

Liberty Hill Junior High School

Student Handbook Campus Appendix

2017-2018

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The Student Handbook Campus Appendix is a general reference guide only and is designed to be in harmony with 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 policy (including the Student Code of Conduct) and any provisions of the District Student Handbook and Campus Appendix, the current provisions of board policy and the Student Code of Conduct are to be followed.

ATTENDANCE

Liberty Hill Junior High School's official attendance time is at 8:50 a.m. every day. However, at the secondary level, 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 exceeds this total for any reason they will be required to attend attendance make up sessions. A student who arrives at class after the tardy bell rings 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.

BELL SCHEDULE

7:55 to 8:42	First Period
8:46 to 9:33	Second Period
9:37 to 10:24	Third Period
10:28 to 11:15	Fourth Period
11:19 to 11:41	Standards Time
11:41 to 12:14	A Lunch
11:45 to 12:32	Fifth Period for B Lunch
12:19 to 1:02	Fifth Period for A Lunch
12:32 to 1:02	B Lunch
1:06 to 1:53	Sixth Period
1:57 to 2:44	Seventh Period
2:48 to 3:35	Eighth Period

AWARDS CEREMONIES

Awards ceremonies for students at Liberty Hill Junior High School are a celebration 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 and recognize the accomplishments of the junior high school students.

BUS RIDERS

Bus riders will load and unload at the designated entrances to the junior high school building. The designated area is restricted to buses loading and unloading.

CAR RIDERS

Car riders should be dropped off at the designated entrances for the junior high school building. Cars loading and unloading should line up single file. Extreme caution should be taken when loading and unloading from vehicles. Students are not to wait on car rides in the parking lot.

COURSES TAKEN IN JUNIOR HIGH SCHOOL FOR HIGH SCHOOL CREDIT

Liberty Hill Junior 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 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.

EMERGENCY SCHOOL-CLOSING INFORMATION

In case of severe weather, the official announcement for school closings may be heard over the local TV and radio stations. If school closing occurs, the school district will notify radio stations to announce the closing of school. Local television stations will also dispense school district weather related information. In addition, 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.

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. Gum chewing is not allowed inside the school building or on school grounds. 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 are not to sit on desk tops, lean back in chairs, mark on desks or walls, and participate in other practices that lead to broken furniture and defaced school property. Any student who willfully defaces or otherwise damages school property will be required to pay for any damage.

The building and grounds can be kept free from damage and defacements through the cooperation of all staff and students. Creating pride and ownership in the appearance of Liberty Hill Junior High School reflects good citizenship on the part of the staff and students.

GIFT DELIVERIES

Flowers, balloons, gifts and snack/food deliveries for students will not be accepted due to their interference in the educational process.

GRADING POLICY

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 calculations 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).

Liberty Hill Junior High School Grading Guidelines:

1. During each grading period, a sufficient number of grades (daily, homework, test, and project) will be used to demonstrate student mastery of the content, and will be recorded and used to determine the numeric grade.
2. Homework and daily work will count as 40 percent of the student's final grade. Tests/Major Projects will count as 60 percent of the student's final grade.
3. The semester average will be computed by averaging the six weeks grades for each semester.
Exceptions to this rule will occur in the calculation of the semester average in courses for high school credit. Students taking courses for high school credit will be required to take a semester exam at the end of each semester. The semester grade will be determined by averaging the six weeks grades with the semester exam grade (Each semester exam grade will count 25% of the semester average).
4. The yearly average will be computed by averaging the first semester with the second semester.
5. No grade over 100 may be recorded on the report card or on the student's academic achievement record.
6. A grade becomes final at 3:35 P.M. on the last day of a six weeks grading period. The grading period is defined according to the official district calendar, and there may 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 incomplete ("I") 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.
7. Arabic numerals shall be used to record grades for students. When averaging grades, any grade with a fraction of .5 or greater will be rounded to the next whole number.
8. All assignments are to be turned in as scheduled. In extenuating circumstances, teacher discretion may be used in accepting late papers or projects. Work not turned in will automatically become a zero.

