

# *Liberty Hill Independent School District*

## Information 2016–2017

### **Board of Trustees**

Place I: Mike Bowles, Secretary  
Place II: Clay Cole, President  
Place III: David Nix, Vice President  
Place IV: Jeff Madison  
Place V: Anthony Buck  
Place VI: Shawn Roberts  
Place VII: Scott Linquist

### **Administration Building** 301 Forrest St.

Liberty Hill, Texas 78642 Phone: 512.260.5580

Fax: 512.260.5584

Office Hours: 7:30 to 4:30 Superintendent: Rob Hart

Asst. Superintendent: Chad Pirtle

Asst. Superintendent: Toni Hicks

Special Programs Director: Sherry Hall

Instructional Tech. Director: Jay Olivier

Technology Director: Paul Urban Special Education Dir.: Elyse Tarlton

Business Director: Jennifer Hanna

Food Services Dir.: Mary Sheffield

### **District Website**

[www.libertyhill.txed.net](http://www.libertyhill.txed.net)

### **Liberty Hill High School** 16500 W State Highway 29 Liberty Hill, Texas 78642 Phone: 512.260.5500

Fax: 512.260.5510

Times: bldg. opens 7:35, first bell 8:00, tardy bell 8:05, class ends 3:45

Principal: Mario Bye

Asst. Principal: Dee Dee Kristan

Asst. Principal: Jonathan Bever

Counselor: Kathy Gay

Counselor: Julia Engelmann

### **Liberty Hill Junior High School**

13125 W State Highway 29 Liberty Hill, Texas 78642 Phone: 512.379.3300

Fax: 512.379.3310

Times: bldg. opens 7:30, first bell 7:50, tardy bell 7:55, class ends 3:35

Principal: Annette Coe

Asst. Principal: Bobby Rush Counselor: Jennifer Haines

**Liberty Hill Intermediate School**

101 Loop 332

Liberty Hill, Texas 78642 Phone: 512.379.3200

Fax: 512.379.3210

Times: bldg. opens 7:00, first bell 7:50, tardy bell 8:00, class ends 3:30

Principal: Kathy Major

Asst. Principal: Josh Curtis Counselor: Margaret Wofford

**Bill Burden Elementary School**

315 Stonewall Pkwy Liberty Hill, Texas 78642 Phone: 512.260.4400

Fax: 512.260.4410

Times: bldg. opens 7:00, first bell 7:30, tardy bell 7:45, class ends 3:00

Principal: Terrie Chambers

Asst. Principal: Heather Collison

Counselor: Jan Reeves

**Liberty Hill Elementary School**

1400 Loop 332

Liberty Hill, Texas 78642 Phone: 512.515.6514

Fax: 512.778.5942

Times: bldg. opens 7:20, first bell 7:40, tardy bell 7:55, dismissal 3:00

Principal: Melanie Bowman

Asst. Principal: Shellie Brewer Counselor: Julie Shaw

**Transportation**

Transportation Director: Meleia Cox Phone: 512.379.3250

Fax: 512.515.7731

**Cafeteria Prices**

LHES, BBES, LHS

Breakfast \$1.60 Lunch \$2.60

LHJH, LHHS

Breakfast \$1.60 Lunch \$2.85

Adult/Visitor

Breakfast \$2.10 Lunch \$3.35

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**Liberty Hill High School Student Handbook  
And Code of Conduct 2015-2016**

**MISSION STATEMENT**

**The mission of Liberty Hill High School is to provide students with the academic, problem solving, and social skills that will enable them to be responsible citizens ready to conquer tomorrow's challenges.**

- 1. *We believe* educators, parents, students and the community should share equal responsibility for the support of the school's mission.**
- 2. *We believe* in the individuality of each child and we believe that each student has abilities and talents which can be developed through a variety of appropriate learning activities and teaching strategies.**
- 3. *We believe* that students learn best when they are actively engaged in the learning process and when critical thinking and problem solving skills are incorporated thus preparing them for a lifetime of learning.**
- 4. *We believe* that positive relationships and mutual respect create a safe environment that enhances self-esteem and promotes student learning.**
- 5. *We believe* that through the total school experience provided at Liberty Hill High School students will learn responsibility for their own actions enabling them to become contributing members of society.**

**Preface**

To Students and Parents:

The Student Handbook Campus Appendix is a general reference guide and is designed to be in harmony with our school board policy, the District Student Handbook, and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policies (including the Student Code of Conduct) and any provisions of the District Student Handbook or Campus Appendix, the current provisions of board policy and the Student Code of Conduct are to be followed. The Liberty Hill High School Student Handbook Appendix is intended to supplement the district handbook and provide additional campus specific information.

**ACADEMIC CODE OF CONDUCT**

The staff of Liberty Hill High School expects the highest standards of honesty and fairness from all students and staff members. To promote these ideals of education, responsibility and self-discipline are essential. Therefore, to protect everyone's right to a fair and meaningful evaluation, this academic code of conduct has been adopted.

**Code I**

A student who exhibits any behavior that in the judgment of the teacher indicates dishonesty while taking an examination or quiz will receive a "zero" for that exercise. A second violation of this code may, at the discretion of the teacher and the principal, result in the possible dismissal from the course with a loss of credit and a grade of failing for the semester in which the infraction takes place.

### **Code II**

A student who copies an assignment from another student will receive a zero for that assignment, and the student who allowed an assignment to be copied will also receive a zero for that assignment. Continued violation of this code will result in possible loss of credit for the semester.

### **Code III**

A student who, for the purpose of cheating on an examination, enters a classroom carrying evidence of premeditation- such as aids or notes not allowed will be given a grade of a zero for the assignment and will face possible dismissal from that course with loss of credit and a failing grade for that semester.

### **Code IV**

A student who is apprehended for taking, without permission, another student's written assignment or project for personal use or academic credit will face possible dismissal from that course with loss of credit and a failing grade for the semester in which the infraction takes place.

### **Code V**

A student, who displays unethical behavior and/or is involved in any other activity for the purpose of cheating, plagiarizing, altering, or falsifying records, removing or copying any materials (student, teacher, or other), etc., will be disciplined as follows:

- a. A student enrolled in the course in which the infraction occurred, will face possible dismissal from the course with loss of credit and a failing grade for the semester in which the infractions takes place.
- b. The principal or designee will discipline a student not enrolled in the course but who is involved in such an infraction.
- c. Any student who is member of the National Honor Society found guilty of this infraction will face possible removal as a member

## **ADMISSIONS**

**Enrollment** -- New students will provide the following:

1. A statement of proof of residence must be presented prior to enrolling (obtain form from the central office).
2. Official withdrawal papers from the former school, which should have a complete list of current classes the student was taking.
3. Current immunization records.
4. Compliance with all grooming and dress codes of district.
5. Copy of Birth Certificate.
6. Copy of Social Security Card.

Substitution courses will be made for any classes not offered at Liberty Hill High School. Evaluation of credits for graduation will be made from a completed, official transcript.

## **ANNOUNCEMENTS**

All daily announcements should be submitted to Mrs. Hebdon by 7:50 a.m. on the day the announcement is to be made. A teacher, sponsor, or administrator must sign these announcements.

## **ASSEMBLIES**

At all times, student behavior should be refined and courteous. An indication of the courtesy of a school is the conduct of its student body at an assembly. Whether guests are present or not,

each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct includes whistling, uncalled-for clapping, boisterousness, and talking during a program. This type of behavior will not be tolerated. If anyone deems a scheduled assembly to be objectionable, a written statement provided 24 hours prior to the assembly will excuse the student.

## **ATHLETICS**

The purpose of athletics is to provide a means for the student's personal development in mind/body awareness, physical condition, competitive spirit, physical skills, and important social skills and values applicable to life beyond high school. LHHS is a member of District **19AAAA**, **13AAAA**, and is a member of UIL for both boys and girls. LHHS participates in the following sports: football, tennis, basketball, softball, baseball, volleyball, golf, track, cross-country, soccer and power lifting.

**Eligibility** is based on the student's compliance with all UIL regulations and school rules. All participants must pass a physical examination, results of which must be on file with the athletic director/trainer.

**Disciplinary action** taken against a student may render the student ineligible for participation. Students who are suspended from school or placed in the alternative center may not attend practices or play in games during the suspension. Students in in-school suspension may not participate in games. Three discipline referrals during a semester from classroom teachers during the season of a sport may result in possible loss of eligibility for the balance of the season. A student who loses his/her eligibility for disciplinary reasons either from the coach or due to the above will be denied any athletic awards and will be excluded from the awards banquet.

**Illness or unexcused absences** of three periods or more on a school day will render the student ineligible to practice or play in a game on that day. (Students absent on Friday will require specific permission from the principal to participate in a Saturday game).

Any student who quits an athletic team, the cheerleading squad, or drill team may not join another team during the same season without the Athletic Director or principal's permission. Dismissal from a team due to disciplinary actions taken by the coach/principal would result in the student not being eligible to participate on any other team during the remaining season of the sport without both the Athletic Director's and principal's approval.

Students who transfer in/out of Liberty Hill must consult with the athletic director and obtain the previous participation form. Failure to do so could render the student (and the team) in violation of UIL rules and cause forfeiture of games played.

**All school uniforms/equipment must be returned before the student is allowed to receive any awards or participate in any other extracurricular activity. Parents will be billed for lost/damaged uniforms and equipment.**

## **ATTENDANCE**

**Attendance is taken at the beginning of each period. The official attendance time for purposes of average daily attendance is 9:15. If you student has an appointment that must be scheduled during school hours, please schedule them after 9:15.**

### **Important Information about Absences**

- (1) *Documentation after each absence*: A student's guardian must call on the day of the student's absence regarding the nature of the absence or send a written note when the student returns to school. A written note signed by a parent or guardian explaining the

reason for the absence should be turned into the attendance office. If documentation is not provided within one school day explaining the reason for the absence, or if the school has to call to ascertain the whereabouts of a student, the absence will be considered unexcused. If a student is absent for 3 or more consecutive days due to illness, a doctor's note should be presented in order for the absence to be considered excused.

