



Liberty Technology High School

Parent/Student Handbook 2024-2025

Liberty Technology Magnet High School

3470 Ridgcrest Rd Exd. Jackson, TN 38305

Phone: 731.423.9086

Website: www.jmcass.org/liberty

Facebook: Liberty Technology High School

Twitter: @LTMHSCrusaders

Dr. LaDonna Braswell- Principal

Dr. DeCourtney Turner- Assistant Principal

Dr. Ryan Woods- Assistant Principal

Mrs. Brooke Hall- Instructional Coach

Mrs. Holloman- Instructional Coach

Mrs. Quintessa Stewart- Counselor

Mrs. Ashanti Murphy- Counselor

Dr. Calandria Williamson- Graduation Coach

PRINCIPAL'S MESSAGE

Welcome to Liberty Technology School. We look forward to a wonderful and successful school year! We hope the information in this handbook is very useful! Please let us know if we can be of any assistance to you during the school year.

GENERAL SCHOOL INFORMATION

Liberty Technology High School is a Title I School. The school receives Title I funding from the federal government to supplement local funds. These funds provide teachers and students with needed resources to help ensure that all students meet challenging state academic standards.

MISSION

The **mission** of Liberty Technology High School is to commit together to see the scholars in front of us and serve them to the best of our abilities.

VISION STATEMENT

The vision of Liberty Technology High School is that all Liberty Technology students will graduate college, career, or military ready.

SCHOOL COLORS and MASCOT

Liberty Technology High School's colors are burgundy and silver. The school's mascot is the "Crusader."

STUDENT HANDBOOK

(Information listed is in Alphabetical order)

ACCIDENTS/ILLNESSES ****Please make sure all contact information is updated in PowerSchool.***
If a student is injured or becomes ill at school, the student will follow these procedures:

1. The student will inform the classroom teacher or person in charge. The person in charge will fill out the required school form.
2. The scholar will take the form to the nurse's office. The school nurse or designee will assess the student and determine if the student can return to class or will need to be dismissed from school.

The parent/guardian **may be notified, if necessary. If it is necessary to speak with a parent, we will use the contact information provided in PowerSchool. If the parents cannot be reached, the school will attempt to contact members on the emergency contact list.*

****In case of emergencies, please be sure to notify the school with any updates or changes in contact information.***

****Please note:*** If a scholar is seriously ill or "at risk" and we are unable to reach a parent/guardian, the school will notify emergency medical care services to retrieve the student. A student incident form will be completed, and the parents will be responsible for the expense.

Students with contagious diseases will not be allowed to attend school. This includes pink eye, chickenpox, ringworm, impetigo, head lice, Covid 19, etc. The scholar will be sent home from school and must remain there until this disease is no longer contagious or the scholar been cleared by the doctor. The student **MUST return to school with an official doctor's note and be cleared by the school nurse or front office before going to class.*

ADMISSION POLICIES

To attend Liberty Technology High School, students **MUST live in our school zone or be officially accepted through "Open Enrollment" by the district. Students who do not live in our school zone, **MUST** attend their zone school.**

All students must register online at **www.jmcass.org**. Please follow these steps:

- Click on the link labeled "**Parents.**"
- To the left of the screen, click on "**Registration.**"
- If you are a current or returning student, click on "**Registration for Current Students**. If you are a new student to JMCSS, click on "**Register a Student New to JMCSS.**"

****Please note: Students will not receive an official schedule until they are officially registered for the new school year.***

ANNOUNCEMENTS

Announcements are made in the morning and again prior to dismissal. Students are to listen carefully as important information is given during these times. ****Only in emergency situations will announcements be made during the school day. Our #1 goal is to protect instructional time.***

APPOINTMENTS

The school day for students at Liberty Technology High School begins at 7:15AM and ends at 2:15 PM. Parents are expected to make every effort to schedule appointments (doctor, dentist, counseling, etc.) outside of school hours. When this is not possible, try to schedule the appointment early in the morning or late in the afternoon so that they will not miss an entire day of school.

Students may be released from school to a parent, guardian, or authorized adult. Only those persons (must be at least 18 years old) listed on the student's registration/information form in PowerSchool will be allowed to check out a student. The adult must report to the office and sign his/her name, and departure time on the school logbook. Showing proof of identification is **REQUIRED**. ***All students are expected to remain in their classrooms or designated area until parents arrive and are called from the front office.**

Please note: Classes are in session until 2:15PM. When a child is checked out early, he/she will miss valuable instructional time and assignments. ***There will be NO student checkouts after 1:45 PM. We will be preparing for dismissal.**

ARRIVAL PROCEDURES

Arrival: School doors will open at 6:45 a.m. Buses will unload at the front entrance. Car riders will unload at the front entrance. **ALL** students **MUST** enter through the front entrance of the building.

