subjects representing up to one credit per subject.

### Withdrawal

Students need parental permission and signature to withdraw from high school. Students should obtain form at LHS office. All textbooks must be returned and all bills cleared before the students' records are released

## Credit Completion & Graduation Requirements

### Credits

Students earn credit by completing **all** classroom requirements for each subject and are expected to keep up with classroom pace. Work is retained until completed if student is unable to finish it in a timely manner due to late start, circumstances beyond control, etc. Liberty issues student-delivered progress reports at mid quarter & mailed quarter credit grade at end of each quarter. Reminders posted on school web site under parent info tab.

Mastery of a subject is demonstrated by 80% or higher on the grade report. This means that for **all** assignments, student has averaged 80% or more points available. ALL assignments must be completed for students to receive ANY grade for a quarter. Honor Roll recognition is given for 80% to 89% grades; High Honor Roll is for 90% and above.

Attendance plays an essential role in meeting credit requirements; Liberty employs an immediate required makeup system if students incur any absences. Students stay after regular class hours with each teacher until class objectives for absences are met. Certain upper class coursework requires maximum attendance: English III, IV, Algebra II, Personal Finance, and Physics/Chemistry. Any student missing more than **4 days per quarter of daily instruction** in these courses **may** be removed from the class and will have to repeat the course with possible postponement of graduation.

### High School Graduation Requirements

Graduation requirements are the minimum academic expectation placed on all students. The following are minimum credit requirement & distribution:

*4 credits English*

*4 credits Mathematics (approved)*

*3-4 Credits in Science*

*3-4 Credits in Social Studies*

*2-3 Credits Career/Technology Ed.*

*4-6 Elective credits*

**22 Total Credits**

Four years is the normal time required for high school completion. Liberty High School recognizes the need and ability of some students to complete their high school program in less than four years & this may be accomplished if it is the determination of student's teaching team that it is within student's ability & would be appropriate in his/her situation. Credits may be transferred from other schools, colleges and technical programs to meet graduation requirements. *A minimum of 2.5 credits must be earned at LHS for graduation.*

## R\*A\*H\*S

Liberty High employs a simple behavioral plan to encourage and train students in proper habits and actions for success in school and beyond. Each student is introduced to the plan upon registration and interview and is reminded of his/her progress through regular “RAH” cards given by teachers and staff. Awards are given at each quarter for students who have demonstrated great RAH behaviors. What is RAHS?

- **R=Respect.** Students are encouraged to understand that respect for peers, staff, themselves and the facility and grounds is the foundation for safe, peaceful and responsible activity while at school.
- **A=Attendance.** As noted before, daily attendance is the first key to success. Academic progress is made daily; absences interfere with classroom and student progress and create additional work for teachers and students.
- **H=Hard work.** Students must complete classroom work daily in each subject in order to proceed towards credit award. There is no substitute for the simple attendance to assignments required for academic understanding and growth.
- **S=Service.** Outside of school, students may be engaged in club, volunteer, community service, paid work or other regular activities. Liberty compiles these hours for elective credit upon proper verification. 143 hours=1 elective credit.

## RAHS Support

To support students, parents and guardians and staff in our efforts to let RAHS govern our school behaviors, the following are regular school practices to encourage participation:

1. RAHS recognition given regularly and quarterly with cash prizes for top RAHS.
2. Early and regular reference to RAHS behaviors by Director, teachers and staff in an effort to promote understanding in addition to social contracts of CKH program.
3. Conflict resolution incidents define, discuss and further reiterate the responsibility for respectful, regular and hard-working actions.
4. School office calls home morning and/or afternoon to verify student absence unless school has been notified of absence beforehand.
5. Teachers are available daily until 5:00 pm for attendance makeup, tutoring and student support; students are **required** to make up work for absences immediately upon return from absence to encourage ongoing academic understanding and effort.
6. Students are encouraged to contribute fully to classroom activity, to encourage one another and to dignify themselves by submitting *their own* best effort at all times.
7. Liberty recognizes activity outside of school as useful indicator of hard work.