- (2) Readmit slip: Students will be readmitted to class after acquiring a readmit slip, which will indicate whether the absence is excused or unexcused. Readmit slip should be picked up in the attendance office before school and should be presented to each of the student's classroom teachers for their signature.
- (3) Excessive absences: Five or more absences (excused or unexcused) within a semester is considered by the school to be excessive, and the student can be assigned to detention(s). Parents and students will be notified in writing after a student reaches the fifth unexcused absence or has exceeded the ninth absence for the semester. Failure to attend detentions for unexcused absences may result in court action being taken against the student and parents as well as loss of credit.
- (4) Loss of credit: When a student is absent for any reason (excused or unexcused) beyond 10 percent of the days the class is offered, credit for the course(s) is automatically withheld and the Attendance Review Committee will meet (see Attendance for Credit information above).
- (5) Special circumstances: The principal should be notified of serious illness or accident so that appropriate steps can be taken regarding a student's absences.
- (6) Participation in school activities and athletics: Students who wish to participate in **any school activity** must be present in school the day of the event. Students who are absent the entire day from school whether due to illness or any unexcused absence are not to attend or participate in after school or evening activities. Students absent for a prior-approved school activity are exempt from this provision. (Attendance at school activities on the weekend after a school absence must be approved by the principal prior to attending any such function).
- (7) Tardiness: Nearly all tardiness is avoidable. A student will be considered tardy to class if he or she is not in his or her assigned seat at the designated time. A student who arrives late to school should present a written statement from the parent or guardian to the attendance clerk. Students who are habitually tardy will be subject to disciplinary actions such as detention, ISS, DAEP, and loss of parking permit.
- (8) Truancy is defined as "unauthorized absence" from school without the knowledge or consent of parents and proper school authority, either for a whole day or any part of the day. Cutting classes and/or leaving campus without permission constitute truancy.

EXCUSED ABSENCES may be given for the following reasons only. THESE TYPES OF ABSENCES COUNT TOWARDS THE MAXIMUM NUMBER OF ABSENCES ALLOWABLE AND COULD RESULT IN LOSS OF CREDIT.

1. Verified illness. All medical/healthcare appointments must be documented with a note from the doctor's office.
2. Death in the immediate family.
3. Court appearance (official notice of appearance must be supplied to the principal in order for this to be considered a legitimate/excused absence).
4. An emergency or special set of circumstances judged as sufficient by the school authorities.

5. Religious holidays.

**Drivers License Attendance Verification (VOE forms)**

Students between the ages of 16 and 18 will need a verification of enrollment form (VOE) to submit to the Texas Department of Public Safety upon application for a driver license or a license renewal.

A VOE form may be obtained in the high school office. To be eligible for the VOE form, the student must be enrolled in school and meet the 90% attendance rule for the past semester.

**Attendance codes on absence reports are as follows: E-extracurricular, AM- Medical note for absence of entire day, A-DA- left school for Dr appt. but failed to bring documentation, C-college day, F-funeral, L-legal, M-medical for part of day, I-present in ISS, D-present in DAEP, P-T – present for testing, R-religious, T-tardy, U-unexcused, skipping, suspended.**

**Students asking permission to miss school on days of semester exams must have administrative approval. Such absences may result in a zero given for those exams missed (see FINAL EXAMS).**

**AWARDS CEREMONIES**

Awards ceremonies for students at Liberty Hill High School are celebrations of achievements for students throughout the school year. Awards ceremonies are held at the end of the school year. Parents, friends, and community members are encouraged to attend the awards ceremonies to recognize the accomplishments of the high school students.

**BELL SCHEDULE**

**Liberty Hill High School 2015-2016 Bell Schedule**

Tutorials	7:30 - 8:00
1st	8:05 - 8:50
2nd	8:55 - 9:40
3rd	9:45 - 10:30
Advisory	10:35 - 11:05
4th	11:10 - 11:55

**5<sup>th</sup> Period/Lunch**

<u>A Lunch</u>		<u>B Lunch</u>	
11:55-12:25	Lunch	12:00-12:45	Class
12:30-1:15	Class	12:45-1:15	Lunch

5th	1:20-2:05
6th	2:10-2:55
7th	3:00-3:45

**ACC Classes**

1 <sup>st</sup>	7:45 - 8:50
2 <sup>nd</sup>	8:55 - 10:30

3<sup>rd</sup> 9:45 - 11:05  
4<sup>th</sup> 11:10 -12:45

### **BUS RIDERS**

Bus riders will load and unload at the back entrance of the high school building. This area is restricted to buses loading and unloading only.

### **CAFETERIA**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. To apply, contact the district's Food Service Director, Mary Sheffield, at the district's Central Office (512) 260-5593.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

**LHHS is a closed campus for all students.** The cost for breakfast is \$1.60 for students and \$2.10 for adults; lunch will cost \$2.85 for students and \$3.35 for adults. The district participates in the National School Lunch Program and offers free or reduced price meals based on a student's financial need. Information can be obtained in the principal's office. The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Each student is expected to practice the general rules of good manners. Simple rules of courteous behavior should be observed in the cafeteria. Students should form a single line upon entering the cafeteria. One student is not permitted to hold a place in line for another student. Teachers may go to the front of the line. It is important to have good dining room standards at the table such as leaving the table and the surrounding area clean and orderly. All food, trays, paper and silverware should be placed in the proper places. Students should place chairs under the table upon leaving the cafeteria. The following guidelines apply to all lunch periods and students.

1. The lunch period will be 30 minutes long.
2. A snack bar will be opened as an alternative to the tray lunch.
3. No food or drink will be taken out of the cafeteria.
4. The only guests allowed to eat in the cafeteria are parents or guardians after signing in at the front office.
5. Parents or guardians may only bring food for their students and it cannot be shared with other students at the table. (For example, it is not permissible to bring a pizza, cake, cupcakes, or cookies for the entire lunch table to celebrate a birthday or special event.)
6. No glass containers are allowed on campus at any time.
7. Cafeteria food is to be purchased only for you.
8. No food other than cafeteria or meals brought by immediate family members will be allowed to be given to a student.
9. **NO CHARGES** are allowed. If a student does not have money for the day, he or she will be provided with a sack lunch. This allowance will not extend past two days.

### **CALENDAR**

All school events or school-sponsored activities are scheduled through the administration office and will be placed on the master calendar located on the school website. Activities will not take place in the name of the school or any school organization without approval of the principal. In

the event of conflicts on the calendar, a UIL sanctioned event takes precedence over any other activity.

### **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in Health Science, Agriculture, Food & Natural Resources; Arts, A/V Tech & Communications; Business, Management & Administration; Hospitality and Tourism; Information Technology; Law Enforcement and Welding. Admission to these programs are based on pre-requisites listed in the course description. Liberty Hill ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

### **CAR RIDERS**

Car riders should be dropped off and picked up at the front entrance of the high school building. Cars loading and unloading should line up single file next to the sidewalk at the front of the high school building. Extreme caution should be taken when loading and unloading from vehicles. Students should wait for their ride on the sidewalk in the front of the high school building. Students are not to wait on car rides in the parking lot, and parents are not to continuously circle the parking lot and/or park in the middle of the parking lot roadways while waiting to pick up their child. Parents are not to pick up students in the teachers' parking lot or on the north side of the building where buses drop off and pick up.

### **CELL PHONE**

See Electronic Devices and Technology Resources in the district handbook.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

Please inform the high school registrar's office in writing as soon as possible if you have a change of address or phone number. It is imperative that emergency contact information and mailing address are current.

### **CHEATING/PLAGIARISM/ACADEMIC DISHONESTY**

See Academic Code of Conduct

### **CITIZENSHIP**

LHHS Students are expected to behave in a responsible manner and demonstrate courtesy and respect for the rights of other students and District staff. Student cooperation and respect for property of others, including district property and facilities, is essential to the maintenance of facilities, safety, order, and discipline. Good citizenship is important and expected by all who represent LHISD. Student citizenship is a contribution to our school image, our community, our state and our country. Good citizenship is a prerequisite for participation in all extra-curricular activities.

**The public displays of affection (PDA) are prohibited while on the high school campus or at any school-related activity. Kissing in any form is expressly forbidden.** Students will be expected to conduct themselves in a mature manner that is not offensive to others. This type of display should be left to one's private life and not displayed publicly.

On each six weeks report card teachers assign a citizenship grade, which is a part of the student's permanent record. Good citizenship is a requirement for membership in NHS.

The grades are defined as follows:

#### **EXCELLENT:**

1. Always follows class rules and procedures and exhibits responsible judgment concerning behavior.
2. Is a role model for other students.
3. Is respectful, courteous, and cooperative.

**SATISFACTORY:**

1. With few exceptions, follows class rules and procedures and usually exhibits responsible judgment concerning behavior.
2. Is usually respectful, courteous and cooperative.

**NEEDS IMPROVEMENT:**

1. At various times, does not follow class rules and procedures and does not always exhibit responsible judgment concerning behavior.
2. Requires some direction from the teacher concerning behavior.
3. Is not always respectful, courteous, and cooperative.
4. Must be corrected regularly by the teacher for behavior.
5. At times is disruptive to the class.

**UNSATISFACTORY:**

1. Rarely follows class rules and procedures.
2. Rarely shows responsible judgment concerning behavior.
3. Must consistently be corrected by the teacher for behavior.
4. Shows lack of respect for teachers and peers.
5. Is disruptive to class.
6. Does not improve behavior with correction.

**CLASS / ORGANIZATIONS**

At the beginning of each school year, every class is organized and assigned advisors. Each class elects a president, vice-president, secretary, treasurer and reporter. In order to hold these offices, the student must be carrying a normal class load and meet all district and state regulations. The senior class officers must have been enrolled for a minimum of one semester in Liberty Hill High School before they can be elected.

Each candidate's discipline and attendance record will be reviewed. Any serious breach of discipline during the previous semester may prevent a student from being a candidate. Any class officer guilty of major misconduct or failure to represent their class appropriately may be removed from office by majority vote of the other class officers and class sponsors.

