LIBERTY CREEK
HIGH SCHOOL

Student Handbook
2026-2027

Liberty Creek High School Administration

Principal: Dr. Phillip Holt

Assistant Principal (A-F): Kelly Sanford

Assistant Principal (G-M): Brandon Smart

Assistant Principal (N-Z): Julie Fitzpatrick

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Policies outlined in this handbook pertain not only to the school day but also to all school-related functions and trips. Problems or matters not listed in this handbook will be handled in a manner that the administration and/or faculty deem appropriate.

To provide consistency in both Administrative as well as Guidance support, our students will be separated alphabetically. The Administrator as well as the Student Counselor who will be the first point of contact for your child are listed below:

	Student Last Names A-F	**Student Last Names G-M**	**Student Last Names N-Z**
Assistant Principal	Kelly Sanford kelly.sanford@sumnerschools.org	Brandon Smart brandon.smart@sumnerschools.org	Julie Fitzpatrick julie.fitzpatrick@sumnerschools.org
Student Counselor	Marissa Kincaid marissa.kincaid@sumnerschools.org	Amber Falsie amber.falise@sumnerschools.org	Elizabeth Choate elizabeth.ortega-choate@sumnerschools.org

Attendance

For the complete definitions and consequences of the district attendance policy, refer to Sumner County Board of Education JB, and state laws TCA 49-6-3001, 3007, 3009. Any district, local, state, or federal policies regarding attendance will supersede the information that follows.

Liberty Creek High School recognizes that good attendance at school is fundamental to student learning. Attendance is a key factor in student achievement; therefore, students are expected to be present each day that school is in session. Parents have both a legal obligation and a moral responsibility to see that children are present every day that school is in session.

Absences

Students returning to school after missing any part of a school day must check in with the main office for an admit slip. Students must provide documentation upon their return. Documentation may be submitted with a handwritten parent note, a document from a service provider, or an email to the attendance clerk. Student absences are "verified," "excused," "unexcused," or "tardy."

- **VERIFIED:** Whenever possible, student absences should be "verified." An absence is verified with documentation for any of the following reasons:
    - Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency. If the illness or hospitalization is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five days of consecutive absences.
    - Death of a family member.
    - Special recognized religious holidays which are regularly observed by a particular faith.
    - Required court appearances. Verification of court appearance times must be provided.
    - Approved school-related activities. Prior approval is required.
    - School-related activities that receive approval from the administration prior to the event taking place.
    - Military deployment paperwork for a parent.
    - College Visits: Administration may approve juniors and seniors to use up to two (2) school days (to include travel days) annually which will be classified as verified absences if documentation is provided on the college letterhead from the admissions office.
    - Principal may verify absences for extenuating circumstances on a case-by-case basis.
- **EXCUSED:** A parent may "excuse" a maximum of five (5) days per semester with proper documentation. All days missed after five (5) will be categorized as "unexcused." Parent notes should include the following information:

    Student name
    Grade level
    Reason for absence
    Date(s) of absence
    Parent / guardian phone number where they can be reached
    Parent / guardian signature (unless via email)

- **UNEXCUSED:** Family trips, mission trips, and vacations that occur during school will be **unexcused**. Teachers will not give any work in advance of a trip. All missed work will have to be made up after the student returns from the trip. Tests, projects, or other assignments that were announced prior to the trip will not be given extensions for completion.

A student who is absent five (5) days without adequate excuse shall be reported to the Board Attendance Office who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absences. If a parent does not provide documentation within adequate time excusing those absences, or requesting an attendance hearing, the Director of Schools/designee shall implement the Progressive Truancy Intervention Plan described below prior to referral to juvenile court:

Progressive Truancy Interventions	
Tier 1 **(3-5 unexcused absences)**	A) Three (3) unexcused absences = phone call to parents from Attendance Clerk to obtain parent note or valid excuse. B) Five (5) unexcused absences = Parent(s) will be notified of an Attendance Contract meeting to be held and agreed upon by Administration, Parent, and Student.
Tier 2 **(7 unexcused absences)**	A) Seven (7) unexcused absences: The School Attendance Review Team will complete an individual assessment of the student's situation and needs. Potential interventions may include: ● Referral to student's counselor ● Community resources ● Tutoring ● Referral to Family Resource Center ● Creation of Student Health Plan (with school nurse) The School Attendance Review Team will consist of at least - Administrator, School Counselor, Teacher, and School Nurse
Tier 3 **(10 unexcused absences)**	A) Progressive Assurance statement signed by Administrator B) Truancy Referral and previous tier documentation sent to Attendance Office C) Assigned Truancy Officer implements interventions Non-compliance at this level will trigger a DART (District Attendance Review Team) investigation, or a Juvenile Court Truancy Petition will be filed.

Students with nine (9) or more absences (including individual class periods) may lose the privilege of attending or participating in extracurricular, school-sponsored events that take place outside of the classroom. These events include but are not limited to the following: athletic events as a participant, competitions, conferences, field trips, plays, concerts, pep rallies, dances, prom, etc.

Extenuating circumstances will be considered on a case by case basis.

Tardiness

To avoid interruptions to instruction and to maximize the learning process it is imperative that students make every effort to arrive at school and be in class on time. Tardies are considered either "verified" or "unexcused." Verification is from a service or healthcare provider, or in certain circumstances from the principal. All other tardies are considered "unexcused." Any student arriving to 1st block after the 8:15 A.M. bell MUST conform to the following:

1. Report directly to the front office and sign in through the kiosk.
2. Obtain a tardy slip from the front office to give to their block teacher. Students late to school will not be admitted to class without a tardy slip.

Students who are frequently tardy without a verified excuse will receive the following:

Unexcused Tardies to School	
3rd Offense in a semester	Warning Email to Parents
4th - 5th offense in a semester	One (1) detention & parent will be notified
6th - 7th offense in a semester	Two (2) detentions & parent will be notified
8th offense and each subsequent time in a semester	Up to one (1) day ISS & parent will be notified. Additional days/consequences can be determined by the administration.

