



Faculty Handbook

2021-2022

Introduction

The following rules and procedures are followed by all Liberty Magnet High School staff. The administration believes that consistency and a “team” approach is beneficial for the students, faculty, and staff.

Specific instructions will be issued throughout the school year. To supplement these procedures all teachers are expected to work with students to achieve the goals and objectives of Liberty Magnet High School as well as those in each subject area.

The teacher’s handbook will be posted on the school’s website. It may be updated during the school year.

East Baton Rouge Parish

Mission Statement

The East Baton Rouge Parish School System, in partnership with our community, educates all students to their maximum potential in a caring, rigorous and safe environment.

Liberty Magnet High School

Mission Statement

The mission of Liberty Magnet High School is to provide a college preparatory curriculum that will develop and nurture highly motivated global leaders that excel in every field of human achievement.

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.

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TELEPHONE NUMBERS

LIBERTY MAGNET HIGH SCHOOL
FAX NUMBER

924-9406
924-9409

PRINCIPAL

Mr. Levatino

ASSISTANT PRINCIPALS

Ms. Albert

Ms. Claytor

Mr. Daigre

EXECUTIVE SECRETARY

Ms. Johnson

RECEPTIONIST

Ms. Davenport (A Building)

Ms. Robertson (B Building)

Ms. Chatman (D Building)

SUPPORT SERVICES

Ms. Baker (Magnet Site Coordinator)

Mr. Sullivan (ESS/504 Coordinator)

Ms. Thanni-Irvin (Academic Dean/Testing)

Dr. White (Athletic Director)

PARENT LIAISON

Mr. Seals (Attendance/Transportation)

Mr. Lindsey (At Risk/Programming)

LIBRARY

Ms. Short

Mr. Rogerson

GUIDANCE

Ms. Dillon (9th Grade)

Ms. Copeskey (10-12 A-F)

Dr. Parker (10-12 G-N)

Ms. Duvall (10-12 O-Z)

CUSTODIANS

Ms. Tammy (A Building)

Mr. Greg (B Building)

Ms. Mona (C Building)

Mr. Jeremy (D Building)

Health Clinic

Nurse Kelly

CAFETERIA

Ms. Piper-Woods

SCHOOL BOARD

922-5400

TRANSPORTATION DEPT.

226-3784

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
Labor Day Holiday.....	September 6
6 Week Progress Report.....	September 22
Teacher In-Service (No students)	October 8
Fall Break Holiday.....	October 8-11
9 Week Progress Report	October 15
Homecoming Week.....	October 25-29
12 Week Progress Report.....	November 5
Thanksgiving Break.....	November 22-26
15 Week Progress Report.....	December 3
Midterm Exams	<i>December 15-17</i>
End of 1 st Semester.....	December 17
Winter Break.....	December 20 - January 3
In-Service (No students)	January 3
First Day of Second Semester.....	January 4
Martin Luther King, Jr. Holiday.....	January 17
3 Week Progress Report.....	January 25
6 Week Progress Report.....	February 15
Mardi Gras Holiday.....	February 28- March 2
Teacher In-Service (No students)	March 2
ACT Testing.....	March 10
9 Week Progress Report.....	March 11
12 Week Progress Report.....	April 1
Spring Break.....	April 12-18
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

1st 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)

2nd 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)

LOUISIANA/LIBERTY HIGH

2022 TESTING SCHEDULE

TEST	ANTICIPATED ADMINISTRATION DATE	TARGET TESTING GROUP
PSAT	October 12	Registered Students
LEAP Retesting	December 6-10	Students requiring Re-take
Midterm Exams	December 15 - 17	All Students
ELPT Exam	February 14 – March 18	ELPT Students
ACT State Testing	March 9 th	11 th and 12 th Grade Students
Algebra I LEAP Geometry LEAP	April 25	Algebra I & Geometry Students
US History LEAP	April 26	US History Students
English I LEAP English II LEAP	April 27	English I & II Students
Biology LEAP	April 28	Biology I Students
US Government/Politics AP Chemistry AP	May 2	10 th Grade Students & AP Chemistry Students
Environmental Science AP Psychology AP	May 3	AP Env. Science and AP Psychology Students
English Literature AP Comparative Gov/Politics AP Computer Science A AP	May 4	AP English Lit, Comparative, & Computer Science Students
Human Geography AP Macroeconomics AP Statistics AP AP Seminar	May 5	AP Human Geography, Macroeconomics, Statistics, & Seminar Students
European History AP US History AP Microeconomics <i>All AP Art Portfolios Due</i>	May 6	AP European History, AP US History, and Microeconomics Students
Calculus AB AP Calculus BC AP Computer Science Principles AP	May 9	AP Calculus AB, BC, and Computer Science Principles Students
English Language AP	May 10	AP English Language Students
Biology AP	May 11	AP Biology Students
French AP Physics I AP	May 12	AP French and AP Physics Students
Physics II AP	May 13	AP Physics Students
Senior Final Exams	May 2 – May 5	Seniors
Final Exams	May 17 – May 20	9 th – 11 th Grade Students

Dates TBD: Pre-ACT (10th Grade), ASVAB (Any Registered Students)



Liberty Magnet High School

Daily Bell Schedule

2021-2022

A Day	B Day	Class Period
Breakfast		6:50 - 7:05
1st Period	5th Period	7:10 - 8:49
2nd Period	6th Period	8:56 - 10:31
3rd Period	7th Period	10:38 - 12:41
1st Lunch Shift		10:38 - 11:03
2nd Lunch Shift		12:13 - 12:43
4th Period	8th Period	12:50 - 2:25
Dismissal		2:25 - 2:30

Class Change:

In most instances, students will have **7** minutes to change classes, visit the restroom, and handle personal business. A “2-minute warning” bell will ring at **5** minutes and a tardy bell at **7** minutes.

Arrival & Drop-off:

Carpool:

- Students may begin drop-off at **6:45**, but may not enter any buildings until **6:50**.
- Students must be dropped off **BY 7:05**. Students who are dropped off but not in class by **7:10** will be counted as tardy.
- Students who drive to school must be in class **before 7:10**. Three late arrivals in a semester will result in the student’s parking pass being revoked. (No Refunds.)

Busses:

- Busses will begin unloading at **6:50**.

Lunch:

At **10:31** dismissal bell,

- Students on 1st lunch shift will report directly to lunch and then to 3rd or 7th period class at **11:03**. The first lunch shift will have **5** minutes to report their 3rd or 7th period class.
- Students on 2nd lunch shift will report directly to their 3rd or 7th period class before the **10:38** tardy bell.