Please note:** Students are **NOT** allowed to enter the building or be dropped off before 6:45 a.m. There is no supervision for students before 6:45 a.m. ***If a student is dropped off early and something should happen to the child, the school will not be held liable.

ASSEMBLY GUIDELINES

- Follow teacher and/or staff directions.
- Remain quiet and attentive during the program.
- Remain seated until dismissed.
- Be courteous and respectful at all times.

ATTENDANCE: ABSENCES (See policy 6.200)

Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Our school's goal for attendance is 100% of our students present each day.

***Attendance will count as 10% of our school's accountability scores.**

School Board policy allows the following reasons for an excused absence:

1. Student personal illness, or hospitalization as documented by a physician's statement. If the illness requiring hospitalization is to exceed more than ten (10) consecutive days, the parent/guardian should apply for homebound instruction.
2. Illness of an immediate family member. A physician's note will be required.
3. Death of an immediate family member. Documentation **MUST** be provided.
4. Religious observances /event. Parents/guardians must inform the principal and attendance secretary a week in advance. Parents must provide the excuse or the student can bring a dated program from the event.
5. Summons, subpoena, or court order will be excused as long as verification is provided from the appropriate authorities.
6. Pregnancy; Documentation for appointments must be provided.
7. School-endorsed activities
8. Extreme weather conditions
9. Circumstances in which the judgment of the principal create emergencies, over which the student has no control. Administration must approve the excused absence.

General Information Regarding Attendance:

- Students shall be present at least **(50%)** of the scheduled school day to be counted present. ***Students who arrive to school after 10:30 a.m. will be counted absent unless a doctor's excuse is provided.**
- Teachers are required to take attendance daily for each class and keep accurate records of each student's attendance. ***If a student is absent, parents will be notified at the end of the day through**

our all-call service.

- Students' absences will be classified as either excused or unexcused. A student who is absent five (5) days without an adequate excuse will be considered truant.
- An absence is unexcused until the parent/guardian provides the proper documentation to show that there was a valid reason for absenteeism. Documents should be sent with the child the next day following the absence and turned into the front office.

***Please note: There will be no more than (5) handwritten notes accepted as an excused absence for the entire school year. All other excuses must be written by a physician.**

- Students who persist in truancy violations will be referred to DCS and may be in danger of credit/promotion denial.
- It is the student's responsibility to obtain and complete make-up work in all subject areas or classes covered during an absence. *All missed assignments or tests (whether from excused or unexcused absences) may be made up. The student will have a minimum of (2) days per day absent to complete the make-up work.
- The administration has the right to excuse or deny excusal of a student's absence.
- Attendance will **NOT** be excused by telephone calls. Parents may call to inform the school of their child's absence. However, the student must return with a note explaining the absence. ***Please call the school between 7:15 a.m. and 8:15 a.m. to report the absence.**
- **Students who have excessive absences (10 or more) will not be able to participate in school events and activities. *This includes SENIOR activities!**

High School Attendance Incentives: This incentive plan allows students to be exempt from the class final exam only if they have maintained a specified balance of number of absences and class average. The purpose of this plan is to ensure students' maximum instruction. ***This plan is determined on a class by class basis and does not exempt the student from any End-of-Course (EOC) Testing.**

BLANKETS

Students are not allowed to bring blankets or throws to school to stay warm in the building or classroom. Please wear a school approved jacket or coat to stay warm throughout the day. If these items are brought to school, they will be confiscated, and a parent/guardian must come to school to retrieve the items.

BREAKFAST IN THE CLASSROOM

A healthy breakfast is served daily for all students and is free of charge. A grab-and-go breakfast will be served once students enter the building. Once students arrive in the mornings, students will grab their breakfast and be dismissed to their 1st block class. Students **WILL NOT** be able to leave out of class to retrieve their breakfast.

***Please note: Breakfast will not be served to students after 7:30 a.m.**

BUS RIDERS

Bus riders will remain in their 4th block class and will not be dismissed until their designated bus has been called from the office.

CAFETERIA/DINING HALL GUIDELINES

The same rules for good conduct apply in the cafeteria as in the classroom. Please remember the following rules while going to and from the cafeteria and while in the cafeteria.

- Enter the cafeteria doors from the main hallway.
- Stand in either of the (2) lunch lines to receive your tray. Do not skip the lunch line! Wait your turn!
- Do not save seats! Students are allowed to sit wherever they choose to sit.
- Please use table manners while in the cafeteria.
- Use appropriate level of voice and refrain from using profanity.
- Before leaving the cafeteria, please make sure your area is clean. Throw all trash in the trash cans!