Tardies to class after 1st block will be recorded by the classroom teacher through the online PBIS system. The same consequences will apply. Tardies are typically tracked by class period; however, the administration reserves the right to issue additional consequences if there are excessive tardies collected across multiple class blocks. Please refer to the table below for the full list of progressive tardy interventions:

Unexcused Tardies to Class	
Level 1	Student will receive 3 warnings per class block (through PBIS system)
Level 2	Teacher assigned intervention
Level 3	Administrator assigned intervention
Level 4	Administrator conference with parent, additional interventions possible

This tardy policy applies to dual enrollment as well.

A student who is in conference with a counselor or administrator during class time must provide ***written proof*** of the conference to the teacher in order to be excused from that class. Students who wish to meet with a counselor or an administrator should make an appointment in advance unless there is an emergency/crisis. Students who wait around in the hopes of having a conference are not considered to have a legitimate reason to miss class.

Early Dismissal

Early dismissals are strongly discouraged within 30 minutes of the end of the school day due to the interruption of instructional time in classes and are a disruption to the regular dismissal process. Instructional time continues until dismissal.

A parent/guardian may sign out their child at any time in person. Notes will be accepted for early dismissal if presented in the front office before 8:15 A.M. so they can be confirmed by phone with a parent or guardian. Only administrators or parents/guardians may give permission for a student to leave campus. Once a student has obtained an early dismissal slip, he/she must sign out in the office at the designated time of dismissal. Students found guilty of forging parent's or guardian's signatures will be subject to disciplinary action.

Early dismissals are considered either "verified" or "unexcused." Verification is from a service or healthcare provider, or in certain circumstances from the principal. All other dismissals are considered "unexcused."

All students being dismissed during the school day must sign out in the front office prior to leaving, even if they are driving themselves. If a student returns to school after having checked out, he/she must sign in through the front office.

Students who frequently check themselves out during 4th block, or parents picking their child up, without a verified excuse may receive the following. Weekly reports are generated by the attendance clerk.

Unexcused Early Dismissals	
Level 1	One (1) detention & parent will be notified
Level 2	Two (2) detentions & parent will be notified
Level 3	One (1) day ISS & parent will be notified

Students and parents using their cell phones to arrange dismissal put the student in jeopardy of violating the cell phone policy or disrupting the learning environment. Communication about dismissal is encouraged to go through the main office. The teacher has the right to wait until the front office calls the room before dismissing if uncertain about the situation.

Class Schedule:

LCHS Bell Schedule: 24/25 SY	
Block	**Time**
1st Block	8:15 - 9:35
2nd Block	9:41 - 11:01
3rd Block	11:07 - 1:08
Pack Time	1:14 - 1:49
4th Block	1:55 - 3:15

Pack Time Expectations:

- Be in assigned Pack Time
- Academic needs must have a pre-assigned electronic pass
- Athletic teams will protect certain days for each season for academic needs during Pack Time. If a student has academic needs beyond those designated days, the teacher will communicate with the coach and Mr. Smart to coordinate.

Skipping Class

A student is considered skipping class when he/she is not in the classroom to which he/she has been assigned by a teacher, staff member, or administrator without permission, leaves class for an extended period of time, never reports to their assigned class, or leaves the building without permission. A student may also be considered as skipping if they are tardy to class for more than 10 minutes or out of the area of the building they are approved to be in.

The following list will outline the penalties assessed against students who skip class/school:

Skipping Class		Skipping School	
1st Offense	1 day ISS	**1st Offense**	2 days ISS
2nd Offense	2 days ISS	**2nd Offense**	3 days ISS
3rd Offense	3 days ISS	**3rd Offense**	4 days ISS

Students are not allowed to check themselves out to leave campus for lunch.

Perfect Attendance

To be recognized at the end of the year for perfect attendance, the student must have no tardies, no early dismissals, and no absences, regardless of the reasons. *Perfect means perfect.*

Academics

Grading Timelines

Fall Grading Timeline				
Skyward Code	Description	Timeframe	Dates	Grade Calculation
P1	Progress Report 1	4.5 Weeks	Aug 4th - Sep 9th	
Q1	Quarter 1 Grade	9 Weeks	Aug 4th - Oct 2nd	42.5%
P2	Progress Report 2	13.5 Weeks	Oct 13th - Nov 11th	
Q2	Quarter 2 Grade	18 Weeks	Oct 13th - Dec 18th	42.5%
EX	Exam (or EOC) Grade	End of Semester	Dec 16th - Dec 18th	15%
S1	Semester 1 Grade	End of Semester	Aug 4th - Dec 18th	Q1+Q2+EX
FG	Final Grade	End of Class	Aug 4th - Dec 18th	Q1+Q2+EX

Spring Grading Timeline				
Skyward Code	Description	Timeframe	Dates	Grade Calculation
P3	Progress Report 3	4.5 Weeks	Jan 6th - Feb 10th	
Q3	Quarter 3 Grade	9 Weeks	Jan 6th - Mar 19th	42.5%
P4	Progress Report 4	13.5 Weeks	Mar 29th - April 28h	
Q4	Quarter 4 Grade	18 Weeks	Mar 19th - May 27th	42.5%
EX	Exam (or EOC) Grade	End of Semester	May 23rd - May 25th	15%
S2	Semester 2 Grade	End of Semester	Mar 19th - May 25th	Q3+Q4+EX
FG	Final Grade	End of Class	Mar 19th - May 25th	Q3+Q4+EX

Additional Grading Calculations

A. Standard Nine Week Courses - FG = Quarter average (85%) + Exam (15%)
B. Honors Courses - FG + 3% points
C. Capstone Aligned Courses - FG + 4% points
D. Dual Enrollment Courses[1] - FG + 5% points
E. AP® Courses[2] - FG + 5% points

[1]The grading scale will be set by the collegiate instructor
[2]AP courses will not factor the AP test grade into the final average calculation