Liberty Magnet High School

Activity Bell Schedules

Morning Activity

A Day	B Day	Time	Min.
Breakfast		6:50 – 7:05	15 min
1st Period	5th Period	7:10 – 8:30	80 min
Morning Activity		8:30 – 9:30	60 min
2nd Period	6th Period	9:37 – 10:57	80 min
3rd Period	7th Period	11:04 – 12:54	110 min
1st Lunch Shift		11:04 – 11:29	25 min
2nd Lunch Shift		12:29 – 12:54	25 min
4th Period	8th Period	1:01 – 2:25	79 min

Afternoon Activity

A Day	B Day	Time	Min.
Breakfast		6:50 – 7:05	15 min
1st Period	5th Period	7:10 – 8:30	80 min
2nd Period	6th Period	8:37 – 9:57	80 min
3rd Period	7th Period	10:04 - 11:54	110 min
1st Lunch Shift		10:04 – 11:29	25 min
2nd Lunch Shift		11:29 - 11:54	25 min
4th Period	8th Period	12:01 – 1:21	80 min
Afternoon Activity		1:21 – 2:25	64 min

ADMINISTRATIVE POLICIES

Staff Schedules

The East Baton Rouge Parish School Board shall require all personnel to follow the school calendar and holiday schedule during the school year. The Superintendent, with the approval of the East Baton Rouge Parish School Board, shall establish office hours and work schedules outside the normal school calendar as necessary.

Faculty and staff members are expected to be on time during the scheduled work day. Any staff member that arrives after the scheduled report time will be deducted time, in increments of 15 minutes, from annual sick leave. Once sick leave has been exhausted, tardiness to work will result in deduction of time from pay.

Professional Faculty Meetings

The East Baton Rouge School Board considers professional faculty meetings to be essential to efficient and effective school operation and often provide a mechanism for problem solving and input to the decision-making process. The number, time, place and subject matter to be communicated or discussed shall be determined by each principal, but at least one professional faculty meeting per month shall be required. All schools should be conducting planned faculty study in accordance with the School Improvement Plan, which is submitted to central office personnel.

Regular professional development will be embedded into the work day. These meetings are mandatory for all teacher. Teachers are expected to report on time. Once a meeting has begun, the sign-in sheet will be collected and late teachers will be documented for non-attendance.

Teachers are required to attend all professional faculty meetings unless they obtain prior approval from the principal. All teachers are required to be on time for these meetings.

Work Day

<i><u>Sign-in before and on duty by</u></i>	6:50 a.m.
At duty post by	6:50 a.m.
End duty	2:35 p.m.
Teachers may leave school	2:40 p.m.

Total Hours at School 7 ¾ hours

****All employees (including teachers) must sign-in before 6:50 in any building reception area AND must sign-out at the end of their scheduled work day. Coaches must sign-out by 2:40, the end of the regular work day.**

Arriving to work on time **is a matter of professionalism** reflected to the administrators, fellow faculty members, students, and parents. No teacher should ever arrive to school after students have entered the building. **This is a non-negotiable expectation for all employees at Liberty Magnet.**

Professional Faculty meetings will be held every second TUESDAY of each month after school. If there is a calendar conflict, the change is noted on the school calendar, posted in Google Calendars. Every attempt will be made to manage faculty meeting business during the school day in order to avoid the need for regularly scheduled after school meetings.

School Calendar

The master calendar is located in the principal's office and can be accessed by all faculty members online with Google Calendar. Any activity involving groups of students on campus or away from school must be recorded on the school calendar. Meetings, events, etc. should be requested as soon as possible. All off campus activities must be approved 25 days prior to the event. Dates must be approved by the principal.

Field Trips

A field trip is any trip taken by students under the supervision of school personnel, including trips taken on school time, holidays, weekends, or vacation time.

1. Information and authorization for field trips must be requested from the Principal at least **twenty** days prior to the date of the planned trip.
2. Planning meetings must be conducted with the principal for all field trips.
3. Professional leave must be requested 20 days prior to the field trip.
4. Permission forms for parents are available in the office. These forms must be signed and returned to the teacher prior to departure.
5. All funds collected for the trip must be deposited into the school's bank account through the school secretary. Expenses will be paid from the clubs account.
6. It will be the responsibility of the teacher/sponsor to prepare an alphabetical list of names to be excused for the authorized field trip. This list must include the date, the periods to be missed, and an administrator's signature. Copies should be submitted to the Attendance Office and emailed to all faculty members at least one day before the event.
7. Money should be collected to cover the cost of the field trip even if it is on EBRP School Busses. Bus drivers must also be paid according to the school board pay scale. Collect enough money to cover the cost of the **driver and substitute teacher (\$80)**.
8. Teachers must secure their own bus driver(s) and substitutes/class coverage.

Guest Speakers

Teachers must clear guest speakers through the office of the Assistant Principal for Instruction before inviting them. A guest speaker request should be emailed to the API office at least one week before the speaker is scheduled to share.

Air conditioning and heating

The School Board requires that the air conditioning or heat be turned off at 4 p.m. on week days, all day Saturday and Sunday, and holidays. For a special need after hours, advance notice must be given to the principal, and s/he will secure approval from the School Board to have it turned on. This applies to athletic events. Requests should be made as soon as possible.

Custodial Services and Room Appearance

Each teacher is responsible for the condition of his/her room and its furnishings. It is the teacher's responsibility to see that his/her classroom is neat and orderly at all times and free of writing on walls and desks, as well as clutter. Our custodians are the best anywhere. **Please help them by having students keep rooms clean and neat.** Help develop pride in our school. Do not allow students to put feet on walls or allow students to sit next to walls.

If janitorial or maintenance services are needed, please see the AP, principal, or building custodian as soon as possible.

Fire Drills

Fire drills will be held monthly according to School Board policy. **Instructions should be posted on a bulletin board in each classroom.** Teachers should take a copy of their rolls with them, close and lock their doors and encourage students to move quickly to the designated exits. Once outside, teachers should keep students separated by class at safe distance from the building. Teachers must take attendance and account for all students in their class.

Teacher Absences

Teachers should make a sincere effort to be present everyday. Setting a good example is important. **Teachers** must report EVERY full and partial absence to the substitute system for payroll purposes and to secure a substitute.

If you need a substitute, use the substitute System by accessing the online system. First time users should set-up their account prior to the start of school. The administrative team should be informed of your absence in advance, if possible. If you report an absence for the same day, email the full administrative team and executive secretary by 6:00 am.

School Keys

Keys will be issued at the beginning of the school year. **Teachers should not lend their keys to students and should not have duplicate keys made.** Keys should be kept in a safe place or with the teacher. At the end of the school year, each key is to be labeled and turned in to the APA for the summer.

Faculty Mailboxes

Faculty mailboxes are located in the workroom of the building where the staff member's office is located. Teachers are expected to check their mailboxes before school and at the end of the day. Do not let material accumulate in the box. Items too large for the mailbox will be kept in the front office, and a package slip will be placed in the teacher's mailbox.

E-mail

Important announcements and information will be delivered through school e-mail accounts. **Every faculty member should check his/her email at least twice during the school day.** You are responsible for all information communicated electronically. Review the district e-mail policies before the start of school. School e-mail should not be used for personal communication. All emails are monitored. Communication with students by email should only occur using the student's EBR-issued email address.

Telephone

The school has business lines with phones located in each teacher pod office and in the teachers' workroom. Only emergency messages will be taken for teachers and sent to the classroom. Regular messages will be emailed to a teacher's school email account.