# School Day/ Student Classes by Grade Level

## Junior High

**Monday through Thursday:**

**Campus/Snack Bar opens.....7:30-7:55 am**

**First Hour.....8:00-9:35 am**

**Second Hour.....9:35-10:00 am**

**Third Hour.....10:00-11:00am**

**Fourth Hour.....11:00-12:00 am**

**Lunch.....12:00-12:25 (Closed Campus)**

**Fifth Hour.....12:25-2:00 pm**

**Sixth Hour.....2:00-3:00pm**

**Seventh Hour.....3:00-3:30pm**

(Total Instructional time: 420 minutes/day; 1680 minutes/week; 1001 hours/year)

Junior High curriculum is determined by Arizona College and Career Readiness Standards and consists of grade level English and Language Arts, Mathematics, Science, Social Studies, Recreation, Health, Arts/Music.

Junior High Students must earn average grade of 70% or better and be failing **no** subject to be promoted to High School.

Student absences are expected to be made up immediately as noted in previous pages. Junior High Teacher is available until 5:00 daily for makeup, tutoring, etc.



# High School

**Monday through Thursday:**

**Campus/Snack Bar opens.....8:00-8:25 am**

**First Hour.....8:30-9:30 am**

**Second Hour.....9:32-10:32 am**

**Third Hour.....10:34-11:34am**

**Fourth Hour.....11:36-12:35 am**

**Lunch.....12:35-1:05 pm**

**(Closed Campus for 9/10<sup>th</sup> Grade and all school transported students)**

*Night School Begins with 5<sup>th</sup> Hour*

**Fifth Hour.....1:05-2:05 pm**

**Sixth Hour.....2:05-2:35pm**

*Day School ends; Night School Continues*

**Seventh Hour.....2:35-3:00pm**

**Eighth Hour.....3:00-4:00pm**

**Ninth Hour.....4:00-5:00 pm**

**Ninth Grade Courses:** English I, World History, Earth Space Science, Pre-Algebra/Geometry or Algebra I, Elective, ½ period of Recreation or Study Hall as needed.

**Tenth Grade Courses:** English II, Algebra I or II, Geometry, Biology or Life Science, Art or elective, ½ period of Recreation, Credit Recovery if needed or Study Hall.

**Eleventh Grade Courses:** English III, U.S. History, Physics/Chemistry, Algebra II, Recovery Math if needed (Geometry), Art, Office/Teacher Aide, Electives, CVIT if qualified (afternoon only M-F) Credit Recovery or Study Hall if needed, College or work release if qualified.

**Twelfth Grade Courses:** English IV, ½ Government/ ½ Economics, Personal Finance (or Algebra III ), Recovery Math if needed (Geometry, Alg II), Biology or Physics/Chemistry (if not completed), Art, Electives, CVIT if qualified (afternoons only M-F), Credit Recovery or Study Hall if needed. College courses if qualified. Work Release if qualified.

# **Policies**

## **Dress Code**

Students must be covered across shoulders (3-4 finger width) & to their fingertips when extended to the sides of their legs when standing. No skin may be visible below the “Modesty” line drawn from arm pit to arm pit. No Zero Tolerance items/topics may decorate clothing. Students who wear hats or sunglasses to school must remove them in *all* buildings. Students may not display tattoos unnecessarily nor may they wear more than 2 pierced items at a time. . Students who have misunderstood the code will be given a one size fits all T shirt to wear or be asked to turn inside out any tops with inappropriate messages, pictures, graphics.