- Students should always stay seated! There should be no walking around without permission.
- Misconduct in the cafeteria will be reported to the administration.
- Students should not leave the cafeteria without permission.
- Students will remain in the cafeteria until the dismissal bell rings.

CAR RIDERS (Arrival/Dismissal)

Arrival: ALL vehicles will enter the school's parking lot using the first entrance of the school coming from Parkstone Place.

Dismissal: ***Please do not drop off or pick up students in the bus lane/zone!**

*Dismissal for car riders and walkers will begin at **2:15PM**. ***Students will remain in their 4th block class until dismissed by the office.**

***Student drivers must go directly to their cars and immediately leave school premises.**

***Students who are on "Open Enrollment" are expected to be picked up on time at 2:15 p.m.**

CARE OF SCHOOL PROPERTY

Students shall be held responsible for school and personal property. Any scholar who damages or destroys school property shall be subject to disciplinary action and liable for the cost of restoring or replacing the property. Any student who steals school or personal property shall be subject to suspension or expulsion and the authorities may be contacted. Parents are held liable for property stolen or damaged by their minor child/children. ***Please also refer to the district's Code of Conduct!**

CELL PHONES

Cell phones will be turned into school personnel once students arrive in the mornings. The cell phones will be securely held during the school day by administration. Cell phones will be returned to students at 2:00 p.m. daily. Students who travel to other instructional locations throughout the day will be given their phones to travel. Any student found in violation will be administered the following consequences.

1st offense Phone will be collected by teacher & kept in safe for three days.

2nd offense Phone will be collected by teacher & kept in safe 10 school days.

3rd offense Phone will be collected by teacher & kept in safe till end of school year.

Once a phone has been collected only a parent/guardian can pick them up. Any refusal of this will result in an automatic referral and a possible suspension.

Liberty Technology High School staff and faculty are not liable for any lost or stolen phones. Every scholar has the option to leave their cell phones at home or keep them in their vehicles.

CHANGE OF ADDRESS/TELEPHONE

It is extremely important that the school maintains up-to-date phone numbers and addresses of all students. In case of emergency, please notify the school immediately if you have a change of address or telephone number during the school year.

CLOSING/CANCELLATION OF SCHOOL

If for any reason school is cancelled or dismissed, the local television, radio, and newspaper media will be notified by the district office. In case of snow or inclement weather, please tune in to your local television or radio stations for information. **(See Policy 1.8011)**. Parents will also receive notification by our district/school's messaging system. ***Please make sure your phone numbers are updated so you can receive messages.**

CODE OF CONDUCT

Our goal at LTHS is to maintain a positive learning environment that is conducive to learning. All students are expected to display positive behavioral expectations every day!

At LTHS, there are (5) basic rules that ALL students MUST follow EVERYDAY:

1. Follow directions the first time given!
2. Show respect to yourself, others, and property.
3. Come to school prepared and ready to learn; Be in school uniform!
4. Speak at appropriate times using suitable voices and language; Refrain from using profanity!
5. Keep hands, feet, and objects to yourself.

***The district's CODE OF CONDUCT will be used for ALL minor and major infractions. (Please see attachment)**

****REMEMBER: Quality discipline is EVERYONE'S responsibility! We believe that discipline is an attitude which begins at home, is reinforced at school, and is applied through life.**

CODE SWITCHING

Code Switching is the act of changing our behaviors, including speech, dress and mannerisms, to conform to a different cultural norm than what we might authentically do in our own home or surroundings. All LTHS students are responsible for displaying positive behavior and using appropriate language throughout the day while at school. Failure to do so will result in disciplinary actions.

COMPUTER/INTERNET USE (Policy 4.406)

Computer use and internet access will be under strict supervision and guidelines. Students are expected to follow the rules for appropriate Internet use. This includes the following:

- General rules and ethics of internet use.
- Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Obscene language
 - Harassing, insulting, defaming, or attacking others
 - Unauthorized access to prohibited areas/sites (files, folders)
 - Intentional misuse of resources
 - Using another's password or other identifier (impersonation)
 - Buying or Selling on the internet
 - Violation of copyright laws
 - Violating regulations prescribed by the network provider

Any student found violating the Internet policy may be disciplined. All students must have the following signed forms on file before they will be allowed to use the computer/internet or take a laptop home.