**CLASS OFFICERS**

Each class should elect its officers in early **May** of each school year (freshmen in August/September). The president, vice president, secretary and treasurer are entrusted with various duties and responsibilities outlined in the ASB constitution and bylaws. The officers are expected to work with their class sponsors in the planning and discharging of their class activities. Each class maintains an account in the bookkeeping office.

**Eligibility for school offices:**

1. Any student who wishes to enter any election for the purpose of holding an office must be academically eligible according to the current rules of the University Interscholastic League and the State Board of Education.
2. Any person holding an office must remain eligible according to the rules or he/she may not participate until becoming academically eligible again.
3. If the student remains ineligible for more than two six-week periods, he/she will be dismissed from office.

### **Expected Conduct of Student Officers and Representatives**

Students who have been elected to an office which represents the Liberty Hill student body will be expected to conduct themselves in a mature manner at all times on or off campus. Failure to maintain acceptable conduct will cause students to lose the office.

### **Duties of Officers**

**PRESIDENT**---The president will chair all meetings and make plans in conjunction with the sponsors.

**VICE-PRESIDENT**---The vice-president will conduct the meeting in the absence of the president and will assume the president's duties should the president have to resign. The vice-president, or his/her designee, will be in charge of all group service projects.

**SECRETARY**---The secretary is responsible for taking roll and keeping minutes of all meetings as well as presenting finalized copies to the sponsors following the meetings. The secretary will also prepare and be responsible for any other written business.

**TREASURER**---The treasurer is to count all money and manage the finances of the organization under the guidance of the sponsors.

**REPORTER/HISTORIAN**---The reporter/historian is to take pictures at all events and report chapter activities to the newspaper, web site administrator, principal, and central office.

### **Dismissal from Office**

The following infractions will result in dismissal from office:

1. Failure to fulfill duties described above or any other duty assigned by sponsors.
2. Failure to attend two meetings without prior sponsor approval.
3. Remaining ineligible for more than two six-week periods.
4. Accumulating discipline referrals for any reason, including tardiness.

### **CLUBS**

One goal of the administration and faculty of Liberty Hill High School is to provide a suitable club for every student in the school. Clubs must support a school activity. All clubs will have at least one faculty sponsor. Clubs may elect officers as needed. Each club must have a school service project sometime during the year to maintain its school charter. The clubs approved by the principal at Liberty Hill High School are ASL (American Sign Language), Art Club, Business Tech, Culinary Arts, Drama Club, FCA, FFA, HOSA, NHS, Spanish Club, DECA, Key Club and Student Council. Although students are encouraged to join clubs, discretion should be used when choosing the number of clubs to join. Becoming an active member will provide the student with another key in obtaining scholarships.

### **CLUB REPRESENTATIVES**

Each club, in order to be officially recognized, must have a charter on file with the principal outlining its goals and purposes.

All elected officers must maintain a 70 cumulative average to remain in office. Club sponsors and officers will classify all club members as "active" or "inactive" according to the club guidelines.

### **COLLEGE ADMISSION**

Admission to a major university or college is becoming increasingly more difficult. For this reason, it is recommended that students take the most difficult course available all four years at Liberty Hill High School. It is recommended that all students planning to enter a major university or college take the required admission test during the middle of their junior year. The

SAT and ACT Tests are offered by College Board and ACT several times a year. It is also highly recommended that all juniors take the PSAT exam. Students are encouraged to speak with their counselor to obtain more information.

### **COLLEGE DAYS**

All college days should be arranged, if possible, on days that students are not expected to be at school because of teacher in-service, bad weather days, etc. These days will not count against exemptions if prior approval has been given by the principal (See ATTENDANCE, Legitimate/Excused Absences). Two college days will be allowed for juniors and seniors who have taken the ACT or SAT and have scored high enough to be accepted to the college they wish to visit. Those students wishing to enter junior colleges or trade schools will be given one day their senior year. To receive an excused absence for a college day, students must bring back an official letter from the registrar's office stating the date and the purpose of their visit. A brochure from the college or university does not constitute appropriate documentation to receive an excused absence for the visit. **College visits must be taken before May 1st.**

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

A parent who wishes to schedule a conference with a teacher, counselor, or principal should call the school office at 260-5500 for an appointment.

### **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses –by mail or via the Internet –for credit toward high school graduation. Credit may be granted for correspondence courses if the course is from Texas Tech University or the University of Texas at Austin. A student's request for permission to take the course will be granted for the following reasons:

1. Re-admittance from a non-accredited school
2. Failing a course
3. Verification of private lessons (home school)
4. Acceleration (for early graduation)

Prior to enrolling in a correspondence course, students shall make written request to the principal or counselor for approval. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment. The counselor will supervise the correspondence program. Students may be enrolled in only one course at a time. Grades earned in correspondence courses shall not be used in computing class ranking.

### **COURSES TAKEN IN JR HIGH SCHOOL FOR HIGH SCHOOL CREDIT**

Liberty Hill Jr. High offers courses that can count as high school credit. To receive high school credit, students who take these courses must demonstrate satisfactory completion of the high school Texas Essential Knowledge and Skills and meet district-approved criteria. Satisfactory completion of high school courses in Jr. High shall be reflected on the student's academic achievement record and the student will be awarded high school credit. However, the grades for these courses will not be included in the calculation of class rank.

### **COURSE CHANGES / SCHEDULE CHANGES**

Students are expected to follow the schedule they receive during registration. No schedule changes will be made until after the 3<sup>rd</sup> day of the semester unless a student is missing a class, has two classes scheduled for the same period, or is scheduled into a class which he/she has

already received credit. On the fourth day of the semester, a students must have valid reasons presented in writing to change courses or the request will be rejected. Students will not be allowed to drop a dual credit course. A student must be enrolled in five or more courses in order to be considered a full time student.

## **DAEP**

DAEP is designed to serve students who normally would be suspended from school for disciplinary reasons. Instead of being sent home for a certain number of days, a student is assigned to this special class. An experienced instructor will supervise and assist students with their assignments.

Students assigned to the DAEP will be provided with assignments from each class they are taking. Students will be expected to have the necessary textbooks and materials to do the required work. While every effort will be made to help students keep up with their current classes, the program will focus on enabling students to perform at grade level in English, math, science, social studies, physical education; community service and self-discipline are also emphasized. A student's four-year-plan may need to be altered as a result of extended alternative placement.

The DAEP class will begin at 7:50 AM and ends at 3:35. Students must bring their lunch or purchase a hot meal through the cafeteria.

Students assigned to DAEP may not practice for nor participate in extracurricular or co-curricular activities during the assignment. Students will not be allowed in the high school building during normal hours.

The principal will determine the length of assignment to DAEP. Notification of specific rules and guidelines for students going to DAEP will be given to parents as soon as the placement has been made. Failure to report to and abide by program guidelines may result in referral to the Juvenile Justice Alternative Education Program in Georgetown.

Students assigned to the alternative education center will be required to dress according to the center's rules and regulations.

## **DISCIPLINE RESPONSIBILITIES**

One of the most important lessons education provides is discipline. Without proper discipline, schools cannot discharge their primary functions of education and guidance, nor can students realize their full potential. Students must realize the importance of developing self-control, character, orderliness, and efficiency. In order to form the basis of mutual understanding and enhance good behavior, LHHS ENCOURAGES SELF-DISCIPLINE WHICH IS THE BEST KIND OF DISCIPLINE. Students should strive toward self-discipline by recognizing their responsibilities and using discretion. If there are problems that arise, **teachers are expected to:**

*A. SCHEDULE STUDENT CONFERENCES*

*B. SCHEDULE PARENT/ TEACHER CONFERENCES*

*C. DEVELOP WRITTEN BEHAVIORAL CONTRACTS*

*D. ASSIGN DETENTION HALL.* Detention Halls can be held each day before school, during lunch, or after school. Students must bring academic work to the D-Hall.

*E. IF NECESSARY, REMOVE STUDENT FROM HIS/HER CLASSROOM:* On occasion, suspension of a student will be necessary to maintain order and safety. Suspension is defined as removal from a class and school activities for a period of up to three days or less. Students will be expected to complete any course work assigned by teachers. All students will be afforded due process and the right to appeal. Students who are suspended are prohibited from attending extra-curricular/co-curricular events and are banned from all LHISD property.

Failure to abide by this restriction will result in criminal trespass charges being filed against the student.

*F. ASSIGN COMMUNITY SERVICE:* Students may be assigned to before school, after school, or lunchtime community service.

*G. MAY WITHDRAW PRIVILEGES (INCLUDING EXTRA-CURRICULAR):* Any student who is found guilty of misconduct may, in addition to the punishment given for such offense, be declared ineligible to participate in any extra-curricular/co-curricular activities or hold any position of honor or trust with a school organization.

### **Students' Responsibility**

All students are expected to follow rules and regulations of the Board of Education, the school administration, and the faculty. Students are required to be courteous and polite at all times and to contribute to a good, positive climate.

### **Parents' Responsibility**

It is the parents' obligation to help the student develop good behavioral habits and proper attitudes toward school. To ensure student success, parents are encouraged to visit the school and communicate with the school officials concerning the child's progress.

### **School's Responsibility**

It is the school's responsibility to provide learning experiences free from distractions and misbehavior. Administrators, teachers, and others connected with LHISD shall strive to provide positive examples for students to follow.

## **DRUG-FREE AND GUN-FREE SCHOOLS**

The Liberty Hill Independent School District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct. (See policy FNCF (L)).

The district's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug related offenses. The principal will provide access to or a copy of these policies.

Depending of the nature and severity of a drug or alcohol related offense; a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The principal or counselor can provide information about rehabilitation and reentry programs that are available.

The Crime Control Act of 1990 makes it a Federal offense for an individual to possess a firearm in a school zone (within 1,000 feet of the school) or to possess controlled substances with intent to distribute them on school property or within 1,000 feet of school property. Severe penalties of imprisonment and fines are applicable to such offenses.