Parent Communication

Teachers should regularly communicate with parents and stakeholders. Student progress, discipline, and demeanor should be shared with parents when a problem is suspected or improvement is made. Parent outreach (email or phone call) should be returned within 24 hours (business days) of receipt. Communication with parents should be direct, stick to the facts, and provide solutions. All teacher-initiated parent communication should be documented in JCampus.

Faculty Meetings

Faculty meetings will be announced as needed, but generally faculty meetings are held on the **SECOND** Tuesday of every month. Regular job-embedded meetings and professional development will be scheduled during planning periods or lunch and learn.

Teaching Certificates

Each teacher is required to ensure his/her teaching certificate is current. Questions about certification should be directed to the Regional Staffing Supervisor in the Office of Human Resources.

Teacher Checkouts

Teachers are expected to remain on campus during the entire school day. **Should an emergency arise, permission from the principal is required** to leave, teachers must sign-out, and the absence must be reported in Frontline.

Lunch

Teachers may eat lunch in the cafeteria or in office pod if you bring your lunch. No take out boxes are allowed from the cafeteria and no lunches may be eaten in the classrooms.

Hall Passes

In general, **no hall passes are allowed.** No bathroom/water passes are permitted. Students should only be out of class for an emergency or if called to the office or on official business. If it is necessary for a student to be out of class he/she must have a hall pass issued on the school's app. Teacher-made passes will NOT be accepted. Students found in the hall without a pass will immediately be taken to an administrator and held in TOR to await disciplinary action. If the student was released from class without a hall pass, the teacher will be accountable for non-compliance.

Injuries

Student injuries occurring at school must immediately be reported to an administrator after seeking medical assistance with the school nurse (if necessary). The supervising faculty member who was present at the time of the accident must complete an Accident Report by the end of the school day. The report must be submitted to the main office for review and filing with the Risk Management Office.

Injuries to employees while on the job must be reported within twenty-four (24) hours. School employees are covered under Louisiana Workman's Compensation. It is imperative that all injuries are reported promptly and that proper forms are completed within the required timeframe.

Mandated Reporting

All school employees are deemed mandated reporters by law. Any information provided by a student that indicates possible abuse, neglect, or danger to a student or themselves, must be reported. A staff member is not obligated to verify the credibility of the situation, but are required to report all information.

A staff member should report this first to the nearest administrator, counselor, or nurse. While a site investigation and support program will be initiated, it is the sole responsibility of the original point of contact (staff member) to complete the mandatory state reporting with DCFS. Administration and counselors may assist with the process, but will not complete the reporting on behalf of another staff member.

Staff members who fail to report dangerous situations for students may be held legally responsible. However, mandated reporters cannot be held legally or financially responsible for reporting information that may later be deemed to lack credibility.

Announcements

Any announcement to be read over the PA system, should be e-mailed to the principal **the day before it is to be read.**

Special announcements, such as honors won, will be given over the public address system during homeroom period. Emergency announcements will be given as needed. Class interruptions will be kept to a minimum. Guidelines for the written announcements:

1. Announcements should be emailed to the principal at least one day in advance.
2. The subject line should read "MORNING ANNOUNCEMENT – DATE"
3. Announcements should be written exactly how you want them read.
4. Announcements should be written using correct grammar.
5. Announcements will be read 1 time, unless otherwise requested.

Grading and Reporting

Grades in JCampus are expected to be updated weekly, at minimum. Grades, with the exception of large projects or extensive essays, are expected to be graded and entered into JCampus within two days. Up-to-date Parent Portal information is paramount to parental involvement.

Progress Report grades will be issued every 3 weeks, according to the school calendar. A report card will be sent home (by the student) at the end of the first semester; the report card for the end of the 2nd semester will be mailed home to the student's home.

Grading scale

Regular Courses	Quality Points	Honors Courses *Extra QP*	Quality Points	AP/Dual Enrollment *10 point 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)

Marks that appear on the report card and progress report should reflect:

- A – Outstanding achievement
- B - Good achievement
- C – Satisfactory achievement
- D – Minimum achievement
- F – Failure

Teachers may never use an “I” (incomplete) grade in the gradebook.

Averaging for Semester Grades

The semester grade shall be determined on the basis of all work done over a semester's period. A student shall have a minimum of TWO significant grades each week. The three weeks interim grades are not to be averaged to determine a semester grade. The interim grade is only a progress report on how well a student is performing at that point. A minimum of 36 grades, plus the final exam shall be used to determine the final semester grade. **Points are cumulative throughout the 18 week grading period.**

Videos

Videos/movies not published on the Louisiana State or Parish approved lists must be cleared through the assigned assistant principal **before** being shown to students. Documentation of requests and approval should be recorded through email.

Cumulative Academic Records

Teachers are encouraged to use the cumulative folders to better understand individual students; however, this is confidential information and by federal law may not be revealed to outside sources.

The cumulative record is a most important record, containing information for the student's entire attendance, standardized test results, grades, health, and other personal data. New student folders are on file alphabetically by grade in the Records Room of the Guidance Offices.

Because of the danger of losing cumulative records, they may not be removed from the records room. **With updates in technology, most relevant information from a student's academic record is available for review by the teacher in JCampus.**

Privacy Act

The Family Educational Rights and Privacy Act was passed in August 1974. The act establishes standards to which school districts must adhere in handling student records. Failure to abide by the law can result in the withdrawal of federal education funds.

Essentially, the amendment provides that parents and emancipated students shall have the right to review and inspect all official records, files, and data concerning the student. Information routinely gathered and shared by school personnel is included. The data to which access is given are not limited to completed grade reports, achievement test scores, attendance data, health data, but also includes behavior reports and teacher and counselor ratings. Personal notes kept by teachers or counselors, which are not communicated or routinely shared are probably exempt.

The school cannot release individual student information unless written the student or his legal guardian has given consent, or the school is under court order or subpoena. School officials, including all teachers with legitimate education interest and school officials of other schools and school systems to which the student is transferred or intends to transfer have the right to see the student's records. In the event that records are transferred, the parent of an emancipated student must be notified of the record transfer, receive a copy if requested, and have the opportunity to have a hearing to challenge the contents.

Student Grade Classification

In determining the grade classification for high school students, the following guidelines should be used:

10th grade – 5 units of credit with at least 1 English and 1 math

11th grade – 11 units of credit with at least 2 English and 2 math courses

12th grade – 16 units of credit for students needing 24 to graduate

Students must be scheduled in all classes required for graduation to be classified 12th grade.

Debts

Accurate accounting of all textbooks, lab fees, locker fees, etc. is required. A debt must be reported by the teacher/coach to the Executive Secretary after notifying parents. Students who owe debts will not be allowed to participate in graduation exercises until all debts are paid in full.

Copier Services

One copy machine is available in each building's teacher workroom. The machines have two sizes of paper, letter and legal. Malfunctions should be reported to the building receptionist immediately upon occurring.