Graduation Recognitions

LCHS seeks to recognize our students at graduation in as many ways as possible but still have expectations that truly highlight exceptional work and achievements. Below are what is recognized at LCHS graduations:

Recognitions Printed in our Graduation Program:

- Graduate Postsecondary Plans
- Individual Scholarships
- Graduate with Highest Recognition: minimum 3.90 GPA and 18 Honors, DE and AP Courses
- Graduate with High Recognition: minimum of 3.70 GPA and 16 Honors, DE and AP Courses
- Graduate with Notable Recognition: minimum of 3.50 GPA and 14 Honors, DE and AP Courses
- Graduate with Recognition: minimum of 3.50 GPA and less than 14 Honors, DE and AP Courses
- State Honors: scored at or above all subject area benchmarks on the ACT or SAT
- District Distinction: met graduation requirements with a GPA of 3.0; earn industry credit
- Tennessee Tri-Star Scholar: ACT composite score of 19 or higher, or equivalent on SAT, and earn a capstone industry certification as promoted by the Department of Education
- State Distinction: B average and complete at least one of the following: earn an industry certification, participate in Governor's School, participate in an All-State musical organization, earn statewide recognition or award at a skill or knowledge-based state tournament, convention, or competition hosted by a statewide student organization and/or qualify for national recognition by a national student organization, be selected as a National Merit Finalist or Semi-Finalist, score a 31 or higher on the ACT, score a 3 or higher on at least two AP exams, earn 12 or more semester hours of transcripted post secondary credit
- TN Scholars: Students must maintain a "C" or above average in all courses, complete 80 hours of community service and have a 95% attendance rate over 4 years and positive behavior
- Community Service Distinction: students who have completed 80 hours of community service, voluntarily completing at least ten hours of community service each semester during their high school career.
- Tennessee Seal of Biliteracy: students who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English. Students receiving this recognition shall meet all criteria outlined in the Sumner County High School Curriculum Coordination Guide.
- LCHS Honors Student: any student who has completed 5 or more AP and/or DE classes with a grade of B or better. Extenuating grade situations will be considered by administration.

Graduation Recognitions Continued...

LCHS cords and stoles being worn by students at graduation indicate an achievement through a Liberty Creek High School academic, and or nationally recognized, organization; or an individual LCHS academic achievement. Below are what is recognized by a graduation cord or stole:

- AP Capstone
- Art Honors Society
- Aviation CTSO
- Beta Club
- CCMA Clinical Internship
- Concert Choir
- Emergency Medical Technician
- FBLA
- FCCLA
- FFA
- High Recognition
- Highest Recognition
- HOSA
- International Thespian Society
- National Honors Society
- National Technical Honor Society
- Notable Recognition
- PCT Clinical Internship
- Salutatorian
- Scholar Athletes
- Spanish National Honor Society
- Student Council
- Valedictorian
- With Recognition
- Yearbook
- Yearbook Editor-In-Chief

GPA Calculation					
Letter Grade	A	B	C	D	F
Grade Range	100-90	89-80	79-70	69-60	<60
GPA Points	4	3	2	1	0

GPA is calculated starting at the end of the student's first semester of high school. A student's cumulative GPA will be recalculated at the end of each semester and will continue for that student's entire high school career. Students in one semester for credit classes during Pack Time will receive (GPA Points/2) for that class. Your GPA will be calculated at the end of each semester by adding your total GPA points for that semester, divided by the number of possible credits taken that semester.

Make-up Work

Upon the first day of returning to school after an absence, it is the student's responsibility to contact her/his teachers regarding make-up assignments, quizzes, tests, projects, etc. During the school year, make-up work must be completed within a number of school days equal to the number of consecutive days of absence (e.g. if you are absent for 3 school days, you have 3 school days to complete all make-up work). Students will be allowed to make up missed tests promptly upon return, and a plan will be reached between the student and the teacher. Any tests or assignments that the student has not completed within the designated timeframe will be graded at -10% deduction per additional day. Students will receive full credit for any work made up within the designated time frame.

If a student's absence extends longer than three (3) consecutive days, a parent may contact the Front Office Secretary and request assignments for the student to complete while absent. Parents must allow for a minimum of one (1) full school day to prepare assignments for pick-up.

Students receiving ISS will be expected to make up all missed assignments during their suspension. All assignments completed during this time will receive full credit if they are submitted to the ISS teacher on the original due date.

All Out of School suspensions will be dealt with on a case-by-case basis at the discretion of the administration and the teachers.

Late Assignments

Any tests or assignments that the student has not completed on time will be graded at a minimum of a -10% deduction. Each department will have their specific late assignment policy clearly communicated in their course syllabus. Extenuating circumstances will be considered on a case by case basis by the teacher.

Final Exams

Students in grades 9-11 at Liberty Creek High School will be required to take a final exam in all non-EOC courses. In order to provide an equitable course experience for all of our students, and to more accurately

assess the knowledge and understanding that the student has gained over the course of the semester, LCHS will not offer an exemption policy to students in these grades. Exemption policy for Seniors is below.

LCHS Senior Exam Exemption Policy

Exam Exemptions (non-EOC Courses)
• Seniors Only - each semester • Grade of an A, B, or C with no more than 3 unexcused absences   ○ 3 tardies to a class/school = 1 unexcused absence • No ISS or OSS during the semester • Students may opt to take the exam if they would like • Parents may require a student to take a final exam through a written request to the teacher (an email will qualify as a written request)
EOC, AP, and DE Courses
• Students in an EOC course must take the EOC. There are no exceptions for this. • Students in an EOC course can be exempt from the final test of the semester given on exam day (EOC's count as the Final Exam) - teachers can require a student to take a final test. • AP exams will count as a Final Exam • This does **not** apply to Dual Enrollment courses - students will follow their instructor's expectations and policies

Honor Code

All students are expected to produce their own, original work. Violations of this policy include:

- Taking information of any form into a test situation for the purpose of responding to test items.
- Submitting another person's words or ideas as one's own (Plagiarism). This includes not just verbatim copying of an author's work but also paraphrasing from that work without giving appropriate reference to the original source.
- Copying work of others when the copied material is to count as a part of the semester grade. This includes digital copies.
- Using computer-based programs to complete assignments (Photomath, ChatGPT, etc.)
- Relating test information to others in or out of class.
- Taking test questions (complete tests, answer keys, teacher's edition).
- Selling or buying papers.

