

# **LIBERTY MAGNET**

**HIGH SCHOOL**

## **Student Handbook**

**2021-2022**

1105 Lee Drive

Baton Rouge, LA 70808

225.924.9406

[libertymagnet.com](http://libertymagnet.com)

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LIBERTY MAGNET HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
**ACKNOWLEDGEMENT FORM 2021-2022**

*Please complete this form and return it to your 1<sup>st</sup> Period teacher.*

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

*Our signatures below indicate that we have received, read, and understand the 2021-2022 Student/Parent Handbook which includes the following documents:*

- Liberty Magnet School Rules and Regulations, including Dress Code
- Title I Compact for Student Success: A Parent/Student/School/Teacher Agreement
- School-Based Parental Involvement Policy
- Internet Usage Policy
- Media Release Policy

\_\_\_\_\_  
Student Signature

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

\_\_\_\_\_  
Principal Signature

# Liberty Magnet High School

1105 Lee Drive

Baton Rouge, La. 70808

Phone: 225-924-9406 Fax: 225-924-9409

School Website: [www.libertymagnet.com](http://www.libertymagnet.com)

District Website: [www.ebrschools.org](http://www.ebrschools.org)

## Administration

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Assistant Principal  
Assistant Principal  
Assistant Principal

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**Onetha Albert**  
**Cammie Claytor**  
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## Support Staff

A Building Clerk  
B Building Clerk  
C Building Attendance/Transportation  
D Building Clerk  
Exec. Secretary/Bookkeeper  
Magnet Coordinator  
Testing/504 Coordinator  
Parent Liaison  
TOR Moderator/Tardies

**Tylea Davenport**  
**Linda Robertson**  
**Brian Seals**  
**Alexius Chatman**  
**Lydia Johnson**  
**Monica Baker**  
**Natishia Thanni-Irvin**  
**Korey Lindsey**  
**Brandon Williams**

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## Counselors

Freshmen Students  
10<sup>th</sup> - 12<sup>th</sup> Students A-F  
10<sup>th</sup> - 12<sup>th</sup> Students G-N  
10<sup>th</sup> - 12<sup>th</sup> Students O-Z

**Latania Dillon**  
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**Mission Statement**

The mission of Liberty Magnet High School is to provide a college preparatory curriculum that will enable students to be lifelong learners, critical thinkers, and ethical citizens who can function in an increasingly technical, diverse and global environment.

### School Motto

## A School Like No Other

### Core Values

**Equity** - Liberty's policies, practices, and guiding principles ensure stakeholders have differential access to programming, opportunities, and supports by eliminating barriers that exist for students, families, and staff.

**Community** - Liberty prioritizes a vision of shared experience, achievement, investment and responsibility among its stakeholders. Emphasis is placed on an internal and external awareness of the impact each Patriot can have. We invest in the work to appreciate our differences and diversity while building relationships that share in one another's burdens and achievements.

**Opportunity** - Liberty ensures that all students have access to high quality offerings in Academics, Athletics, and Extracurricular activities. There is a focus on "deliberate scholarship" that works to eliminate ceilings of academic opportunity and encourage continued learning. Participation in classes, teams, and organizations help stakeholders develop tools and skills through a diverse set of on-campus experiences.

**Service** - Liberty emphasizes a stakeholder-centered approach where all participants engage in continuous active service to others. This creates a positive experience for all members of the community in an environment that is inclusively supportive, proactive, and responsive. Through service, everyone benefits - both the receiver and provider. Our culture of service starts within, but extends beyond, our internal school community.

**Integrity** - Liberty stakeholders are encouraged and expected to act with honesty, lead by example, commit to what is right -even without recognition, - and be motivated by their positive impact on others.

### Grading Scales

Regular Courses	Quality Points	Honors Courses *Extra QP*	Quality Points	AP/Dual Enrollment *10 point grading scale & extra QP*	Quality Points
93-100 = A	4	93-100 = A	5	90-100 = A	5
85-92 = B	3	85-92 = B	4	80-89 = B	4
75-84 = C	2	75-84 = C	3	70-79 = C	3
67-74 = D	1	67-74 = D	1	60-69 = D	1
66-0 = F	0	66-0 = F	0	59-0 = F	0

\*Quality Points (Quality points are used to calculate your GPA)

### ADMISSION & RETENTION REQUIREMENTS

## ADMISSION REQUIREMENTS

1. Parental consent and support
2. Overall **2.5 cumulative GPA** for the last 4 consecutive semesters (last 2 years)
3. Score proficiently (stanine of 5 or above) on the Spring 2018 standardized assessment in **both** ELA and math
4. Motivation toward academic excellence and the arts

## RETENTION REQUIREMENTS

1. Students must **maintain** a 2.5 overall, cumulative grade point average.
2. Students must maintain an attendance record of 95%.
3. Students must abide by the behavior standards set by Liberty Magnet High School and the EBR School System.
4. Students must have a passing grade in **ALL** classes taken each semester. If a student **does not** have a passing grade, he/she must take the class at an approved summer school, **PRIOR TO THE NEXT SCHOOL YEAR**. Summer school forms **must** be approved by the counselor. **NO EXCEPTIONS**. Summer school grades do not count in the GPA calculations for retention purposes.

## GPA STANDARDS FOR RETENTION, PROBATION, APPEAL & EXIT

**2.5 OR ABOVE GPA:** Good Academic Standing

**2.4 GPA:** Automatic reinstatement with one year probation

**2.3 GPA:** Students with extenuating circumstances may appeal to the Hearing Review Board. If the appeal is denied, the student's magnet status will be revoked.

**2.29 OR BELOW GPA:** Magnet Status revoked

*\*\* No probation will be given to students classified as Seniors.*

### DUE PROCESS:

1. A student on probation **must** attain an average that brings the cumulative grade point average to 2.5 or above.
2. A student's prior probation **cannot** be held against him/her if they achieve the 2.5 required GPA.
3. Students can be on probation only **once** and can appeal for reinstatement only **once**.
4. Students who leave for academic reasons cannot apply for re-admittance until **after one full year**. (*This applies only to students who leave in the 9<sup>th</sup> grade and seek re-admittance in the 11<sup>th</sup> grade*).

## **STUDENT SUPPORT SERVICES**

### **Sign up for a Parent/Teacher Conference**

If you need to contact a teacher during the school year to schedule a conference, please go to our website (**Libertymagnet.com**) and select “**Teacher Conference Signup**”. A representative from the school will contact you to confirm the date and time. We ask that you give us 1-2 school days to schedule the conference.

### **School Calendars**

We encourage parents and students to visit our School Calendars which are listed on our website (**Libertymagnet.com**). The calendars are a great resource to keep track of upcoming school events and academic assignments.

### **Weekly Update**

Each Sunday, the school sends out a Weekly Update BLOG. Families and students are strongly encouraged to read through the highlights of the previous week, the upcoming events, and the relevant information provided. The Weekly Update website is also available through the school website (libertymagnet.com) under the Student and Parent tabs.

### **Library/Media Center**

Please, visit our Library/Media Center which is now located in the **B-Wow Space**. Students may checkout books, report Chromebook/laptop issues and purchase IDs, grade-level lanyards and temporary IDs in the Library/Media Center. The Library/Media Center hours are 6:30 a.m.-2:30 p.m. and during each lunch shift. Students will need a pass to visit the library/media center during regular class time.

