

# Liberty Hill Intermediate School

## 5<sup>th</sup> and 6<sup>th</sup> Grade



### 2016-2017

**Mission:** To transition elementary learners into secondary readiness.

**Motto:** Just Do It Right: ACHIEVE Success.

**2015-16 Theme:** PANTHERS WILL: Adapt and Overcome to ACHIEVE Success.

Principal:	Kathleen Major
Asst. Principal:	Josh Curtis
Counselor:	Margaret Wofford
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Dear Parents,

This is a Campus Addendum to the District handbook. It is designed to outline campus applications of LHISD policy and procedures, and the Student Code of Conduct.

These guidelines are aligned with district board policy and any conflict between the district policy and campus definition will defer to the district handbook.

Our school programming is designed to address the physical, emotional, and social well-being of our students. Our expectations are in place for the safety and success for all our students.

The information provided applies to all Intermediate students. Our expectations are high for respect, responsibility, and proactive development of the students' roles as a productive citizen.

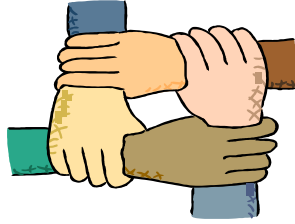
Teachers can provide you with even more details classroom procedures. We look forward to working with you within these guidelines to "JUST DO IT RIGHT: ACHIEVE SUCCESS. We love you and that is why we are here.

Sincerely

Mrs. Kathleen Major

Principal

Liberty Hill Intermediate



## ATTENDANCE

Students are expected to be at school every day, on time, and participate all day. Learning cannot occur if they are not at school.

Morning Meeting starts the day at 7:45 in the gym. Students are tardy after 8:00 a.m. and absent for the day at 9:25.

A note is required for every absence, and doctor's note required when a student is absent 3 consecutive days.

Students who fall below 95% attendance will need an attendance conference with the Assistant principal to develop an attendance plan.

## AWARDS AND HONORS

### HONOR ROLL

Honor rolls will be determined by grade averages in math, reading, language arts, social studies and science each six-week marking period.

Six weeks Gold Star Honor Roll: Gold star honor roll is comprised of students with 90% or above each six weeks

Six week Silver Star Honor Roll: Silver Star honor roll is comprised of students that earn As and/or Bs in the four core classes with no core average below 80% for each six weeks.

### **For the year:**

Solid Gold Honor Roll: Students who have an **overall 90%** or higher in the four core classes for the year.

Sterling Silver Honor Roll: Students who have maintained an **overall A/B** average for all four-core areas for the year.

Perfect Attendance: 100% attendance for the period of enrollment.

Excellence in Attendance: 98% attendance for the period of enrollment with no more than three tardy or undocumented early releases.

STAR Student: Students that exemplify the characteristics of accountability, compassion, honor, intellect, excellence, valor, and excitement.

Century Reading Club: Students that read AR books earn 100% of their reading goal for the year and have a 70% average on the AR tests for the year. Students may not participate on the field trip if they are found to have cheated on AR testing.

#### Awards Assembly

Awards assemblies are held at the AT YEAR'S END where outstanding achievements are recognized. Special recognition is given for perfect attendance, honor roll, Class STAR Students, UIL awards, Bluebonnet Reader Awards, Band awards and Physical Fitness Achievement awards.

If a child is tardy, three or more times or leaves early more than three or more times within any 6-week marking period, **he/she will not receive perfect attendance awards or recognition for the year.**

### **BAD WEATHER**

#### Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

#### Fire Drill Bells

Siren Alarm    leave the building                      Long bell            return to the classroom

#### Tornado Drill Bells

Announcement            move quietly but quickly to the designated locations

Three bells                      return to the classroom

#### The Closing of School

The closing of school because of inclement weather will be announced over KVET/KASE, KLBJ, KBAY, and KHFI radio stations and KEYE Channel 42, ABC 24, KXAN 36, and KTBC Channel 7 TV stations.

The district will do an emergency message to all parents.

Under some circumstances (such as flooding, snow, ice, etc.), it is impossible for the buses to deliver all students to their homes. In such instances, students will be returned to the Junior High School until they can be safely delivered home or the parents can be contacted to pick the child up at the middle school.