When a teacher has proof of cheating, the student will receive an academic consequence and the parent will be notified. Further disciplinary action may be required by the administrator.

Expectations

Electronic Devices

Any student who brings their own devices to school is subject to a reasonable search by an administrator if suspicion arises that the device contains evidence of a violation of school policy or of a legal infraction. In accordance with school board policy, students may possess personal communication devices, such as, but not limited to cell phones, while on school property. Cell phones are not to be used during class time and students are asked to store their electronic devices in the cell phone holders provided in all classrooms. Students must comply with the cell phone policy set by the teacher for each class. Students may be permitted, at teacher discretion, to use electronic devices during class, so long as the devices are used only for educational purposes.

Subsequent infractions may be considered as willful and persistent defiance of school rules, and students may be subject to a disciplinary hearing at the discretion of the administration.

A student who is in violation of the electronic device policy and refuses to turn over his/her device to a teacher will receive additional disciplinary action.

Students may use cell phones during their lunch period while they are seated at the cafeteria tables. Students may not make calls, take pictures/videos, play music, or listen on earbuds during this time.

Students may carry cellular telephones while participating in off-campus activities, such as field trips if specifically authorized by the teacher. Principals may authorize the use of personal cellular telephones in the event of an emergency or serious situation.

When students are called out of the classroom during instructional time, phones should remain in the classroom unless they are being dismissed. Students are not allowed to take their phones with them when they leave the classroom during the class period.

Earbuds/Headphones

Usage of earbuds/headphones will not be allowed from the time students enter the building until 3:15 when school is dismissed. Violations will result in the device being collected and stored in the front office until the end of the school day. Repeated violations will result in additional consequences at the discretion of the administration.

Cameras

Taking pictures or videos while on school property is strictly prohibited unless authorized by faculty or administration. School property includes areas such as (but is not limited to) classrooms, common areas, restrooms, cafeterias, and locker rooms. A student violating this policy is subject to disciplinary action by the school and/or law enforcement officials. This will not apply to extracurricular activities and sporting events.

A student using a camera to video or take pictures of a fight or bullying situation can receive a suspension. If a student knows of a fight or bullying situation, they should contact an adult immediately.

Consequences for Electronic Devices, Ear Buds, Cameras	
1st Offense	Device will be turned into the counselor's office. Students may pick up the phone at 3:15 that day.
2nd Offense	Device will be turned into the counselor's. The student will receive one (1) detention. The student may pick up the device at 3:15 that day. A parent will be notified.
3rd Offense	Device will be turned into the counselor's office. The student will receive two (2) detentions. A parent will be notified, and a parent will be required to pick up the device. The device may be picked up no earlier than 3:15 that day.
4th Offense	Device will be turned into the counselor's office. The student will receive 1 day of ISS. A parent will be notified, and a parent will be required to pick up the device. The device may be picked up no earlier than 3:15 that day.
Subsequent Offenses	Device will be turned into the counselor's office. The student will be assigned 1 day OSS. A parent will be notified, and a parent will be required to pick up the device. The device may be picked up no earlier than 3:15 that day.

LCHS Cafeteria

When dismissed for lunch, students should report directly to the cafeteria. Students are not permitted to leave campus during lunch. The courtyard connected to the cafeteria may be used when permission is granted by a faculty member or administrator. Students are encouraged to talk with each other and socialize during this time in a respectful and orderly manner. Students are expected to clean up after themselves in the cafeteria. When students finish eating, they must remain in the cafeteria until dismissed by a staff member.

Food from outside restaurants is prohibited in the cafeteria (as well as the classroom).

Library

The Liberty Creek High School Library endeavors to maintain a welcoming environment that is safe and comfortable for all students and faculty. The Library is a place for research, collaboration, and sharing of knowledge. Courtesy and respect when visiting the library ensures patrons, materials, and property are safeguarded. Borrowing privileges and loan periods vary. For a complete list of library policies and procedures visit the library page on the Liberty Creek High School website.

Elevator Use by Students

Students must get permission from an administrator before using the elevator. Students using the elevator without permission may be subject to disciplinary action.