## **Electronics**

Because of health, safety and ethical issues, NO electronics may be taken past the front office. This includes cell phones, personal music players, headphones, etc. It is recommended that all electronic devices be left at home or in student vehicles (they may *not* be visited during school day), but if student arrives with device, it will be checked into Director’s office and stowed (at student risk) until student leaves campus for the day. Any device found to be with student on school grounds past the office will be sent to the office and must be retrieved by a parent. PLEASE NOTE: Students and parents have continual access to the school’s phone system for emergencies, messages, etc so no additional communication device is needed while at school. School number is 928-402-8024.

## **Supplies**

Liberty is pleased to supply all paper, notebooks, folders, academic materials to students. Pencils may be brought from home or purchased for a small amount. No backpacks are necessary. Any backpack, purse, bag will be checked into Director’s office upon arrival at school and stored until student leaves for the day. Items may not be accessed until then.

## **Passes, Visitors, Check-Out, Parking**

Students are given bathroom pass weekly during 2nd hour for use during class periods (except 1<sup>st</sup> & 5<sup>th</sup>) unless a medical condition is documented. Visitors on school business must check in to office & receive visitor pass to wear while on campus. No other visitors are allowed on campus (including parking lot) without advance permission for visit. Students MAY NOT leave school without parent sign out –it is considered ditching to do so.

Parking lot is for staff, parent & student use only; safety/visitor violations will be reported.

## **Enrollment Cap**

Liberty is a Charter High School & Junior High with an enrollment cap of 100 students. We plan carefully to keep classroom sizes small, manageable, & responsive to individuals. We are not a district school; rather, a school of choice. We strive for gains in individual student academic performance & pledge to continue in this effort with all our students.

## **Tardiness**

Tardiness (late arrival to class) will be made up, minute for minute, at lunch time in the Director's office or as an absence makeup after school.

## **Absences**

It is expected that all missed coursework due to absences be made up upon return and students stay after school with teachers. Director will verify daily to weekly to make sure that students are meeting this requirement and are current with each teacher in classroom work. All coursework for absences including excused absences as defined by A.R.S. § 15-901(A)(1), must be made up. Parents are advised to plan doctor's visits, hunting trips, vacations, etc., during our ample two-week breaks at the end of every quarter, or after school hours, or on Fridays. It is essential that parents and students understand that absenteeism undermines student progress *and* school funding. We count on your help in this matter.

## **Academic Compliance**

It is our hope and expectation that all students will thrive and enjoy our unique school setting. We sincerely desire that every student here will make excellent academic progress and achieve their educational goals. However, if a student finds he/she is unwilling to comply with the behavioral, attendance and academic standards of Liberty High and Junior High, he/she will be subject to drop/fail status and be removed from enrollment. He/she may seek readmission at a later time, if desired.

## Zero Tolerance

By state statute, schools are especially protected from certain activities. The consequences, both at school and with law enforcement, for participating in such activities are serious, including long term suspension or expulsion and possible arrest for the first 5 categories. Liberty has developed a list of six types of activities that will not be tolerated, either as a behavior, an attitude or in dress on our campus. It is essential to define our campus boundaries as the entire school property, including parking lots, playgrounds and the frontage road around the school, and hold students accountable for this understanding.

1. **DRUGS.** No licit or illicit, legal or illegal drug may be brought on to campus by a student, nor may any student be on campus under the influence of any medication other than that needed for the treatment of illness. Any prescription medicines students may need must be checked into office for proper administration.
2. **ALCOHOL.** No alcoholic substances may be brought onto campus nor may any student be on campus under the effects of alcohol. No unsealed beverage may be brought on campus at any time. Sealed non-alcoholic beverage containers may be opened in the presence of a staff member and then be allowed on campus except **no** aluminum cans from off campus are allowed at any time.
3. **TOBACCO PRODUCTS.** No tobacco/ tobacco-like products may be carried, used, exchanged or otherwise found on campus at any time by anyone, including parents.
4. **WEAPONS.** No items that even resemble weapons, including toy weapons, sharp objects, and etc are ever allowed on campus.
5. **VIOLENCE.** Physical, verbal or other violence of any sort will not be tolerated at Liberty. This includes threatening talk, defaming words about another and especially any physical action towards another person.
6. Anything of a **SEXUAL NATURE.** This includes suggestive talk, obscene gestures, expressions, clothing, gender specific insults, etc. Personal displays of affection should not be expressed at school, given the academic purpose of our institution.