### **CREDIT BY EXAM—If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 201314 school year include:

### Dates Scheduled by Quarter

Registration Deadline	Results returned
August 10	September 1
November 1	December 1
February 1	March 1
May 1	June 1

**A student will earn credit with a passing score of at least 80 on the exam.**

### Gifted and Talented Students: New to District

Students will be registered for Gift and Talent program assessment at New Student Registration. Intermediate students will be assessed **August 16 at Burden Elementary beginning at 9 a.m.**

### **BUSINESS HOURS**

**7:30 – 4:00**

Staff is on duty during regular working hours. Students dropped off before 7:30 or still at school after 4:00 are allowed access to the foyer. Students dropped off before 7:15 wait in the foyer until morning staff is available. Students remaining after 4:00 will wait in the foyer for parent pick up

### **DISCIPLINE**

#### Campus Behavior Expectations

- Be Safe
- Be Responsible
- Be Respectful

#### Campus Rules

1. Follow directions.
2. Listen carefully.
3. Work the entire period and do not disturb others.
4. Respect self, others, and property at all times.
5. Be safe.

#### Discipline Process

The teacher addresses initial discipline behaviors in the classroom. Students have the right to know what they are being accused of, to have their side of the story reported, and the consequences assigned. The general, daily corrections will follow three phases:

1. **Correction:** The supervising teacher will instruct the student on specific behavior within the classroom structure.
2. **Warning:** The teacher will warn the student that behavior has not corrected and inform them of their choices
3. **Action:** A corrective action is implemented and **parent notified**

The classroom teacher will handle classroom rule violations. Violations will be documented in Educator's handbook.

Repeated inappropriate or unacceptable school behavior documented results in an office referral and a teacher phone or face-to-face conference with the student's parent or guardian.

Referrals for persistent misbehaviors in class result in the following consequences.

#### General Infractions

First referral:	Conference with administrator to determine level of incident and appropriate consequence
Second referral:	detention
Third referral:	Parent conference, identified behavior support plan/removal of Privileges
Four or more:	ISS

Serious Infractions: This may be a first referral; however, these incidents require 1-3 days ISS

Serious incidences included but are not limited to:

- Physical violence
- Disrespect of adults
- Profanity
- Behavior defined by an administrator as bullying (see Special Discipline and Procedure section – “bullying”).

#### Repetitive ISS

- Repeated ISS can result in alternative placement for 5-45 days. Students receive grade level instruction and required services, along with social skill training, and positive behavior support plan during long-term placement.

If a child is referred to the office, the referring teacher notifies the parents and a copy of the referral is sent home emailed to the parent after the student has conferenced with an administrator. The teacher, principal or parent may request a phone or personal conference at this time.

### Possible classroom behavior actions

- Positive reward for improved or on target behavior (Panther Paws)
- Private conference with student
- Recess work alternative (repetitive incidences should result in a referral)
- Behavior goals/objectives
- In class behavior plan
- Phone call to parent
- Losing privileges
- Change of seating

## **COMMON AREA RULES**

### Playground Rules

- Students are to use safe behavior at all times
- Appropriate language only (No profanity or vulgar expressions).
- Students will not sit on top of the playscapes.
- Equipment from home is not permitted.
- No rock throwing
- All students enter playground via the ramp.
- Student can play on the black top, field or big toy area in identified areas.
- Climbing fences or trees is prohibited
- Frisbees on the field only
- One hand touch football only

### Cafeteria Rules

- Students are to use good manners at all times
- Students sit with their homeroom
- Silverware, napkins, and condiments are collected before sitting down.
- Visiting in quiet voices
- **NO SHARING FOOD**
- Parents may take their child only to a separate table for lunch. No friends please.
- Parents can only provide food to their child (no pizza or specials treats).
- Students should raise their hand and receive permission to be up from the table.
- Students wipe their own spot after eating.
- No charges

### Restroom and Hallway Rules

- Always get teacher permission to be out of class.
- Walk to the right side of the hall.
- Use quiet voices
- Take care of your business quickly
- When finished in the restroom, wash your hands and put paper towels in the trash
- Cell phones and writing utensils are not allowed in the restrooms

- Loitering or standing in the halls during class is not permitted

## **SPECIAL DISCIPLINE OR PROCEDURAL SITUATIONS**

### Bullying

Bullying is defined as an aggressive behavior or intentional “harm doing” by one person or a group, generally carried out repeatedly over time, and involving a power differential.

