



# **Liberty Hill Junior High**

## **Student & Parent Handbook 2019-2020**

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Liberty Hill ISD Motto

“Turning dreams into reality”

Liberty Hill Junior High Student Motto

Turning dreams into reality with commitment, community, and collaboration.

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## **Welcome to Liberty Hill Junior High for the 2019-2020 school year!**

Liberty Hill Junior High staff are excited for another year of learning and growth. With the parents support and understanding, we are going to make this year one of the best. Below are a few outlines and reminders to help your child and you have a great year. This handbook cannot cover every possible scenario that may happen throughout the school year. Campus administration will have the final determination on any items not specifically listed. If you have any questions, please let us know so we can address them. Thank you.

### **ATTENDANCE**

Liberty Hill Junior High School's attendance is taken each class period. Each student must be counted present in at least 90% of the class periods throughout the year to receive credit. If a student does not have at least 90% attendance they will be required to attend attendance make up sessions. A student who arrives at class after the tardy bell will be counted tardy unless the student arrives 10 or more minutes after the tardy bell rings. A student who exceeds 10 minutes will be counted absent for the class period, along with accumulating an additional tardy.

### **AWARDS**

LHJH will host an awards ceremony at the end of each grading period for students. The awards we will recognize are: perfect attendance, A Honor Roll (All A's), A-B Honor Roll (More A's than B's in core classes) and other areas of academic improvement. *Students may not be eligible for perfect recognition if the student has excessive tardies for coming to school late or leaving early.*

### **BELL SCHEDULE**

7:30 - Doors open  
7:50 - First bell rings  
7:55 - First class begins  
3:35 - Start dismissal process

### **BREAKFAST**

All students will have the opportunity to eat breakfast every morning in the cafeteria. Breakfast starts to be served at 7:30am and continues until 7:50am. Students must eat breakfast in the cafeteria and once they pass or leave the cafeteria they may not come back.

### **CAFETERIA**

Liberty Hill Junior High is a closed campus and students are not allowed to leave for lunch. Parents are welcome to eat with their own children, but may not bring food items for other children, for example, no sharing of pizzas, handing out cupcakes, etc. Parents must check in at the office at the beginning of their child's lunch period. Food deliveries will not be accepted.

#### Prices:

*For the most up to date prices, please see the Liberty Hill ISD Student/Parent Handbook.*

### **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Electronic devices (cell phones, iPads, tablets, watches that send/receive messages, etc.) are not allowed during the school day for any reason. All electronics, including earbuds, headphones, and speakers must be turned off and out of sight. Students may use their electronics in the *student waiting area of the cafeteria or gym* in the morning before instruction begins at 7:50AM.

Student consequences for having electronics visible, heard or in use will be:

- 1st offense - Returned at the end of the school day with a student signed warning
- 2nd offense - Returned at the end of the school day with student and parent signed warning
- 3rd offense - Returned at the end of the school day with student and parent signed warning and a \$15 fine
- 4th offense - Returned at the end of the semester with student and parent signed warning and a \$15 fine
- 5th offense - Returned at the end of the school year with student and parent signed warning and a \$15 fine

## **CITIZENSHIP BREAKFAST**

LHJH will recognize students from each grade at least once per month at our “Breakfast of Champions” celebration. Students will be selected by the grade level teachers. Notifications will be sent home with students to notify parents their child has been selected and to communicate the date and time of the breakfast.

## **COMMUNICATION FROM THE SCHOOL**

There are many ways to stay in contact with the school and updated on school information

- Sign up for Remind
- Check the school website
- Check the school website calendar
- Have a correct email address and phone number on file with the school
- Follow us on social media through Facebook and Twitter
- Stay in touch with child's' teachers through phone, email, Remind or conferences
- Ask your child about his or her day and follow up with the appropriate teacher

## **DELIVERIES TO STUDENTS**

Due to the negative impact of interruptions during instruction, no deliveries will be allowed directly to students. All items must be brought to the office. Balloons, flowers, mums, invitations, gifts, food deliveries and other non-academic items should not be sent to the school at all. Please remember it is difficult for students to carry these items from class to class and to ride on district transportation. Any non instructional items will be collected by administration.