Guidance Services

All students who wish to see a school counselor must email their request to the appropriate counselor using their EBR-issued school email account. Students will be called to the office to meet with a counselor when their schedule permits. Students should NOT be sent to the counselor unless they are called or arrangements are made and confirmed between the teacher and counselor. A hall pass should be issued any time a student leaves class to visit a counselor.

Teachers may refer a student for guidance services by speaking with the student's counselor or filling out an ICARE referral form, located online.

Technology Integration

As a 1:1 school, it is the expectation that student-used technology is a part of each class. Teachers are expected to integrate the Google Classroom application as the learning management platform for digital education. Teachers are expected to make use of the technology, resources, applications, and programs made available to them.

Assessments should be administered online using the district-issued assessment program. Google Forms may be used for assessment in class where the district-issued assessment platform is not accessible.

Activities and Special Events

The activity schedules will be used on days when a school activity is scheduled to occur. Teachers and students are expected to attend all activities. All teachers are expected to accompany students to special events and remain for the duration of the program. No teacher or student is excused from assembly programs. Students shall report to their assigned area. Any student caught skipping an assembly program will be subject to disciplinary action. Teachers are to refer all persons who cut assembly programs to the Assistant Principal.

Teachers will distribute themselves throughout the assembly area to see that all students behave properly in the assembly program. Teachers should be especially watchful for anyone causing a disturbance before, during, and after the program.

There will be teachers assigned to special duties in particular areas of the buildings (checking to see that all students are out of the building, bathrooms, classrooms, etc.) and in various parking lots to see that no student cuts the assembly.

Benchmark Exams

Benchmark Exams are required in core subject areas. Assessments must be graded within one week of administering the exam. Student assessment data must be collected from the Illuminate Platform and used in PLC's to inform teacher planning.

BENCHMARK EXAMS ARE TEST SECURED DOCUMENTS. This means that Benchmark tests should NEVER be left unattended or given to students outside of the classroom. Student access to benchmark questions prior to administration is strictly prohibited.

Teachers should be extremely cautious when creating study guides for Benchmark Exams. Study guides should NOT directly reflect test questions or test scenarios. A copy of all study guides must be submitted to and on file with the Assistant Principal of Instruction through email or a faculty Google Classroom assignment.

Athletic/Club Sponsors and Student Participation

All students must pay debts IN FULL **prior to** participation in any sport or club activity. The coach/sponsor is responsible for this directive. No student is to receive any clothing or equipment prior to complete and full payment of participation fees and debts.

Being a head coach or club sponsor requires administrative duties, including appropriate accounting. All account balances must be at or above zero by the end of the school calendar year. Sponsors/coaches whose organizations whose balances are below zero at the end of the calendar year will lose seniority to their position.

ALL money required and/or collected must go to/through the school accounts with a receipt written. Costs for participation, including required uniform purchases MUST BE APPROVED BY THE PRINCIPAL PRIOR TO COMMUNICATION WITH STUDENTS. All orders **must** be done **through the school** and prior approval, including a purchase order signed by the principal, must be obtained prior to ordering any supplies.

PERTAINING TO TEACHERS

Lesson Plans

Successful instruction requires careful and thoughtful planning. All teachers should keep this in mind as they plan their instructional programs. The administration expects that each teacher should develop both long range and daily lesson plans in writing. All lesson plans in writing should follow the Madeline Hunter lesson design and incorporate **EBRPSS Curriculum activities and follow the district pacing guide**. Lessons should include instructional best practices and differentiation. Instructional activities should be identified, explained, and linked into the weekly lesson plan prior to submission each week.

Weekly lesson plans are required for EACH subject. When a teacher is absent, it is the responsibility of the teacher to send detailed lesson plans to the substitute. Should the absence be for more than one day, it is helpful for the teacher to talk to the substitute by telephone.

Weekly lesson plans are to be submitted electronically no later than **THURSDAY prior the instructional week by 2:30**. *Lessons should be submitted using Google Classroom.*

Emergency lesson plans for 5 days are due to be on file in Google Classroom drafts by the third full week of school. Lessons should be designed through and housed in Google Classroom drafts. These plans should include assignments that will last an entire class period and should be turned in at the end of class to encourage students to complete the assignment. Refrain from leaving assignments that will require copies.

Planning Guidelines

When planning for a 95 minute block schedule, it is necessary to ensure that there are multiple modes of learning, practice, and assessment. A student should experience at least 3-4 state changes during a 95 minute class. Lessons must be student-driven and provide opportunities and expectations for students to be *actively* involved in instruction. Activities should be balanced and approaches should be differentiated.

In courses where multiple teachers are responsible for instruction, common planning time has been allotted for at least one of the two instructional days. Teachers sharing a common course are expected to plan collaboratively. This means that each teacher provides input and review of the lesson, activities, and assessments. Each collaborative teacher team is expected to work together to develop resources for a lesson. Common lesson plans should be submitted each week and instructional pacing and grading practices should align between teachers.

When planning for instruction, student assessment data should be the driving force behind any decisions. Student assessment data is collected through common formative and summative assessments/activities aligned directly to state/national standards. The results of data should be used to determine next steps in planning instruction and to identify remediation needs and differentiation opportunities.

Course Syllabus/Grade Level Equivalents

Each teacher is expected to provide students with a syllabus during the first days of school. The syllabus should include the teacher's name, planning periods, email address, and school phone number. Additional information should include: Units/Pacing, Grading Policies, Classroom Expectations, Schedule for Large Projects, etc. Teachers should use the state curriculum, standards, and teacher's textbook resources to develop lesson plans, units, and course outline for each subject taught. See an administrator for resources needed to plan for instruction. A copy of the course syllabus will be submitted through Google Classroom prior to the start of school.

Weekly Memo and Google Classroom

The administration will regularly share updates, information, and required tasks with teachers through a Google Site. This website should be pinned to the Chrome bookmark bar of the staff member's district-issued Google Account. On this site, staff members will find links to frequently used applications, reporting tools, and the Weekly Memo Blogs. All staff are responsible for any dates, deadlines, and expectations published in the Weekly Memo.

Throughout the week, the administrative team may provide interim information or specific direction through the staff member's email account.

All faculty members are expected to join the Faculty Google Classroom. Through this platform, the administrative and support teams post resources, assignments, and information that staff members will need. The Google Classroom is used almost exclusively for teachers to turn in any required documents or information, such as lesson plans, curriculum calendars, interim grade confirmations, etc. It is the responsibility of each staff member to check Google Classroom, email, and the Update webpage daily for new information.

Textbooks and Chromebooks

Textbooks are furnished by the EBRPSS for the students' use. Each year an accounting must be made, and additional books ordered if needed. Every book issued to a student must be accounted for. The student must either return the book issued in a usable condition or pay the full price for replacing the book. Students are financially responsible for their school-issued Chromebook. All textbooks and Chromebooks are issued from the library.

Textbooks are issued from and returned to the Library using the Destiny computer software. Teachers should never collect textbooks or Chromebooks from students. The computer software as well as the student name and student number record the condition of the book when issued.

Notifying Parents of Potential Failures.