Routine and In-depth Makeup Work Up Assignments

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. The responsibility for make-up work lies with the student. Upon returning to school, the student will make arrangements to make up daily work, homework, and/or examinations that were missed as a result of an absence. The use of tutoring is an excellent opportunity for making up work. Students will be required to make up all work for absences in all subjects. If a student misses an examination but has covered the test material before the absence, then he/she must take the test the day he or she returns to class. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher (See policy EIAB). A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Questions about make-up work should be directed to the teacher during his or her conference time.

Because suspension is a disciplinary action, a student will be allowed to make up missed work. This work will be due on the day of the student's return. When a student is suspended, he or she will be given an assignment sheet to be completed during the suspension and returned to school the day of his or her return.

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. When there is a deficit in the student's knowledge and skill, re-teaching is necessary. Teachers will not allow significant gaps in learning to exist without a re-teaching effort. The teacher will determine what approach to use in re-teaching and which objectives need to be re-taught. Re-testing will occur immediately following re-teaching.

LIBRARY PROCEDURES

The library is open for circulation from 7:30 A.M. to 4:00 P.M. The library is also open during the lunch periods. Students must pick up a pass before coming to the library. All fiction and nonfiction books may be checked out for two weeks at a time. Checkouts may be renewed only once.

For research purposes, magazines and books in the reserve section are checked out prior to the end of the school day for overnight use. These materials are due back to the library by the first class period the next morning. Reference books, such as encyclopedias and dictionaries, are available for checkout per the librarian's approval. Computers are available for student use in the library.

All books and magazines borrowed from the library must be recorded at the circulation desk by the personnel on duty. Students are held accountable for library books and items checked out in their name. Lost or damaged books must be brought to the attention of the librarian or library aide. Students must pay for replacing damaged or lost books. Library privileges will be suspended for noncompliance with library procedures.

LOCKERS

Each student will be assigned one locker at the beginning of school. Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The lockers are the property of Liberty Hill ISD and are subject to inspections by authorized school personnel.

Students have full responsibility for the security of lockers. Locks may be used on lockers, but the student must first provide office personnel with the combination or extra key to the lock. Failure to provide this information to the designated office personnel will result in the lock being removed from the locker. Students should make certain lockers are locked and that the combination or key is not given to other students. The school is not responsible for stolen items. Lockers are not to be shared with other students. Lockers are intended for the storage of books and classroom supplies. Valuables should not be left in lockers. If you should have difficulty with your locker, report the problem to office personnel. A broken locker should be reported to the office immediately. Lockers must always be kept neat and in usable condition. No unauthorized decorations or writing on the inside or outside of the locker are permitted. Students are expected to keep their lockers in good condition.

PARENT-TEACHER CONFERENCES

Each teacher has a conference period to provide time to perform their teaching responsibilities such as conferring with parents. If parents desire a conference with a teacher, please call the office for information concerning the teacher's specific conference period.

PHYSICAL ACTIVITY FOR STUDENTS IN JUNIOR HIGH SCHOOL

In accordance with policies at EHAB and EHAC, 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.

Physical Education Excuses

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

At the end of the first three weeks of a grading period, parents shall be notified if the student's grade average is 75 or lower. A progress notice will be sent home via email for those students who are failing or whose grades are near failing. If a student has received a grade of 75 or lower, tutorials are required for the next 3-week period.

TELECOMMUNICATIONS DEVICES, INCLUDING MOBILE PHONES

Cell phones and other electronic devices must remain turned off and out of sight when the students enter the building in the morning and can be turned back on when the final bell of the day rings. If the electronic device is confiscated by school personnel because of above violation the student will be able to pick the device up in the office after school. Any repeat violations will require the parent to come to school to retrieve the device.

TUTORIALS

Tutorials are highly recommended when a student's grade point falls at 75 or below in any class. Tutorial sessions are an essential part of a student's success and will take precedence over any extracurricular activities or practices. Math and science tutorials are scheduled for Mondays and Wednesdays, and social studies and language arts tutorials are scheduled for Tuesdays and Thursdays. Tutorials are conducted from 7:30 A.M. – 7:55 A.M. and from 3:40 P.M. – 4:15 P.M. Additional tutorial time may be set with the student's teachers before or after school.