1. Acceptable Use Policy Agreement
2. Student Portable Device Agreement

CONFERENCES

It is very important that you are in constant communication with your child's teachers. Parent-teacher/student led conference days are scheduled each year in the fall and spring semester (**Please refer to the district's calendar**). However, a teacher may find it necessary to ask a parent to come to school for a conference, at any time. Parents may also call or email the teacher to schedule a conference. ***Teachers will meet with students/parents at their discretion during their planning time or before/after school.**

CORRIDORS/HALLWAYS

It should be the goal of LTHS students to keep the corridors/hallways neat, clean, orderly, and as quiet as possible. To do this, the cooperation of everyone is needed. In the interest of safety, students are to walk on the right and left side of the hallway while leaving the middle of the hallway clear. All students are to stay in their assigned classes; no one is allowed in the halls while classes are in session unless called from the office. If there is an emergency, the student must have a hall pass signed by the teacher to leave the classroom. ***During lunch periods, students must remain in the cafeteria.**

DRESS CODE (Policy 6.310)

Student dress will fall within the following guidelines in order to create an orderly setting in which teaching and learning can occur without distractions. These guidelines also assist in helping young students prepare for the world of work. Standardized expectations related to student dress will assist our mobile student population as students move from school to school within the district.

General:

- Students are not to wear clothing that exposes any of the student's body.
- Head apparel is not to be worn in the building. (ex. doo rags, hats, visors, bandanas, scarves, hoods, hair rollers) unless for religious customs.
- No underwear, undershirts or camisoles are to be visible
- No hoods over the head at school
- Students shall refrain from wearing non-prescriptive eyewear in the building.
- No items of clothing or jewelry with symbols related to drugs, alcohol, gang signs, firearms, or obscene letters or messages.
- Large chains, key chains or other objects may not hang from belts, clothing or wallets.

Shirts:

- Polo style-collared- burgundy, black, grey or white color (short or long sleeved) *Sleeve must cover the shoulder
- No writing, logos, pictures or any type of design should be on the shirt (except Liberty school shirt)
- No holes, cuts or rips of any kind are allowed
- Tucked in at all times
- Sized to fit, neither skintight nor sagging

Pants:

- Flat front or pleated-khaki, navy or black color
- Capri pants-flat fronted or pleated-khaki, navy or black color
- No cargo style pants or pants with deep pockets in the front or back
- No writing, logos, or any style of design should be on any pant
- No holes, frayed cuffs, cuts or rips of any kind are allowed sized to fit, neither skintight nor sagging; must be worn at waist
- No sweatpants, wind pants, pajama pants or jeans
- Leggings are **NOT** to be worn as pants.

Shorts:

- flat fronted or pleated-khaki, navy or black color (Must be knee length when standing)

Skirts:

- Solid color-khaki, navy or black (hemline must at least touch the top of the knee when standing)

Belts:

- Must be solid black or brown with a silver or gold buckle.
- Buckle no larger than 2 x 2 square and no specialty, logo, oversized or wording allowed

Jackets/Coats:

- Must be solid color with a zipper
- No sweatshirts or hoodies (**LTHS Football/Basketball hoodies are acceptable to wear on some occasions**)

Shoes:

- No shoes with heels higher than 2 inches
- No house shoes/slippers
- No flip flops

***Students are asked to purchase a LTHS shirt to wear on Spirit Day.**

DRUG-FREE SCHOOLS (Policy 6.307)

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.

Disciplinary sanctions will be imposed on students who violate the standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.

EMERGENCY/SAFETY DRILLS

Fire, tornado, earthquake, and intruder drills are held at regular intervals throughout the school year. These drills are necessary for the safety of the entire school building. Teachers discuss and practice proper procedures with their classes. Evacuation routes are posted in each classroom. When the alarm is sounded, students are to follow directions and procedures for the plan posted in each classroom. These drills are to be taken seriously.

During the drills, students are expected to conduct themselves in an orderly fashion. Talking and running are prohibited.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather (snow, sleet, tornadoes, flooding, etc.) schools may be delayed or closed. Please listen to your local radio and television stations. In the case of an emergency and may have to dismiss school early, an all-call message or text will be sent to parents. Parents are urged to make arrangements and have a contingency plan in place. Your child should be aware of this plan as it may not be possible for us or them to contact you prior to dismissal. For safety purposes, please make sure all contact information is updated consistently throughout the year.