## **DRUG PREVENTION PROGRAM**

Liberty Hill ISD has adopted and has implemented a drug prevention program (P.L. 101-226) that includes developmentally appropriate drug and alcohol education and prevention in the health curriculum for all students.

Standards of conduct are applicable to students in all the schools and clearly prohibit the unlawful possession, use, sale or distribution of illicit drugs and alcohol by students on school premises or at a school function.

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct.

### **DUAL CREDIT COURSES**

Junior and senior students who have satisfied course pre-requisites may apply to Austin Community College to take the following courses:

<b>LHHS COURSE CREDIT</b>	<b>CREDIT</b>	<b>ACC COURSE</b>
Government/Economics 3.0 per semester	1.0	Government/Economics
U.S. History 3.0 per semester	1.0	U.S. History
English 3.0 per semester	1.0	English

Dual credit students must meet all college requirements including required testing (see college catalog). Beginning with the 9<sup>th</sup> grade class of 2010-2011, dual credit courses will be used in computing the cumulative grade average and will be given the weight of an AP course. To be eligible to enroll and be awarded credit toward state graduation requirements, a student must have the approval of the high school principal or other school official designated by the District. The course(s) for which credit is awarded shall provide advanced academic instruction beyond or in greater depth than the essential knowledge and skills for the equivalent high school course.

It is recommended that graduating seniors do not register for the first summer session at ACC. Their classes will begin the first week in June and LHHS may have classes and senior activities during the first week in June. Please check the district calendar to avoid conflicts.

### **EARLY GRADUATION**

A student may graduate upon completion of all requirements. Credit for English III must be completed prior to the beginning of the senior year. All correspondence work needed for graduation must be completed and the grade(s) recorded six (6) weeks before graduation. Early graduates cannot receive Valedictorian or Salutatorian honors. Students who wish to graduate early must comply with the following procedures:

- Contact the counselor no later than the beginning of the semester prior to the proposed graduation.
- Present a written request for early graduation signed by both the student and his/her parents.
- Receive final approval from the high school principal.
- Must be on the Recommended or Distinguished Plan for graduation.

**\*Grad Point is not intended to be used for acceleration in graduation. Grad Point is only used for credit recovery or in cases of schedule conflicts that cannot be resolved.**

### **EMERGENCY CONTACT**

Parents need to provide telephone numbers where they or adult relatives may be reached in event of illness or injury. If your child needs emergency care and we cannot reach you or others you

have named, we will call EMS. Parents are responsible for paying any medical bills from EMS and the hospital.

## **ELECTRONIC DEVICES**

See district handbook.

## **EXEMPTIONS CRITERIA (SEMESTER EXAMS) See separate hand out.**

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (Eligibility)**

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participating in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

1. On the first day of the new school year, a ninth grade student who was promoted is eligible. A sophomore must have earned 5 credits, a junior 10 credits and a senior 15 credits.
2. During other grading periods, a student who receives an average below 70 in any course or subject (with the exception of a dual credit course) is ineligible. A student with disabilities who fails to meet standards in the Individual Education Plan (IEP) may not participate in extracurricular or curricular activities during the three (3) week period. **The suspension from extracurricular or activities goes into effect seven days AFTER the last day of the grading period.** A student may regain eligibility at the end of a three-week grading period, if he/she has obtained a passing grade of a 70 or above in ALL courses or subjects. **See exemptions for advanced courses below.**
3. A student who misses class for participation in any activity sponsored by a non-approved organization will receive an unexcused absence.
4. No student who, on the first day of September preceding the contest, has reached or passed his nineteenth birthday can take part in any contest unless he/she has received a waiver from the UIL.
5. No student shall take part in any contest after four consecutive years following his or her first enrollment in the ninth grade.
6. Students who are suspended from school or placed in DAEP will be prohibited from attending, or participating in a school sponsored or school related activity until they have been back in the regular classroom setting for a day.
7. Students who have been placed in ISS are prohibited from participating in a school-sponsored event or school related activity until the completion of the ISS assignment.
8. A student qualifies under items 2 and 3 above in regard to grades is prohibited from taking part in any of the following activities: FFA show, annual staff, band performances and trips, cheerleader, drill team, or any other activity sponsored by the school which will interfere with time that should be devoted to studying.
9. A student must be in attendance the ENTIRE day of and the morning after any extracurricular activity in order to participate that day or in the next extra-curricular event. Failure to be in class will render the student ineligible for extra-curricular

activities that day unless both the sponsor and the principal approve his/her participation in advance.

10. An ineligible student may practice or rehearse.
11. A student is allowed up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.

### **Exemptions to No Pass, No Play for Locally Identified Advanced Courses**

The principal may consider granting an exemption for Locally Identified Advanced courses if the following conditions are met:

1. The student's six-week average is between 60 and 69  
(A copy of 6-weeks report card must be attached)
2. The student must have made a good faith effort to attend tutorials with the teacher or a private tutor and must submit a written plan to the teacher for improving his/her grade.
3. No other exemption has been granted to the student during the current semester.
4. Parent or guardian must sign exemption request.

See office for exemption form.

The following are reasons for approving participation when a student has been absent the day of an activity: sickness or death of a family member, funeral of a family member, or scheduled medical or dental appointment (must have a signed appointment card from the doctor).

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as band, drill team, vocational classes, athletic teams may establish standards of behavior-including consequences for misbehavior-that are stricter than those for students in general. If a violation is also a violation of the school rules, the consequences specified by the **Student Code of Conduct** or local policy will apply in addition to any consequences by the organization's standards of behavior.

### **FALSIFICATION OF ENROLLMENT DOCUMENTS**

Any person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district. Penalties may include the maximum tuition fee the district may charge or the amount the district has budgeted for each student as maintenance and operating expenses.

### **FEE / DUES (Students)**

Materials that are part of the basic educational program are provided with state and local funds at no cost to the student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Class fees/dues \$10.00 per year. (This helps to prevent having to do fundraisers. The money goes toward the prom and other class events. Fees must be paid prior to exemptions being allowed.)
- Parking fees (\$20.00) and student identification cards (\$5.00 – if lost).
- Cost of TI-83PLUS (or better) calculator for math or science classes.
- Graduation expenses.
- Application for a possible waiver may be made to the principal or counselor.

## **FINAL EXAMS**

Only serious illness with a medical excuse is cause to miss a final exam on the dates published in the calendar. Parents should contact the school to re-schedule exam(s) if the student is ill. A doctor's note may be required. **No early exams** will be given unless cleared by the principal first.

## **FOREIGN EXCHANGE STUDENTS**

Foreign exchange students are welcomed at Liberty Hill High School. However, foreign exchange students cannot graduate from LHHS with only one year attendance. Liberty Hill families moving to foreign countries may enroll their children in correspondence courses. TEA and Liberty Hill High School permit students who are out of the country to count correspondence courses towards a high school diploma.

## **GANGS**

Students are prohibited from any gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity, or on any school bus.

A “gang” is defined in this policy as any group of two or more individuals whose purpose may include the commission of illegal acts. In addition, a “gang” is a prohibited fraternity, sorority, or secret society as defined by Texas Education Code Section 4.20 and 4.21.

Gang activities and gang involvement are described as:

- Wearing, possessing, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other things that are evidence of membership or affiliation in any gang. (The wearing of colors will not be tolerated)
- Committing any act or using any speech, gesture, or handshake showing membership or affiliation in a gang.
- Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity.
- Soliciting others for membership in any gang.
- Coercing any person to pay protection or otherwise intimidating or threatening any person.
- Committing any other illegal act or other violation of school district policies.
- Engaging in concert with others to intimidate, fight, assault, or threaten others.

Gang type activities anywhere will result in disciplinary action and may result in a recommendation for expulsion. No association with gang activity will be tolerated.

## **GIFT DELIVERIES**

Flowers, balloons, and food deliveries will be kept in the main office until the end of the day. The administration asks parents and all vendors to honor this policy with the exception of homecoming week and the sophomore carnation sale.

## **GIFTED AND TALENTED**

**Nomination:** Teachers, counselors, parents, or other interested persons may recommend students for the gifted and talented program at any time.

Conferences shall be held with nominated students and their parent(s) to determine if the student is interested in the program.

**Identification Criteria:** Criteria to identify gifted and talented students has been established by the Board. The criteria shall be specific to the state definition of gifted and talented and will ensure the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

**Parental Consent:** Written parental consent shall be obtained before any special testing or individual assessment is conducted. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in board policies at FL (local).

Parents and students shall be notified in writing upon selection of the student for the gifted program. Participating in any program or accepting services provided for gifted students is voluntary.

The district shall obtain written permission of the student and the parents before a student is placed in a gifted program.

## **GRADING GUIDLINES**

Grades are computed and reported to parents at the end of each six-weeks grading period. Progress reports are sent for students in danger of failing after the third week of each grading period.

1. Grades shall reflect a student's mastery level of an assignment. A sufficient number of grades will be taken to support the grade average.
2. Grading procedures: Homework will count no more than 10% of the total six weeks average. 40% of the six weeks grade average will be derived from daily classroom activities, which can include pop quizzes and daily tests (quick checks), in-class assignments, group activities, workbook pages, projects and performances or demonstrations. Major exams will count 50%. Benchmark exams will be incorporated to ensure demonstration of mastery and enhancement of the internalization process each six weeks.
3. Semester averages: First, second, and third six weeks grades will equal 75% of the semester grade. The semester examination will equal 25% of the grade.
4. Yearly averages: The yearly average will be computed by averaging the first semester with the second semester.
5. In order to receive credit for a course, a student must earn an average of 70 or above. Reported numerical grades will be recorded. Students will earn credits by semester (1/2 unit). **For a semester grade no lower than 65, the semester grade can be averaged for a full year (one unit) course if the other semester average can bring the 65 up to a 70. A student may attend extended summer school or the after school program in order to try to replace a semester grade of 55 to 69.**
6. No grade above 100 may be recorded on the report card or on the student's academic achievement record.
7. A grade becomes final at 4:00 p.m. on the last day of the six weeks. The grading period is defined according to the official district calendar, and there will be **absolutely no work** permitted after the close of school on the last day of the six weeks, with the exception of removing a recorded (I) incomplete caused by an illness or approved reason for absence. There will be a seven-day grace period to remove the Incomplete. At the end of the seven days, the current grade will become final.
8. Teachers follow grading guidelines approved by the principal/superintendent that have been designed to reflect each student's academic achievement for the grading period,

semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. (See policy EIA.)

