

# LIBERTY HIGH SCHOOL STUDENT HANDBOOK 2011 ~ 2012

## LIBERTY HIGH SCHOOL MISSION STATEMENT

*We, the community of Liberty High School, will ensure a positive atmosphere of trust, respect, and appreciation of diversity. Through a partnership of school, family and community, students will become life-long learners and responsible, honest, productive, confident members of society.*

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## Liberty High School Bell Schedules ~ 2011-2012

### Advisory / PAWS Bell Schedule

**Period 1** 7:45 - 9:08  
**Advisory/PAWS** 9:12 - 9:47  
**Period 2** 9:51 - 11:13  
**Period 3** 11:17 - 1:09

11:17 -11:42 (Lunch A)  
11:46 -12:11 (Lunch B)  
12:15 -12:40 (Lunch C)  
12:44 - 1:09 (Lunch D)

**Period 4** 1:13 - 2:35

### Two Hour Forty-Five Minute Early Dismissal

**Period 1** 7:45 - 8:26  
**Period 2** 8:30 - 9:10  
**Period 3** 9:14 - 9:54  
**Period 4** 9:58 - 11:50

9:58 - 10:23 (Lunch A)  
10:27 - 10:52 (Lunch B)  
10:56 - 11:21 (Lunch C)  
11:25 - 11:50 (Lunch D)

### Two Hour Delay

**Period 1** 9:45 - 10:43  
**Period 2** 10:47 - 11:43  
**Period 3** 11:47 - 1:35

11:47 -12:11 (Lunch A)  
12:15 -12:39 (Lunch B)  
12:43 - 1:07 (Lunch C)  
1:11 - 1:35 (Lunch D)

**Period 4** 1:39 - 2:35

**Advisory** will be held on Mondays of each week (*or the first day of the week school is in session*). PAWS will be held on the other days of the week.

**PAWS** will NOT be held on alternate schedule days (*delays, early dismissals, HSA test days, pep rally, etc.*)

### Grade Reporting Dates

| Term             | End of Marking Period | Report Card Distribution            |
|------------------|-----------------------|-------------------------------------|
|                  |                       | -----<br>Publish to HAC by 4 pm     |
| <i>Interim 1</i> | Sept. 30              | Oct. 6                              |
| <b>Quarter 1</b> | Nov. 3                | Nov. 9                              |
| <i>Interim 2</i> | Dec. 7                | Dec. 12                             |
| <b>Quarter 2</b> | Jan. 26               | Feb. 1                              |
| <i>Interim 3</i> | Feb. 29               | Mar. 5                              |
| <b>Quarter 3</b> | Mar. 30               | Apr. 13                             |
| <i>Interim 4</i> | May 4                 | May 9                               |
| <b>Quarter 4</b> | June 14               | Mail by June 22<br>-----<br>June 18 |

### School Meals

|  |        |
|--|--------|
| Regular Lunch  | \$1.90 |
| Super Lunch  | \$2.40 |
| Reduced Lunch  | \$ .40 |
| Adult Lunch  | \$2.95 |
| Ice Cream  | \$ .60 |
| Milk   | \$ .35 |
| Information regarding annual meal plans call 410-751-3040. |        |

### School Counselor Assignments

| Assignment               | Counselor           |
|--------------------------|---------------------|
| <b>A - F</b>             | Mrs. Kelly Hamilton |
| <b>F - K</b>             | Mrs. Shaunti Taylor |
| <b>L - R</b>             | Mrs. Lea Nappier    |
| <b>S - Z</b>             | Mrs. Jessica Quinn  |
| <b>Support Counselor</b> | Mrs. Kathy Horneman |

### Administrator Assignments

| Assignment              | Administrator        |
|-------------------------|----------------------|
| <b>Grade 9-12 A - L</b> |                      |
| <b>Grade 9-12 M - Z</b> | Mrs. Diane E. Cooper |

### School Information

5855 Bartholow Road  
Eldersburg, MD 21784

Phone: 410-751-3560

Fax: 410-751-3564

Office Hours: 7:30 am – 4:00 pm



## **ATTENDANCE INFORMATION**

*(See CCPS Student / Parent Handbook for more information)*

**All students are expected to attend school regularly and to be on time for classes.**

- Whenever a student is absent a parent should call (410-751-3560), or email ([www.LHSAttendance@carrollk12.org](mailto:www.LHSAttendance@carrollk12.org)), the school by 9:00 a.m. indicating the reason for the absence. Whenever a student is late or expects to leave early there must be contact from the parent.
- If the attendance duty staff member or an administrator does not receive verification of an absence within **five days** of the student's return, the absence will be coded as 021, **unlawful**.
- Students participating in extracurricular activities **MUST** be present for a full day in order to participate. Students who are tardy to school or leave early are not eligible to participate in extracurricular activities. A principal may allow an exception for approved professional appointments with appropriate documentation.

### **Early Dismissal**

- Parents requesting an early dismissal for their child must provide written documentation to the attendance office.
- The documentation must include the student's name, grade, the date, the reason for dismissal, and the time the student is to be dismissed.
- Students **MUST** sign out at the attendance window at the time of the early dismissal. If returning prior to the end of the school day, students must also sign back in.
- Only parents / legal guardians will be allowed to pick up the student from school. With parental permission, persons listed on the student's emergency card will be allowed to pick up students.

