

Liberty County District Attendance Policy

Attendance is compulsory from ages 6 to 16 unless exempt by law. This policy amends 232.01, F. S., to require that students between the ages of 16 and 18 years attend school regularly unless a formal intent to withdraw from school is filed and signed by the student and the parent. Upon receipt of the form, the superintendent must notify the board of the student's intent to withdraw from school.

Secondary period attendance is defined as being present fifty percent (50%) of the class. Elementary attendance is defined as being present fifty percent (50%) of the school day. Attendance will be recorded as excused or unexcused.

Upon returning to school from an absence, the student will have a **maximum of two (2) days** after the absence to bring a note to the school. **This rule applies to Doctor's notes also.**

Students who have a chronic medical need must have their Dr's note updated after 5 school absences.

Any student with five unexcused absences in a 9 week grading period will receive a 10 point grade reduction in the class or classes in which the absences occurred.

Excused absences may be given only to requests that fall under the following:

- A. Absences for religious instruction or religious holidays as defined in Florida Statutes 232.0225 and 232.09(4).
- B. Absences due to sickness or injury documented by a physician.
- C. Absences due to death within the immediate family.
- D. Absences due to participation in an academic class or program.
- E. Absences due to legal reasons.
- F. Absences due to other insurmountable conditions that may arise.

Note: The principal or principal's designee may rule on special situations.

In each **ninety (90) day calendar period** the following criteria will apply to attendance:

- A. **Five (5) unexcused and/or Ten (10) cumulative absences- parents will be notified of the student's attendance and every absence thereafter will require a doctors excuse or legal documentation. Also a child study team meeting will be scheduled to discuss the student's attendance difficulties.**
- B. **Ten (10) unexcused and/or Fifteen (15) cumulative absences** - parents will be notified and a student conference will be held. In addition the principal or principal's designee will notify the District Truant Officer who will initiate state mandated legal action.

Tardies- Any student not in the classroom when the tardy bell rings and up to 10 minutes is considered tardy and should be marked in FOCUS.

- a. Any student entering the classroom after 10 minutes will be considered skipping unless he/she has an admit slip from the front office.
- b. If a student skips class, the teacher will send a referral to Mr. Hill's office and the student will remain in class.
- c. Mr. Hill will keep a record of tardies. (Renews each semester)

- i. The 1st two cumulative tardies will be a warning.
 - ii. On the 3rd and all subsequent tardies break detention will be assigned.
 - iii. Every 5th tardy or early departure **in the same class** will result in an unexcused absence.
 - iv. On the 6th cumulative tardy Saturday Detention will be assigned. (parent conference)
- d. 1st Period Tardies – must check in through the front office.
 - e. 5th Period Tardies – must check in through front office
 - i. The 1st and 2nd tardies will be a warning.
 - ii. The 3rd tardy will result in one week of lunch detention.
 - iii. The 4th tardy will result in two weeks of lunch detention.
 - iv. The 5th tardy will result in three weeks of lunch detention and a parent conference.

Make-up Work Policy Following Absences

Students will not be permitted to make up work missed if absences are unexcused or due to out of school suspensions.

Students are expected to make up all work and all tests missed during the EXCUSED absences(s) according to the following conditions:

- A. The student must contact the teachers on the first day back in each class in order to make arrangements to make up the work.**
- B. It is the student's responsibility to make up work within the given time frame unless other arrangements are made due to extenuating circumstances. The time frame make up work is the number of days absent plus one (1) day (i.e., 1 day absent plus 1 equals two days to make up work).
- C. A student may make up only one pre-announced test per grading period, unless prior approval is obtained from the teacher or an excuse from a physician.
- D. Any pre-announced assessments due on the day of a students absence or the day of their return must be turned in or made up on the first day back unless new material was covered.

General Policies

- I. Students with outstanding debts, including class dues, may not be allowed to participate in extracurricular activities, until debts are cleared.
- II.** No candy, food, or drinks will be consumed in the building, outside the lunchroom area. ***Water in a clear bottle will be allowed in class.*** Any exceptions should have administrative approval.

Off Campus Privileges

- I. Seniors will be allowed to leave campus at lunch with signed permission forms.
 - A. Seniors will not be allowed to bring food on campus to underclassmen.
 - B. Anyone transporting underclassmen off campus or bringing food back to underclassmen from off campus will receive the following disciplinary action.
 - i. 1st offense – one week lunch detention
 - ii. 2nd offense – two weeks lunch detention
 - iii. 3rd offense – three weeks lunch detention (parent conf.)
- II. Juniors who pass all portions on the FCAT, as a reward, will be allowed to leave campus for lunch on Fridays. All rules applying to seniors will be in force for juniors as well.