9. Questions about grade calculation should be discussed first with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (Local).
10. The report card or an unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 75 in a class or subject.  
**Education Code 29.084 states that if the District offers tutorials, students whose grades fall below 75 in a grade-reporting period must attend. These tutorials fall under compulsory attendance laws.**
11. Progress reports must be signed by the parent and should be returned to the school within three days.
12. Arabic numerals shall be used to record grades for students in grades 9-12. When averaging grades, any grade with a fraction of .5 or greater, will be rounded to the next whole number. The following table can be used to convert numerical grades to letter grades: A = 90-100, B = 80-89, C = 70-79, F = 69 and below.
13. A student shall be permitted a reasonable opportunity to redo or retake a test for which the student receives a failing grade. The test will be scheduled at a time convenient for the teacher, but must be given before the end of the six weeks session. A 70 is the maximum grade awarded on a retest. There will be no make-up tests given for semester exams.

## **GRAD POINT**

The Grad Point program is a computer based credit recovery program. It is not intended for acceleration.

## **GRADUATION**

### **Honor Graduates**

The Valedictorian and Salutatorian shall be the two students with the highest cumulative averages. To be eligible, a student must have been enrolled in Liberty Hill High School for his/her entire senior year and must be enrolled and attending classes by the last day of the first six-week period of the junior year. Ranking for the top two students in the senior class will be determined at the end of the student's sixth six-weeks of their senior year. In the case of a tie, SAT scores or ACT Scores will be used.

### **Student with Disabilities**

Upon the recommendation of the ARD committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

## **HALL PERMITS**

Students are not allowed to roam through the building or hallways. Furthermore, students are not to remain in rooms of the building in which they are not scheduled. A student wishing to leave a room for any purpose during a class is required to secure a hall pass with the teacher's signature verifying date and time. A student is not permitted to disrupt class to see another student or a teacher who is on duty.

## **HEALTH RELATED MATTERS**

Liberty Hill High School has a full time nurse on staff. **STUDENTS WILL NOT BE ALLOWED**

TO LEAVE CAMPUS DURING THE SCHOOL DAY FOR MINOR COMPLAINTS SUCH AS HEADACHES, MILD SORE THROATS WITHOUT FEVER, NAUSEA, MILD MENSTRUAL CRAMPS, GENERALIZED MALAISE, ETC. There are exceptions which will be dealt with on an individual basis. The nurse will notify parents of students with excessive complaints. A nurse-parent conference will be called when it is felt the student's health problems are interfering with the student's education. The school nurse will be on call for evaluation of any high school student who becomes ill.

The nurse's station is to be used by students who are actually ill or who have been involved in an accident. The student must obtain a pass from the teacher before going to the nurse's office (except in emergency situations). If the nurse is not in her office, the student must notify someone in the office. Upon leaving, the student must report back to class with a signed pass.

### **Medications**

The school nurse does not carry stock medications for students. Students requiring medications must complete and return a Medication Release Form along with their own supply of medication to the Nurse. Students are not permitted to carry or distribute their own medications- the only exception to this are diabetic and emergent medications such as Epi Pens and Diastat, which still require signed Medication Forms to be on file with the Nurse. Students carrying and administering their own medications poses a risk not only for that student, but for the other students on our campus. Students found to be in possession of medications- either prescription or over the counter, face disciplinary action.

District policy outlines that students requiring medication to be administered three times a day do so before school, after school, and at night. Only medications in which the prescribing physician explicitly states a time which falls within our school day will be administered by the Nurse. Morning medications should be administered prior to the start of school to ensure they are effective by the start of your student's day. Once a day medications for conditions such as allergies must be taken at home.

Medications classed as controlled substances cannot be sent with a student. They must be dropped off by an adult directly to the Nurse and picked up in the same manner.

The Nurse CANNOT distribute any medication classed as a narcotic, nor are students able to take any form of narcotic and attend school- regardless of prescription. Narcotics can be very useful in controlling pain after certain procedures, however the effects they have mentally can pose a risk to your student and others around them.

A complete list of medication rules and policies can be found on the back of the Medication Release Form in your Nurse's office or on the Nurse section of the school's webpage.

### **Diabetes**

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. If a student is deemed able to self-direct their care, they must complete and return a Diabetic Care Waiver. Students in Diabetic Crisis should never leave a class room alone. They should be escorted to the Nurse by a fellow student or staff member to ensure they make it safely.

### **Immunizations**

A student must be immunized in compliance with Texas State Standards. For exemptions based on reasons of conscience, or religion, parents must submit official forms issued by the Texas Department of State Health Services (DSHS). This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an

exemption for more than one student in the family, a separate form must be provided for each student.

A complete record of immunizations and/or official immunization affidavit must be provided prior to the start of classes. If your student is not up to date on their immunizations, or if their affidavit expires, they will not be able to continue classes until the lapse has been addressed, even if it occurs during the school year. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. For more information, see policy FFAB (LEGAL) and the Department of State Health Services Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.

### **Illness**

A child should not be sent to school if he or she is ill. A sick child needs rest and care in order to recover as quickly as possible. It is very important not to expose other children to illnesses that one can possibly avoid. If your student has been prescribed antibiotics, they must complete the first 24 hours' worth prior to admittance to school.

### **Fever**

A temperature of 100.4 degrees F or higher is considered fever. Students will not be permitted to return to school until they have been fever free for 24 hours without the use of medications. If your student has fever while at school, or returns prior to the 24 hour mark, you will be contacted to make arrangements for your student to be picked up.

### **Communicable Diseases**

Parents of students with a communicable or contagious disease are asked to telephone the school nurse so that the other students who have been exposed to the disease can be alerted; convalescing students are not allowed to come to school until the disease is no longer considered contagious.

Any student who has vomited or had two or more bouts of diarrhea will be sent home. They will not be permitted to return to campus until free of symptoms for 24 hours without use of suppressing medications.

If the nurse has reason to believe that the student may have a communicable disease, for example, inflamed eyes, vomiting, diarrhea, spreading sores around the lips, nonspecific rash, etc., the nurse will call the parent to pick the student up from school and ask that the parent bring a physician's statement that the student is not contagious and may return to school, or keep the student at home until the symptoms subside.

### **Injuries**

It is highly recommended that each student be covered by medical and dental injury insurance obtained either through the parent's employer, a private company, or the school. The school does not furnish insurance to students but makes available, at the beginning of school, accident insurance application forms to parents of the student. An injury occurring at school is the financial responsibility of the parent. If a parent or alternate listed cannot be contacted, the school will transport the child to the designated (or nearest) physician or emergency room for treatment, and the parent is responsible for this transportation and treatment.

### **Lice**

Liberty Hill High School follows the American Association of Pediatrics' and Texas State

Department of Health Services' recommendations when dealing with head lice. Lice is not grounds for exclusion from school, nor is it considered to be a communicable disease. If your student is found to have evidence of lice- either live organisms or nits, you will be contacted simply to notify you and to offer assistance in a plan of action. If the infestation is to the point in which it is impacting your child's ability to function at school, you will be asked to pick your student up.

### **HOMEBOUND**

Students who have been accepted to receive instruction through the homebound program will be ineligible for on-campus athletics, extra-curricular activities. When regular classroom attendance is resumed, the student will then resume his/her eligibility.

### **HOMEWORK POLICY**

The term "homework" is defined as an assignment that necessitates a student working outside of class to complete assignments. Time should be devoted to homework daily. Students are expected to set aside time daily for reading books.

### **HOMECOMING**

The Homecoming Court will be composed of a queen (senior girl), a king (senior boy), a princess (junior girl), and two duchesses (sophomore girl and freshman girl). The senior class will choose five nominees each for one Homecoming Queen and King. The junior, sophomore, and freshman classes will each elect one girl to serve as their class representative. The entire student body will elect the queen and king from the senior nominees. Records will be reviewed for each candidate to ensure that no major disciplinary infractions have occurred and that they are in good academic standing during the semester.

### **HONOR GRADUATE REQUIREMENTS**

Students completing high school with a cumulative weighted average of 90+ using the weighted grade course averages will be recognized as Honor Graduates. This determination will be based on students' cumulative average at the end of the 6<sup>th</sup> grading period of their senior year.

### **HONOR ROLLS**

Students will be required to make all "A's" and "B's" to qualify for the A/B Honor Roll. Student must have all "A's" to qualify for the A Honor Roll.

### **I. D. CARDS**

All students will be issued an identification card and to be kept in their possession at all times. (I. D. cards will be used for cafeteria, library etc.) Cost for a replacement card is \$5.00.

### **LATE WORK POLICY**

When a student has been present in class, they are expected to complete all assignments. No late work will be accepted unless extenuating circumstances exists. (See Make-Up Work for students who are absent)

### **LEAVING CAMPUS**

In an effort to reduce classroom disruptions, parents should send a note with a student requesting a permit to leave. If the situation does not allow prior notice and the parent wishes to pick up a student early, the parent should come to the main office, request the student, and sign the student out.

Before signing out for illnesses, a student must see the nurse or principal who will contact a parent before the student is allowed to leave. Leaving the school building at any time without prior permission through the front office is prohibited and will be treated as defiance of authority as well as truancy. **No one is to leave campus for any reason after arriving on school grounds either by bus or private vehicles.** No student should return to the parking lot without prior approval from an adult in the office. Once students have arrived on school grounds they should exit their vehicles to enter the building as quickly as possible.