1. The behavior is intentional and purposed rather than accidental or inadvertent.
2. The behavior involves maliciousness on the part of the aggressor
4. The behavior must occur on a repetitive basis.
5. There is an inherent demonstration of power, either perceived or actual by the offender over the target.

All reports of bullying should be reported to the teacher, paraprofessional, or administrator. Reports can be done verbally or via the “green slip”. The incident is turned over to the Counselor or Asst. principal. who will document and investigate reports and whether the incident is conflict that is normal in development or an example of bullying activity. The Asst. Principal will determine:

- Behavior consequences
- Referral to the counselor for individual and/or class training.
- Referral to social skills training.

Cell Phones: Student cell phones are to be turned off and put away during the school day. Cell used or heard during the day are confiscated, turned into the office, and a parent/guardian must come to school to retrieve them.

In certain incidences, under specific direction of a teacher-led activity, personal devices may be used.

Students are not to text, instant message, etc. at any time of the day. Changes for transportation, or school illness will be communication through the office or nursing personnel.

### Cheating

Cheating is not tolerated. Copying others work, giving answers, prewritten answers, or turning in another’s work for your own are not permitted.

- The first incident of cheating results in the student earning a zero on the assignment.
- The second incident of cheating requires the zero and a parent-teacher conference.
- Further incidences may result in the loss of credit for the six-weeks in the class in which the incident occurs.



### Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

### Cyber bullying

Cyber bullying is the willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. Although most cyber bullying is created on computers, cell phones and other devices that are not owned by the district; however, if the result of this behavior interferes with learning, the school can investigate.

### Fines

Fines will be assessed for damaged or lost materials. The fee for damaged or lost books is the replacement cost. Library privileges will be suspended until the book is paid for or returned. A refund will be made if the book is returned.

### Forgery

Forgery is not tolerated. If a student is found to have forge a parent or guardians signature, consequences could include loss of credit for an assignment, detention time, and/or loss of privileges.

### Gum Chewing

Students are not allowed to chew gum during school. Gum chewing interferes with class discussion, may present hygiene concerns, and causes damage to property when not disposed of properly.

### Money or Other Valuables at School

Students are highly discouraged to bring extra money or other valuables to school. The school is not responsible for the loss or theft of money and other student property.

### Prohibited Items

Prohibited items (such as caps worn in the school, cell phones out during the day, electronic devices etc.) will be picked up from the students and returned to his or her parent.

### Social Events

School rules apply to social and extra-curricular events that occur on school grounds. All guests are expected to observe the same rules of conduct as the students. Social events may include but are not limited to:

- evening performances
- field trips class parties
- field day, sock hops, exhibitions
- book fairs
- assemblies

Guests attending these events are expected to observe the same rules, conduct code, and appropriate dress as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and 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 school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior. [For further information, see policies at FM and FO.]

### **GRADING POLICIES**

An appropriate number of grades to reflect mastery levels are recorded in reading/language arts, math, social studies and science each six weeks period.

- Number or percentage grades are used for language arts, math, science, and social studies.
- E, S, N, and U will be used for Art, Band, Choir, Physical Education
  - Elective Grades are based on participation and attitude. To earn an E, you cannot have any marks in the grade book . Behavior marks are documented when there is:
    - Inappropriate behavior,
    - Non- or unacceptable participation,
    - No shoes
    - Hair not safely secured

Three marks of any combination of the above is an N which means “Needs Improvement”, 5 marks of any combination of the above is a U.

Also, if your child gets sent to the office for a referral they automatically receive a U.

#### Report Card Averages

- Daily work average will count as 50%. Daily work has a one-day grace period for being turned in late. Student will be required to finish work during intervention. **Work not turned in by the 2<sup>nd</sup> day is counted as a zero.**
- Test average will count 50%. Common assessments will be given by all grade-level content teachers at the end of units.
- Your child must achieve at least 80% of the common assessments to be evaluated as on grade-level.