EXTRACURRICULAR ACTIVITIES (Sports/Band/Dance/Chorus/Theatre)

If your child participates in after-school activities, be sure that someone is available to pick your child up on time. Arrangements should be made prior to your child staying for after-school activities. **Students with excessive absences will not be allowed to participate in extracurricular activities.**

FIELD TRIPS

Field trips will be an educational activity, which is an extension of specific goals, objectives and topics studied in the classroom. Educational field trips will be taken when approved by the principal. Students may **NOT** be granted field trip permission over the phone. Students participating in field trips shall conduct themselves according to the same rules set forth by the school and the district even when off school property. **Students must ride the bus to the field trip to be counted as present. If a student does not return on school transportation, a transportation release form must be signed at the time of departure with the supervising teacher.**

FLOWERS/BALLOONS

Flowers and balloons delivered to students will be held in the office until dismissal time. Balloons may not be taken on the school bus.

GRADES (Policy 4.600)

Grades are given at the end of each nine (9) weeks period. For each nine-week period, high school students shall have a minimum of **four (4) tests** and a minimum of **fourteen (14) additional grades** including a combination of daily grades and homework grades. At the end of each semester, students will take either a Final Exam or an End-of-Course assessment. ***Final Exams and End-of-Course assessments will count 25% of your child's grade.**

Academic Grading Scale

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 or below

***Students who fail to complete required assignments, will receive an incomplete (I). If the incomplete is not removed in the time designated by the administration, it will then become a "F."**

High School Grade Weighting

- 60%---Tests/Quizzes
- 30%---Daily Work
- 10%---Homework

*** The following methods will be used for weighted grading in advanced courses:**

1. **Honors Courses**: Shall include the addition of **3 percentage points** to the grades used to calculate the semester average.
2. **Dual Credit/Dual Enrollment Courses**: Shall include the addition of **4 percentage points** to the grades used to calculate the semester average for students who sit for the Dual Credit Challenge Exam, and students who pass the Dual Enrollment course.
3. **Advanced Placement Courses**: Shall include the addition of **5 percentage points** to the grades used to calculate the semester average for students who sit for the aligned culminating exam.

GUIDANCE

The guidance program was established to assist students in gaining benefits from the total educational program of LTHS. Each of our counselors is committed to the individual growth and development of each student and to

working with students and parents to gain the greatest good from school experiences. The primary role of the school counselor is to attend to the developmental needs and the personal-social-emotional problems which the students encounter as they interact with their environment. The counselor does not assume the role or responsibilities of the administrator, teacher, or disciplinarian. The counselor is an active member of the staff of professionals assigned to the task of providing opportunities for students to develop self-understanding, self-evaluation, and self-direction. To this end, the counselor works closely with other educators, parents, and the community to help the student adjust to school life in all its facets – academic, vocational, social, and personal. The counselor’s goal is to assist the student to mature as an individual, to understand his/her responsibility for making decisions, and to live with the consequences of his/her decisions.

GYM/BLEACHER GUIDELINES

- Walk up and down the steps.
- Keep feet off the seats.
- When instructed, sit in designated grade level areas
- Throw away trash and gather all personal items. ***Do not leave personal items unattended!**

HALL PASSES

Students are to remain in the room during the entire class unless it is an absolute necessity for them to leave. Students will not be allowed to abuse the privilege of leaving the classroom to go to the restroom. However, we do understand that there will be times that students will need to be excused from class for this reason. The teacher will work with the students to determine if there is a true emergency. When a particular student is noticed to ask to use the restroom on a frequent basis, parents may be contacted, and a doctor's note must be provided or kept in the student's record. Students who are allowed to leave the classroom during the class period should have the appropriate hall pass. Students will **NOT** be allowed out of the classroom during the first or last 15 minutes of the class period. Students will **NOT** be allowed to leave the classroom during the last 30 minutes of the day.

HALLWAY GUIDELINES

- Stay in line.
- Walk on the right and left side of the hallway. Leave the middle of the hallway clear for monitoring and supervision.
- Please do not throw trash on the hallway floors.
- Stay away from the walls! We want to keep our school looking great!

HOMEWORK

The purpose of homework is to provide extra practice and reinforcement of classroom learning. It serves to help students become self-directed, independent learners and to increase learning time. Parents can best help their children with homework by designating a time and comfortable place to work. Parents should go over the work with the child but not do it for him/her. Parents should expect to see graded work periodically. This work should be examined and problem areas should be reviewed/discussed with the student. These papers should be signed and returned to school the following day. A signature does not signify the parent’s approval of the grades, it does however provide proof to the teacher that the parents have seen them.