Leaving School Grounds

- I. A student must have permission from the office to leave school prior to dismissal.
- II. Freshmen, sophomores, and juniors are not permitted to check out during lunch, unless parents pick them up.
- III. Any student needing to check out at anytime must present a written note from a parent or guardian to the front office before school, during break or at lunch. The note must include the most current phone number that a parent or guardian may be contacted. **Phone calls from parents will no longer be accepted for student check-out purposes.**
 - A. Students must check out through the front office.
 - B. **Upon returning to school students must present a parent/doctor note for the absence to be excused. (Two days for notes)**
- IV. No student will be sent from the school grounds during the school day to perform errands or act as messengers except with the knowledge and approval of the principal or assistant principal and then only on necessary and urgent school business.

Before School, Noon and Break

- I. Students may enter the building for the following purposes: to eat breakfast or lunch, to use the restrooms and water fountains, to go to their lockers, to read or study in the library, to purchase school supplies and to attend organized meetings which are faculty supervised.
- II. During lunch students must be eating to remain in the lunchroom.

- III. Students are not allowed in the student parking area until the close of the school day, unless written permission has been obtained from the principal's office. Any student going to the parking area before school, at lunch or at break **must obtain a pass from the duty teacher.**
- IV. There will be no loitering in the halls. Students will return outdoors after completing business. In case of inclement weather the duty teacher will determine if students may remain in the building.
- V. All students in the hall during undesignated times must have a pass.
- VI. When entering the lunchroom, students will enter and exit the southeast doors.
- VII. Students unloading buses will enter the north doors and proceed to the student common area.
- VIII. Students will not loiter in front of the main building before school, break or lunch.
- IX. Cell phones and pagers will be **turned off and kept concealed** at all times except under the following conditions:
 - A. Before school, during lunch and at break and **ONLY OUTSIDE IN THE STUDENT COMMON AREA.**
 - B. Violation of the cell phone/pager policy will result in the following:
 - 1. First offense – cell phone/pager will be confiscated and will not be returned until picked up by a parent or guardian. A \$10.00 collection fee or Saturday detention will be required for phone pick-up.
 - 2. Second offense - cell phone/pager will be confiscated and will not be returned until picked up by a parent or guardian. A \$20.00 collection fee or 2 Saturday detentions will be required for phone pick-up.
 - 3. Third offense - cell phone/pager will be confiscated and will not be returned until picked up by a parent or guardian. A \$30.00 collection fee or 3 Saturday detentions will be required for phone pick-up.
Any further violations will result in loss of all cell phone privileges and out of school suspension.

Any Student refusing to turn in their cell phone after a violation will be considered defiant and suspended for 3 school days. Also all cell phone privileges will be voided for the remainder of the year. Students in this situation will be suspended for 3 days each and every time caught using or possessing a cell phone.

Clubs, Committees, or Other Groups

- I. The following clubs, committees, or groups shall function within the school.
 - A. Annual Staff
 - B. Beta Club
 - C. FCA
 - D. Student Council
 - E. JROTC/Drill/Rifle/Color Guard
 - F. FCCLA
 - G. HOSA
 - H. Band
 - I. Skills U.S.A.

- II. Each club or committee, under the direction of its sponsor, shall write its own bylaws or policies in accordance with national, state, and local regulations and be approved by the Principal.

- III. Each student who holds office will be limited to six (6) points distributed as follows:

President.....	3 points
Vice-President	1 point
Secretary.....	3 points
Treasurer.....	3 points
Reporter.....	1 point

- IV. Club debts may be assessed by the group. In case of assessment, any pupil who has not paid dues will be restricted from class or club activities until paid.

- V. Any club or organization involved in fund raising or soliciting must have prior approval from the principal's office.

Examinations, Tests, and Exceptions

- I. Nine-week grades will be determined by daily classroom work, homework or other outside projects, and periodic tests. Students will be evaluated on the basis of no less than **nine** grades(at least 2 being tests) each nine weeks.

- II. At the beginning of a course, the teacher must indicate to the students in writing his/her specific grading policies in accordance with the Pupil Progression Plan.

- III. A student may **make-up only one** pre-announced test per grading period, unless approval is obtained from the teacher or an excuse from a physician.

Emergency Drills

Drill instructions and evacuation plans will be discussed and practiced at intervals during the school year.