### **I-Care Services**

The mission of **I CARE** is to provide students with prevention education in the areas of alcohol, tobacco, other drugs and violence. The **I CARE** Specialist is available to conference with individual students, lead support groups, make class presentations, provide trainings for faculty and parents, respond to crisis events, and to make referrals to providers in the area. If you are interested in accessing services, call the **I CARE** office at 225-226-2273 or visit the website at [www.icare.ebrschools.org](http://www.icare.ebrschools.org).

### **Test Advisement Services**

The School Test Coordinator works with parents and students to provide assistance with state mandated testing as well as other exams. Here at Liberty Magnet High, we offer the PSAT, ASVAB and Practice ACT in the Fall, as well as the PreACT, ACT, LEAP 2025 and Advanced Placement (AP) exams in the Spring. Students also take regularly scheduled state interim exams to track progress throughout the school year. For more information on testing, please contact our School Test Coordinator, Mrs. Natishia Thanni-Irvin at [nthanni@ebrschools.org](mailto:nthanni@ebrschools.org).

### **LA GEAR UP/LFOS/LOSFA**

The Louisiana Office of Student Financial Assistance (LOSFA) is a Program of the Louisiana Board of Regents, administering the state’s scholarship and grant programs, including the Taylor Opportunity Program for Students (TOPS). Both LA GEAR UP and Field Outreach Services (LDOS) provide college access and readiness within LOSFA.

LA GEAR UP, or Louisiana Gaining Early Awareness and Readiness for Undergraduate Programs, is a federally funded college readiness and success program that provides services to the members of Liberty Magnet High’s Class of 2022 and 2023. LA GEAR UP provides critical early college awareness and support activities like tutoring, mentoring, academic preparation, financial literacy and career education to improve access to higher education for GEAR UP students and their families. All cohort members are automatically members of LA GEAR UP and will be offered support and resources throughout high school and into their first year of college.

Louisiana Field Outreach Services (LFOS) provide awareness and resources to students in the Class of 2020 and 2021. Programs include: Louisiana College Application & Access Month, College Acceptance & Award Recognition Day, High School Presentations and Workshops, FAFSA Completion, Aspire to Inspire, the FLY Tour, and more!

## Policies Pertaining to Students

### Student Fees

**School & Technology Fees** - All students are assessed a \$75 fee that encompasses both the School Student Fee and Technology Fee. This fee is due at the start of school

**Graduation Fee** - All seniors must pay a \$50 graduation fee in order to cover the cost of the graduation ceremony. Graduation fees are required for a senior to participate in the graduation ceremony.

**Participation Fees**: Some sports and extracurricular activities may have a required fee assessed for participation. Participation fees must be paid **before** a student can participate in the program.

### Monetary Payments

Liberty Magnet accepts Cash, Money Order, Credit/Debit Card, and online payments. Personal checks are not accepted. Payments made with a credit or debit card in person or online are assessed a service fee. In-person card payments are assessed a 4% fee. Transactions of \$5 or less are assessed a 4% + \$0.10 fee.

### Student Debts

All student debts and fees are expected to be paid on time. Students are not allowed to participate in graduation ceremonies if they hold any outstanding school debts, textbooks, library books, or Chromebook fees.

### Check-in/Check-out Policy

Students who arrive late to school must be accompanied and checked in by an adult by using the iPad check-in system. Once school starts at 7:10, students may not be dropped off, they must be checked-in in the main office.

When checking in, students must have an excuse; doctor's note or a parent/guardian handwritten excuse. **Students should report to A building to check-in, present the note to the clerk and receive a tardy slip which is required for admittance to class.**

Parental notes for checkout should be brought to the Attendance Office before school starts on the day of the checkout. The parent or guardian will be contacted for verification. Students will only be allowed to check out for personal illness, emergency, school related function, court, or doctor's appointment. **Under no circumstances should students use a cell phone to contact a parent or guardian to check out of school.**

Any student who checks out must bring a valid doctor or dentist note to excuse the checkout. Any work missed due to an unexcused check out cannot be made up.

**There will be no checkouts after 2:00.** Students needed to leave must be checked out prior to 2:00 or must be picked up in the carpool line at dismissal (2:25).

### Parking

Students who drive a vehicle to school must purchase a parking pass for \$30 and passes will be sold on a first-come first-serve basis. (Required documents: license, registration, and proof of insurance) Students must park in assigned parking spaces. Each pass guarantees a student his/her space for the school year. Students are not allowed to sit in parked vehicles at any time once they arrive on campus. Failure to comply with this rule will result in suspension of driving privileges. Student drivers must have their parking hangtag prominently displayed in order to be admitted in the parking lot. Offender's vehicles are subject to be towed at owner's expense.

**Students are not allowed to return to their vehicles during school without permission from the office. A revocation of parking privileges may result if a student is caught going to his/her vehicle without permission.**

**Student drivers with three (3) late arrivals (not in class by 7:10) in one semester may have their driving privileges suspended or revoked.**



## **Carpool/Student Drop-off Procedures**

Carpool lines up from Lee Drive near the covered awning. All carpool drop-off and pick-up must take place in the designated carpool area. All cars should maintain a speed of 5mph in the parking lot and pay attention to the movement of pedestrians. All cars **must arrive from Lee Drive and exit to Picket Lane** in the morning and afternoon. Cars are not allowed to exit to Lee Drive.

All students arriving by carpool (and student drivers) are required to be at school on-time. Traffic, trains, and other road hazards do not result in excused tardies. The EBR school system provides bus transportation for all students. Students who cannot arrive on time or be picked up on time should ride their assigned school bus.

### **Morning Drop-off**

Carpool drop-off may begin as early as 6:45. **No student should be dropped off prior to 6:45.** Students are not allowed to enter any building until 6:50, which is the official start time for school employees and supervision. Students may wait in the open commons area until buildings open at 6:50.

All cars should pull forward to the furthest extent possible in one of the two carpool lanes before allowing students to exit. Students should exit vehicles as quickly as possible. Drivers and students are expected to follow the directions of staff members working in the carpool area.

All students must arrive at school in enough time to be in class by the 7:10 tardy bell. Students who arrive at 7:10 (or close to that time) are considered tardy because they are not in class at the start of school. Students arriving late must secure a tardy before being allowed into class. Students who arrive after 7:15 are considered late drop-off and must be checked in by an adult in the office.

### **Afternoon Pick-up**

Carpool drivers may begin lining up in one of the two designated carpool lanes at 2:00. Regular school business takes place until this time, please do not arrive before 2:00. All cars should pull forward as close to the first pick-up area as possible. Drivers are encouraged to communicate with their students by cell phone **after the 2:25 dismissal time** in order to expedite the carpool process. Drivers and students are expected to follow the directions of staff members working in the carpool area.

All cars will exit to Pickett Lane after picking up their student. Please remember that our parking lot is full of student drivers. Keep speeds low and pay attention to cars backing out and students walking through the lots. Students are **NOT** allowed to be picked up in the back parking lot and bus loading area.

## **Class Change Procedures and Elevator Policy**

Students are allotted 7 minutes to change classes between each class period. A bell will ring at 5 minutes and provide students with a 2-minute warning. Students will not be released from class and are expected to visit the restroom, get water, and run any necessary errands during the class change.

Students will be allowed 5 minutes to report to class in the morning (7:05-7:10) and to report to class from the 1st lunch shift (11:03-11:08).

Students must use the open stairwell in each building to move between floors. Enclosed stairwells should not be used by students. Students should walk carefully and be considerate of others on the stairwells. Students are **not** allowed to use the elevators on campus. Students with disabilities may be issued an elevator key with a doctor's note. Elevator keys must be returned to the office at the end of each day. Only the student who has been issued an elevator key may ride the elevator. Other students who use the elevator without a doctor's note will be subject to disciplinary action.