**LETTER JACKETS AND/OR AWARD LETTERS See sponsor for specific details.**

## **LIBRARY**

### **Hours:**

- Monday –Thursday 7:30-4:30 Friday 7:30-4:00
- Open during all lunch periods
- Closed for faculty meetings and scheduled testing dates

## **LHHS Virtual Library/Online Resources**

The LHHS Library has a vast array of online reference materials and subscription databases to meet the needs of the 21<sup>st</sup> Century student. While the Library recognizes that print materials are still necessary and highly desirable in research, it also provides 24-hour access to magazines, newspapers, peer-reviewed journals, non-fiction eBooks, videos, images and more if the student has Internet service. ALL students are given the user names/passwords for these resources during their library orientation at the beginning of the year. These resources include, but are not limited to the following:

- **Encyclopedia Britannica Online School Edition**, includes 3 full text encyclopedias, related magazine and journal articles, images, videos and sound files as well as reviewed web sites.
- **eBooks**: extensive collection of current reference books accessible 24/7
- **EBSCO**: includes more than 50 separate databases with full text magazine, newspaper, journal, and nonfiction books. Includes databases for U.S. history, world history, Spanish, sciences, literature and writers, sports, education, psychology, nursing, health, alternative medicine, just to name a few.
- **NewsBank**: full text magazine, newspaper, government documents, primary sources since 1982.
- **Gale(CenGage)**: full text articles on social issues, literature and literary criticism, sciences, Opposing Viewpoints, American Decades, to name a few.
- **Marshall Cavendish**: full text articles and color drawings, paintings and photographs from reference books on WWI, WWII, the sciences, health, literature, etc.

## **Library Policies:**

- Students must have a purple library pass to enter the library during regular class time. During advisory, students must have a green library advisory pass. Only two students per advisory class are allowed to visit the library during that time.
- Students must sign in when they enter the library.

- The library computers are open-access for school work all day long. Computer activity is closely monitored by the librarian and is at her discretion.
- Students will follow all school rules as well as those posted in the library.
- No food or drink is allowed in the library.
- No students may sit in the classroom portion of the library (the corner by the ACC classroom) unless they are accompanied by a teacher.
- Failure to comply with library policies may lead to loss of library privileges.
- Students may check out laptops for use in the library during advisory and high traffic times only.

#### **Check Out Procedures:**

- Students use their school ID number for check out.
- Check out period for books is **TWO WEEKS**.
- Unlimited renewal unless a **HOLD** has been placed on an item.
- No more than 4 items may be checked out at one time.
- No fines are issued for late materials, but overdue or lost books will result in a revocation of library privileges. Any students with overdue books will not be allowed to check out any materials (including laptops and calculators), and students with overdue/lost books will be unable to exempt final exams.
- Damaged and/or lost materials are the sole responsibility of the student who checked out the materials. All fees must be paid in a timely manner.
- Overdue notices are sent out every 2 weeks through the student's advisory class.

#### **Services:**

- Research guidebooks
- Various school supplies for sale; costs posted in library
- Games such as chess, Scrabble, cards etc. may be checked out.
- Copier/Printer
- All printouts are free as long as they are for a required school assignment or a school-sponsored event and this privilege is not abused. **Copies/printouts (particularly those in color) unrelated to events at LHHS are NOT ALLOWED.**



**CHAMPIONS READ TO SUCCEED!**

#### **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or

additional special programs the student will require to become proficient in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

## **LOST AND FOUND**

Articles found on campus are to be submitted to the school office and students should check there frequently for lost articles. At the end of each six weeks, unclaimed items will be donated to local charities.

## **MAKE-UP WORK**

For any class students miss, teachers may assign makeup work based on the instructional objectives for the course and the needs of the individual student in mastering the essential knowledge and skills. **The responsibility for make-up work lies with the student.** The use of tutorial time is an excellent opportunity for making up work. Students who miss a test but have covered the test material before the absence will take the test the day they return to class. Questions about make-up work should be directed to the teacher during a time that will not interfere with normal class time.

Students shall be granted one day for each day of absence to make up work that was missed. [See policy EIAB(Local).]

A student who does not make up assigned work within the time allotted by the teacher may receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absences (check on due dates with teachers). Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

The grade for make-up work after an unexcused absence shall be no higher than 70.

**DAEP or In-school Suspension:** A student removed to a Disciplinary Alternative Education Program (DAEP) during the school will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

**Suspensions:** Because suspension is a disciplinary action, students are expected to make up missed work. No grade penalty will be imposed after an absence because of a suspension.

## **NATIONAL HONOR SOCIETY**

The Liberty Hill High School Chapter of National Honor Society has been a prominent organization in Liberty Hill High School for a number of years. This honor society has for its objectives: to create enthusiasm for scholarship, to stimulate a desire to give service, to promote worthy leadership, and to encourage character development for the students in this high school. Membership into the NHS is granted only to those students who are selected by the Faculty Advisory Council. Membership is open to qualified sophomores, juniors, and seniors. There is a five dollar fee for dues that must be received by the end of the first six weeks or the student will be subject to removal.

### **The qualifications are:**

(1) **Scholarship:** A student must have a minimum weighted average of 93.0.

(2) **Leadership:** Documented leadership roles in both the school and the community.

The student who exercises leadership:

*Is resourceful in proposing new problems, applying principals, and making suggestions.*

*Demonstrates initiative in promoting school activities.*

*Exercises influence on peers in upholding school ideals.*

*Contributes ideas that improve the civic life of school.*

*Is able to delegate responsibilities.*

*Exemplifies positives attitudes.*

*Inspires positive behavior in others.*

*Demonstrates academic initiative.*

Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently without prodding, and demonstrating reliability and dependability.

Is a forerunner in the classroom, at work, and in school or community activities.

(3) **Service:** Value of contribution toward school, classmates, and community, and the attitude toward services.

The student who serves:

*Is willing to uphold scholarship and maintain a loyal attitude.*

*Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged family duties.*

*Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.*

*Works well with others and is willing to take on difficult or inconspicuous responsibilities.*

*Cheerfully and enthusiastically renders any requested service to the school.*

*Is willing to represent the class or school in inter-class and inter-scholastic competition.*

*Does committee and staff work without complaint.*

*Shows courtesy by assisting visitors, teachers, and students.*

(4) **Character:** The force within each individual which distinguishes that person from others. It gives each person their individuality. It is the product of constant action, daily striving to make the right choice.

**The student of character:**

*Takes criticism willingly and accepts recommendations graciously.*

*Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise and stability).*

*Upholds principles of morality and ethics.*

*Cooperates by complying with school regulations concerning property, programs, office, halls, etc.*

*Demonstrates the highest standards of honesty and reliability.*

*Shows courtesy, concern, and respect for others.*

*Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.*

*Has a power of concentration and sustained attention as shown by perseverance and application to studies.*

*Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.*

*Helps rid the school of bad influences or environment.*

Initiation, blackmailing, hazing, or the like are expressly prohibited as part of the selection process of any National Honor Society activity. Any chapter found in violation of this regulation risks losing its chapter.

**The procedures for the selection process are:**

- (1) 93.0 (+) scholarship eligibility.
- (2) Letter of scholastic eligibility and a survey of selection criteria (service, leadership and character) are sent to all students who qualify.
- (3) Eligible students **seeking** selection will complete the survey with parent approval.
- (4) The Faculty Advisory Council meets to review student surveys to see if all qualifications have been met.
- (5) A letter of notification (qualifies/does not qualify) is sent/given to each student.
- (6) Students who did not qualify may ask for an individual meeting with NHS sponsors to review the selection process. This request must be made in writing within five (5) school days after notification was made. Parents are welcome to attend the meeting.

**PARENT-TEACHER CONFERENCES**

Each teacher has a conference period scheduled each day. The purpose of this is to allow teachers time to perform the many responsibilities outside the classroom such as conferring with parents. If a conference is desired with a teacher, please call the office for information concerning a teacher's specific conference time. Parents may call to schedule a round table meeting with all of their student's teachers. These round tables are usually conducted from 7:30 –7:55 A.M. The number to call is **260-5500**. If the teacher is in class, you will be provided with the teacher's voice mail extension.

**PSYCHOLOGICAL EXAMS, TESTS, OR TREATMENT**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent

**PUBLICATIONS**

Student publications at Liberty Hill High School include the school scrapbook, yearbook and newspaper. Any additional publications must have prior approval from the principal. No one may sell, post or distribute on campus any literature, which would substantially disrupt or interfere with normal school operations or literature that is constitutionally unprotected. If printed material or the manner used in the distribution of the printed material is reasonably judged by the administration to cause substantial disruption or interference with school activities, the administration will prevent such distribution. Distribution of printed matter will be prohibited if such matter is obscene, inflammatory, or libelous. Obscene literature, generally, is literature that is offensive. Libelous literature (written, pictorial or printed) unjustly damages a person's reputation. Students wanting more information on definitions or students wanting to post, sell, or distribute printed, written, or pictorial literature on campus should confer with the principal.

All printed or pictorial literature, including the yearbook must be in compliance with school policy and constitutional law and registered with the principal before such matter is posted, sold, or distributed. Students who violate regulations regarding student publications are subject to disciplinary action ranging from detention to placement in DAEP.

**REPORT CARDS**

Report cards with your child's grades, conduct, and absences in each class will be given to students **and** mailed home every six weeks.

At the end of the first three weeks of a grading period, parents will be given a written **unsatisfactory progress report** if your child's performance in any course is near or below 70. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class.

Report cards and unsatisfactory progress reports **must be signed** by the parent and returned to the school within three (3) days. Report cards will be mailed on Thursday following the end of each six-week period. Final report cards will be mailed to the student's home once the student is cleared of all fees and dues owed.

Teachers will follow grading guidelines approved by the district that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

Student receiving a grade lower than 70 in a class or subject, will be required to attend tutorials.

### **SAFETY/ACCIDENT PREVENTION**

Student safety on campus or at school-related events is a high priority of the district. With safety in mind, the district has implemented policies and committed resources. However, the district can address only part of the challenge; the essential part is the cooperation of the students, including:

1. Not using skateboards, roller blades, bicycles, or any motorized vehicles where there is normal foot traffic (i.e. sidewalks, inner courtyard, and parking lots).
2. Not bringing fireworks on campus.
3. Wearing shoes at all times.
4. Remaining in the classroom and waiting for directions in the event of a power failure or other emergencies.