Hall Passes

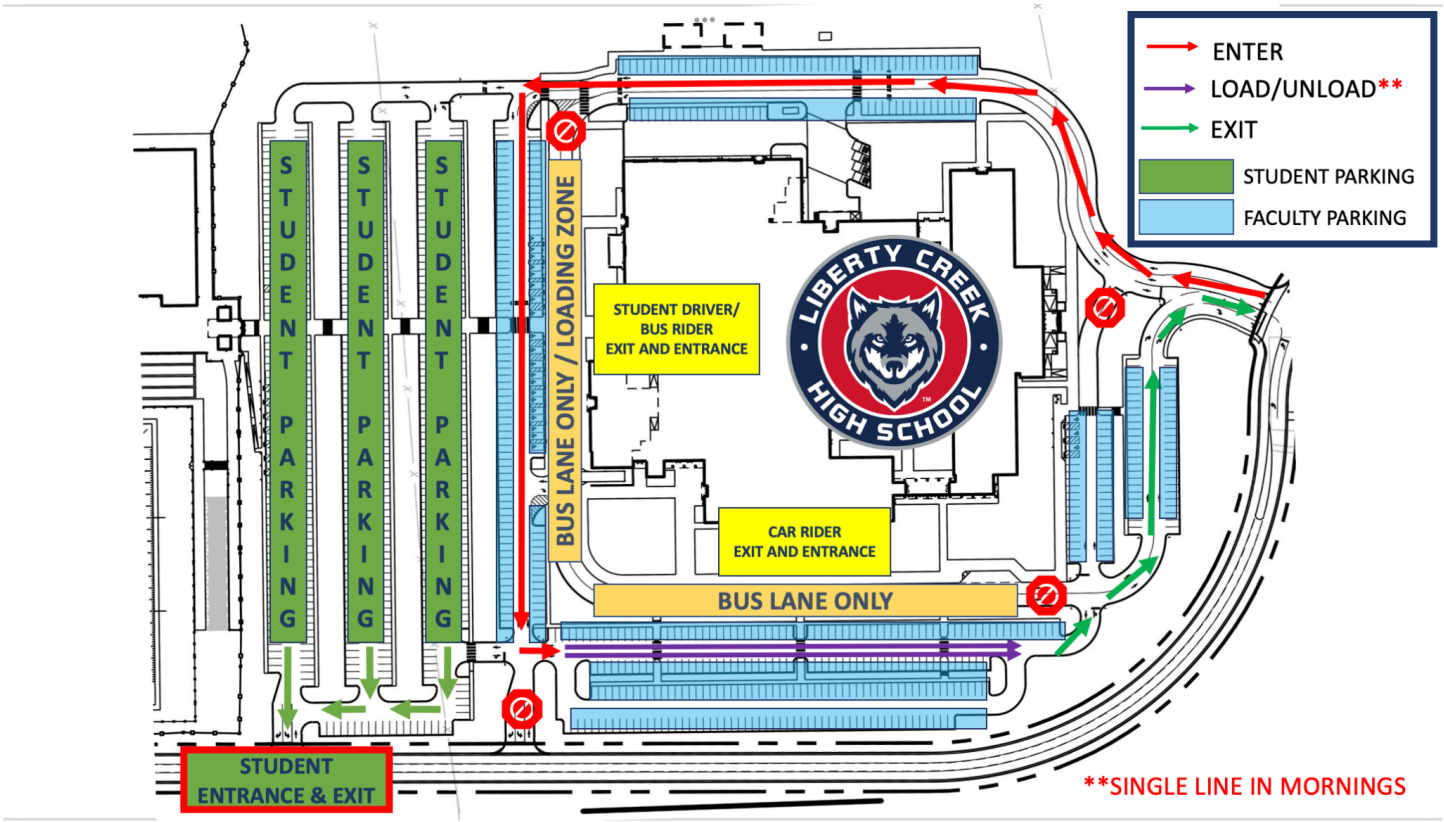
Students are expected to use a SMART pass if in the hallways during class time. SMART pass is an electronic hall pass.

Restrooms

Students are expected to help keep restrooms clean, safe, graffiti-free, and tobacco/drug free. Only one person at a time is allowed in a stall. Students have been given appropriate time and are expected to use the restroom when needed during class changes, not during class. If an emergency arises that necessitates a student leaving class, a hall pass is required. Students are to use the restroom that has been assigned to that area.

Navigating Campus

Car Rider and Bus Traffic Flow:



- Doors will open at 7:45 for the 24-25 school year.
- Students are expected to enter the building immediately upon arrival at school.
- If a student enters the building before 8:00, they will report to the gym or the small cafeteria for breakfast. No food or drinks will be allowed in the gym.
- Once a student enters the building, he/she may not leave without following designated early dismissal procedures. Students may not return to their vehicles unless permission is granted by an administrator or another school official.
- Parking passes must be visible within the assigned vehicle at all times and must match the assigned parking zone.
    - Students parking on campus must purchase an LCHS parking pass for $5.00
    - New parking passes must be purchased each year
- Cars may be searched by an administrator if there is reasonable suspicion that there is something in there that violates school and board policy (policy 6.310).

- Only LCHS flags, American flags, and US military/branch/unit flags are permitted on campus.
- Driving is a privilege. Failure to abide by school rules may result in revocation or suspension of privileges.
- The Sumner County Board of Education and LCHS cannot be held responsible for students' vehicles or their contents.

Student Parking Violations	
1st Offense	Warning
2nd Offense	$5 fine
3rd Offense	$10 fine
4th & Subsequent Offenses	Additional fine and potential loss of parking privileges

Tennessee Department of Safety Driver's License Certification
Driver's license and/or learner's permit for the operation of a motor vehicle for any person under the age of eighteen will be denied by the Tennessee Department of Transportation unless the student has written certification from school officials. The certification may be requested from the Attendance Clerk during normal school hours by students who:

- meet the compulsory school attendance policy
- make a passing grade in at least three (3) classes at the conclusion of the most recent term

Certification forms must be shown to the DEPARTMENT OF SAFETY EXAMINER before a student can take the driver's exam. ***A certificate of withdrawal of a student's driving permit will be sent to the Department of Safety whenever he/she has excessive unexcused absences and/or failing grades***

ID Badges

- Expected to be on your person at all times throughout the school day.
- Scanned to use available funds in the cafeteria and to check out items from the library.
- Replacements can be made for $5.00 after completing and submitting the online request.

Student Medications

Students must have the prescription or non-prescription medication form (signed by physician and parent/guardian) completed before the school can administer medication(s) to the student. No medication(s) will be given without the properly completed and signed form. All medications must be kept in the office. Additional information:

- Forms will not carry over from one school year to the next. A new medication form must be completed each school year.

- Any change in medication must be accompanied by a new form with the changes noted. The physician must sign the new form.
- All prescription medications must be brought to the school in the pharmacy-labeled bottle with the student's name and instructions. This bottle must match the physician's order.
- All non-prescription medications must be brought to school in their unopened original containers.
- Inhalers will be kept in the office and the student must have completed and signed orders from the doctor.
    - Inhalers may be carried by the student with doctor's orders specifying this.
- Any remaining medication must be picked up by the end of the last day of the school year. All remaining medications will be destroyed.

Student Illness

If a student feels ill, he/she must report to the front office to see the school nurse. A parent/guardian will be required to pick the student up from school if the school nurse deems it necessary. In addition, if your child is diabetic, the school should be provided with current doctor's orders.

Dress Code (Board Policy 6.310)

Students are expected to dress respectfully during the school day. Failure to do so will result in consequences. Students unable or unwilling to change into clothing that follows SCS dress code will be assigned ISS for the remainder of that day.