All other infractions that may arise are addressed under RAH infractions, including: lying, defiance, disrespect, theft, cheating, vandalism, property destruction, and cheating. None of these behaviors are tolerated and will receive appropriate and timely correction in the form of referrals, short suspensions, parent meetings, Director meeting, repair or replacement of damaged or vandalized property, etc.

## **Due Process for BOARD Disciplinary Hearings**

In an expulsion or long term suspension hearing students are protected by due process. This guarantees that no action will be taken against a student until he/she has had a chance to tell his/her side of the story. Parents must contact the director before suspended student may return to school. If a student is recommended for a long-term suspension (less than one year), he /she will be notified by the high school and his/her family will be notified in writing at least five days in advance of the hearing. Students may bring a witness to the hearing and parents may bring a representative. Student will be notified following the hearing in writing if he/she is suspended. Student or his/her family may appeal a long-term suspension. The appeal must be in writing and delivered to the school office within 3 days of the decision of the Board. If student is recommended for expulsion (for more than a year) his/her family will be notified in writing of the time and place of a Board hearing. Students have a right to a public or private hearing; an attorney or representative may represent the family. Student may present evidence in his/her behalf. Student and parents will be notified in writing of the result of the hearing. If student presents a clear and present danger to him/herself or others, he/she may be removed from school pending a hearing without advance notice.

# Liberty High School Online Learning Policies

## NETIQUETTE/ACCEPTANCE USE

### **General Regulations:**

Internet access is required for students using online learning courses. The Internet and other online resources provided by Liberty High School whether onsite or distance, are intended to be used to support the instructional program and further student learning. Liberty retains the right to monitor all classes, computer usage, and files for compliance with state mandated regulations and/or procedures.

### **Computer Ethical Use Agreement:**

Online learning resources, including the Internet, are to be used in a responsible, efficient, ethical, and legal manner in accordance with Liberty High School student policies. The school/district cannot guarantee the accuracy of the information or the appropriateness of any material on the Internet outside its onsite learning management system. By signing these agreements, the parent or guardian understands that Liberty High School/District is not responsible for materials acquired by the student on the Internet, for violations of copyright, users' mistakes or negligence, or any costs incurred by the user.

User Obligations and Responsibilities: The use of e-mail is essential for communication between teachers and students. Students must use computers appropriately, agree to all rules of etiquette established by Liberty High School, and sign a statement acknowledging their understanding and acceptance of these rules. These will include the following:

- Students will use any school equipment, the school learning platform and its resources only for purposes related to education. Commercial, political, and/or personal use unrelated to an educational purpose is strictly prohibited.
- Students will use computers with consideration and respect. They are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is obscene, threatening, disruptive, or sexually explicit; that could be construed as harassment, disparagement, or cyber bullying of others (based on their race, national origin, gender, sexual orientation, age, disability, religion, or political beliefs); or that is intended to annoy, harass, intimidate, disrupt the operation of the program, or interfere with the rights of other students or staff.

- Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading, or creating of computer viruses and/or any malicious attempt to harm or destroy materials, data, or equipment.
- Students will give credit to others whose work is used. Neither Internet content nor the work of classmates will be cut, copied, or plagiarized. Students will abide by all copyright rules and regulations.
- Students will communicate via e-mail or instant messaging to teachers cautiously and with discretion. Liberty reserves the right to monitor any online communication(s) for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by school/district personnel.