## Food on Campus

No food or drink is allowed in any classroom on the Liberty Magnet High School Campus unless it is a designated eating time or with special permission. All students are responsible for keeping their area clean and picking up during breakfast and lunch. No food will be sold on campus by students unless authorized by the administration. Food sold without permission will result in confiscation and/or suspension. Relatives, friends, food delivery services or visitors are not allowed to bring outside food (i.e. McDonalds, Subway, BK, Raising Canes, etc.) onto the campus at any time during the school day. If so, such food will be discarded due to Federal Regulations.

Students are not allowed to bring outside food or drink onto campus in the morning. Students who bring food or drink from the bus, carpool line, or student parking will be required to discard the food/drink in the outdoor garbage cans.

## Chromebook Responsibility and Usage

Each student will be issued a school-owned Chromebook and charger for use in each class. Students are personally and financially responsible for keeping up with their Chromebook, ensuring that they are kept in acceptable condition, and returned in the proper time in the condition in which they were issued. Students and families are monetarily responsible for loss of or damage to the Chromebook issued to the student. A fee schedule for repairs and replacement is aligned with the district policy.

The Chromebook is the primary means for instruction, assessment, and turning in assignments. Any student who misuses the features and programs with the Chromebook will be disciplined accordingly. **All Chromebook usage is monitored by teachers and staff using the GoGuardian system.** This program keeps up with usage history, GPS location, and usage filters.

Students are required to be on task during class while using the Chromebook. Students engaged in off-task behaviors may be reported to the office for disciplinary action. Off-task behaviors may include (but are not limited to): surfing the web, listening to music, watching YouTube, playing games, working on work not related to the current class, using email or messaging systems, using the camera or recording, etc.

## Student Email Policy

Each student is issued an EBR student email address (@ebrstudents.org). This email address is for communication between school officials and students. **All student email addresses are monitored by district and school staff using the Gaggle system.** Students who email staff must use their EBR-issued student email account. Teachers and staff will not respond to students using personal email accounts. Each student email account must be manually set-up to receive email replies from staff. Addresses that are not set-up by the student using the [posted set-up directions](#), will not be able to receive email replies from staff.

## Liberty Magnet App

All students and parents should download the free Liberty Magnet High School App from the Apple or Android store. Stakeholders will have access to the most important information and links using the school app. All direct communications will be sent to all or groups of stakeholders through the App. Students will be able to communicate with teachers through the app once they sign-in using their EBR username and password. The school will no longer use Remind 101.

## Hall Pass

Any student moving through campus during instructional time must have a valid hall pass issued by the teacher of record. Students who are caught out of class without a hall pass will be sent to TOR and subject to disciplinary action. Electronic hall passes will be issued through the Liberty Magnet High School App. Number of passes and time out of class will be recorded by the app.

## **Off Limit Areas**

The following areas are off limits to students:

1. Parking lots are off limits except when arriving or leaving school.
2. Multi-purpose field and tennis courts, except during PE
3. Bus loading area
4. Enclosed stairwells, including during class changes
5. Weight room and locker rooms, unless supervised by a school staff member
6. Walking Track, unless supervised by a school staff member.
7. Any empty classroom spaces, teacher offices, or unsupervised areas.

## **CAMPUS CLEANLINESS:**

You will find your school campus clean and well kept. The custodial staff works hard to keep it this way. Please do not litter. There are many trash barrels. Students and staff should take pride in the school and make it a habit to pick up trash if you see it. Students must pick up after themselves when eating in the cafeteria, courtyard, or designated areas in the buildings.

## **CAFETERIA SERVICE:**

Students are not allowed to leave campus for lunch, but they may bring lunch in a lunch box. Fast food is not allowed on campus and students are not allowed to receive food deliveries from family, friends, or food delivery services. Students who bring their lunch may eat in the cafeteria. Microwaves are available in designated lunch areas. Students are responsible for cleaning the microwave after use. All food heated in a microwave must be covered.

## **MEDICATION:**

School personnel will not provide students with over-the-counter medication. Prescription medication must be brought to school by a parent and left with a school secretary or school nurse to be stored in the nurse's station. Authorization from a doctor's orders, authorization from the parent, and a complete description including directions must accompany the prescription.

## **WORK PERMITS:**

Students must bring a completed "Intent to Employ" from the employer to the office. The front office will file the work permit with the state department. Only the student may pick up the Work Permit. The office requires up to 24 hours to complete the work permit process.

## **VISITORS:**

All visitors must report to the A-Building office when they arrive on campus. All visitors on campus must wear a school-issued Visitor's Badge at all times. The school policy is to accept only those visitors who have legitimate business at school. Guests of students, including little brothers or sisters, are not allowed at school. Visitors are expected to leave promptly when their business is complete.

## **SCHOOL SPONSORED FUNCTIONS**

Students are held responsible for their conduct while in attendance at school functions. This applies to athletic, literary, or social events. A student who is on the school grounds or in attendance at a school function at any place, day or night, is subject to the rules of Liberty Magnet High School and the East Baton Rouge Parish School Board.

# Student Code of Conduct

Listed below is a synopsis of the rules and expectations for Liberty Magnet High School. However, please refer to the Student Rights & Responsibilities Handbook and Discipline Policy for a complete explanation of the rules and expectations of the district and school.

*Any inappropriate behaviors not specifically addressed in this handbook may be deemed unacceptable by the administration and consequences can be assigned.*

## Scholastic Honor Policy

Liberty Magnet High School offers a magnet curriculum that allows students to pursue academic and performing arts courses of a high degree of excellence. This excellence rests on the foundation of academic honesty necessary to foster high scholastic achievement.

***Cheating or providing unauthorized aid will not be allowed on this campus.*** Eyewitness accounts of a teacher, evidence based on written work, confiscated "cheat sheets," any form of technology, etc. will be accepted when determining the occurrence of cheating. When occurrences of cheating are found, students will receive a zero for the assignment, test, or quiz and will be referred to the administration for disciplinary action.

*When in doubt...CITE THE SOURCE or ASK YOUR TEACHER!*

**Academic Dishonesty may include the following examples (this is not an exhaustive list):**

### LEVEL 1 OFFENSE

- Tampering with official records including altering grades in a gradebook or on a computer database
- Stealing, accessing, or distributing exams or answer keys to an exam by any means
- Cheating on a high stakes test such as Advanced Placement or LEAP 2025

### LEVEL 2 OFFENSE

- Talking/communicating with another student by any means during a quiz or test
- Looking at or allowing someone else to look at your own or another's paper on a quiz, assignment, or test
- Using "cheat" notes on a quiz or test
- Giving assignment, quiz, or test information to or receiving information from a student in another period
- Submitting papers taken from the Internet, other publications, or other students (*plagiarism*) or resubmitting one's prior work as original (*self-plagiarism*)
- Submitting individual projects or assignments that are not wholly your own work

## Behavior Expectations

*Liberty Magnet students are expected to exemplify good behavior standards at all times. The following behaviors may result in revocation of magnet status, lunch detention, TOR, Saturday school, mandatory parent conference, suspension, and/or recommended expulsion. This is not an exhaustive list of inappropriate behavior.*