Whenever it becomes evident that the child is receiving a grade of "D" or "F" or has dropped significantly, notify the parents. This will be an ongoing process throughout the school year. The number of times you have called a parent is no excuse not to call again as problems persist. Parent contacts must be logged in JCampus and kept on file at the end of each 3 week grading period.

Assessment Administration.

Each teacher must actively monitor and adequately supervise students during all tests. Teachers should be moving around the classroom to monitor students during all individual and group assignments/assessments. **Students are not permitted to grade test papers.**

Make-up Work and Tests.

Class work and/or tests missed due to excused absences are to be made up as soon as possible upon students return to school. Students who missed only one day should be prepared to turn in work missed or take any tests missed on the day of return. Extensions may be granted on the basis of one day for each excused absence. Work missed due to unexcused absences is subject to the school-wide late work and make-up policy. **Students must be allowed to make-up work assigned and due during a suspension from school.** If the make-up work is a test, it should be administered by the regularly assigned teacher at an agreed upon time. All projects and homework assignments should also be made up in the appropriate time frame.

Recording of Grades

Teachers are expected to keep up with grading and to publish scores in a timely manner, as determined by the administration. All grades should be recorded in the gradebook using the date the assignment was collected. Grades should be labeled indicating what is being graded, grades should be categorized in the computer according to the type of assignment, and points possible should be entered. Each student's points are carried over to the next quarter. Points are cumulative throughout the semester.

Online grade books will be checked each 3 week period for the following:

- Accurate grade book setup
- Variety of assignment type given
- # of assignments given (2 per week)
- Use of Benchmark Tests as Unit Test grade (Core subjects only)

Teachers should remember when giving assignments to differentiate instruction with a variety of activities, projects, group assignments, quizzes, and Benchmark tests.

Benchmark Exams are to be included in your grade book as a full test grade.

When determining grades, teachers should apply the 75/25 rule. At least 75% of a student's final grade should be determined from major/significant assessments. A maximum of 25% of the student's grade may be minor assignments. Bonus opportunities may account for no more than 3% of the total points assigned in a semester.

Classroom Guidance:

No classroom area is assigned to one teacher. All teachers share and borrow classroom space. Each teacher that uses a classroom has equal right/access to the materials, furniture, and whiteboards in each learning space. Teachers should work collaboratively with one another to effectively share instructional spaces.

Each classroom is equipped with the following:

- 30 student desks
- 1 teacher table and chair
- Promethean Board with HDMI cable
- Laptop Podium
- Bookshelf

Nothing listed above may be removed from a classroom for any reason.

Teacher Classroom Expectations:

- Bulletin board is current and there is one for each teacher using the classroom.
- Agenda and daily objective should be included in the daily lesson materials, including the post in Google Classroom.
- Print rich environment is evident
- Current student work is posted

Forms and Deadlines:

Teachers are expected to complete all requested forms and reports by the deadlines provided. This includes all Google Classroom assignments and any directives communicated through email, Weekly Memo, or announcement.

Departmental Meetings:

All departments shall meet regularly. All department members are expected to attend. Supervising teachers are urged to encourage their student teachers to be in attendance. The meeting shall begin and end on time. The department chairperson, with input from members, will plan an agenda that will be shared by all members and e-mailed to the assigned AP. A copy of all agendas must be kept on file.

PLC Meetings

Staff who teach the same course are scheduled for common planning, to the best extent possible. All teachers who have collaborative planning are expected to meet in PLC groups/pairs *at least* twice each week. PLC meetings should be documented and should focus on the following topics:

- Common Planning, Resource and Assessment Alignment and Review
- Data Disaggregation and Analysis (for planning and student support purposes)
- Identification of student group and individual strengths and weaknesses with plans for enrichment and remediation

Teachers may also be assigned to other PLC groups, such as grade-level communities.

Library:

The library, staffed by one librarian, is open to students from 6:50am until 2:30 pm Monday through Friday. Students may visit the library before school, during lunch period, or after school. Students are encouraged to visit the library for recreational reading as well as for required research. Teachers must submit a copy of their lesson plans to the librarian prior to using the library.

ATTENDANCE RECORD KEEPING

Daily Record of Attendance

Teachers are required to keep complete and accurate records of attendance of the students in their classes. **Attendance should be recorded within the first five minutes of class using JCampus.** The office uses attendance each period to locate students.

Students must be allowed to make-up work for credit if their absence is excused or they are suspended from school.

The State Department of Education Regulations on Attendance

“Secondary students must be present a minimum of 85 days per semester to be eligible to receive credit for courses taken. Exceptions can be made only in the event of extended personal illness, verified by a physician, or other extenuating circumstances approved by the Parish Supervisor of Child Welfare and Attendance, in consultation with the principal.” This will include Death in the Family, Serious Illness in the Family or a Religious Holiday.

Accountability for Students

Teachers are accountable for students on their roll. This means that students on roll are to be physically supervised at all times by their teacher of record. When a student is sent to a location other than class, the teacher sends the message “this class is not important.”

Teachers may NOT:

1. Send students to another teacher’s classroom
2. Send students to run errands
3. Allow students to leave class early to procure an item or belonging
4. Send students to the gymnasium, under any circumstances.
5. Send students in groups to the library, unaccompanied

Hallway Expectations

It is the expectation of the administration at Liberty Magnet High School that the hallways remain completely clear of unsupervised students during class periods. Students should be in class and engaged in meaningful instruction throughout the full 95-minute block. Any student in the hallway **MUST** have a hall pass issued through the school app, even if they have been called to the office. Hall passes should only be issued in extreme emergencies.

DISCIPLINE POLICIES

Discipline of Students

Each teacher is encouraged to handle his/her own students' individual discipline issues as they arise. As stated in the East Baton Rouge Parish Handbook, teachers are responsible for the care, discipline, and instruction of pupils in their charge. In cases of serious misbehavior, such as fighting, destroying school property, insolent behavior toward the teacher, or similar actions, the student should be referred directly to the administration. Always be truthful, direct, and stick to the facts of the situation at hand when writing a referral. Send the student in question to the administrator and notify the building clerk of the student's arrival. Teach the whole child. Encourage respect for fellow students, teacher(s) and parents. Also teach pride in the school and in the community.

Suggestions for handling students who persist in disturbing classes and creating discipline problems are:

1. **Avoid heated arguments.** Retain dignity of self and student. Avoid "challenging" the student in front of his/her peers.
2. If necessary, arrange a conference during your planning period with parents and/or student.
3. Contact the student's parents. This approach will often go a long way in solving the problem. Prior to contacting parents, become familiar with the student's cumulative record.
4. Do not yell at students, this only escalates their response.

