# LCJHS Policies and Procedures

**Dress Code:** Liberty Common School has a dress code, and students are expected to adhere to it. For complete guidelines, refer to the Student-Parent Handbook or the website.

**Parking:** All students and parents are expected to adhere to the Traffic Procedures found on the website, under the "School Information" heading on the "Forms and Resources" page. The administration reserves the right to search any vehicle parked on school grounds at any time for any reason. See the LCJHS Student-Parent Handbook for a list of banned items on campus and at school-sponsored events.

**Early Arrival:** Students must not be dropped off prior to 7:15AM, which is when outdoor supervision will begin at the junior high campus. Doors will open at 7:25AM for students to access the building.

**Late Arrival:** Students arriving to class after the 7:40AM bell rings must check in at the front desk. Students will be given a pass to give to their teacher when they arrive at class. Parent/guardian notification of late arrivals is required. Late arrivals are only excused according to the guidelines of the LCJHS Student/Parent Handbook.

**Appointments and Early Dismissal:** If a student needs to leave class for an appointment that cannot be scheduled outside of the school day, it is his/her responsibility to inform the front office, obtain a pass to leave class, and depart class on time to sign out through the front office. Parent/guardian notification via phone call, note, or email is required for the student to leave campus, regardless of the student's age. A parent may also come to the front office to sign his/her student out. If a student must leave at the same time every day, parents must complete the "Extracurricular Activities Outside of LCJHS" form.

**Messages:** All messages will be communicated to students during passing periods. It is the students' responsibility to follow up on messages. Parents are discouraged from sending messages. Please assist LCJHS in teaching responsibility.

**Lockers:** The administration reserves the right to search any locker at any time for any reason. Students are only allowed to use their own assigned locker. Students are expected to keep their lockers in good order without external decorations (with the exception of approved school-sponsored co-curricular activity signs). Locker doors must close completely at all times.

**Planners:** All students MUST have a planner. Students are expected to keep track of all of their homework assignments, projects, and tests. Planners are available for purchase in the front office.

**Backpacks:** The administration reserves the right to search any backpack at any time for any reason. Backpacks, briefcases, and/or book bags are to be used only for transporting books and materials to and from school. From 7:40AM to 3:15PM, backpacks must remain in the students' lockers or hanging from the designated backpack hooks. Backpacks that are left on the hallway floor will be removed.

**Hallway Passes:** Students may not leave their classroom without a hall pass from a teacher or administrator. All paper hall passes must be filled out and signed entirely in pen. Only one student may be listed per pass.

**Food/Snacks:** During passing periods, students are allowed to eat snacks ONLY at their lockers. Absolutely no food or drink (except water), including leftover food from lunch, is allowed in any classrooms or hallways, unless given specific permission by the teacher. Gum is never allowed inside the school under any circumstances.

**Electronics:** Mobile electronic communication devices of any kind including cellphones, smart watches, and gaming devices may be used outside the building only before or after school hours. During school hours, such devices must be kept in lockers or in backpacks if hanging on designated hallway hooks. Devices should be turned off or silenced. If a device is seen or heard inside the building during school hours (7:20AM-3:15PM), it will be confiscated immediately and given to an administrator. To guarantee student privacy and security, any device that has the capacity to take recordings (pictures, video, audio) is strictly prohibited in all bathrooms and locker rooms at any time, for any reason. Such violations will result in an automatic out-of-school suspension and device confiscation.

**Assignments/Late Work:** Each department has its own homework policy. Students are expected to know the policy for each of their classes. Students who are absent are expected, immediately upon return, to turn in work assigned before the absence. Students have the total number of days they were absent plus one extra day to turn in any work assigned while they were gone. It is the student's responsibility to ask for work missed, and it is the teacher's discretion to decide due dates for missed work.

**Extra Credit:** Extra credit is offered at the teacher's discretion. Teachers are in no way required or obligated to offer extra credit opportunities at any time.

**Cheating/Copying/Plagiarism:** Cheating, copying, and plagiarism (presenting another's words, thoughts, phrases, and/or ideas as one's own, whether the source is a person, online resource, and/or artificial intelligence) are serious offenses that violate the mutual trust that is essential to the educational process. These actions will not be tolerated, excused, or overlooked. Students caught cheating, copying, and/or plagiarizing will be referred to the administration for disciplinary action.