- Bringing and/or possession of dangerous objects
- Cell phone violation (see Electronic Devices Policy)
- Cutting class
- Defying/Disrespect with vulgarity, verbal and/or aggressive behavior directed at personnel
- Destruction/Defacing of School Board property
- Drinking/ Eating/Chewing gum in class, when not permitted.
- Failure to follow teacher’s directions/classroom/school rules
- Fighting/Assault/Disturbing the Peace
- Forgery
- Gambling/Possession of Gambling Paraphernalia
- Hallway violation [screaming, running, disturbing classes, etc.]
- Hitting / Threatening an employee of the school district
- Inappropriate display of affection
- Inappropriate/Illegal use of Technology
- Instigating Discord/Fomentation
- Intentional dress code violation
- Lack of required instructional supplies and materials
- Leaving Campus without permission/Truancy
- Leaving class/Administrative Office without permission
- Littering/Leaving trash behind
- Not wearing/properly displaying one’s own valid Liberty Magnet Student ID
- Possession of firearm or dangerous weapon
- Possession or distribution of illegal narcotics or drugs
- Possession/Use of Alcohol
- Public display of affection
- Recording, sharing, posting a fight/altercation to social media/another student
- Removal from class by Administrator/Interference with class or campus
- Sexual Harassment/Molestation/Fondling/Indecent Exposure
- Sleeping in class
- Smoking/Possession of Tobacco, Cigarettes, E-Cigarettes, Vaping
- Devices, Cigars, Matches and/or Lighters, Fireworks
- Stealing/Extortion
- Tampering with Fire Alarm/Fire Extinguisher
- Terrorizing [making a bomb threat – etc.]
- Threatening/ Harassment/Intimidation of another student (Bullying)
- Unauthorized selling of food or receiving delivered food on campus
- Using, writing and/or displaying obscene language
- Willful Disobedience

## Dress Code Violation

Students who are in violation of the dress code policy may be placed in TOR until a parent/guardian brings appropriate clothing to school. Students who remain in TOR for a full day due to dress code violation will be required to return with a parent for a conference the next day.

Violations	Consequence
<b>1-2</b>	Warning and the student must remain in TOR until appropriate changes can be made so that the student is in compliance with the dress code.
<b>3-4</b>	Warning and the student must remain in TOR until appropriate changes can be made so that the student is in compliance with the dress code and <b>disciplinary consequence</b>
<b>5+</b>	Suspension

# Student Cell Phone Policy

## Student Cell Phone Allowances (ONLY during times specified below):

- **Breakfast (6:45 - 7:05)**
  - Cell phones must be turned off and put away at the sound of the 7:05 bell.
- **Lunch Shift (Student's designated shift)**
  - Cell phones must be turned off and put away at the sound of the bell that ends lunch shift and sends students to class.
- **Dismissal (2:25)**

## Student Cell Phone Restrictions:

- Students are not allowed to use or check cell phones during class or class change.
- Students are not allowed to charge cell phone devices during class.
- **Students may only use one earbud (wired or wireless) device at a time.**
  - One ear must be open to allow staff to verbally get a student's attention without added effort.
  - Over-ear headphones (*such as Beats*) are **not** allowed.

## Cell Phone Policy Clarifications

- Students caught with a cell phone out (*even to "check the time"*) will have the phone confiscated, according to the policy in the EBR Rights and Responsibilities Handbook.
  - 1st Offense: Parent allowed to Pick-up Device and sign
  - 2nd Offense: School Keeps Phone until May 20th.
  - 3rd + Offense: Suspension
  - **Refusal to turn phone over to a staff member: Suspension**
- Students caught with a cell phone during an assignment, quiz, or test will be considered to be cheating, regardless of the phone's use.
- The recipient or sender of the message/call does not factor into a disciplinary response for cell phone use.
  - Parents -- Please do not call or text your student during class. If you have an emergency, please call the main office.

Upon the first incident, the principal or designee will notify the parents to come to the school and pick up the device and the principal may impose additional disciplinary measures he/she deems appropriate. The parent may only pick up the device after 2:00. **Cell phones will not be issued prior to 2:00 during instructional hours.** Parents who pick up cell phones must sign a usage contract in order to retrieve the device.

In the event of a second incident during the school year, the device will be held by the principal until the close of the school year at which time the parent may claim the device and the principal may impose additional disciplinary measures he/she deems appropriate. If not claimed, the principal or other administrator will notify the parent and pager company or cell phone provider of the serial number and of intent to dispose of the device after 30 days. Paging devices or cell phones not claimed will be sent to Property Management for disposal.

**Bringing to school a cell phone or similar device is solely at the student's risk. Neither the School Board nor the school shall be liable for any lost, stolen, or damaged device, including any confiscated device.** The use and operation of any electronic telecommunication device in the event of an emergency or an actual or imminent threat to public health or safety which may result in loss of life, injury or property damage is not prohibited. R.S. 17:239

## Attendance/Absences

It is imperative that students attend class every day because success in school is directly tied to attendance. If a student is absent from class, he or she should bring a note to the attendance office from a parent/guardian (telephone number included) or physician stating the dates of the absence and the reason for the absence within five (5) school days of the absence. Failure to bring the statement will result in an unexcused absence. **The number of parental statements for absences is limited to five (5) each semester.**

Students may be excused by the principal for the whole or part of a day absence for two (2) or fewer consecutive school days for the following reasons:

- Personal illness;
- Serious illness in the student's immediate family;
- Death in the student's immediate family not to exceed one week;
- Natural catastrophe and/or disasters; or
- Visit with parent prior to parent's military overseas deployment to a combat zone or combat support posting or during parent's leave, not to exceed five school days.
- On-site college visit

In addition, students may be temporarily excused from attendance due to the following enumerated extenuating circumstances that are verified by the Supervisor of Child Welfare and Attendance:

- Extended personal illness in which a student is absent for three (3) or more consecutive school days as verified by a physician or nurse practitioner licensed in the state;
- Extended hospital stay in which a student is absent for three (3) or more consecutive school days as verified by a physician or dentist;
- Extended recuperation from an accident in which a student is absent for three (3) or more consecutive school days as verified by a physician, dentist, or nurse practitioner licensed in the state;
- Extended contagious disease within a family in which a student is absent for three (3) or more consecutive school days as verified by a physician or dentist licensed in the state; or
- Observance of special and recognized holidays of the student's own faith.

### Tardy Policy

Students are allotted five to seven minutes to change class. During class change, students should take care of all business (water, restroom, errands, etc.). Students will not be released during class.

Students are allowed three (3) tardies to class before disciplinary action is taken. In the case of inclement weather or a late bus, the administration will make the decision on excusing students who are late to school. Disciplinary action may include: mandatory parent conference, lunch detention, TOR, Saturday school, or suspension. Documentation of the number of times a student is tardy will be maintained on file by the Attendance Office in JCampus. **Students that are habitually tardy will be referred to our Parent Liaison/Attendance Officer and driving privileges may be revoked.**

*\*All tardies will reset each semester.*

- **What constitutes tardy?**
  - Students must be in the classroom by the sound of the tardy bell or they are tardy.
  - Students must be dropped off in the morning with enough time to be IN THE CLASSROOM before 7:10.
- **Procedure for students who are tardy**
  - Immediately report to the building reception desk for an admit slip to class.
    - Students who report for a tardy more than 3 minutes after the tardy bell will be considered skipping.
  - Morning check-ins will take place in the Main Office (A Building)
- **Tardiness is a disciplinary infraction with a standard set of consequences.**
  - Morning late check-ins are considered tardies and are included in determining consequences applied.

Violations	Consequence
1-3	Warning and sent to class
4-5	Disciplinary Consequence
6+	Mandatory Parent Conference/Suspension

## Student IDs

Each student is **required** to wear an approved Liberty Magnet High School identification (ID) card throughout the normal school day. **IDs must be worn on the upper body and face-forward.**

At the beginning of the year during registration, each student will be supplied an ID card and lanyard.