Time Out Room (TOR)/ In School Suspension (ISS)

The purpose of the Time-Out Room is to be an alternative to suspension for those students who have violated school policies. No punitive action other than TOR/ISS assignments for the same offense will be processed against said students. The following policies will assist in the utilization of the TOR/ISS:

1. No student is counted absent while in TOR/ISS. TO/ISS attendance will be noted in JCampus.
2. When a student is assigned to the TOR he/she will be required to do constructive work assigned by the TOR moderator. Students may also complete work assigned by the teacher.
3. **ONLY an administrator** may assign a student to the TOR/ISS.
4. When a student is assigned to the TOR/ISS, he/she will be given a TOR/ISS admit slip informing him/her of the date, period(s) or time to report.
5. If a test is given on the day that the student is assigned to the TOR/ISS the may have it administer it in the TOR.
6. The TOR/ISS and is open each day at 7:05 a.m.
7. The TOR Specialist will work with students to develop plans for change to enable them to return to the regular classes as soon as possible after a minimum stay in the TOR.
8. All assigned lunch detention will be held in the TOR/ISS room.

Vandalism

Perhaps more than any other item, it should be emphasized that teachers should be in their classrooms at all times while students are present. Teachers should be alert to the possibility of vandalism when lights are off (for movies, filmstrips, videos, etc.)

When leaving the room, lights should be turned off and the door locked. The teacher is responsible for the condition of the furniture, floor, and walls of his/her room. Money should not be kept in the room. Students should be encouraged not to bring extra money or expensive jewelry to school.

Close watch should be maintained and students be taught the correct care of school property. It is the teacher's responsibility to see that his/her room is free from markings. Desks should not be put next to a wall because this encourages writing on the wall. It is important to report any type of vandalism or theft to the office as soon as it is noted.

Discipline Procedures and Expectations

All disciplinary infractions can be classified into two categories: classroom managed or office managed. It is the expectation of Liberty Magnet High School that each teacher effectively manages their classroom and deal with disciplinary actions appropriately. Each referral to the office is a relinquishment of authority from the teacher to the office. Excessive uses of referrals results in all authority being stripped from the teacher. This principle also applies to calling the office for an administrator. Each time an administrator is paged, authority in the classroom is shifted. Behavior referrals are to be used as a last resort for disciplinary infractions or for major class disruptions.

Classroom managed behaviors cannot be referred to the office without documentation of intervention on a "Minor Behavior Referral" in JCampus, which also requires a parent contact. The infraction must occur over multiple days within a reasonable time period, as determined by the administration. All applicable interventions must have been incorporated, including documentation of conference with student and contact with parents. Only after the Minor Behavior Tracking Form has been complete, may a minor behavior infraction be referred to the office on a Behavior Referral Form.

Major classroom disruptions, including, but not limited to: acts of vulgarity, disrespect, fighting, drugs or alcohol, threats, persistent defiance may be referred to the office using a Major Behavior Referral, which is designated by the inclusion of a Code "06" in the Teacher Actions portion on Page 2 of the Referral in JCampus. Adding Code 06 will elevate a referral to "major" status and send notification to the administration for action. Online referrals should be completed as soon as a student is removed from class.

In instances where a referral to an administrator is necessary, but immediate removal is not warranted (i.e. academic dishonesty), a referral should be completed at the earliest break, but no later than the close of business that day. An email to an administrator does not count as a referral. A student may not be removed from class without a Major Behavior Referral being written by the teacher.

The following guidelines are to be adhered to by all faculty members:

1. NO faculty member may send a student to TOR/ISS. TOR/ISS is a disciplinary consequence that may only be assigned by an administrator.
2. Any student removed from class must have a legitimate reason and must have appropriate documentation entered into JCampus.
3. Students who are removed, may only be sent to the office at which point an administrator will determine the appropriate disciplinary consequence based on the severity of the offense and the student's cumulative discipline record.
4. Teachers are to refrain from recounting issues of discipline with other teachers or administrators, especially in front of students. This action only escalates an already tense situation.
5. Students are not allowed to be placed in the hallway or sent to another classroom to remove them from class. Teachers may reprimand a student in the hallway and away from the class, but are not allowed to leave students in the hallway.
6. No disciplinary consequences will be issued for students by the administration until receipt of documentation of RECENT parent contact related to the incident being referred. Teachers are required to make REGULAR parent contact for students who are disruptive.
7. Teachers may not simply tell a student to "get out."

Dress Code Enforcement

It is the responsibility of each teacher on campus to enforce the dress code for every student while on hall duty and for each student in a classroom. Students should not be observed by administrators or visitors out of dress code in the hallways or in classrooms. Consistency among all faculty members is necessary for effective implementation of the dress code policy.

Students arriving late

A student who arrives late to school must be accompanied by an adult to check in and will receive an admit slip from the A Building Office. Students tardy to class must report to the building reception area and get a tardy admit slip before being admitted to class. Students who arrive to class more than 5 minutes after the tardy bell are considered skipping and should be referred to the administration. No student should be admitted to class late without an admit slip issued by the office, a note signed by another staff member, or communication with the teacher from an administrator or counselor.

Duty Assignments

The adequate supervision of students is the primary factor in ensuring a safe and secure learning environment. Duty assignments are non-negotiable. All teachers are expected to be at their duty post **at the assigned time**. All staff are expected to engage in “active duty monitoring,” in which they are consistently observing students in their assigned area.

In the morning, all staff members are assigned duty each day. Teachers with homerooms must be in the classroom, standing at the door, and monitoring the classroom and hallways from 6:50 – 7:10. Staff without homeroom assignments will be stationed throughout campus in designated areas.

Monitoring Class Changes

In line with the goal of ensuring a safe and caring learning environment, all teachers are expected to stand at their doors for the entire class change. Teachers entering a planning period will have a designated post for duty during the class change and through the first 5 minutes of class (or until the hallways and tardy students have been completely cleared.)

Teachers are expected to welcome students to class and to address them as they leave. Teachers are responsible for all students in the hallway during class change. Students should move continuously and refrain from stopping and socializing. Dress code enforcement is the responsibility of all duty staff. “Finishing up” or “picking up” after class is not an excuse for being absent from the doorway. Effective time management is necessary to ensure teachers are positioned near the door towards the end of a class period.

Announcements

All teachers are expected to maintain control and order in their classrooms during any announcements. Students should not, at any point, during an “all-call” announcement be talking, standing, or moving around the room. Morning announcements are full of important information for both students and teachers. Afternoon announcements provide important information regarding afternoon activities, cancellations, and bus changes. **The teacher is responsible for the behavior of the class and their attention during announcements.**

School Monies

All school monies should be reported and turned into the executive secretary by the end of the school day. Teachers must make an account for EVERY piece of money collected. Students MUST be issued a written receipt from a numbered receipt book for any amount in excess of \$1.

Unless otherwise approved, all money collection must take place in the main office. Without prior approval, no staff member is allowed to collect money for fees from students.

DO'S AND DON'T ABOUT ACCOUNTING

1. **DO collect your money daily and turn in to the office daily.**
 2. **DO write a receipt to each student for any funds they turn in to you daily.**
 3. **DO turn in a fundraiser form for any fundraiser your organization is conducting.**
 4. **DO have a Purchase Order signed by the principal to order or purchase any items.**
All items purchased by any faculty member must have an approved Purchase Order before any items are purchased.
 5. **DO wrap all coins before turning in to the school secretary.**
 6. **DO check your math and have all the forms filled out correctly before turning in to the secretary.**
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1. **DO NOT take school money home to count. If you do not have the time to count your funds before the end of the school day turn in your funds to the drop box outside the principal's office.**
 2. **DO NOT leave any money in your classroom. All money needs to be secure at all times. You are responsible for the money you collect.**
 3. **DO NOT leave your moneybag on the secretary's desk. You must drop your deposit into the drop box.**

Remember it is better to ask a question rather than making an error in accounting.