Rules for Driving Automobiles

- I. Students will park only in the area designated for student parking. Student parking is located southeast of the Vocational wing.
- II. Students are required to leave vehicles promptly after arriving at school.
- III. The speed limit on campus is 10 miles per hour.
- IV. Speeding or reckless driving on campus or **in the vicinity of school property** may result in suspension of driving privileges on campus, and possible further disciplinary action.
- V. Driving violations on campus or in the vicinity of school property will result in the following consequences;
 - 1st offense – warning
 - 2nd offense –two week suspension of driving privileges
 - 3rd offense –driving privileges suspended 90 school days***Severe driving infractions may result in immediate or permanent suspension of driving privileges or an acceleration of consequences if deemed necessary.***
- VI. Students should park only in the student parking area.
 - 1st offense- 1 week driving suspension
 - 2nd offense- 2 week driving suspension
 - 3rd offense- driving suspension for 90 school days
- VII. All students parking on school grounds must complete and submit a parking registration form to the front office. To be eligible for a registration form, a valid driver's license must be presented to the front office. Unregistered students will face disciplinary action.

Grading System

- I. Grade distribution: 90 – 100 = A
 - 80 – 89 = B
 - 70 – 79 = C
 - 60 – 69 = D
 - 59 - 0 = F
- II. All grades appearing on report cards will be indicated by a numerical average rounded to the nearest whole number.

- I. Nine weeks grades will count 80% and a comprehensive semester exam, as well as, a comprehensive end of course exam will count 20%. Alg. I, Biology and Geometry course grades will be determined by state requirements.

Miscellaneous

- I. All school accounts, including lunches, will be operated on a cash basis. Please do not ask for credit. Advance payments will be accepted.
- II. Students will not be called out of class to answer the telephone except in case of an emergency.
- III. All visitors must check in through the office.
- IV. No tobacco product, alcohol, or drugs allowed on campus in accordance with school board policies.
- V. No glass containers allowed on campus due to safety hazard.
- VI. Electronic devices which are cell phone capable will be treated in the same way as cell phones.
- VII. Other electronics such as: IPODs, DVDs, MP3s,MP4s, handheld computer games, headphones and ear plugs must be kept concealed unless students are outside and only before school, at lunch or break time.
- VIII. No laptops are allowed to be brought to school unless special permission is granted by the principal.
- IX. No weapons will be allowed. Possession of a weapon will result in expulsion. Please refer to violation/consequences section for a more detailed definition of a weapon.
- X. If it becomes necessary for a student to take any medication at school, a signed note from a parent must be presented to the health clinic. All medication will be kept in and dispensed through the clinic by the nurse or the designee.

Progress Reports/Report Cards

- I. Progress Reports will be given mid-term during the nine-week period on the following dates:

September 21	February 8
November 16	April 18
- II. Report cards should be issued as soon as possible following the end of the nine week period.

School Trips

- I. School sponsored trips will be academically related to subjects.
- II. It is the students' responsibility to request work in advance of a trip and work is due upon return to school.
- III. Students with excessive absences in any class will not be allowed to participate. **Excessive absences are defined as 5 unexcused absences or 10 cumulative absences.**
- IV. For any trip out of our local area, students will have written permission from parents.
- V. Students in all cases will return to school on school transportation unless the student is picked up by their parent or guardian only.

Transported Students

- I. Any student residing within the limits of transportation is entitled to free transportation as long as he/she abides by the rules of safety and behavior necessary for the operation of the system.
- II. Students violating bus rules will be reported by the bus driver to the school principal or designee, who has the authority to suspend him/her from riding the bus.

Dress Code

- I. Student dress and personal grooming are the responsibility of the student and parent. Dress or grooming shall not be permitted to disrupt the teaching/learning process or school activities. Clothing worn to school and school functions must be safe and appropriate. Pupils must comply with the following rules:
 - A. Pants must be worn at the natural waist line.
 - B. Students will not be allowed to wear low fitting tops which show cleavage.
 - C. Boys' and girls' hair will be clean, neat, and well groomed. Extreme hairstyles and unnatural occurring hair colors will not be allowed at Liberty County High School.
 - D. Appropriate undergarments must be worn but not show.
 - E. No clothing bearing profane, offensive, suggestive slogans are allowed.
 - F. No clothing bearing advertisement of alcoholic beverages, tobacco, or unlawful controlled substances will be permitted.
 - G. No spaghetti-strap or strapless shirts or dresses will be allowed.
 - H. Sleeveless shirts or dresses must be 2 inches wide at the shoulder and fit appropriately under the arms.
 - I. Shirts must be long enough to cover the stomach and back area completely at all times.
 - J. Appropriate shoes, with soles, must be worn at all times. No bedroom shoes may be worn.