LEAVING SCHOOL CAMPUS

Students are not to leave the building without permission. Once students report to school, they are responsible for following and adhering to their daily schedules until they are dismissed from school. If a student is caught leaving campus without permission, disciplinary actions will take place. ***Refer to the Code of Conduct.**

LOST AND FOUND

Students should report lost items to the attendance office. Articles found in and around the school should be turned into the attendance office. Owners may claim their property by properly identifying it. In an event to eliminate confusion, we ask that parents label your child's belongings with a full name. If an item is not labeled, we have no way of getting it to its proper owner. Items not claimed by the end of the semester will be donated to a local charity.

MAKE-UP ASSIGNMENTS

All missed assignments or tests (whether from excused or unexcused absences) may be made up. The student or parent/guardian may make the request for make-up work during the period of absence, or on the day the student returns to school. A teacher's instructional time may not be interrupted by these requests; however, information regarding make-up work will be provided within two (2) days. It is the student's responsibility to retrieve, complete, and submit missed assignments for credit. Students will have five (5) days to turn in all make-up assignments.

MEDICATION

Students taking medication must understand that school officials cannot give medication to students. However, students may be **assisted** with taking medications provided the parent/guardian has provided the school nurse or designated office personnel with a signed medical release form and clear written instructions.

All medications (prescription and nonprescription) must be brought to school by the parent/guardian. It must be given to the school's nurse or office personnel. Students **may not** transport medication on the bus. Medication can only be taken in the office/nurse's office.

Students with asthma are allowed to have inhaler(s) in their possession at all times. Parents are still required to complete a medical release form with clear instructions for use.

OUT OF AREA

Students are expected to follow their daily schedule each day! Students who are caught "Out of Area" such as gym, locker rooms, bathrooms, etc. will result in disciplinary actions.

PERSONAL PROPERTY

Protect your property. Print your name in ink on all tablets, jackets, backpacks, folders, etc., for which you are responsible. Students are cautioned not to bring large amounts of money to school and are prohibited from bringing radios, cell phones, or cameras to school. If a student wears glasses or a watch, keep track of them at all times. **STUDENTS ARE RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THE SCHOOL IS NOT RESPONSIBLE.**

POWERSCHOOL/EMAIL

All students are required and expected to have their PowerSchool log-in information and school email account. PowerSchool is used to check grades, attendance, etc. It is important for parents and students to frequently check PowerSchool to stay abreast of their grades. Students should also check their email account for important communications from the school.

PROFANITY

Students at LTHS are held to a higher standard. Therefore, students are to refrain from using profanity when speaking to other students and adults in the building. It is important to have self-control and be mindful of what

you say when speaking. *Disciplinary actions will take place for students who continue to use inappropriate language at school.

PUBLIC DISPLAY OF AFFECTION

Students should not display public affection. There should be no kissing, inappropriate touching, grabbing, hugging, sitting in others' laps, etc. Students will receive a warning and if this behavior continues, disciplinary actions will be taken.

REPORT CARDS

Report cards are sent out after the end of each nine-week grading period for students. Parents shall sign the report card, and students shall return the report card to school as soon as possible. A signature does not denote agreement or disagreement with the grades. The signature is the school's way of knowing that the parents have seen the report card. If parents have questions concerning the report card, they may call the school office and request a conference with their child's teacher(s). Interim Reports are also sent home in the middle of the nine-week grading period.

RESTROOMS

Students should use the main girls' and boys' restrooms between classes.

RIGHT TO SEARCH/PERSONAL SEARCHES

School administrators have the right to search any student's person and/or personal effects (e.g., purse, book bag, etc.) when there is a reasonable suspicion to believe that the student possesses an item which violates the law, school policies and regulations, or which may be harmful to the school or its students.

Students may be scanned with a metal detector.

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students. If a pat down search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present.

AUTOMOBILE SEARCHES

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice and without student consent. The interiors of student vehicles may be inspected whenever a school administrator has reasonable suspicion that it contains an item which violates the law, school policies and regulations, or which may be harmful to the school or its students.

SECURITY CHECK

Students will go through a security checkpoint once they arrive in the mornings. They will remove the contents of their pockets and pass through a security station which will alert staff of any metals. If students do not pass security checks, they will be further assessed with the security wand.

SCHOOL CALENDAR- see attachment

The school calendar for the 24-25 school year is attached at the end of the parent/student handbook. Please adhere to the dates for holidays, parent teacher conferences, etc.