**Bullying:** Bullying in any form (written, verbal, physical, or electronic) is not tolerated. Students who observe bullying have responsibilities. These responsibilities include refraining from participating or becoming an audience for the bully, reporting the incident,

and privately reaching out to the victim with friendship and support. Victims of bullying are encouraged to first speak to the alleged bully and insist the behavior be stopped. If the behavior continues, the alleged victim will report the bullying to any LCJHS faculty or administrator. The complete Anti-Bullying Policy can be found in the LCJHS Student-Parent Handbook.

**Public Displays of Affection:** Behavior that simulates or otherwise suggests sexual situations is not tolerated. Brief hugging normally associated with an amicable greeting is acceptable. Visible space must be maintained between bodies of students at all times throughout the school day and at school-sponsored events/activities.

**Tardiness, Dress Code, Gum, and Skiving Violations:** All LCJHS students, grades 7-8, will have a "clean slate" for conduct violations at the start of every new academic quarter. Thereafter, each student will be graced three (3) recorded warnings for violations of the school's policies on any combination of the following conduct expectations: punctuality (being on time); Dress Code; refraining from gum-chewing; and skiving. Students falling behind in their grades may be required by their instructors to attend EAGLE Time or zero hour (morning) study sessions. Such students, who are required to attend but fail to show up for these sessions, will be given a conduct violation. The proper term for skipping these supplemental study sessions is skiving. "Skiving" also applies to failures to show up for lunchtime ransom duty and detentions, attending a non-assigned Order meeting, or sitting with a non-assigned Order during a Lyceum. Any subsequent violation of these policies will result in an offending student serving a 40-minute after-school detention. An accumulation of eight (8) or more violations per student per quarter may result in loss of student privileges which include: Dress Code incentive days, attendance at school-sponsored social functions, participation in extracurricular clubs, participation in school sports, and eligibility for Order leadership position.

# Computer Student Use Policy

The students agree to abide by the following rules when using the computer lab or any Liberty Common High School computer. If a student disagrees with these rules, that student may not use a Liberty Common Junior High School computer.

- Students must use their own login ID on the computer they were assigned.
- When finished, the student must log out (except when using a laptop on the mobile cart where the student must shut down).
- All students must be supervised when using a computer.
- All student work must be saved to the network (H:) drive or their Google Drive, not the (C:) drive.
- Students are responsible for all costs associated with damage done to equipment and/or software.
- Eating and drinking are not allowed near a computer.
- Students are only permitted to run programs that they were instructed to use.
- Browsing the Internet, streaming media, installing applications, running unauthorized programs, playing video games, or downloading files is not permitted without permission.
- Students may only use LCJHS computers at LCJHS.
- Students may not intentionally disable or impair the function of any machine in any manner.
- Students may not change any computer settings without permission.
- Students may not download, store, submit, publish, print, or display any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or deliberately inaccurate material.
- Social networking on the computer is not permitted.
- Students may not use the webcam without instructor authorization.
- Students may not bypass any of the security including login information or administrative type tasks.
- Students are not allowed to check out equipment.
- Student network (including e-mail) access is provided for specific school-related purposes only.
- Students understand that all school rules of conduct will apply when using the school network and that there are no expectations of privacy for any electronic communications, including email, conducted through the school network. All network communications will be subject to disclosure. Failure to abide by these policies may result in disciplinary action, the suspension of the student's account, and network privileges.

# Liberty Bullying Protocol

Bullying is not tolerated at Liberty Common Junior High School. Bullying betrays Respect, Citizenship, Self-Control, and Responsibility as set forth in the school's Foundation Stones; and, Justice and Temperance as set forth in the school's Capstone Virtues. Bystanders who fail to take action in the presence of bullying betray the Capstone Virtues of Fortitude, Gratitude, Prudence, and Patriotism.

Bullying is defined as:

- Any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student; or,

- Aggressive behavior that results in an imbalance of power, such as but not limited to a student's use of physical strength, a credible threat to use force or coercion, access to embarrassing information, and/or popularity to control or harm others.

Students should follow these steps if they think they are the victim of bullying:

1. Ask the bully to stop; don't joke or make light of the situation. Look the person directly in the eye and state that you would like him/her to stop the behavior.

2. If the behavior stops, the problem has been eliminated.

3. If the behavior continues, the student will report the bullying to an LCHS faculty, who will report the behavior to the Principal or Assistant Principal.

Students witnessing bullying have the following responsibilities:

1. Refrain from laughing, participating, or providing and audience for the bully.

2. Promptly report the incident to a teacher or an administrator.

3. Privately reach out to the bullying victim; offer your friendship and support.

4. Include the bullying victim in activities with you and your friends.

**The complete Bullying Policy can be found in the Student-Parent Handbook.*