Dress code expectations are as follows:

The primary responsibility for a student's attire resides with the student and families. The school district and individual schools are responsible for seeing that students' clothing choices do not interfere with the health, safety, and learning for any student.

1. **Basic Principle: Certain body parts must be covered for all students.**
    - Clothing must be worn in such a way that undergarments are always covered. TN law prohibits exposing body parts in an indecent manner that disrupts the learning environment.

2. **Students <u>MUST</u> Wear**
    - Tops
        - must have sleeves or <u>wide</u> straps at the shoulder
        - non-see-through fabric from underarm to waistband
        - overlap waistband
        - hoods must remain down
    - Bottoms
        - sweatpants, non-see-through leggings, yoga pants, jeans, pants
            - holes or tears must be below mid-thigh as a halfway point between the hip and knee leggings or yoga pants must be paired with tops that extend past the students' wrist with arms by their side
        - shorts, skirts, dresses
            - mid-thigh as a halfway point between the hip and knee
    - Shoes
        - students' shoes must be secured as designed

3. **Student <u>MAY</u> Wear**
(Within the guidelines provided in section 1 and 2)

- Hooded tops
- Jeans
- Skinny jeans
- Pants
- Yoga pants
- Leggings
- Shorts
- Sandals, slides, tennis shoes, boots
- Non-natural hair color
- Religious headwear
- Hats (see below when allowed)
    - Outdoors on school property
    - Special occasion days
    - Health and/or safety requirements for certain classes

4. Students <u>CANNOT</u> Wear

- Images, logos, or language depicting drugs, alcohol, illegal items or activities
- Images of violence, demeaning or derogatory speech, profanity, or pornography
- Sleepwear or slippers
- Shoes with wheels
- Clothing that reveals undergarments
- Accessories that are considered a weapon, pose a threat, or are a potential safety hazard Items that hide any part of the face
    - Examples include but are not limited to bandanas and hoods
        - Exceptions are masks for medical reasons
- Articles of clothing that are not compliant with section 1 and/or 4

Dress Code Consequences	
Level 1	Warning; student will change into appropriate dress
Level 2	Administrator assigned intervention; student will change into appropriate dress; parent notified
Level 3	Administrator assigned intervention (x2); student will change into appropriate dress; parent notified
Level 4	In School Suspension; student will change into appropriate dress; parent notified; daily check-in implemented
Level 5	In School Suspension; student will change into appropriate dress; conference with parent; other interventions explored

Behavior

Each student has the right to a full day's learning each day, in a safe and orderly environment, free from disruption by other students and from unnecessary distractions. Each student has the right to be treated with respect by other students and by his/her teachers.

Students will be respectful toward peers, faculty, staff, and visitors at all times. That same respect will be expected for all equipment, facilities, and property of LCHS. When in class, students will be active participants in all classroom instruction and will be respectful of their learning environment.

Profane or vulgar language will not be tolerated in the classrooms, hallways, or at any school activity.

Bus Conduct

Transportation to and from school on buses operated by the county is a privilege. It requires that students conduct themselves properly, always obeying the instructions of the bus driver.

"A student shall become ineligible for pupil transportation when his/her behavior is such as to cause dissension on the bus, or when he/she disobeys state or local rules and regulations pertaining to pupil transportation."

NOTE: A student requesting permission to leave school on a bus other than the one to which they are designated must turn in a request note from the parent with a valid phone number to the main office prior to the start of 2nd block class. Students will be notified when the request has been verified by the Attendance clerk.

Fighting

Students who seek help with problems in personal relationships before a fight occurs will find a positive response from the school administration. Liberty Creek High School believes that harmonious relations can be developed among all students. LCHS promotes positive ways of handling disagreements with other students. These positive ways include talking out the problem with the other student(s), a counselor, an administrator, a teacher, or a parent.

Students who choose to resort to violence to solve problems with other students will be dealt with in a severe manner. The school will not tolerate fighting. The danger to the students involved and to other students is too great to permit this type of behavior. Administration reserves the right to review each individual situation before determining whether any disciplinary action is required.

Drugs & Alcohol

Any student in possession of illegal drugs, drug paraphernalia, or found to be under the influence of drugs or alcohol will receive up to a ten-day suspension, and/or possible expulsion from school depending on the severity of the offense.

Drug paraphernalia will include, but is not limited to pipes, clips, and papers.

Illegal drugs include, but are not limited to marijuana, alcohol, prescribed drugs (not checked in with the school officially), cocaine, narcotics, and hallucinogens. It is against Sumner County Board of Education policy for any student to possess, sell, furnish, or barter any illegal drugs on school property or during a school-related activity.

Violators will be referred to the Discipline Committee of the Board of Education and will be subject to existing local, state, and federal laws.

Alcohol and Alcoholic beverages are not permitted on school property or while attending, participating, or traveling to and from school-sponsored events. Any student in possession of or under the influence of alcohol will be liable to suspension from school.

Tobacco/Vaping/Nicotine

Possession or use of tobacco/nicotine products, including vape products, is not allowed on school property or while attending, participating in, or traveling to and from school-sponsored events. Use of these products will result in the consequences. Possession of lighters, matches, vape pods, and vape paraphernalia will result in one day of OSS. Confiscated items will not be returned.

Regarding Tobacco Possession/Usage	
1st Offense	One (1) day OSS and completion of online education program within 5 days
2nd Offense	Three (3) days OSS and completion of online education program within 5 days
3rd Offense	OSS pending a disciplinary hearing, and petition to the court by SRO

Inappropriate Affection

Any inappropriate public display of affection and overt physical contact can be considered a disciplinary infraction.

Harassment/Intimidation

Any harassment towards any student or teacher will result in stern disciplinary action. Any incident of harassment should be reported at once to one of the assistant principals. The nature of the punishment will be determined by the severity of the harassment.