- All courses will receive yearly averages
- **A student must pass ELA and Math, and either Social Studies or Science to be eligible for automatic promotion.**
- Students are subject to state assessment requirements for promotion. All content classes and state assessments must meet minimum mastery levels for a student to be considered for automatic promotion to the next grade level.
- **ALL GRADES WILL BE AN AUTHENTIC REFLECTION OF mastery level work**

### Lesson Frames

A copy of unit outlines, including TEKS, vocabulary, test days and special events, will be updated and available on your teacher's web page.

Progress Reports will be sent home for students who aren't passing at mid-point of each grading period. Progress reports will be sent electronically provided on:

- 9/15, 10/21, 12/2, 1/20, 2/10, 5/5

### Family Access

Parents may monitor their students' grades on – line through **Family Access**. Information on how to enroll in Family Access can be found on LHISD website. **Grades are updated each Tuesday by the end of school day.**

Students shall be expected to make up assignments and tests after absences. Students shall be granted one day for each day of absence to make up work that was missed.

### Reteach and Retest

Any time a student fails a test, the teacher will review/reteach the material using an appropriate strategy. The reteaching a concept is a required intervention.

For students to retest, **learning effort** must be applied by the student. All assignments, study guides, corrections, and/or reviews must be complete prior to the retest deadlines set by the teacher.

If a student is completing assignments and study guides, reviewing and studying **prior** to a test, no student should require repeated retests. Multiple retests may indicate the need for afterschool study hall, or interventions.

**The final grade will be an average from the first and second test administration.**

## Intervention

Students' not making satisfactory progress at their grade-level will be recommended for intervention strategies. Strategies include one or a combination of the following:

- Small group instruction for specific skill and concept development
- Individual instruction
- Assignment length
- Reading intervention support
- Math intervention support
- Included instruction
- Use of manipulatives
- Focused study of objectives and skills
- Technology support
- Tutorials
- Re-teaching
- Further testing or retention

Students requiring further interventions require further considerations. Further consideration occurs in RTI (Response to Intervention) conferences. Parents will be notified in writing when a student's progress is being reviewed.

## Advanced Math Group

Objective: The students with advanced capabilities in math are challenged in an accelerated curriculum. Students who exhibit mastery of all grade-level skills and a solid foundation into the next grade-level curriculum are included.

In 5<sup>th</sup> grade, students will be instructed in the 5<sup>th</sup> grade curriculum. Students exhibiting the advanced capabilities (with supporting data) are accelerated during RTI periods. Supporting data includes:

- 1) Have a minimum of 90% grade average.
- 2) RENSTAR math assessment scores of one year or more above grade level
- 3) Advanced score on the previous year's State Assessment (STAAR)
- 4) Teacher recommendation
- 5) STRIVE qualified

The goal will be to move students through the first half of sixth grade curriculum as a minimum.

## Initial Advanced Math Assessment:

At the end of 5<sup>th</sup> grade, all students are eligible for Advanced math in 6<sup>th</sup> grade.

Teacher recommend students for Advanced math based on students achieving multiple criteria from below:

- 1) 90% or better in 5<sup>th</sup> grade math
- 2) A year or more ahead of grade-level on the universal screener
- 3) An advanced score on the state assessment
- 4) Qualified for gifted and Talented services
- 5) Teacher recommendation

Students take a diagnostic test of to measure areas of strength and weaknesses. Students are monitored through the first semester for support needs.

To remain in Advanced Math, a student

- 1) Maintain 70% or above grade average in math and passing all other core classes.
- 2) Exhibit progress in the accelerated curriculum as measured in benchmarks, assignments and other local assessments
- 3) Participate in class while completing all other academic requirements including homework.

Accelerated Reader Program

**Objective:** As with any skill, practice improves outcome. The objective of the Accelerated Reader Program at the Intermediate School is for students to practice the critical skills of reading comprehension at their independent reading level and to increase that level one year or more by next summer.

To help balance this program with other academic needs, the Intermediate students are expected to meet reading goals each 6-week marking period. These goals are based on points students earn by reading and testing on books students have read.

**Program Guidelines:**

Each six weeks, the language arts teacher and student will meet to set independent ranges and individual point goals. Students will read 30 minutes each day (either at school or at home). When a student has completed an AR book, they will take the assessment test at school.