Fees: Supply and Lab

Fees shall not be assessed students without prior approval of the Principal. When a teacher collects any money from a student, it is the teacher's responsibility to keep an accurate record of the names of students from whom he/she receives the money as well as the amount collected from each student. A receipt must be issued.

Each teacher must complete a deposit slip when any money is turned in to the school secretary. The designated account name must be clearly indicated as well as the teacher's name, if the money is from a fundraiser or for instructional materials and the total being deposited. A receipt will be put in the teacher's mailbox within a short period of time. Amounts under \$5 can be turned in periodically.

Parish Policies Pertaining to Collecting Money

1. The collection of money should be held to a minimum and should be used only for items that supplement the instructional program.
2. Parents must be notified in advance as to the use of the class/lab fee. File a copy of the communication with the Assistant Principal.
3. Lab fee and/or class fees are to be spent for consumable materials, not permanent equipment.
4. A receipt must be given when collecting money from a student.

Parish Policies Pertaining to Spending School Money

1. Personal reimbursements should be requested using a check request form. These personal reimbursements will be done monthly. DO NOT make a purchase using personal funds without prior approval from the principal through email ensuring reimbursement.
2. You may obtain a purchase order number from the secretary. When the bill comes in, it will be put in your mailbox. Compare the bill with material received and if it is correct, complete a check request form attaching 2 copies of the bill to the back and submit it to the secretary.
3. No person is authorized to make a order without a purchase order signed by the Principal and the teacher sponsor.

All classroom sub-accounts are closed by April 15 of each year and rolled into the main school accounts. This will be done automatically with the new system, so be ready.

Deposit slip forms and check request forms are kept in the A Building office.

Fund Raising

All school-sponsored organizations must secure permission first from the Principal and then from the Office of the Superintendent **before beginning** a fund-raising activity. The form is turned in to the executive secretary after the principal signs it.

All clubs and athletic teams must be self-supporting. Fund raising is encouraged and supported by the administration; however, please **get approval from the principal and the Regional Executive Director.**

Main Office

Each office is a place of business. The environment should be welcoming, but quiet and business-like. Faculty members are not allowed to congregate in the office and should remember that a parent or guest may be in any one of the many offices. Conversations should be held to a reasonable tone and should always be appropriate.

Visitors on Campus

No one is allowed to have personal visitors on campus. All visitors must sign in at the front office with their license, receive approval from an administrator to be on campus, and receive and wear a visitor's badge. Any person on campus without a current visitor's badge who not an employee of Liberty Magnet, should immediately be asked if they need assistance and be escorted to the A Building office. Faculty members are not allowed to have unregistered visitors in their classrooms, office pods, in the hallways, or in the parking lots. Violation of this policy will be grounds for a letter of non-compliance.

The safety and security of our campus dictates a strict adherence to this policy.

Exterior Doors

All exterior doors, except the main entrance to each building, should be locked and closed. **No exterior door should be propped open to the public.** It is the responsibility of all faculty members to make sure the campus is secured all day.

Classroom Doors

In accordance with the Crisis Management Plan, **all classroom doors should remain closed and locked at all times.** Teachers should be the only individuals to answer a door. Anyone who needs to get into a classroom will have a key. In the event of a lock-down or shelter-in-place, the classroom will already be secured.

Staff Dress Code

Liberty Magnet High School

All faculty and employees of Liberty Magnet High School serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and youth they serve.

General:

- No tank tops, spaghetti straps, or sleeveless jackets – unless worn under jacket.
- No midriffs or undergarments should show.
- No shorts.
- No beach flip-flops.
- Jeans are to be worn only on designated spirit days with a Liberty shirt or jacket.
- Liberty Faculty ID's are to be worn at all times.
- Clothing should not be excessively tight or excessively baggy.
- No cleavage should be visible in professional dress.
- Skirts/dresses length should comply with the standards set in the student dress code.
- Tights, leggings, and yoga pants are not appropriate.

Physical Education teacher and JROTC instructors may wear hemmed shorts or track pants, with a Liberty shirt when engaged in physical activity as a part of the course curriculum.

On designated days, including each Friday, the administration may allow for casual dress. Casual dress includes jeans (without holes) and a Liberty spirit shirt/jacket. During the administration of state/national testing and exams, all test administrators and proctors may wear jeans for comfort.

Conversations regarding inappropriately addressed adults can be uncomfortable. Please do everyone involved a favor and adhere to the expectations of professional dress. You should dress in the same manner as a casual business office.

Pertaining to Students

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 9th grade and seek re-admittance in the 11th 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.

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.

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 Gaggie 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 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
1-2	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.
3-4	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 disciplinary consequence
5+	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">• T-shirts• Polo shirts• Sports jerseys• Blouses• Sweaters	<ul style="list-style-type: none">• Muscle shirts or Tanks tops• See-through jerseys• Any top that reveals undergarments and/or exposes excessive cleavage• Any shirt, blouse, or sweater that expose midriff• Any shirt that has profanity, vulgarity, or any image that is inappropriate• Strapless blouses, Spaghetti straps or halter tops

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

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

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

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>
	<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></p>	
Assignment Examples	<ul style="list-style-type: none"> ○ Bell ringers/Exit tickets ○ Daily classwork ○ Daily homework ○ Assignments tailored to weekly classroom instruction 	<ul style="list-style-type: none"> ○ A multi-day project ○ A paper ○ A senior recital ○ DBQ and FRQs ○ Lab reports
Late Work Penalty	<p><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></p>	
	<ul style="list-style-type: none"> • On Time - Full Credit Possible • 1 Day Late - 25% Penalty • 2 Days Late - 50% Penalty • 3 Days Late - 75 % Penalty • 4+ Days Late - NO CREDIT 	<ul style="list-style-type: none"> • On Time - Full Credit Possible • 1 Day Late - 10% Penalty • 2 Days Late - 20% Penalty • 3 Days Late - 30% Penalty • 4 Days Late - 40% Penalty • 5+ Days Late - 50% Penalty

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 cyber-bullying 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 antispyware 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 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 community.

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

*****Communication**—Establish various forms of communication (school to home, home to school, central office to home and vice versa) that encourage regular discussion about school programs and children's academic progress and behavioral management.

*****Parenting**—Provide information that supports families as they create home environments that value education and nurture children's curiosity for learning.

*****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.

*****Volunteering**—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.

*****Collaborating 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 Section 1118 of No Child Left Behind. 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.

School Choice

Parents, whose children attend a school that does not meet adequate yearly progress (as measured by the Louisiana Department of Education) within a specified time period, have the option of transferring their children to another designated school, under guidelines set by the East Baton Rouge Parish School System.