Students are not allowed in the buildings without appropriate adult supervision; a student found inside without supervision is subject to disciplinary action.

Parents can assist the school staff by keeping emergency information up-to-date (name of doctor, emergency phone number, and allergies to medication, etc.). Please contact the school nurse to update any health information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

### **SAT, ACT, AND OTHER STANDARDIZED TESTS/PSAT**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their high school years to determine the appropriate exam to take and when to take it. Prior to enrollment in a Texas public college or university, students who did not make a qualifying score on the SAT or ACT will need to take Texas Success Initiative (TSI).

## **SATURDAY/AFTER SCHOOL DETENTION HALL**

The principal or assistant principal will assign Saturday or after school detention when necessary. The time is 8:00 A.M. to 11:30 A.M on Saturday and 3:50 P.M. to 5:20 P.M. after school.

### **Procedures**

- The student will be responsible for bringing written assignments or appropriate reading materials.
- Attendance will be taken at 8:00 A.M. on Saturday and 3:50 P.M. after school. The doors will be locked and students will not be allowed to enter after this time.

The following rules will be in effect:

- Sit upright, quietly, in assigned seat. Work on assignments or read from appropriate reading material such as an AR book or class novel.
- No sleeping.
- No eating or drinking, other than water.
- Cell phones must be turned off.

## **SCHEDULE CHANGES see COURSE CHANGES**

## **SCHOLARSHIPS AND FINANCIAL AID**

In general the best source of information about available scholarships and other financial aid is the director of financial aid at a specific college or university. Students and parents should fill out the application for Federal Student Aid (FAFSA) in the fall of the senior year. This form is required for virtually all types of financial aid. These forms are available online @ FAFSA.gov. Information and applications for local scholarships are available in the high school guidance office. Parents and students are encouraged to contact the counselor's office with questions.

## **SCHOLASTIC AWARDS**

An award will be given to students who have a weighted average of 96 or above or who have shown outstanding progress. Criteria established for these awards include no citizenship grade of "U," never suspended from school, never missed school without parent authorization, and never committed a major breach of discipline. The highest-ranking 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade student will receive an academic plaque. Valedictorian and Salutatorian will be recognized for 12<sup>th</sup> grade.

## **SCHOOL/PARENT/STUDENT PARTNERSHIP PLEDGE**

The staff of Liberty Hill has formed a partnership with its students and their parents/guardians to facilitate student learning, improve student achievement, and attain the State's high academic standards.

### **The Staff of Liberty Hill High School pledge to:**

- Provide a safe and supportive environment.
- Provide a quality curriculum tied to the State's student performance standards.
- Strive to identify and address students' unique needs.
- Communicate regularly with parents on their student's progress and needs.
- Involve parents in decisions relating to the education of their children.

### **Parents/Guardians pledge to:**

- Provide a safe and supportive environment for children to grow and develop.
- Send students to school on time, prepared to learn.

- Encourage student learning by monitoring student's homework.
- Visit school often and participate in school activities—including open house, parent-teacher conferences, parent education programs, and other related activities.
- Work closely with the classroom teacher(s) to ensure the success of their student.
- Adhere to school rules and provide directions to their student.
- Take a positive stand against alcohol and drug abuse.
- Support health diets and sleep patterns.

**Students pledge to:**

- Be active participants in their own learning.
- Be responsible learners and citizens.
- Complete all class work and homework.
- Follow all school rules.
- Attend school regularly.
- Promote school safety and school spirit

**SEARCH AND SEIZURE**

The Liberty Hill Board of Education believes that it has a responsibility to provide for the general welfare and to take all reasonable precautions to ensure the health and safety of all students. In the interest of promoting student safety and attempting to keep schools safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant as permitted by law. The policy concerning Search and Seizure on school premises during the school day or during a school activity follows:

- A. "Reasonable suspicion for search" is defined to mean circumstances which would cause a reasonable person to believe that the search of a person, place or thing would lead to the discovery of evidence of a violation of student conduct standards stated in the code of conduct or which might lead to the discovery of anything that presents an immediate danger of physical harm or illness to any person.
- B. Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by local policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker. Unapproved locks will be removed and destroyed.
- C. The principal, or another staff member approved by the principal, may search the person of a student during school or at a school-related activity if the principal has reasonable cause for a search of that student. Search of the person of a student shall be limited to:
  - (1) the pockets of students;
  - (2) any object the student might possess, such as a purse, brief case, or any other portable object;
  - (3) a "pat down" of the exterior of the student's clothing. Searches, which require the removal of clothing other than coats, socks, shoes, or hats, shall be prohibited. School officials who feel reasonable cause for a further search shall turn the matter over to the law enforcement officials who shall be responsible for determining if reasonable cause exists for further search.
- D. Vehicles parked on school property are under the jurisdiction of the school. School officials may search a vehicle any time there is reasonable cause to do so, with or without

the permission of the student. A student has full responsibility for the security **and content** of his or her vehicle and must make certain that it is locked and that the keys are not given to others. The operation of a motor vehicle on a school campus is a privilege that can be withdrawn for a violation of rules for the operation of motor vehicles on campus. If a search is determined to be appropriate, the principal shall do so in the presence of the student responsible for the vehicle if that person is available. If the student refuses to open the vehicle for inspection, a law enforcement officer will be contacted. It will then be the responsibility of the law enforcement officer to determine if reasonable cause exists and what action will be taken.

E. Anything found in the course of the search which constitutes a violation of student conduct standards contained in the Student Handbook or which constitutes an immediate danger of physical harm or illness to any person may be:

- (1) seized and used as evidence in a suspension or expulsion procedure;
- (2) returned to the student or to the student's parents or legal guardian;
- (3) destroyed if it has no significant value or if it is not claimed by the parent within reasonable period of time (end of semester);
- (4) turned over to a law enforcement officer.

F. The principal, or a staff member designated by the principal, may request the assistance of a law enforcement officer to:

- (1) search any area of the school premises, any student, or any motor vehicle;
- (2) identify or dispose of anything found in the course of the search.

G. Video Cameras on Campus and Buses

Cameras are placed in the school interior and exterior for safety and security purposes. Cameras are only placed in public areas such as hallways, exterior, parking lots or certain classrooms but not in dressing rooms or bathrooms. Students who commit school infractions or criminal conduct in front of these cameras will be subject to appropriate disciplinary or legal action.

H. Searches by Trained Dogs:

In order to respond to the drug and alcohol use problems in the surrounding region and maintain a safe environment conducive to education, the superintendent is authorized to arrange for the use of specially trained dogs to sniff out concealed contraband, explosives, drugs, or alcohol on school property. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by drug dogs when students are not present. An item in a classroom, a locker or a vehicle, to which a dog alerts, may be searched by school officials.

DOG HANDLER: The dog handler will use non-aggressive dogs trained to alert on illegal substances under policy FNCF.

SEARCH OF PROPERTY: If a dog alerts a particular locker, a car, or an item in classrooms or other areas, it may be searched. If the dog alerts to a car, the student will be asked, if necessary, to unlock the car doors and trunk for internal inspection. If the student refuses, the parents will be notified and the law officials will be contacted.

SEARCH OF STUDENTS: The dogs will not be used for random sweep searches of students. The dogs will be allowed to sniff an individual student only if there is

reasonable cause to believe that the student possesses illicit substances. If the dog alerts on a student, the student's outer garments will be subject to search.

***METAL DETECTORS:*** The school board has approved using metal detectors for safety purposes. Detectors may be used at any time.

## **SOCIAL EVENTS**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

Students must sign out if leaving before the end of the event and will not be readmitted.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

For Prom and school dances, guest must be approved by the principal in advance. No guest over the age of 20 will be allowed to attend.

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, and programs and services offered the district or by other organizations. A student or parent with questions about these programs should contact the principal at (512) 260-5500 or the following at the same number: ESL (Jonathan Bever), Dyslexia (Margaret Tufts), GT (Lisa Draper), Homeless (Kathy Gay) and 504 (Julia Engelmann), and Learning Disabilities (Karen Van Zandt).

### **Services for the Homeless**

The liaison for Homeless Children and Youths who coordinates services for homeless students is Trudy Hawthorne. 512-260-5580, [thawthorne@libertyhill.txed.net](mailto:thawthorne@libertyhill.txed.net)

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services can request an evaluation for special education at any time. For more information contact Karen VanZandt at (512) 260-5500 or Elyse Tarlton at (512) 260-5590.

## **STUDENT AIDES**

High school students must meet certain criteria to participate as office aides or library aides. Students must:

- Maintain averages of 80 or above in all subject areas.
- Turn in class work for all classes on time.
- Complete homework as assigned.
- Demonstrate excellent conduct while at school or school-related events.
- Demonstrate progress on EOC's each year.
- Demonstrate leadership qualities and good citizenship in all campus activities.
- Follow guidelines for general school attendance requirements.

Disciplinary referrals may result in removal of a student as a library or office aide.

## **STUDENT GOVERNMENT/STUDENT COUNCIL**

The student government at Liberty Hill High School will consist of a number of representatives from each class. Each representative must meet all organizational guidelines (see "Class Organizations"). Student council officers include the president, vice-president, secretary, treasurer, parliamentarian, historian and reporter. Each class will have a number of representatives on the council. Council members assume office at the beginning of the year and meet monthly. Working with their sponsors, the Student Council is responsible for generating student spirit and organizing a variety of functions, assemblies, and dances. The Student Council constitution and bylaws are available from the principal's office or from sponsors(s).

## **STUDENT GRADE-LEVEL PROMOTION**

Student Grade level is determined by credits earned on the student transcript. See your counselor for more information.

## **STUDENT TRIPS**

Participation in school-sponsored trips is an integral part of a student's educational experience. However, we feel that academic achievement is of primary importance and this, along with the student's attendance and disciplinary record, will determine whether the student should be allowed to attend field trips. A student must be passing **ALL** coursework in **ALL** classes in order to be eligible to participate in any school-sponsored activity.