**The language arts teacher will frequently monitor a student's progress toward the six-week goal.**

Students read to participate in our Intermediate Reading Incentive Program. The Century Club is **for any** student who has a passing AR test average for the year and earns 100 percent or more of their yearly reading point goal. This earns them a ticket to an end of year field trip free of charge.

Any student caught cheating on AR tests forfeits their right to attend the end of year field trip.

## **HOMEWORK**

Students are given time each day to work on independent practice. Utilizing this time decreases evening homework. Students are provided a planner in which students can record assignments. Students should either be able to show you the completed work or the work requiring attention at home.

Homework includes but is not limited to:

1. Incomplete Daily Work
2. Special projects

Students not turning in work by 1 day after the due date will receive a zero. Repetitive missing work can result in after school homework hall intervention.

### **LUNCH PRICES**

#### Student

Breakfast	\$1.60
Lunch	\$2.85

#### Adults/Visitors

Breakfast	\$2.50 /
Lunch	\$3.50

Reduced Student Meals Breakfast \$0.30 / Lunch \$0.40

### **PARENT SEMINARS**

**To assist parents in working with the campus, a series of parent information or involvement night have been established. These activities are:**

- i. September 2016-Discipline 101
- ii. October 2016-Bullying Program (in conjunction with PTO meeting)
- iii. November 2016-Reading for all Curriculum
- iv. January 2017-Tutorials/Homework/Parent Engagement
- v. February 2017-State assessment preparation and health issues
- vi. March 2017-Fine ARTS Night

### **PARTIES AND SNACKS**

**By law, parents may only bring food in for their own student at lunchtime.** No snack/birthday snack can be distributed to students until the final lunch period of the day is over.

Nutritious and healthy snacks are encouraged. Snack time will be once in the day as scheduled by teachers.

Birthday snacks will be passed out the last fifteen minutes of the academic day but no parties will be held.

Class parties will be held twice during the year, for Christmas and Field Day. The last hour of the day will be devoted to the party in the student's homeroom.

Please do not send balloons or flowers to your child at school. These types of presents will not be delivered until dismissal time.

Please do not send party invitations to school

## PE

To participate in PE, your child must wear gym or tennis shoes with laces and shorts beneath skirts for girls. Also, if your daughter has long hair, she needs to put it in a ponytail for PE class – so be sure to have a pony tail holder with you. This is really for the safety of the student.

**If your child cannot participate in PE, please email a note to the PE coaches and cc to the front office**

**Parent notes are only good for up to 3 days** and then we would need a doctor's note to keep your child out of PE. Also, help us remind your child that if they cannot participate in PE, they should not be playing at recess!

**Special Events:** Cross Country Meet in October, Turkey Trot in November, Brown Bear Trip to G'town in December, American Heart Association in January, Skating 101 in February, Intermediate Mile in May and also at the end of May is our Field Day.

## PROMOTION AND RETENTION

### Criteria

- To earn credit in a course, a student must receive a grade of at least 70 based on course level or grade-level standards.
- Students must pass ELA and math, and either science or social studies to be automatically eligible for promotion.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 STAAR assessments in English or Spanish.
- Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.
- Student in grade 5 will have two additional opportunities to take a failed assessment.
- If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive.
- After a third failed attempt, the student is retained; however, the parent can appeal this decision to the Grade Placement Committee.

- Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special education director.

### **REPORT CARDS**

Report cards recording your child’s grades and absences will be issued ELECTRONICALLY on the Thursday following the close of each six-week period. Grades reflect your child’s progress in academics, behavior and work habits at school.

### **SCHEDULE**

Tardy Bell Rings at 8:00

Attendance bell rings at 9:25

7:30 AM	Gym is open breakfast and morning recess begins
7:45 AM	Morning Meeting
8:00 AM	School Begins
9:25 AM	Tardy bell rings
3:30 PM	Dismissal

### **SUMMER SCHOOL**

All students receive interventions or accelerated instruction during the school year. Intervention is more efficient and has a higher probability PROGRESS for students than summer school. Summer school is a STAAR prep course for the third 5<sup>th</sup> grade administration.

### **TARDINESS**

**The Tardy bell rings at 8:00 AM.** A student who is tardy to class 3 TIMES will be assigned to detention hall and is not eligible for the perfect attendance award. Chronic Tardiness is an indication of truancy.

### **VISITORS**

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.