The following is expected of each student.

- **IDs must be worn around each student's neck on a lanyard or on a student's collar on a clip.**
- The ID is not to be defaced in any way, including writing, cutting, or placing stickers on the card.
- Students are required to purchase a new ID if it is defaced in any manner and cannot be returned to its original state.
- The student is required to wear a temporary ID if his/her official ID is left at home, lost, or misplaced. Temporary IDs are only good for one day. Temporary IDs are sold in the reception areas for \$1.
  - **Students who are tardy to class because they have to obtain a temporary ID will be issued an unexcused tardy.**
  - Students who do not have \$1 to purchase a temporary ID will be provided a temporary ID and placed in lunch detention. A student who reaches a 3rd ID offense without money to purchase a temporary ID is subject to further disciplinary action for habitual offense.
- Replacement IDs are sold in the library (B133) for \$8.
- Replacement lanyards will be sold in the library (B133) for \$2.

IDs will be checked each class period. **A student will not be allowed in class without proper ID** and should be sent to the library to be issued a temporary ID.

If a student is found without an ID or without an ID properly displayed, he/she may receive a referral and disciplinary action.

## After-School Transportation & Activities

The safety of our students is our primary concern. In order to provide a safe environment for students, it is imperative that we have the cooperation of all parents/guardians. Please be reminded that no one is on duty after 2:45 p.m. and any student on campus after that time is unsupervised unless they are participating in an approved after school activity. Below are procedures and guidelines that will ensure the safety of our students, faculty, and staff at the end of the school day.

### Carpool

- Carpool students are to wait in the front of the school in the designated "Pick Up Area". Any student, who has not been picked up **by 3:00 p.m.**, is considered a "Late Pickup". Habitual offenders will be assigned consequences. During inclement weather, students may wait under the covered overhang near the carpool loading zone at the main entrance.
- Buses are assigned to ALL students. Please make sure your child rides the bus home in the afternoon if transportation is not available **by 3:00 p.m.**
- **Students ARE NOT allowed to sit inside any building afterschool and wait for their parents.**

### After School Activities

- **Only students who are supervised by a sponsor and are participating in an approved activity may be on the campus after 3:00 p.m.**
- Please make sure you speak to your student about being where they are supposed to be (the entire time) if they are staying for tutoring and/or after school activities.
- Students who stay for after-school tutoring or to complete a test/assignment **MUST** sign in and out on the designated After-School Tutoring form.
- All students attending after school activities **must** be picked up at the designated time.

### Sporting Events

- Students are **NOT** allowed to stay after school for sporting events unless they are participating in the event and those students will be supervised by coaches.
- Students must be picked up by 3:00 p.m. or ride the bus home then return at the time the sporting event is scheduled to begin.



# Dress Code Policy

Uniforms are not required for students at Liberty Magnet High School. Students must follow the dress code which includes policies from the EBR Rights and Responsibilities Handbook and these school site policies. Some elements of the EBR policy are not specifically referenced in the LMHS policy, but are applicable. Students whose clothing or dress does not meet the guidelines below as determined by administration will be required to call home and remain in TOR until an appropriate change of clothes is provided.

## SHIRTS, TOPS, AND BLOUSES

- All shirts, blouses and sweaters must have sleeves and must cover the entire shoulder, midriff, and back.
- Shirts may not be ripped, torn, tied, bunched, or display messaging, including images, inappropriate for school.

<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<ul style="list-style-type: none"> <li>· T-shirts</li> <li>· Polo shirts</li> <li>· Sports jerseys</li> <li>· Blouses</li> <li>· Sweaters</li> </ul>	<ul style="list-style-type: none"> <li>· Muscle shirts or Tanks tops</li> <li>· See-through jerseys</li> <li>· Any top that reveals undergarments and/or exposes excessive cleavage</li> <li>· Any shirt, blouse, or sweater that expose midriff</li> <li>· Any shirt that has profanity, vulgarity, or any image that is inappropriate</li> <li>· Strapless blouses, Spaghetti straps or halter tops</li> </ul>

## PANTS, SHORTS, AND SKIRTS

- All pants, shorts, skirts (bottoms) must be worn at the natural waistline, without sagging.
- Pants must fit in an appropriate manner – not too tight or too baggy.
- Shorts and skirts must be no more than 5 inches above the knee. This applies to both young men and women.
- Bottoms may not have any tears, or holes and must fully cover all undergarments and skin at all times.

<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<ul style="list-style-type: none"> <li>· Jeans (denim) with no holes or tears.</li> <li>· Joggers with pockets, not too tight</li> <li>· Sweatpants with pockets, not too tight</li> <li>· Khakis slacks, Dockers</li> <li>· Shorts &amp; skirts that meet all other requirements</li> </ul>	<ul style="list-style-type: none"> <li>· Sagging pants, shorts, &amp; skirts</li> <li>· Biking shorts, athletic shorts</li> <li>· Spandex, tights, tight sweatpants</li> <li>· Leggings/jeggings, Yoga style pants</li> <li>· Boxer shorts, Sleep/loungewear</li> </ul>

## DRESSES AND OUTFITS

- All dresses/outfits should be school-appropriate. This includes, length, coverage, and tightness.
- Dresses cannot include slits, splits, hi-low hems, or raised side hems
- Dresses must adhere to both the “Shirt, Tops, Blouses” and “Pants, Shorts, Skirts” guidelines above.

# Dress Code Policy (cont'd.)

## FOOTWEAR

- Students must wear appropriate footwear at all times.
- Footwear must have a permanent back that does not move or fasten.

<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<ul style="list-style-type: none"><li>• Tennis shoes/ Sneakers</li><li>• Dress Shoes</li><li>• Boots</li><li>• Covered shoes, closed-toe mules</li></ul>	<ul style="list-style-type: none"><li>• <b>Crocs, Mules, or related footwear</b></li><li>• Sandals, Athletic slippers/slides</li><li>• Shower shoes, Slippers, or flip flops</li><li>• Bare feet</li><li>• Socks with drug images</li></ul>

## HATS AND ACCESSORIES

- Hoods, hats, beanies and caps may be worn outdoors.
- Hoods, hats, beanies, and caps are not allowed in the buildings and must be removed before entering.
- Students who violate the “no hood/hat” policy indoors will be subject to disciplinary action.
- Religious headwear is acceptable in all environments.

<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<ul style="list-style-type: none"><li>• Hoods, hats, beanies, caps (OUTSIDE)</li><li>• Elastic hair bands</li><li>• Religious headwear</li></ul>	<ul style="list-style-type: none"><li>• Bandanas are NOT allowed on school campus (indoors &amp; outdoors)</li><li>• Bonnets, hair wraps, rollers, and du-rags NOT allowed on school campus</li><li>• Scarves as head wraps</li></ul>

Any outfit or fashion not specifically addressed in this policy may be deemed inappropriate by the administration with consequences assigned.

# School-wide Late Work and Make-up Work Policies

## Excused Makeup Work Policy

- Excuses must be received and documented in the Attendance Office (C Building).
- Upon returning to school from an excused absence, a student has three (3) school days to make up missed assignments without penalty.
- After the 3rd school, the standard late policies will begin to apply.
- Students must schedule a make-up date for any missed quizzes, tests, and presentations with teachers *immediately* upon their return to campus.