STATE-MANDATED ASSESSEMENTS-EOC TESTING

All students are required to take the state mandated end-of-course assessment. These assessments are given in the following classes: **English I and II; Algebra I, II and Geometry; U. S. History; Biology.**

Students will take these assessments at the end of each quarter or semester (Fall and Spring) and will count as **25%** of their final grade. Students who are absent on the day of the scheduled end-of-course (EOC) exams shall present a signed doctor's statement. ***To graduate, students MUST have taken the required end-of-course assessment in each class.**

STUDENT DISCRIMINATION/HARRASSMENT/BULLYING/CYBER BULLYING/and INTIMIDATION (Policy 6.304)

In order to maintain a safe, civil, and supportive environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited! This policy goes in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. This policy will be enforced while on school property, at any school-sponsored activity, on school provided equipment or transportation, or at any official school bus stop.

STUDENT DRIVERS

Student drivers will park the front parking lot (designated spaces). ***All student drivers MUST fill out a vehicle registration form and have the required documentation. All information will be kept on file in the front office.**

***Students who drive to school without the proper documentation will not be allowed to drive to school!**

A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester or fails to maintain satisfactory academic progress shall be ineligible to retain a driver's permit or license.

To qualify for reclaiming a driver's permit or license, the student shall return to school and make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period or become eighteen (18) years of age. (See Policy 6.200)

***The attendance secretary is responsible for notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school or fails to maintain satisfactory academic progress.**

SCHOOL PROPERTY

Student desks, lockers, and textbooks are property of LTHS. Students are responsible for the security and contents of their assigned desks/lockers. Searches of desks/lockers may be conducted if there is cause to believe they may be in possession of anything that violates board policy. If unauthorized items are found, parents and/or authorities will be notified.

SKIPPING CLASS

Students are expected to report to class daily! If a student is caught skipping class, they will be automatically suspended from school. At LTHS, it is important that students are always supervised while they are at school. This is due to safety! Students are required to be where they are supposed to be at all times!

SNACKS/DRINKS

Students are not allowed to bring snacks such as bags of potato chips and candy to school. All snacks and drinks must be purchased from the vending machine. ***Students may bring bottled waters.**

SUPPLIES

Students are required to report to school prepared and ready to learn! All students are required to have the necessary school supplies needed for each class to be successful academically! It is the parent's responsibility to provide these school supplies for their child.

TARDINESS

Tardy is defined as being a late arrival or an early dismissal from a class period. Three (3) tardies will count as one absence. Students who miss more than 45 minutes of a 90-minute class will be counted absent.

*The school day for students at Liberty Technology High School begins at **7:15AM and ends at 2:15PM**. If a student arrives after 7:15AM, he/she is considered tardy. To enter their 1st block class, students must sign in at the front office to receive a tardy slip. The teacher will collect the tardy slip when they enter class.

***TARDY STATION**

Students will have 7 minutes between classes and should be in class before the bell rings. If a student is late to class, they will report to the attendance clerk to receive a tardy slip. Students are **not allowed** to enter class without a tardy slip.

****Excessive tardiness should be referred to the office for disciplinary action.**

3 tardies- Administrative/ student conference (Parent will receive a phone call)

6 tardies- ISS for the day

10 or more tardies- Suspension

***STUDENTS WHO ARE CONSTANTLY TARDY TO CLASS WILL NOT BE ABLE TO ATTEND SCHOOL WIDE ACTIVITIES OR EVENTS.**

TELEPHONES (Office)

The telephones in the office are for business purposes only! The office will not call students from class to answer phone calls. Only emergency messages will be delivered. In the event of an emergency, students will be allowed to use the phone in the office.

TEXTBOOKS (Policy 4.401)

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they will be responsible for the textbooks received and used by their children. The student is responsible for the books (library and textbooks) during the school year. **Parents will assume the cost for any lost or damaged library or textbooks.** Failure to pay the fine will result in records being held until the financial obligation is cleared.

TOBACCO-FREE SCHOOLS-(Policy 1.803)

All uses of tobacco and tobacco products, including smokeless tobacco, are prohibited in all school district buildings. Smoking shall not be permitted on school grounds and vehicles. Any student who possesses tobacco products shall be referred to the principal or assistant principal for disciplinary actions. ***Please refer to the "Code of Conduct."**

TRANSPORTATION/SCHOOL BUS (Policy 6.308)

The school bus is viewed as an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Riding the bus is a privilege; the privilege may be removed if infractions are serious and/or repetitive. Students are under the supervision and control of the bus driver and all reasonable directions given by the bus driver shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is causing disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation. Any student having his/her riding privileges revoked on one bus may not ride any bus during the period that his/her riding privileges have been revoked.