**Student responsibilities include, but are not limited to the following:**

- ✓ Refrain from including information in e-mail or instant messaging that is not appropriate for printing or discussion in a public setting. Privacy cannot be assured in e-mail communications.
- ✓ Send no unsolicited e-mail or instant message to classmates.
- ✓ Protect the confidentiality of other users' mail or files. Students will not read the mail or files of others and shall not attempt to interfere with another user's ability to send or receive electronic mail or instant messaging, nor shall they attempt to delete, copy, or modify, or forge the mail of others.

Keep personal account numbers, home addresses, and telephone numbers private and protect and keep secret any passwords issued for course access.

- Students will accept responsibility for any charges incurred for phone usage, line costs, or usage fees as a result of using the Internet for any purpose other than that required as part of the course taken. Liberty High School will assume not responsibility for such charges.
- The use of Liberty online learning resources is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Students who fail to abide by Liberty High School online learning policies shall be subject to disciplinary action, revocation of the user account, and legal action as deemed appropriate.
- Students will abide by all local, state and federal laws and policies related to Internet usage. Liberty administrators will cooperate fully with local, state, and federal officials in the investigation of illegal activities conducted through the use of the Internet. Students suspected of violating the Netiquette/Ethical Use Policy will be notified of the suspected violation and given an opportunity to respond. If

violations are confirmed, students may be removed from the course, assigned a failing grade, and subjected to other disciplinary and/or legal consequences as determined by district policies and local, state, and federal authorities.

## **CODE OF CONDUCT**

Students will be responsible for their own behavior, will properly handle and use all classroom equipment, and will show respect for others in the classroom (onsite or virtual). **Virtual classrooms will be recorded for quality assurance.**

### **Students will:**

- Be attentive.
- Actively participate in the learning experience.
- Complete all assigned homework, projects, and assessments on time.
- Abide by an individual academic honesty policy.
- Follow all rules established by the school/district, and the teachers. In the event the actions of students cause harm to other students or school staff, the school administration has the right and responsibility to discipline offenders. If a situation occurs where disciplinary action is required, the school administration will determine appropriate consequences, including the possible removal of a student's online privileges.

## **ACADEMIC INTEGRITY**

Students, parents and/or guardians will abide by policies outlines in this agreement. All online learning teachers utilize a variety of software to check student work for authenticity. If an instructor confirms that a student has plagiarized work in any manner or used resources not permitted by the instructor, the student will be subject to consequences determined by the school administration.

## **RIGHT TO PRIVACY**

Protecting the confidentiality of online learning passwords is the responsibility if the student. Liberty will not publish or display the names of students, their images, or their coursework on its website, in videos, or in publications without the consent of the student and their parents/guardians.



In accordance with the Family Educational Rights and Privacy Act (FERPA), Liberty High School will allow access to student records only to those authorized. Authorized personnel include the Arizona Department of Education, Arizona State Board for Charter Schools, school site staff, and others with a legitimate educational or legal interest in students' records.

## **STUDENT/TEACHER COMMUNICATION**

Communication between the online student and teacher is essential and must be frequent and ongoing. A variety of modes, including virtual classrooms/meetings, e-mail, telephone, discussion boards, instant messaging, and other appropriate services or tools, may be used by teachers and students to communicate regarding course requirements, expectations, grading, and other issues related to course content and instruction.

## **SPECIAL NEEDS STUDENTS**

The following policies are written for students with disabilities who have either an Individualized Education Plan (IEP) or a 504 Plan, or is an EL student.

- Prior to enrollment in an online course, the attendance clerk shall contact the SPED or AZELLA Director for a review of the educational needs of the student based on the requirements of the IEP or 504 Plan, or EL needs.
- The SPED or AZELLA Director will ensure the IEP, 504 Plan, or EL need is made available to the teacher of record. The online teacher must be informed of his or her responsibility for implementing the IEP, 504 Plan, or EL needs.

Teachers and staff will maintain confidentiality with all personally identifiable educational records received by storing such records in a secure environment.