**\*\*\* The responsibility for makeup work, in the case of excused absences, rests entirely with the student. \*\*\***

**In addition, the following also applies to absences:**

- Students assigned to the Discipline Center are excused unless nonattendance is verified.
- Students must attend school the day of a school activity in order to participate in that activity. This refers to activities during and after the school day.
- Seniors must seek prior approval from the guidance office and administration for two days of approved college visits.

## Unexcused Late Work Policy

	Formative Assessments	Summative Assessments
Assignment Description	<p>The goal of formative assessment is to monitor student learning and provide ongoing feedback to improve teaching and learning.</p> <p>Formative assessments are generally low stakes, which means that they usually have lower point values and less time to complete and may be used during classroom instruction after the due date.</p>	<p>The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against a standard or benchmark.</p> <p>Summative assessments are often high stakes, which means they <i>may</i> sometimes have a higher point value.</p>
<i>If a student has a question about a specific assignment, they should reach out to their teacher ASAP using their school-issued email.</i>		
Assignment Examples	<ul style="list-style-type: none"> <li>○ Bell ringers/Exit tickets</li> <li>○ Daily classwork</li> <li>○ Daily homework</li> <li>○ Assignments tailored to weekly classroom instruction</li> </ul>	<ul style="list-style-type: none"> <li>○ A multi-day project</li> <li>○ A paper</li> <li>○ A senior recital</li> <li>○ DBQ and FRQs</li> <li>○ Lab reports</li> </ul>
Late Work Penalty	<i>When work is turned in late, it will still be graded for accuracy. Once a point value has been determined as an earned grade, the penalty below will be applied to the points earned.</i>	
	<ul style="list-style-type: none"> <li>● <b>On Time</b> - Full Credit Possible</li> <li>● <b>1 Day Late</b> - 25% Penalty</li> <li>● <b>2 Days Late</b> - 50% Penalty</li> <li>● <b>3 Days Late</b> - 75 % Penalty</li> <li>● <b>4+ Days Late</b> - NO CREDIT</li> </ul>	<ul style="list-style-type: none"> <li>● <b>On Time</b> - Full Credit Possible</li> <li>● <b>1 Day Late</b> - 10% Penalty</li> <li>● <b>2 Days Late</b> - 20% Penalty</li> <li>● <b>3 Days Late</b> - 30% Penalty</li> <li>● <b>4 Days Late</b> - 40% Penalty</li> <li>● <b>5+ Days Late</b> - 50% Penalty</li> </ul>

# Appendix A

## East Baton Rouge Parish School System Internet and Network Usage Policy

The East Baton Rouge Parish School Board recognizes the role of educational technologies in stimulating innovative approaches to teaching and learning and shifting the manner in which educators and students access and transmit information, share ideas, and contact others. In addition, technology is a key component in transacting the business of the school system and school board. The connection of schools and offices to the global online community brings new responsibilities as well as opportunities.

Network resources are provided for educational purposes and to carry out the legitimate business of the East Baton Rouge Parish School System (EBRPSS). Appropriate uses include instruction, research, online collaborations, and the official work of the offices, departments, and schools. The board expects all employees, students, and board members who use computing and network resources, including electronic mail and telecommunications tools, to apply them in appropriate ways to the performance of responsibilities associated with their positions and assignments. The board directs the superintendent or authorized designee(s) to specify those behaviors that are permitted and those that are not permitted as well as disseminate appropriate guidelines for the use of technology resources.

In compliance with the Children's Internet Protection Act, the EBRPSS shall use technology monitoring and protection measures that monitor, block and/or filter Internet access to prevent access to Internet sites that fall under any of the definitions contained in *Section I: Definitions*. The technology protection measures that block and/or filter Internet access may be disabled by an authorized individual for bona fide research purposes with the permission of the superintendent, chief technology officer, or authorized designee(s). This disabling is permissible only for students 17 years of age or older or an authorized employee for the purpose as stated.

The network and Internet user shall be held responsible for his/her actions and activities. Responsibilities include efficient, ethical and legal utilization of any and all network resources.

As a matter of public law, any document pertaining to the public business on a publicly funded system is a public record, and this law applies to all records, messages and other information stored on district computers, file servers, and email and other data storage systems.

Specific guidelines for students and employees are outlined in *Section II: Student Policies and Guidelines; Section III: Employee Policies and Guidelines; Section IV: Acceptable Use of Information Technology Resources for District Enterprise Business applications, and Section V: General District Technology Policies*.

### I. Definitions

A. Child Pornography -The term "child pornography" has the meaning given such term in Section 2256 of Title 18, United States Code.

B. Harmful To Minors -The term "harmful to minors" means any picture, image, graphic image, file, or other visual depictions that

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Minor -The term "minor" means an individual who has not attained the age of 17.

D. Obscene -The term "obscene" has the meaning given such term in Section 1460 of Title 18, United States Code.

E. Sexual Act and Sexual Conduct -The Terms "sexual act" and "sexual contact" have the meanings given such terms in Section 2246 of Title 18, United States Code.

## **II. Student Policies and Guidelines**

Student use of network resources and the Internet is for educational purposes. Adherence to policies and guidelines is required for continued access to technological resources.

### **A. Online Safety Instruction**

All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

### **B. Email and Telecommunications**

In general, any student use of networks and telecommunication resources must be for educational purposes. School system rules for student communication also apply in the online environment. Students must respect and adhere to policies in the Student Rights and Responsibilities Handbook as well as any other applicable policy, and local, state, and federal law.

Students shall:

1. login and use network resources only with their student account.
2. logoff and close applications immediately after completing work to prevent unauthorized use of the user ID.
3. not use email, chat rooms, net meeting rooms, and other forms of direct electronic communication including instant messaging systems unless authorized by the district and directly supervised by a teacher. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, bullying, cyber-bullying, or any form of terrorizing language which shall apply to all forms of electronic communications. The student and parent or guardian shall sign an EBR Internet and Network Usage Policy agreement prior to an email or network account being issued.
4. not distribute private information about themselves or others.
5. not send spam, chain letters, or other mass unsolicited mailings.
6. not view, use, or copy passwords to which they are not authorized.

### **C. Network and Internet Use**

Students shall:

1. use Internet search engines and/or other Internet tools only under the direction and supervision of teachers.
2. observe copyright laws, citing the source of information accessed over the Internet using a standard system as directed by the teacher and/or librarian.
3. not intentionally access, transmit, copy, or create material that is illegal, such as obscenity, stolen materials, or illegal copies of copyrighted works, including, but not limited to, music, games, and movies.
4. not intentionally access, transmit, copy, or create any materials or visual depictions on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, terrorizing, or harmful to minors. All forms of cyberbullying are strictly prohibited.
5. not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
6. not use, download and/or install any file sharing program or anonymous proxy programs or websites that bypass the district filtering systems.
7. not use technology resources to further other acts that are criminal or violate the school or district code of conduct.
8. not make any purchase on the Internet while using school equipment or Internet service.

Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher. The board does not condone any illegal or inappropriate activities and will not be responsible for such use by students. The board does not guarantee the right to use the Internet and reserves the right to suspend or terminate the privilege of any individual at its sole discretion without notice, cause, or reason.

Any violation of this policy may result in the loss of access to the Internet through the EBRPSS network. Additional disciplinary action for students will be determined in accordance with existing rules and procedures, both administrative and as stipulated in East Baton Rouge Parish policy, and including applicable law enforcement agencies when necessary.