Therefore, in order for a student to be eligible to participate in a school-sponsored trip of more than one regular school day, the following conditions must be met:

- Students must satisfy the section entitled "Extra-Curricular Activities Eligibility."
- Students must not have been absent more than the required number of days in any subject prior to the trip.
- Students planning to participate in any school-sponsored trip will be subject to having their discipline records reviewed prior to the trip. (Students attending trips must not have more than two referrals.)
- Students must make up all work missed while on field trips or other school approved activities.
- Students must have on file a "Parent Permission" form before going on the trip.

## **TARDIES**

Nearly all tardies are avoidable and will only be excused in case of illness or emergency. If a student is late to school, he/she should have a signed note from his/her parent/guardian stating the reason for the tardy. This note should be presented to the principal's office where an admission slip will be issued. **A student will be considered tardy to class if he/she is not in the classroom-assigned seat when the bell rings for class to begin.** Being late for class for failing to comply with dress code will count as a tardy. A student who is **ten minutes** late to class will be sent to the principal's office and not allowed into class without an admit slip. Excessive tardies (3) will be considered a major problem, and disciplinary action will be taken. Excessive tardies could lead to detentions, loss of parking permit, ISS, or DAEP.

## **TEXTBOOKS**

The State of Texas furnishes textbooks for most courses free of charge. Students are responsible for the care and return of each textbook. Each student should write his/her name in ink in the space provided on the front inside cover. **Each textbook must to be covered at all times in order to help prevent damage.** Students will be required to pay for any damaged or lost textbooks before new textbooks will be issued. Students will not be allowed to exempt semester

exams until all fines, dues, and charges for damaged or lost books have been paid.

### **Damaged Textbook Charges**

Charges will be based on the condition the book was returned after it was checked out to a student. Price range will be from one-third the cost to the full price of the book. Payments for lost textbooks should be taken care of within a three (3) day period.

### **TOBACCO PROHIBITED**

The Board prohibits smoking, using, possessing, distributing any type of tobacco product, or **electronic cigarettes or vapor cigarettes**, at a school-related or school sanctioned activity on or off school property. The District shall not permit smoking anywhere on school property, at school related or school sanctioned activities. Each District facility displays a notice that smoking is prohibited and punishable by a fine not to exceed \$500. [See the Student Code of Conduct and policies at FNCD and GKA.]

### **TRANSCRIPTS**

Seniors must request their transcripts to be sent to the colleges they choose in a timely manner. Most colleges require a final transcript. Transcripts are sent electronically. Parent permission is required if the student is under 18 years of age.

### **TRANSPORTATION / TRAVEL – SCHOOL SPONSORED**

Students who participate in school-sponsored trips out of LHISD are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent or parent-designated adult. Students will not be released when another student is driving. For all out-of-town or overnight trips taken by a school-related organization, parents must authorize a representative of Liberty Hill High School to give consent to a physician and/or hospital for medical and/or surgical treatment, which may become necessary during the trip/activity.

It is understood that the school or its representative will make every effort to contact the parents before granting the permission for medical treatment. It is also understood that the school, or its representative, does not assume financial responsibility for expenses incurred.

If your son/daughter is taking any kind of medication, please inform the school. Needed information includes name of medicine, dosage, frequency, physician's name, and any known side effects.

### **TUTORIALS**

All Liberty Hill High School students are encouraged to attend tutorial sessions as provided by the District. Those students who have a grade below a 75 will be highly encouraged to attend tutorials. Any student with a grade below a 72 will be **required** to attend tutorials until they are passing or until the end of the three-week grading period.

### **UIL AWARDS**

In compliance with the UIL Constitution and Contest Rules, Liberty Hill High School is allowed to award a student only one major award during his/her high school enrollment for participation in UIL activity, including athletics, band, and academic competition. The award will be in the form of a letter jacket. If a student wishes to add additional patches, he/she may do so at his/her own expense.

A student who has advanced to the Regional UIL Academic Contest will be eligible to receive a letter award. The first award will be a letter jacket (if student has not already received one). The second award shall be chenille patch added to the jacket (students however will be required to pay for the patch themselves). If a student has already received a jacket for band, athletics, etc., then the first award will be a patch. This patch may not exceed the amount determined by the UIL.

### **UIL ACADEMIC CONTESTS: PHILOSOPHY OF COMPETITION**

Liberty Hill High School provides opportunities for all students to participate in competitive events throughout the year in both academics and athletics. This spirit of competition is offered to enhance and enrich the students' educational experiences. Through competition many other benefits are provided to students such as:

- promoting of sportsmanship among peers.
- preparing students for citizenship by providing inter-school competition among other students.
- developing leadership skills necessary to function in today's society.
- developing self-esteem, self-confidence, school spirit and pride in one's own accomplishments.
- providing opportunities to earn scholarships.

All high school students (9-12) are strongly encouraged to be involved in UIL contests. For some advanced classes, this will be part of the curriculum. UIL contests include: Informative Speaking, Persuasive Speaking, One Act Play, Science, Social Studies, Calculator, Debate, Number Sense, Poetry Interpretation, Ready Writing, Prose Interpretation, Spelling, Journalism, Accounting, Literary Criticism, Computer Science, and Current Issues and Events. Students in UIL literary competition must meet UIL eligibility requirements. Contact teachers for more information on how to get involved.

### **UIL ELIGIBILITY REQUIREMENTS**

Students may participate in extracurricular activities only if they have met the following requirements:

1. Beginning of the ninth grade year - has been promoted from the eighth grade to the ninth;
2. Beginning of the tenth grade year - at least five units toward graduation;
3. Beginning of eleventh grade year - ten units toward graduation;
4. Beginning of twelfth grade year - fifteen units towards graduation.

In order to be eligible to participate in an extracurricular activity for a six week period following the initial six weeks of the school year, a student must not have a six weeks grade average below a 70.

The final six weeks will be carried over into the summer for those students participating in advanced competitions.

### **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of the school facilities. To ensure that school facilities can serve those for whom they are intended-both this year and for years to come-littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

### **VEHICLES ON CAMPUS**

The following regulations pertain to students that are in good standing at LHHS and wish to drive and park a vehicle on the LHHS campus. Parking permits can be obtained by completing the campus parking policy form and returning it to the office.

1. The parking fee at LHHS is \$20.00. The parking permit is only valid for the school year issued. There are no refunds. Permits must be displayed at all times (front windshield, driver side, above inspection sticker). Lost/misplaced permits will need to be repurchased for \$20.00.
2. Students must present a valid Texas Driver's License and proof of insurance to qualify for a parking permit. The make/model, license plate number, and color of the vehicle will also be recorded.
3. Student vehicles are to be parked only in areas designated for student parking. Students are not permitted to sit in parked cars or loiter in the parking lot. Loud music, and/or music with profanity is not allowed. Parking permits will be revoked for repeated violations of this policy.
4. Vehicles that have received two (2) warning stickers in a school year or are improperly parked shall be booted/towed away. It shall be the responsibility of the student and/or owner of the vehicle to recover the vehicle and pay for the booting/tow-away charges.
5. The speed limit on campus is five (5) miles per hour. Students who violate the speed limit or exhibit reckless driving (donuts, jumping curbs, not paying attention at crosswalk area, etc.) shall be subject to disciplinary actions including revocation of parking permit.
6. Parking privileges may be revoked for the following reasons: cutting class, cutting school, excessive tardies, driving violations, disrespect to LHHS staff, assignment to DAEP/JAEP or if the student withdraws from LHHS. This List is not all inclusive and parking privileges can be revoked by an administrator if he/she deems it necessary. Parking permits may only be used for the vehicle registered. They may not be resold or given to another person.
7. The district is not liable for theft, vandalism, or damage to the vehicle. The district shall not be liable for towing costs or damage that may occur as a result of a vehicle being towed/booted.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security of their vehicles and will make certain they are locked and that the keys are not given to others. Students will be held responsible for any prohibited object or substances, such as alcohol, drugs, and weapons that are found in their cars. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student/guardians.

### **VISITORS TO SCHOOL**

Parents and other community members are always welcome but are asked to please sign in at the office to help ensure the safety of those within the school. All visitors must obtain a VISITOR'S

TAG from the office and will be required to submit a valid driver licenses or state identification card. The principal will request that any person not having legitimate business leave the campus. Visits to individual classrooms during instructional time will not be permitted unless prior approval has been obtained from both the principal and the teacher. Since visitors may serve as role models to students, we ask that all visitors adhere to the highest standards of dress, courtesy, and conduct. Student visitors from other schools or districts will not be allowed on campus.

### **WEAPONS ON SCHOOL GROUNDS**

It is the objective of the Liberty Hill schools to provide the safest possible environment for students and employees. Therefore, any person who uses, possesses, or exhibits a firearm or other weapons on school property or while attending a school-sponsored or school event will be reported to law enforcement officials. Any student in violation will be subject to expulsion and law enforcement officials may file criminal charges.

Educational property is defined as any school building, bus, campus or school grounds, recreational areas, athletic fields, parking areas, or other property owned, used or operated by the Liberty Hill Independent School District. Any student who brings a weapon on school property will be subject to expulsion.

### **WITHDRAWALS**

Students withdrawing from Liberty Hill High School must request a withdrawal form from the registrar's office.

#### **Students will be withdrawn for the following reasons:**

1. Parent request (in person or in writing, 12 to 24 hours in advance).
2. Non-attendance. A student will be withdrawn after ten (10) consecutive school days of absence. Legal action will be taken against any student/parent found to be in violation of the local or state attendance policy.

#### **Once students are withdrawn, their transcripts will be sent to the receiving school after:**

1. All fines and fees are paid.
2. All books are returned or restitution made.
3. All classes are cleared; a teacher's signature is required.
4. All library books are cleared; the librarian's signature is required.
5. Athletic equipment is returned.
6. Completed clearance is given by the counselor's office and the principal's signature is required.