- K. No hats, bandanas, or other head garments may be worn inside the building.
 - L. No gang related attire of any kind is permitted.
 - M. No clothing with holes higher than 5 inches above the knee will be permitted.
 - N. Shorts, skorts, dresses, and skirts may be no shorter than 5 inches above the knee.
 - O. No body piercing jewelry is allowed. Earrings may be worn in an appropriate manner.
 - P. Clothing considered to be pajamas is not allowed.
- II. Dress Code violations will result in the following consequences:
- A. First offense – Contact parents.
 - B. Second offense – Conference with parents. Student suspended from next extra-curricular event.
 - C. Third offense – 3 days of ISS and suspension for up to 30 days from extra-curricular activities.

The above list is not comprehensive; the principal will make the final determination as to the appropriateness of student's attire. All class time missed as a result of dress code violations **will be unexcused.**

Library

- I. Library hours are 7:30 AM until 3:35 PM
- II. Students are allowed in the library before school, at lunch, and break with the approval of the librarian.
- III. Books may be checked out for two weeks; renewed for an additional two weeks.
- IV. The fine for overdue books is .05 cents per school day.
- V. Retail price will be charged for lost materials.

Graduation

Participation in graduation is a privilege. Students must meet the following requirements:

- A. Complete all graduation requirements
- B. Clear all debts with the school
- C. Attend baccalaureate and graduation practices
- D. Dress appropriately as designated by class sponsor
- E. All recognitions must be approved by the school leadership team

Senior Trip

Due to liability issues LCHS will no longer sponsor a senior trip. Seniors will be given 3 excused days May 17, 18, and 21 to plan their own parent sponsored activity.

Prom Policies and Procedures

- I. The prom is a school function and therefore, all school policies are in effect and will be enforced.
- II. No one without an invitation or on an approved list will be allowed to attend the prom, including the Grand March.
- III. Juniors and seniors attending the prom must have all class dues paid.
- IV. Grade classifications at the beginning of the year will stand for the remainder of the year.
- V. The freshmen, sophomore, and juniors must pay a set fee of \$30.00 per year (or \$7.50 per 9 weeks) to pay for yearbook pages, homecoming and prom expenses, and graduation ceremony expenses. Senior sponsors may lower or raise dues based on remaining expenses.
- VI. Juniors are the hosts of the prom and solely responsible for the cost of the prom. Seniors are the guest.
- VII. The prom will be held within the county.
- VIII. Any student who is ineligible to attend a public high school due to disciplinary action will not be able to attend the prom as a guest or otherwise.
- IX. Invited guests must be in at least the 9th grade. Invited guests may not be older than 22 years of age.
- X. Spending guidelines are based on an average of 60 students.
 - A. Yearbook: 9th \$ 200.00
10th \$ 200.00
11th \$ 200.00
12th \$1000.00
 - B. Homecoming \$ 800.00 (\$200.00 per year)
 - C. Prom \$3000.00
 - D. Graduation \$1400.00
- XI. Inappropriate dancing as determined by the principal or faculty members will not be tolerated. One warning will be given and then you will be asked to leave. (This applies to all extracurricular functions involving dancing.)
- XII. Dresses need to be appropriate for a high school function, as determined by the prom dress committee to be composed of administration, faculty, student, and parent representatives. Any questions need to be addressed to the junior sponsors.

Transcript Policy

All transcripts will incur a \$5.00 charge per transcript made payable to Liberty County High School. The only exception will be for graduating seniors. They will be allowed to send Two transcripts at no charge. All transcripts beyond the 2 maximum will incur the normal \$5.00 fee.

Senior Pranks

Senior pranks have become an unwelcome event in many schools around the country. Often vandalism (destruction and/or defacing of school property) and loss of work time by school employees accompany these events.

- Any pranks requiring LCHS staff to divert their time away from their normal activities will result in a \$100.00 fine for each student involved. Failure to pay these fines will result in students being excluded from LCHS end of the year commencement activities.
- Any pranks causing defacement and/or permanent damage to LCHS property will result in criminal charges being filed and exclusion from all commencement activities.
- Any pranks which involve entering any LCHS buildings will result in criminal charges being filed and exclusion from commencement activities.