Safety is our number one priority! Please encourage your child to follow the bus rules below:

School Bus Rules/Guidelines:

1. Sit in your assigned seats. (Bus driver has the right to assign seats).
2. Enter and exit the bus quietly!
3. No use of profanity.
4. Do not eat or drink on the bus.
5. Pick up your trash and keep the bus clean.
6. Violence is prohibited. (No fighting).
7. Remain seated until the bus stops!
8. No smoking or vaping.
9. Keep your hands inside the bus.
10. Do not destroy property. Parents/students will be charged for repair or damage to the interior/exterior of the bus.
11. For your own safety, do not distract the driver through misbehavior.
12. Enter the bus through the front entrance.
13. Do not get off the bus at any stop other than your own.
14. Absolutely NO WEAPONS (i.e. firearms, knives, mace, etc.).
15. Parents and unauthorized persons **are not** allowed to board the school bus.
16. Please be courteous and respectful to the bus driver and other students.

****Remember: You are being recorded! All buses have cameras!***

If an incident occurs on the bus and parents want to view video footage, parents may submit a request to view footage to the director of schools.

Change In Transportation

To change transportation for students, parents **MUST** send a note stating details of the transportation change which should include:

1. Student name
2. Date
3. New bus number/car
4. Address of new location
5. Parent signature

The principal or assistant principal will approve or deny the change in transportation. If approved, a new bus form will be completed and given to the student so they can ride the bus at the end of the school day!

Transportation changes will not be approved after **1:30 PM** each day. *We encourage students and parents to notify the office in the morning when the student arrives at school.

VENDING MACHINES

Students are NOT ALLOWED to use the vending machines between classes. This may cause them to be late for class. Students should use the vending machines during their lunch break. If students are caught at the vending machines between classes, they will face disciplinary actions.

VISITORS

Parents/Guardians are encouraged to be involved in their child's education. However, all visitors and parents are required to enter the building through the front door by main office. Parents/guardians **may not** enter the building through another entrance in the building (gym doors, cross walk, etc.). All visitors and parents must show a valid I.D. and **sign-in** on the log form to receive a visitor's pass. All visitors must **sign out** when leaving the building.

Due to safety reasons, parents/guardians may not go directly to the teacher's classroom. If a meeting has been scheduled by the teacher or administrator, the parents will be invited to meet in the conference room,

which is in the front office.

Parents who wish to visit or observe in your child's classroom(s), must have approval from an administrator 24 hours in advance. ***In order to maximize our instructional time in the classroom, students may not have visitors during regular school hours.**

VOLUNTEER

We welcome all guests and those who would like to volunteer at LTHS. In order to volunteer at LTHS, a volunteer form is required to be filled out. Once the form is completed, it will be sent over to the district office for approval. Once approved, the volunteer will be notified by the attendance secretary and will schedule the dates and times to volunteer at LTHS. ***The volunteer form is located in the front office.**

WEAPONS (Policy 6.309)

The possession of a weapon on school property, school bus or at any school sponsored activity or event is strictly forbidden. Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies. State law considers possession of a weapon on school property a felony and prescribes a maximum penalty of six years imprisonment and a fine not to exceed \$3,000.00. Students who are found to have violated this policy shall go before the Discipline Hearing Authority (DHA) and will be expelled from school.

WITHDRAWING FROM SCHOOL

Parents of any student who is withdrawing a student from LTHS, should notify the school's office and clear any debts owed to the school. Teachers will update and document the student's progress and the school counselor or attendance secretary will close out the student's record and will forward the information to their next school of enrollment. If necessary, parents are asked to schedule an appointment with the counselor or attendance secretary. ***Please note: In order for student records to be sent to the new school, students should be cleared from any debts owed to the school.**

ZERO TOLERANCE

Some offences committed by students are considered zero tolerance and will be treated as such. Those offenses include but not limited to possession or use of drugs (prescription, nonprescription and tobacco products) or drug paraphernalia including any controlled substance, bringing or in possession of weapons or dangerous instruments (including firearms or ammunition), and battery either upon another student or employee of Jackson Madison County Schools.

The aforementioned information does not supersede the policies and procedures of Jackson Madison County Public Schools. All policies and procedures of Jackson Madison County Public Schools are enforced.



2024-2025

Liberty Technology High School

Crusader Club Permission Slip

As a student at Liberty Technology High School, I understand the rules/procedures I must follow to participate in Crusader Clubs. I understand if I do not abide by the rules/procedures, I will no longer participate in Crusader Clubs.

Student Signature

Date

I give my child permission to participate in Crusader Clubs for the 24-25 school year. I understand if my child does not follow rules/procedures, my child will no longer participate in Crusader Clubs for the 24-25 school year.

Parent/Guardian Signature

Date

We appreciate your support!



***Please return this signed form to your child's homeroom teacher as soon as possible.**

Please make sure you have read the handbook. We will refer to all incidences.