## **DISCIPLINE**

LHJH staff will follow the Liberty Hill ISD Student Code of Conduct while utilizing positive behavior supports throughout the school including:

- Teaching and reinforcing the campus expectations
  - Be safe, be respectful and be responsible
- Establishing classroom expectations
- Following common area expectations
- Instituting a school wide reward system through

When students make choices that are in need of a consequence every effort will be made to resolve the concern and return the student to class as quickly as possible to ensure student learning continues. Classroom teachers will handle most discipline concerns so questions regarding discipline should start by speaking with the teacher. In the event the student misbehavior is repeated or severe, an administrator will be involved. *It is imperative parents work with the school for students to be successful throughout this process.*

## **DRESS CODE**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards provided that they comply with the rules that follow. All rules and violations cannot be addressed in this document; therefore violations are at the discretion of the administration. Note: If a student wears inappropriate clothing and a parent is unavailable or cannot provide a change of clothing in a timely manner, the student will change into appropriate clothing if available from the nurse or receive a consequence for the day.

*Please see the district handbook for the dress code guidelines.*

## **EMERGENCY - SCHOOL CLOSING INFORMATION**

In case of severe weather, the official announcement for school closings may be heard over the local TV, radio stations, and social media. The school will send out a phone message notification with updated school closing information.

Under some circumstances such as flooding, 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 the students can safely be delivered home or parents can be contacted.

### **EXTRA CURRICULAR ACTIVITIES**

Participation in school-sponsored extracurricular 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 initial and continuing participation 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:

- A student, who receives at the end of an evaluation period a grade below 70 in any academic class, may not participate in extracurricular activities.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate in extracurricular activities.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two 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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

*For the most up to date extracurricular eligibility timeline, please see the Liberty Hill ISD Student/Parent Handbook.*

Each extracurricular activity will have its own set of guidelines, constitution, participation and other requirements that must be followed. Parents and students should talk with those sponsors to get copies of those. Each student club and performing group such as the band, choir, dance, athletic teams, etc. 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.

### **FACILITIES AND GROUNDS MAINTENANCE AND CARE OF FURNITURE AND EQUIPMENT**

Housekeeping at school is everyone's responsibility. Students can assist in keeping the school clean by proper disposal of wastes. Students are not allowed to throw paper and other materials on the floor. Food and drink are not to be brought into the classrooms or hallways. Students are only allowed to have water with a closed top inside the school building. School posters and signs are not to be placed in the building unless authorized by the building principal. At the end of the school day, teachers will ask students to assist in leaving the classroom in the best possible condition.

Students should follow the expectations set by staff. Any student who willfully defaces or otherwise damages school property will be required to pay for any damage. Creating pride and ownership in the appearance of Liberty Hill Junior High School reflects good citizenship on the part of the staff and students.

### **FOODS OF MINIMAL NUTRITIONAL VALUE (FMNV)**

According to the Texas Public Nutrition Policy, all public schools must follow the state nutrition policies. A potential consequence for the FMNV policies not being followed could result in our school having to pay the reimbursed costs of all the students on free and reduced lunch. More information can be found at [www.squaremeals.org](http://www.squaremeals.org). Here are some highlights for us to be aware of:

- FMNV is a food that provides little or no nutritional value (ex. popsicles, hard candy, marshmallow based candy, soda).

- FMNVs are not allowed during the school day until the last class has ended or under certain exceptions.
- Parents may only bring food and snacks for their own child unless it is a nutritional snack that follows the FMNV policy and is approved by the principal.

## GRADING GUIDELINES

- Teachers are accountable for the accuracy and updating grades weekly in Skyward. At the end of each grading period, teachers are responsible to review the grade verification sheets for accuracy on the report cards.
- Numerical grades are given in all subject areas: 100-90 (A); 89-80 (B); 79-70 [C]; 69 & below (F)
  - No grade above 100 shall be recorded on an assignment or the report card.
- No single class assignment of any level should count so heavily that it results in student failure for the grading period.
- Semester grades will be determined as follows:
  - Each six weeks counts for 2/7 of the semester grade
  - The end of semester exam counts for 1/7 of the semester grade
  - The semesters are averaged together to determine the final course grade.
- All grades will be an authentic reflection of mastery for the work completed. Grades will not reflect attendance or classroom behavior.
- Grades may not be posted publicly with student names.
- Teachers needing to make a grade change after grades have been finalized must complete a grade change request form to be signed by the principal for approval.
- A minimum of 12 grades per grading period should be recorded.
  - At least 2 grades should be assessments.
- Grade Calculation:
 