Teacher Certification

In keeping with the requirements of the 2002 Federal No Child Left Behind Education 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 Title I Parental Involvement Coordinator and the EBRPSS Office of Federal Programs.

Working with school-based personnel, the Community Relations Coordinator will coordinate the use of annual Partners in Learning compacts and other on-going family involvement activities. Additional school-based outreach activities will also be developed and implemented with a focus on increasing active parental involvement in and building on current activities that have been successful.

Building Capacity for Parental Involvement

Activities designed to build the capacity for strong and meaningful parent involvement in Title I schools shall include the use of Home-School Liaisons to foster communication, parent participation on School Improvement Teams, school level Parent Advisory Councils, and opportunities to volunteer.

Parents of Title I students will be provided with timely information about the Title I program and parent involvement requirements for schools under the No Child Left Behind Act of 2001, 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. The HIPPY Program, discontinued from previous years due to loss of funding, will be reviewed for possible inclusion. 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.

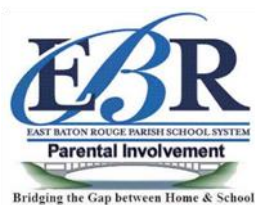
Notes:

*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 No Child Left Behind Act. NCLB mandates involving parents in developing a parental involvement policy, asking that parents share responsibility for student progress in academic achievement and community involvement. NCLB 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. Specific policy implementation action steps are identified in Addendum II (Parent Involvement Policy Guidance Document).

***These six categories are based on the six types of parent and family involvement as defined by Dr. Joyce Epstein in *School, Family, and Community Partnerships: Your Handbook for Action*.

Revised / Approved: June 14, 2017



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:

School	Teacher	Parent/Guardian	Student
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.	*Attend parent/teacher conferences throughout the year.	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.

Liberty Magnet High School Crisis Management
Quick Sheet

REDACTED FOR PUBLIC POSTING

General Rules:

Intercom Codes

- 1.
- 2.

If the bell does not ring...

Basic 1:1 Implementation Guidelines

1. All EBRPSS Computer/Internet Usage policies are applicable. Any student caught on any of the following sites will lose computer use privileges and must be referred to the office for discipline:
 - a. Pornography
 - b. Unapproved Video Sites (You Tube, illegal movie sites, etc.)
 - c. Social Networking (Facebook, Twitter, Instagram, etc.)
 - d. Non-EBR email accounts
 - e. Instant Messaging/Chat rooms
2. All computer use must be educational in purpose. Students are never to be permitted to “surf the web” without a specific educational purpose.
3. Should a teacher have problems with students staying on task, consider turning all desks to face the wall. This will face all computer screens in the direction of the teacher and make monitoring easier.
4. Chromebooks will be issued at the beginning of the school year and collected at the end of the year.
5. No student should ever be issued another student’s Chromebook by a teacher. The site manager is responsible for replacement devices and reassignments.
6. Teachers are responsible for monitoring the activities of students on the Chromebooks using the GoGuardian application and by walking around. Teachers should NOT be seated behind their desks while students are engaged in the use of Chromebooks, teachers should be on their feet managing the classroom.
7. Through school-sponsored, district-sponsored, and personal professional development, it is the responsibility of each faculty member to continually work to become increasingly familiar and proficient with current and new technology. The use of technology cannot become a stagnant approach to instruction by the very nature that technology is constantly evolving and improving.

Policies and Procedures are subject to modification and revision throughout the year. Please make sure you are in compliance with all Liberty Magnet High and EBR Computer and Internet Usage policies.

ADDENDUM

Distance Education & Telework Contingency

In the event of a catastrophic event that deems schools be closed for a period of time and the district implements distance education, the following addendum addresses expectations for teachers and employees.

Work Hours and Payroll: Faculty and staff are expected to be available for work during the designated work hours, provided by the school in conjunction with district guidance. Equivalent work time is required for payroll purposes.

All employees must sign-in at the designated time and sign out at the designated time. During the time that an employee is signed-in for work, the employee is expected to be available for regular or assigned job duties.

In the event that an employee will be unavailable during the scheduled work day, the employee shall notify the administration and executive secretary to provide notice. Sick leave will be deducted for the period of time the employee is unavailable. If a teacher cannot be present for class, they should provide a pre-recorded support, extended office hours, or an opportunity for a make-up class. These contingencies will be applied against the sick leave deduction, when documented appropriately and approved by the building principal.

Job Duties: As with any school day, the employee is expected to conduct an adaptive version of the job duties in the prescribed job description. Additional duties may be assigned by the school administrator in an effort to provide equity in the students' learning environment. Any adjustments to regular job duties will be communicated by a school administrator and will be followed-up with an email or message in Teams for the benefit of the employee and administrator for documentation.

Faculty Meetings and Professional Development: Faculty meetings are a regular expectation for all staff members. Virtual faculty meetings are scheduled in a telework environment for the purpose of clear and coherent distribution of information and expectations. All staff members are expected to be logged into the faculty meetings and are responsible for all information and expectation distributed through the meeting. Staff are expected to be on time for all meetings. In order to ensure this, staff should use the practice of being logged in 5-10 minutes prior to the start of the meeting to ensure there are no technical difficulties.

Professional development is an integral part of our professional growth. PD opportunities are provided in both required and voluntary circumstances.

Communication: Communication with employees will happen in a variety of ways, including, but not limited to: Email, Google Classroom, Google Meets, Microsoft Teams, or phone calls. During work hours, employees should be available when communicated with through these means. Email should be checked at least every 1-2 hours during the work day.

All communication with students should be through district-approved platforms (Google Meets, Microsoft Teams, or EBR Email) to document the interaction and provide accountability and protection for both the teacher and the student. The employee should NEVER use an unapproved method of communication.

Professionalism: The telework environment, while more informal in person, requires the same level of attention to professionalism.

- All documentation and assignments requested by the administration should be completed and submitted on time.
- Google Classroom assignments should be up-to-date at all times and announcements reviewed daily.
- When communicating with students or parents, professional discourse should be adhered to and the topic of discussion should remain on student work and student achievement.
- When videoconferencing for instruction or communication purposes, employees should be dressed appropriately and the background of the video should be appropriate. If need be, it may be encouraged that the employee use a digital background.

Supporting Student Learning: Online learning requires a different type of support for student learning. In addition to time spent with individual and small group support, quality and timely feedback are necessary, along with frequent and relevant communication with the student and their family.

Frequent parent contact is required at all times, but especially in distance education. Staff are required to keep documentation on all parent contacts for submission to the administration. Email communication should also be documented.

Lesson Plans: Teachers are expected to plan for distance education. Lesson Plans, in the format provided, are required to be turned in on the same intervals as traditional school (weekly - Thursday). Failure to plan or failure to plan effectively is grounds for non-compliance. Planning for quality distance education requires a comprehensive and detailed plan that demonstrates forethought and intentionality.

Instruction and Office Hours: Instructional time is defined as the designated time the teacher provides live instruction or support. This designated time is necessary for students to receive new information and clarify expectations.

Office hours are open times where students have the ability to immediately reach teachers for support and clarification regarding course material and/or assignments.

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).