Outstanding Debt

Students having outstanding debts at the time of graduation will not receive their diplomas nor will their transcripts be released until all debts are cleared. Any students leaving Liberty Creek High School prior to graduation must clear their debts before final records will be sent to a new school.

Classroom Behavioral Interventions

Roles and Responsibilities: Discipline is Everyone's Responsibility

Discipline is a concept everyone is aware of, but few truly understand. The most successful people in life exert discipline on a daily basis. It is vital to every living being and without it, the world around us would be chaos. The word discipline is defined as imparting knowledge and skill, or to teach.

To be a great and inspiring leader, Liberty Creek as a pack, must constantly cultivate and practice a level of discipline. Making the right decisions in life can make or break you, and this type of person tends to make the right decisions. Regardless of where you exert this self-restraint, it will help to promote achievement in your life. Here at Liberty Creek High we want to develop our students to be better tomorrow than we were today. This starts with discipline.

Student's Role in Self-Control and Self-Discipline

Students will demonstrate the behaviors as written in the school's expectations. The school's expectations are written to promote learning and encourage self-control during school as well as during all school-related activities.

Students must be prepared to participate fully in the learning process, avoid behavior that impairs their own educational achievement or that of others, show respect for the knowledge and authority of teachers, administrators, and other school employees, and recognize and respect the rights of other students and adults. When students fail to use self-control and self-discipline, disciplinary consequences are used to restore order to the learning environment as well as to protect the rights of others.

Parent's Role in Discipline

Parents are encouraged to participate in every aspect of the education of their children. Without the cooperation and support of the parents, it is difficult for the school to effectively help a student reach his or her fullest potential. An important role for parents in discipline is to continually show the child your interest and support of how he or she is doing and behaving at school. When the child sees that his/her parents or guardians are actively interested in whether or not they are doing their best, the student is given an incentive for excellence. Parents will be informed by the teacher throughout the school year as needed about their child's progress. This information will include school-wide citizenship. Other important roles include, but are not limited to:

- Maintaining open communication with the school.
- Notifying the teacher about specific concerns you may have.
- Attending school meetings and functions whenever possible.

In the event of severe or recurring behavior problems, parents will be asked to participate in the development of a Student/Teacher Behavior Strategies Plan. Parents and staff working together will help the student learn behaviors that will increase their success. School classroom rules, rewards, and consequences will be sent home with the students at the beginning of the school year through a teacher's syllabus. It is the parent's responsibility to look for this document at the beginning of each semester for each of their child's classes. School-wide expectations found in the Student Handbook can be found on the school's website.

Teacher's Role in Discipline

Teachers play a vital role in the success of any school discipline plan. Teachers will continually emphasize the importance of doing one's best and following all school expectations, procedures, and rules. The teacher's consistency in holding school-wide expectations is critical.

Teachers will extend their best efforts into reinforcing successful procedures and helping students make good choices, with various student support strategies. In the event of a behavior problem (other than a severe behavior), the teacher will re-teach classroom expectations and lead the student through behavior support techniques until the behavior is satisfactory. Reteaching is one-way students learn to master the appropriate behavior. Teachers will also closely monitor all students, their transitions, instructional time, and free time. Teachers must be aware of where students are at all times.

Students will be held accountable for behavior that may adversely affect their education or the education of others. All members of the staff are responsible for teaching discipline to each student. Discipline is everyone's responsibility.

Administration's Role in Discipline

Administrators are responsible for reviewing and updating the discipline plan as needed. Additionally, administration assists the staff in handling severe, or repeated misbehaviors. To maintain the effectiveness of office referrals, administration should only be used for major or repeated behavioral problems when interventions do not change the behavior. A child will be removed immediately when his/her behavior is an extreme disruption, is disrespectful toward adults, or endangers themselves or others.

Records will be kept by the teachers and administration.

Liberty Creek High School follows a Progressive Discipline Plan in order to ensure all students are treated fairly and equally regarding discipline concerns. The Progressive Discipline steps are as follows:

Potential Behavior Intervention Steps	
Step 1: Warning	• Verbal warning to stop disruptive activity or behavior. • Teachers will implement a classroom consequence for warnings given.
Step 2: Parent Notification	• Teachers will make initial parent contact either by phone, email or U.S. mail. • Documentation of such attempts will be kept in a phone log and or digital folder by the teacher.
Step 3: Detention with Assigned Teacher (optional)	• Teachers may hold their own detention to be served no later than 5 school days from receiving assignment. Parents will be notified by the teacher. (per teachers availability)
Step 4: Parent Conference	• Teachers will try to schedule a Parent Phone Conference to help change student behavior in the classroom. This meeting may include the student's guidance counselor or any other administrator available at the time of the meeting.

Step 5: **Student Referral to Administration Office**	• An administrator will communicate with the parent/guardian when a student is referred to them. • A teacher may make a referral to the administrators for any student disruption based on the severity of the incident. In all cases, the teacher should make every effort to handle the behaviors in the classroom using Steps 1-4 prior to referring a student to his or her administrator.

Explanation of Consequences	
Warning Conference	Student will meet with a faculty member to discuss attitude, actions, and possible alternative choices.
Campus Beautification	Student will engage in campus beautification either before/after school. **Parent/guardian notified**
Morning/Afternoon Intervention	Student will participate before school in teacher-led lessons regarding attitude and actions. **Parent/guardian notified**
Lunch Isolation	Students will sit separated in a designated area of the cafeteria. They will not have access to electronic devices.
Our primary goal at LCHS is to keep students in the classroom to receive quality instruction. Only in extreme cases, or when the behavior is repeated and all other interventions have been unsuccessful, will we resort to any type of suspension.	
In-School Suspension (ISS)	Student will receive direct instruction paired with behavioral interventions in an isolated setting during the school day. **Parent/guardian notified**
Out of School Suspension (OSS)	• Any principal or designee of any public school in Tennessee is authorized to suspend a student (OSS) from attendance at school, school-sponsored activities, or riding a school bus • Sumner County Board policy states that any student suspended from school may not be on the property of any Sumner County School for the duration of the suspension, and may not attend any school function • "Willful and persistent" violations of the school rules and/or conduct prejudicial to an orderly learning environment may warrant OSS as defined above • Students may be suspended from school for severe violations of school rules and policy and referred to a hearing at the Board of Education for possible removal to an alternative setting.