The following actions are prohibited on EBRPSS data networks:

1. Engaging in any illegal activity under local, state, federal or international law or in violation of EBRPSS policies
- Sharing network user-accounts and passwords with others even on temporary basis
- Storing EBRPSS sensitive/confidential data on personal computers or devices
- Gaining unauthorized access or modifications to any district, department, or school network or information technology resource for any reason
- Installing unauthorized or unlicensed hardware or software on any EBRPSS information technology device
- Attaching personally owned devices to the EBRPSS network without an approved exclusion
- Violating copyright laws including downloading music and non-work related video files
- Installing personally owned digital music or movies on a district-owned computer
- Setting up file sharing in which protected intellectual property is illegally shared such as music or videos
2. Using EBRPSS information technology resources for personal financial gain
3. Using an EBRPSS computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace policies or laws
4. Performing any form of harassment or cyber-bullying
5. Creating or forwarding chain letters
6. Port scanning or security scanning is prohibited unless prior notification to the EBRPSS's chief technology officer is made and authorization is granted.
7. Leaving your computer unlocked and unattended
8. Using instant messaging, voice over internet protocol, or video over internet protocol programs unless authorized for business use

#### Virus/Malware/Spyware Prevention and Protection

1. To protect EBRPSS information technology resources, data standards or requirements for all computers and devices connected to the EBRPSS networks must be in place to ensure effective virus and malware detection and prevention.
2. All EBRPSS computers must have the standard supported EBRPSS antivirus program installed and scheduled to run at regular intervals.
3. The antivirus program and antivirus patterns (definitions) must be kept up-to-date.
4. All EBRPSS computers must have an anti spyware program installed.
5. If you believe your computer is infected with a virus or performing abnormally, turn off your machine and contact the EBRPSS technology help desk immediately.
6. The use of non-standard programs or shareware is allowed only after approval of the EBRPSS chief technology officer.

The Board expects all employees and students to cooperate in good faith with established policies and rules in order to preserve the integrity of network resources and Internet access for all users.

\*\*\* Updated and Board-approved: June 2012

## LIBERTY MAGNET HIGH SCHOOL

# Appendix B

### Parental Involvement Policy

Liberty Magnet High School recognizes that **parents** are their children's first teachers and that parents function as educators throughout their children's lives. More than thirty years of research show that student academic success and high self-esteem are closely related to parent involvement in education from pre-kindergarten through high school. Children whose families are involved in their education have higher grades and test scores, better attendance, and are more likely to graduate from high school and attend college. In fact, the best predictor of a student's success in school is not income or social status but how much a student's family participates in his or her education.

The administration, faculty and staff of Liberty Magnet High School is committed to establishing programs and practices that create a climate of mutual trust and respect that support substantive parent involvement. The East Baton Rouge Parish School System supports having a PTA (Parent Teacher Association) in every school and provides for the formation of committees and organizations such as the School Improvement Team (SIT).

At **Liberty Magnet High School**, we also believe that the education of our children is a shared responsibility. Involvement by the school, the family, and the community creates a stronger educational system and improves the quality of life for the students, their families, and the entire Liberty Magnet High School community.

In order to build an effective, home-school partnership, Liberty Magnet High School will provide the following:

**Communication**—Establish various forms of communication that encourage regular discussion about school programs and children's academic progress and behavioral management.

**Student Learning at Home**—Share information with parents about how to provide learning activities at home, help students with homework, and plan for success in school.

**Volunteer Opportunities**—Encourage and recruit parents' participation in school activities both in and outside of the classroom, developing program ideas which respect the diverse needs of families.

**School Decision Making and Advocacy**—Recruit and develop parents as leaders in school-based decision-making and in advocating for the welfare of students.

**Collaboration with the Community** – Identify, enlist and welcome community resources—of all types—to strengthen schools, families, and student learning.

**Liberty Magnet High School** is committed to reaching out to all parents including those who may not have had a positive experience in school or for whom English is not their first spoken language. Further, the school seeks, encourages, and develops relationships with community agencies and organizations that provide services to children in order to encourage them to share in this investment in the lives of children.

### Title I Parental Involvement Policy

The East Baton Rouge Parish School System recognizes that schools that receive funds through the Title I federal program have specific criteria for parental involvement.

Provision for substantive parental involvement in these schools is established in the Every Student Succeeds Act. This provision mandates the following components:

#### **Communication**

Clear and consistent communication is the foundation of effective parental involvement. Schools must provide Title I information to parents in an understandable, uniform format. Upon request, information shall be provided in alternative formats, including providing auxiliary aids and giving information in a language which parents can understand.

#### **Program Development**

Families will be encouraged to become active participants in Title I program planning, decision-making, and activities. Each Title I school will develop with parents, and update annually, a school-level plan for parent involvement. A written copy will be distributed to parents.

### **Partners in Learning Compact**

Each child shall have an individually devised partner in learning compact, which designates specific goals and objectives for the child, the school and the parents.

### **Teacher Certification**

In keeping with the requirements of the Every Student Succeeds Act, upon request, schools shall provide parents of children in Title I schools information about the certification status of their children's teachers.

### **Volunteering**

Schools shall provide opportunities for parents to utilize their skills within and outside the classroom for nurturing their children's academic success.

### **Coordination and Support**

Program coordination and technical assistance for Title I schools in planning and implementing effective parent involvement activities will be provided through the efforts of the Coordinators of Title I and the EBRPSS Office of Federal Programs.

### **Building Capacity for Parental Involvement**

Parents of Title I students will be provided with timely information about the Title I program and parent involvement requirements for schools under the Every Student Succeeds Act, information about curriculum and proficiency levels students are expected to achieve (Back-to-School Night), school and individual assessment information and results, including an explanation of those results, and opportunities for regular meetings related to the education of their children.

### **Parent Involvement Activities**

Parents will be provided with opportunities to add to their skills so that they may continue to work with their children to improve achievement. The types and extent of activities will vary dependent upon the assessed needs of each school and school community. At convenient times, each Title I school will hold at least one parent workshop yearly to address topics of interest to parents.

### **Integration with Other Programs**

The East Baton Rouge Parish School System's Title I Program will coordinate and integrate its parental involvement strategies with those of other local, state and federal programs such as the Head Start and Even Start programs, through regularly scheduled meetings. Community groups will be encouraged to help schools develop and implement programs that promote educational goals and support high academic achievement for all students.

### **Evaluation**

Assessing the effectiveness of the parental involvement policy in improving the academic quality of the schools served under Title I will be conducted throughout the year with the involvement of parents. Measures will include:

- Family Night parent evaluations
- Attendance at Family Night and other parent involvement activities
- Annual program evaluation completed during the Spring semester of each school year.
- Results of school-based survey "Measure of School, Family, and Community Partnerships" by

J.L. Epstein et al., ©2002 Corwin Press, Inc.

### **Notes:**

\*The word "parents" is inclusive of adult guardians of children in the school system. In addition, the parental involvement policy underscores the importance of the participation of adult family and community members in students' lives.

\*\*This policy complies with the requirements of The Every Student Succeeds Act (ESSA). ESSA mandates involving parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. ESSA charges schools with the responsibility of creating programs and resources for effective parental involvement. In addition, this policy is inclusive of the specific responsibilities assigned to Title I schools.



