

# Liberty Hill Intermediate School

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



### 2018-2019

**Mission:** *It is the mission of Liberty Hill Intermediate to work collaboratively with all students, parents, staff, and community to provide a positive, safe, and high-expectation learning environment in which ALL students will grow and meet their personal potential.*

**Vision:** To Be the Best Intermediate School in the State

**Motto:** Learning Today....Leading Tomorrow.

Principal:	Josh Curtis
Asst. Principal:	Dawn Hudson
Counselor:	Margaret Wofford
Phone:	512-379-3200

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 of 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 about classroom procedures. We look forward to working with you within these guidelines to create the Best Intermediate School in the State.

Sincerely

Mr. Josh Curtis

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.

Advisory period starts the day at 7:40 in the student's first period class . Students are tardy after 8:03 a.m. and absent for each class ten minutes after the first bell rings to begin class.

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 attendance clerk and 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 science, and electives each six-week marking period.

Six weeks A Honor Roll: "A" honor roll is comprised of students with all "A's in a six weeks

Six week A and B Honor Roll: "A and B" honor roll is comprised of students that earn A's and/or Bs in their classes in a six weeks.

### **For the year:**

Gold Honor Roll: Students who have an "A" in all their classes for the year.

Silver Honor Roll: Students who have maintained an **overall A/B** average for all their classes for the year

Perfect Attendance: 100% attendance for the period of enrollment. With no tardies

Excellence in Attendance: 98% attendance for the period of enrollment with no more than three tardies

### 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, UIL awards, Band awards and Physical Fitness Achievement awards.

If a child is tardy, 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

### Tornado Drill Bells

Announcement      move quietly but quickly to the designated locations

### The Closing of School

The closing of school because of inclement weather will be announced over KVET/KASE, KLBK, 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.

## **BUSINESS HOURS**

**7:30 – 4:00**

Staff is on duty during regular working hours. Students dropped off at 7:15 a.m. or are still at school after 4:00 p.m. are allowed access to the foyer. Foyer doors will not open before 7:15 when 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 call 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	Visit with campus administration
Second Referral	Detention
Third Referral	Loss of Privileges
Fourth Referral	ISS

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

Serious incidents 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.
- Students can play on the blacktop, field or big toy area in identified areas.
- Climbing fences or trees is prohibited
- One hand touch football only

### Cafeteria Rules

- Students are to use good manners at all times
- Silverware, napkins, and condiments are collected before sitting down.
- Visiting in quiet voices
- **NO SHARING FOOD**

- Parents take their child to a separate table for lunch. One friend only.
- Parents can only provide food to their child, special treats for birthday are permitted to your student.
- Students should raise their hand and receive permission to be up from the table.
- Students wipe their own spot after eating.

### Restroom and Hallway Rules

- Always get teacher permission to be out of class.
- 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, but can be a one time incident that involves a power differential.

1. The behavior is intentional and intended rather than accidental or inadvertent.
2. The behavior involves maliciousness on the part of the aggressor
3. There is an inherent demonstration of power, either perceived or actual by the offender over the target.

### Cyber bullying

Cyberbullying is the willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices. Although most cyberbullying 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.

All reports of bullying should be reported to the teacher, paraprofessional, or administrators. Reports can be done verbally or on the anonymous website reporting system. The incident is turned over to the Counselor or Asst. Principal who will document and investigate reports and determine 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.

### Cheating

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

- The first incident of cheating results in the student staying after school for detention and completing the work in its entirety on their own and a parent conference.
- The second incident of cheating requires a parent-teacher conference, completion of the work, and could result in further disciplinary action.

### 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

**Homework will not be given in every class on everyday except for 6th grade advanced math. Teachers will alternate when they give students homework. Students are expected to complete all homework on time to help with the daily practices of their educational experience. If a student does not complete their homework when it is due, they will stay after school either that day, or the day after it was due, for detention and to complete the assigned homework in its entirety. It will be up to the parent/guardian to pick up or find a ride for the student by 4:30 at the latest.**

### 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.

### 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 forged a parent or guardian's signature, consequences could include detention time, and/or loss of privileges.

### 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 extracurricular 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 or field day
- 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 theater 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 all classes.

- Number or percentage grades are used for language arts, math, science, and social studies and electives.

### Report Card Averages

- Daily work average will count as 40%.
- Test average will count 50%. Common assessments will be given by all grade-level

- content teachers at the end of units.
- Homework/Short Chunk Assessments will count 10%
- 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 midpoint of each grading period. Progress reports will be sent electronically provided on:

### Family Access

Parents may monitor their student's' grades online 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 after school study hall, or interventions.

The Campus shall permit a student who meets the criteria detailed in the grading guidelines a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade.

**The final grade will be the highest grade out of the original test and the re-test.**

### Intervention

Students not on their grade-level according to the previous year's STAAR test will be placed in intervention. 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 have a solid foundation into the next grade-level curriculum are included.

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

To remain in Advanced Math, a student must:

- 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.

### LUNCH PRICES

#### Student

Breakfast	\$1.80
Lunch	\$2.90

#### Adults/Visitors

Breakfast	\$2.50
Lunch	\$3.60

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-Data interpretation for all Curriculum
- iv. January 2017-Tutorials/Parent Engagement
- v. February 2017-State assessment preparation
- 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 other students. Nutritious and healthy snacks are encouraged. Snack time will be once in the day as scheduled by teachers.

Class parties will be held twice during the year, for Christmas and Field Day.

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 ponytail 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 2 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 can not play at recess!

**Special Events:** Cross Country Meet in October, Brown Bear Trip to Georgetown 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 on approaches grade level 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/PROGRESS REPORTS**

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. Progress reports will be sent home after every third week of the six weeks

### **BELL SCHEDULE**

7:15-7:40	Breakfast
7:40-7:57	Advisory Period (With First Period Teacher)
7:57	First Bell
8:00-8:50	First Period
8:53-9:43	Second Period
9:46-10:36	Third Period
10:39-11:29	Fourth Period
<b>11:29-11:59</b>	<b><i>A Lunch</i></b>
<b>11:59-12:29</b>	<b><i>B Lunch</i></b>
<b>12:29-12:59</b>	<b><i>C Lunch</i></b>
1:02-1:52	Sixth Period
1:55-2:45	Seventh Period
2:48-3:40	Eighth Period

Note: Any student not in class by the tardy bell will be counted tardy, and any student not in class within 10 minutes of the Tardy bell will be counted absent for that period.

### **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 First Tardy bell rings at 8:03 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 not permitted.**

If you need to meet with a teacher you need to email or call the teacher ahead of time and set up a meeting. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.