Failure to Serve

'Failure to serve' will be defined as not completing the time allotted for the prescribed consequence on the date required, or not completing the requisite tasks/requirements for that consequence. Students who do not serve their assigned consequence(s) will be subject to further disciplinary action by the administration.

Zero Tolerance Offenses

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

I. Unauthorized possession of a firearm on school property;
II. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
III. Aggravated assault or assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.

Committing any of these offenses shall result in a student being expelled from regular attendance at school for at least one (1) calendar year unless modified by the Director of Schools. Modification to the length of time shall be granted on a case-by-case basis. Students who commit zero-tolerance offenses shall be assigned to an alternative school or program if staff and space are available as determined at the time of the infraction.

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.

Additional Guidelines

Visitors

The Sumner County Board of Education encourages parents and other citizens to visit for the purpose of keeping informed of school programs and services and showing support for school activities. Students, however, may not bring visitors on campus during a school day. On special occasions such as school programs and open house, which occur after normal school hours, all visitors including parents, will report to the school office and sign in prior to handling any business. Guest passes will be issued for all persons other than students and employees of the school. In order to maintain the condition and atmosphere suitable for learning, no other person shall enter onto the grounds or into the buildings of the school during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.

Search of Persons and Containers (Board Policy 6.303)

Any principal, or designee, having reasonable cause for a search may search any student, place, or thing on school property, or in the actual or constructive possession of any student during any organized activity off-campus, including buses, if he/she receives information that would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law.
2. Evidence of any violation of school rules or regulations.
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance, and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search.

A student may be subject to physical search (with a witness). A student's pocket, purse, or another container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or another student if such action is reasonable to the principal.

All of the following standards of reasonableness shall be met:

1. The search will yield evidence of the violation of school policy or will lead to the disclosure of a dangerous weapon or drug.
2. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students
3. A principal or his/her designee, or both such persons, may search any vehicle parked or otherwise located on school property if there is probable cause to believe that the vehicle contains a dangerous weapon, drugs, or any evidence of a violation of school rules or regulations which endangers or has endangered the health or safety of any member of the student body. Board Policy JCAB.

Student Records

Parents, guardians, and eligible students are provided the opportunity to inspect student educational records. Students become an "eligible student" upon reaching the age of eighteen (18) or when they enroll in a post-secondary institution. Correction of items in the record that are thought to be inaccurate, misleading, or in violation of the student's rights may be requested as well as a hearing. If necessary, a complaint may be filed with the appropriate federal or state officials when the school district violates laws and regulations relative to student records. Please notify the office if you wish to inspect your records, and we will make an appointment.

To request student records, including but not limited to transcripts, please contact the counselor's office or go to the school's website for a formal request. Please allow 24 hours for a response and up to 36 hours for a request to be processed.

Suspension of Students

SUSPENSION OF STUDENTS (TCA 49-6-3401 / Tennessee State Law) Any principal or principal-teacher of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension may include, but shall not be limited to:

1. Willful and persistent violation of the rules of the school or truancy
2. Immoral or disreputable conduct or vulgar/profane language
3. Violence or threatened violence against the person or any personnel attending or assigned to any public school
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to said school
5. Inciting, advising, or counseling of others to engage in any of the acts hereinbefore enumerated Marking, defacing, or destroying school property
6. Possession of a pistol, gun, or firearm on school property
7. Possession of a knife etc. as defined in TCA 39-6-1701
8. Assaulting a principal or teacher with vulgar, obscene, or threatening language
9. Unlawful use or possession of barbital or legend drugs, as defined in TCA 53-10- 101
10. Any other action prejudicial to the good order of discipline in any public school
11. Off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process.

Any principal/principal teacher of any public school in this state is authorized to suspend a pupil from attendance at a specific class, class, or school-sponsored activity without suspending such pupil from attendance at school pursuant to an **in-school suspension** policy adopted by the local Board of Education. Good and sufficient reasons for such suspension may include, but shall not be limited to:

A. Behavior that adversely affects the safety and well-being of other students
B. Behavior that disrupts a class or school-sponsored activity
C. Behavior prejudicial to good order and discipline occurring in class, during school-sponsored activities, or on the school campus.

Picture Release

Pictures of students for promotion of Liberty Creek High School academics, sports, and extracurricular activities may be released to newspapers, yearbooks, school websites, and other forms of media. If you wish not to have your student's picture released, a written form is required.

Property Damage/Vandalism

Any damage or destruction of school property will result in immediate disciplinary action. In addition to the punishment, the student will be required to pay for repairing or replacing the damaged item. The Sumner County Board of Education policy states that any student who is responsible for destroying, damaging, or defacing school property (books, equipment, buses, etc.) shall be held responsible for the actual cost of replacing or repairing such material or equipment. Students may also incur legal ramifications.

Withdrawal

When a student withdraws from school for any cause during the school term, he/she must follow Counseling Department procedures. Students must clear all records, textbooks returned to classroom teachers, and indebtedness paid before a transcript of the student's record can be forwarded to another school for admission.

Fundraising

All school fund-raising must be cleared through and approved by the Director of Student Activities and Principal. Athletic team and/or athletic booster club fund-raising which will occur on-campus with student participation must be pre-approved by the Athletic Director and Principal.

Signs/Posters

Any signs or posters placed in the building must have the approval of the administration. After approval, there are designated areas for them to be hung. Posters and signs should be removed by the group that posted them following the event.

TSSAA Requirements

TSSAA ATHLETIC ELIGIBILITY REQUIREMENTS All student-athletes must have a passing grade the preceding year in at least six full unit subjects. Student-athletes must be enrolled in at least four full unit courses each term. For more detailed information, please refer to the course catalog on the LCHS website or to the county's curriculum guide.