○ 10% = Homework /	No Homework
○ 40% = In class assignments /	45% = In class assignments
○ 50% = Tests and Assessments/	55% = Test and Assessments
- Correction procedures for homework/ in class assignment grades below 70%
  - Student and teacher will conference so the student has an understanding of what instructional area needs to be mastered or learned.
  - Student has 2 days to complete the assignment in tutorials (before/after school or lunch help) from the day the teacher assigns the corrections.
  - Correction work may be a replica of the current assignment or a new assignment at the discretion of the teacher.
  - Maximum grade of 70
- Correction procedures for test and assessment grades below 70%
  - Student *must attend tutorials* so the student can be retaught the instructional materials.
  - Student has 4 days to complete the test or assessment in tutorials from the day the teacher assigns the corrections test or assessment.
  - Make up work can be a redo of the current test/assessment or a new test/assessment at the discretion of the teacher
  - Maximum grade of 70
- Late work guidelines
  - Students should be diligent and responsible when turning homework and classroom assignments in a timely manner. If a student does not turn in classroom assignments on the due date assigned then the student is assigned to lunch help until the assignment is completed.
- Grades are kept and recorded into the Skyward system. A hard copy must also be printed and kept for audit purposes at the end of the school year. Please remember that the grades are confidential information and should not be shown to other students or any unauthorized personnel.

## GIFTED & TALENTED ENRICHMENT

The GT Enrichment Program is designed to extend and enrich the curriculum and challenge students to promote critical thinking and problem solving skills.

- Students must be identified as Gifted & Talented.
- Students will be assigned to a Gifted and Talented activity time to receive enrichment instruction.
- Projects and classwork will incorporate exploration, critical thinking and problem solving.
- Advanced classes are available to extend and enhance learning.

## **HOMEWORK**

Homework is an important component of academic success. Students will be expected to complete no more than 45 minutes of homework a night, how the homework will be divided up will be decided from the team of teachers. It is the expectation that parents will monitor their children and provide an environment that allows the student to complete their homework assignments at home.

## **HONORS PLACEMENT**

Liberty Hill Junior High offers courses that can count as high school credit. To receive high school credit, students 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 Junior 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. Courses are taught using curriculum, materials, and strategies that will prepare students to take more challenging courses in high school. Success requires that students commit to the behavioral and academic expectations of the program. A student's performance is evaluated every year to re-qualify.

## **LEAVING CAMPUS**

Students may only leave campus when an approved adult that is 18 years or older checks the student out or if the student is with a staff member on a school sponsored activity. Student may not be counted absent from LHJH in order to participate in campus activities at other Liberty Hill ISD campuses.

## **LIBRARY**

The library is a place for learning with books, computers, magazines and other materials available for classroom assignments, projects, listening or reading. Students may check out two books at a time. The materials checked out, are due in two weeks from the check out date and may be renewed two times. All students are responsible for returning library materials by the due date. Lost or damaged materials should be reported to the librarian as soon as the damage is noticed. A damage fine will be assessed at this time to the responsible party. If a book is lost or totally destroyed, students will be responsible for the full price of the book.

## **NATIONAL JUNIOR HONOR SOCIETY**

At Liberty Hill Junior High, our National Junior Honor Society promotes academic excellence and provides an opportunity for its members to work together for the good of the school. In order to be considered for membership, the student must be a second semester seventh grader, and must have one full semester at Liberty Hill Junior High. A faculty committee appointed by the principal will select from all the qualifying applicants, those who excel in scholarship, leadership, service, citizenship, and character. If students are interested in this they should begin working on the above characteristics as soon as they enter junior high. The basis for the selection is the student application and information provided by the faculty and administration. The principal will review and approve the list of inductees. New members will be honored during an induction ceremony in the Spring Semester.

## **PARENTAL INVOLVEMENT**

Communication: To ensure student success at school it is imperative parents and LHJH staff work together. If at any time you have questions or concerns please contact the staff member directly. If your concern cannot be resolved with that staff member directly, please contact a campus administrator. Many times, students will not have all of the facts or information about a particular situation so the parents must work with the school to ensure we are all on the same page. LHJH staff are expected to return parent phone calls and emails within 24 hours of receiving them.



Conferences: We have designated conferences times for each teacher and team of teachers that will allow them to meet with students and parents. Please contact your child's teacher(s) to set up a time to meet.

Involvement: LHJH will host several parent involvement days throughout the school year. The dates, times and activities will be communicated in advance so parents can make every attempt to participate with the school.

### **PHYSICAL ACTIVITY FOR STUDENTS**

In accordance with policies, the district will ensure that students in Junior High School shall engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters.