# Appendix C

## A Compact for Student Success

A Parent/Student/School/Teacher Agreement  
 East Baton Rouge Parish School System  
 Liberty Magnet High School

In order to assure all students' success in school, all parties agree to the following:

<i>School</i>	<i>Teacher</i>	<i>Parent/Guardian</i>	<i>Student</i>
Provide high quality curricula and instruction aligned with the Louisiana Content Standards, as well as student performance expectations.	Provide activities and lessons aligned with the Louisiana Content Standards, as well as, student performance expectations.	<b>*Attend parent/teacher conferences throughout the year.</b>	Go to school on time every day.
Provide a minimum of two parent/teacher conferences per nine week grading periods.	Provide high expectations for all students in an encouraging and supportive manner.	Supervise homework and study time.	Go to school on a regular basis.
Report on an ongoing basis about students' progress in each subject area.	Provide a well disciplined and managed classroom so all students have the opportunity to learn.	Provide a quiet place for my child to work, study, read, etc.	Go to school ready to work with materials needed and homework assignments completed.
Provide opportunities for parental involvement and communication.	Provide an open line of communication with parents.	Provide the necessary materials my child needs for his/her success.	Stay attentive and actively participate in classroom activities.
Provide a safe, orderly environment in which children can learn.	Provide experiences in all subject areas.	Keep open lines of communication with my child's teacher(s) by attending parent/teacher conferences, written communication, etc.	Follow school and classroom rules and regulations.
Provide assistance to students through small group and individual instruction, as well as, innovative strategies and programs, etc.	Provide classroom lessons that meet the needs of students through whole class, individual, small group instruction and innovative strategies and programs.	Support the school and the teachers in maintaining a disciplined environment.	Respect classmates, teachers, administrators and other school staff.
		Make sure my child is on time and attends school on a regular basis. Encourage my child to do his/her best.	Be a positive role model for other students.

## Appendix D

# LIBERTY MAGNET HIGH SCHOOL EAST BATON ROUGE PARISH SCHOOL SYSTEM CHROMEBOOK PROCEDURES

Liberty students will bring their Chromebook and Chromebook chargers home each afternoon and back to school each day. Students will be responsible for keeping up with their Chromebook and ensuring that they **bring the CHARGED device to school each day.**

### CHARGING AND PREPARATION FOR CLASS

It is the student's responsibility to ensure their district-issued device is charged at the end of each school day. It is the responsibility of the student to ensure they use the assigned Chromebook and report any damage immediately. The student is responsible for bringing the charged device to school every day. Students will not be issued temporary devices because they forgot them at home.

### STUDENT RESPONSIBILITY

Chromebooks are checked out to students the same way a textbook is checked out. Students are held responsible for lost and damaged devices. Students must keep their Chromebooks safe and secure at all times.

### REPAIR COST MATRIX

Part / Repair Description	Approximate Repair Cost (Parts and Labor)
Laptop reimage	\$0.00
Missing Keys	\$5.00
AC adapter/ broken (charger)	\$40.00
AC adapter/ missing (charger)	\$40.00
Battery / damaged	\$40.00
Touchpad	\$40.00
Damaged Shell	\$85.00
Broken screens	\$100.00
Motherboard	\$100.00
Chromebook Replacement	\$250.00

## DEVICE USE, CARE & MAINTENANCE

The student is responsible for the safety and security of the device and any activity associated with the device. It is the responsibility of the student to know where his/her issued Chromebook device is at all times. Any devices left behind or unattended will be taken to the administrative office. Students who misplace devices will be required to pick up the device and talk to a staff member regarding the importance of accountability of their device.

### User Expectations for Handling and Care of the Device

- If a transport case is not provided, the user must maintain the safety of the device by following the safety precautions taught by the student's teacher.
- Device and cases must remain free of any writing, drawing, stickers, or labels that are not applied by East Baton Rouge Parish School System or individual school.
- Students who are issued identification cards for their case/device must keep the card visible on the devices' case at all times.
- Use the device on a flat, stable surface.
- Do not place books or pressure on the device.
- Do not store the Chromebook with the screen in the open position.
- Do not place items between the keyboard and screen.
- Do not place the device near magnets or anything with high electric current.
- Do not have food or drinks around the device.
- Do not pick up the device by the lid (screen).
- Do not attempt to clean the device.
- Avoid touching the screen with pens or pencils.
- Do not leave the device exposed to direct sunlight.
- Do not transport the device (lift, carry, etc.) while it is open. It must be closed when relocating.
- When moving between classes, the device must be closed and placed in book bag or carried close to body.
- Do not leave the device unattended in an unlocked or unsecured location (i.e. gym, bathroom, cafeteria, library, bus, etc).

# Appendix E



## Parental/Legal Guardian Media Consent Form

I hereby consent to the use of any photographs/video tape taken of my child by the East Baton Rouge Parish School System or the media for the purpose of advertising or publicizing events, activities, facilities and programs of the East Baton Rouge Parish School System in newspapers, newsletters, website, other publications, television, radio and other communications and advertising media.

By law, the East Baton Rouge Parish School System protects the privacy of the students and is prohibited from releasing students' personal information.

From time to time representatives of the news media are invited to campus to cover events at our schools. When this happens there is a possibility your child/children may be photographed, videotaped, or interviewed for a news story.

Please mark one of the choices below and return to school.

Yes, I allow my child/children to be identified in any good news district or school publication.

No, I do not want my child/children identified in any good news district or school publication.

### PLEASE PRINT

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

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

### Parent or Guardian if above person is under 18:

Parent/Guardian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

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

# Appendix F

# LIBERTY MAGNET HIGH SCHOOL 2021-2022 SCHOOL YEAR CALENDAR

First Day of School for Students.....	August 11
Open House.....	August 24
3 Week Progress Report.....	August 31
<b>Labor Day Holiday.....</b>	<b>September 6</b>
6 Week Progress Report.....	September 22
<b>Teacher In-Service (No students) .....</b>	<b>October 8</b>
<b>Fall Break Holiday.....</b>	<b>October 8-11</b>
9 Week Progress Report .....	October 15
Homecoming Week.....	October 25-29
12 Week Progress Report.....	November 5
<b>Thanksgiving Break.....</b>	<b>November 22-26</b>
15 Week Progress Report.....	December 3
Midterm Exams .....	December 15-17
End of 1 <sup>st</sup> Semester.....	December 17
<b>Winter Break.....</b>	<b>December 20 - January 3</b>
<b>In-Service (No students) .....</b>	<b>January 3</b>
First Day of Second Semester.....	January 4
<b>Martin Luther King, Jr. Holiday.....</b>	<b>January 17</b>
3 Week Progress Report.....	January 25
6 Week Progress Report.....	February 15
<b>Mardi Gras Holiday.....</b>	<b>February 28- March 2</b>
<b>Teacher In-Service (No students) .....</b>	<b>March 2</b>
ACT Testing.....	March 10
9 Week Progress Report.....	March 11
12 Week Progress Report.....	April 1
<b>Spring Break.....</b>	<b>April 12-18</b>
LEAP Testing.....	April 25 - 29
15 Weeks Progress Report.....	April 29
AP Testing.....	May 2 - 17
Senior Exams.....	May 2 -5
Final Exams.....	May 17-20
Last Day for Students.....	May 20
Last Day for Teachers.....	May 23

### 1<sup>st</sup> Semester Grading Periods:

August 11 – August 31 (*Progress Report*)  
August 11 – September 22 (*Progress Report*)  
August 11 – October 15 (*Progress Report*)  
August 11 – November 5 (*Progress Report*)  
August 11 – December 3 (*Progress Report*)  
**August 11 – December 17 (Report Card)**

### 2<sup>nd</sup> Semester Grading Periods:

January 4 – January 25 (*Progress Report*)  
January 4 – February 15(*Progress Report*)  
January 4 – March 11 – *Progress Report*)  
January 4 – April 1 (*Progress Report*)  
January 4 – April 29 (*Progress Report*)  
**May 5 (SENIOR Report Cards)**  
**January 4 – May 20 (Report Card)**