Students who are ill or injured are not expected to participate in physical education classes. Parent's medical excuse notes will be honored for a period not to exceed two days. Continued exemption must be authorized by a physician or the school nurse to avoid reduction of the student's grade. Students will be expected to report to their physical education classes unless alternative provisions have been made due to emergency conditions.

### **PROGRESS REPORTS/ REPORT CARDS**

Progress reports will be sent home via email during the third week of each six week grading period. For students with a class average of 75 or below, parents should contact the teacher to set up tutorials for the student. Report Cards will be sent home through email after grades are finalized for the grading period. Parents should contact the teacher with any questions they have regarding grades. If a parent is unable to access electronically the school will provide a paper copy. Please contact the front office.

### **PROHIBITED ITEMS**

In addition to "Prohibited Items" listed in the Student Code of Conduct, all highly caffeinated beverages are not allowed on campus (ex. Rock Star, Monster, Red Bull, etc.). Items such as slime, toys, fidget spinners, stuffed animals, pillows, blankets, etc are not allowed on campus. Administration has the final say in determining if an item is prohibited from campus to ensure there is no disruption in student learning.

### **SCHEDULE CHANGES**

Request for schedule changes must be made in writing by the parent and administrative approval will be based on academic need and in the best interest of the individual student. An open schedule change period will be communicated at the beginning of school. After a deadline, schedule changes will not be allowed unless approved by campus administration.

### **SUMMER SCHOOL**

Students not meeting the state attendance requirements or the district promotion/retention policy may be required to attend summer school. Eighth graders not meeting the standard on the STAAR Math and/or Reading tests will be required to attend summer school. When a student is assigned to summer school, attendance is mandatory. The principal, in deliberation with the grade placement committee will make the determination for placement in summer school. A fee for summer school may be assessed.

### **TARDY PROCEDURES**

Parents will be notified of each tardy through the TEAMS notification process. Beginning on the third tardy, an additional phone call home will be made by the office. The tardy process is cumulative across all classes and starts over every grading period. The counselors will conference with students at the beginning of the year to ensure students understand the importance of getting to class on time and ensure the students schedule is not preventing the student from getting to class on time.

- 1st thru 4th tardy – Warning
- 5th tardy – Conference with student, sign behavior contract
- 7th tardy – ISS lunch detention
- 10th tardy – 3 days ISS lunch detention
- 15th+ tardy - Mandatory parent conference with additional consequences assigned.

## **TRAFFIC**

Please follow all posted signs for speed, parking drop off/pick up and traffic flow. These signs are designed to keep students, staff and visitors safe.

Car Riders: Car rider students should be dropped off and picked up in the car rider line on the north side of the LHJH campus, near the front entrance. Cars should enter the car rider entrance on Highway 29 and follow the designated area through the front parking lot, then exit back onto Highway 29. When parents do not follow these expectations they put students in danger. *Parents are strongly discouraged from asking car rider students to not follow the car rider expectations because this creates a very unsafe situation with a large number of students overwhelming the area and students crossing the road in unsafe ways.*

Walkers and Bike Riders: Walkers are asked to stay on the sidewalk and follow standard safety expectations. Students should stay alert, keep headphones out of their ears and never assume a car sees you, always keep the car the benefit of the doubt and wait for it to pass.

Bus Riders: Load and unload buses in designated areas. Refer to district handbook for bus expectations.

## **TRANSPORTATION CHANGES**

Please notify the school in writing when there are any changes to how your child goes home from school. Transportation changes will not be made after 1:00pm because there is not a guarantee we will get the information to the student in time before dismissal. To make a transportation change you may send an email to:

[JHtransportationchanges@libertyhill.txed.net](mailto:JHtransportationchanges@libertyhill.txed.net)

## **TUTORIALS**

Classroom tutorials will be available each morning from 7:30am-7:50am. A schedule will be posted for students and parents at the beginning of school year. Tutorials are also available after school by teacher contact.

## **VALUABLES**

Please do not allow your child to bring valuable items, excessive amounts of money, toys, electronic devices or other items to school. Students are responsible for all personal possessions. The school will not be liable for or spend time investigating any theft, loss or damage of personal valuables.

## **VISITORS and VOLUNTEERS/CHAPERONES**

LHJH welcomes visitors and volunteers to our campus. All visitors must check in through the Raptor program with a state approved identification. Visitors that are not able to produce an ID or do not pass the identification process will not be allowed on campus or be allowed to visit with a student on campus. Volunteers and chaperones must pass the district background check. The background check is completed online and our office staff can assist with this process.