### **Absence from Class**

- It is the individual student's responsibility to request missed assignments upon returning to school. Students shall have the number of days equal to the number of days absent to turn in completed make-up work, unless a greater extension is granted by the teacher.
- Parents may contact the Counseling Office for assignments if a student will be, or has been, absent for three or more days.

### **College Visits**

- Juniors and Seniors are permitted two days for the purpose of visiting colleges.
- College visits must have administrative approval at least 48 hours in advance.

### **Absence for Family Travel/Activities**

- **Vacation Approval Form** must be completed and approved at least 48 hours prior to the dates of absence.
- Any absences during final exams are not advised.
- Final exams shall not be given early.

## **Tardiness to School**

Students are considered **late to school** if they are not in their **first class** by the 7:45 bell. This policy goes into effect at the beginning of each Nine-Week Marking Period.

- 1<sup>st</sup> Offense: Warning.
- 2<sup>nd</sup> Offense: One after School Detention.
- 3<sup>rd</sup> Offense: Two after School Detentions / Driving Privileges suspended for 5 days.
- 4<sup>th</sup> Offense: In-School Suspension / Driving Privileges suspended for 10 days .
- 5<sup>th</sup> Offense: Saturday School / Driving Privileges suspended for 15 days.
- 6<sup>th</sup> Offense: Parent Conference/Referral to the Principal / Loss of driving privilege.

*To regain driving privileges, students must submit, in writing, a request to administration. The administrative team will review the request and reinstate parking permits on an individual basis.*

***Students arriving to school late are not eligible to participate in Extracurricular activities that day.***

***Parking Permit fees are non-refundable.***

## **GENERAL INFORMATION**

### **After School Hours**

Students are to leave the school building within 30 minutes after dismissal unless under the direct supervision of a staff member, coach and/or teacher. The same parameters apply to school events.

### **Appropriate Language**

Abusive, vulgar, or profane language is not acceptable at Liberty. Cursing, slang used to describe body parts or functions, or language that hurts is inappropriate. In the event that usage occurs, appropriate disciplinary action will be taken, up to and including suspension.

### **Athletics**

Carroll County Public Schools requires that each team member pay a non-refundable interscholastic athletic fee of \$100 per sport season. Each team member of the corollary team are required to pay a per activity fee of \$50 per sport season. Individual families who have more than one student participating in one season will only be required to pay a maximum of \$140 per family for that season.

Students should be aware that a **medical exam and clearance** is required for **each school year**. **Baseline concussion testing** is required **once per year or twice during four (4) years**. **Parental permission** is required for **each and every season**. Permission forms must be on file in the school before a student can begin practice. Twenty days of practice are required before a student can participate in a game or match. Other rules and regulations regarding team sports can be found in the **Athletic Handbook**.

| <b>FALL SPORTS</b> | <b>WINTER SPORTS</b> | <b>SPRING SPORTS</b> |
|--------------------|----------------------|----------------------|
| Cheerleading       | Boys Basketball      | Boys Lacrosse        |
| Cross Country      | Girls Basketball     | Girls Lacrosse       |
| Field Hockey       | Cheerleading         | Softball             |
| Football           | Indoor Track         | Tennis               |
| Golf               | Wrestling            | Track                |
| Soccer             |                      | Baseball             |
| Volleyball         |                      |                      |

***See the Athletic Director for additional information regarding athletics.***

### **Authority of all Staff**

All staff are responsible for the general safety and welfare of the student body at all times. Therefore, all staff members have the right to request, from any student, information that relates to any problem or potential problem in the school, on school grounds, or any school function. This includes asking a student for his or her name. Students are expected to be cooperative and courteous to all staff at all times.

**Bullying, Discrimination, Harassment, Hazing, and Hostile Acts** - See CCPS Student Handbook

### **Cafeteria**

- All students must go to the cafeteria during their lunch shifts. All food is to be eaten in the cafeteria. No milk, ice cream, juice, soft drinks, candy, or food is to be taken from the cafeteria to be eaten in the halls, classrooms, etc.
- Students are expected to clear their table and return all trays to the proper place.
- Do not go into the hallways without a pass. Students are not permitted in front of the school or in the front lobby. Students are expected to remain in the cafeteria during their lunch period. Students are not permitted to leave school during lunch periods.
- Prepared foods from outside food vendors during the school day are restricted.

### **Cell Phones and Electronic Communication Devices**

Must be turned off and out of sight before entering the school building and remain off and out of sight during the entire school day.

- **First offense:** Confiscation of the device to be picked up by parent / legal guardian;
- **Second offense:** Confiscation of device to be picked up by parent / legal guardian and student assigned to Saturday School;
- **Third offense:** Confiscation of device and a 1-3 day out of school suspension for insubordination; Additional offenses will result in further disciplinary consequences.

### **Code of Academic Honesty**

Academic dishonesty/cheating in any form on graded assignments will not be tolerated. Examples include: turning in work as your own when someone else has done all or part of the work, knowingly giving or receiving information about answers to homework, quizzes or test, and plagiarism. Plagiarism is using someone else's words or ideas without giving them proper credit.

Discipline for such offenses will range from the following actions depending on the severity of the offense:

- **1<sup>st</sup> Offense:** Zero on the assignment in question and parent conference.
- **2<sup>nd</sup> Offense:** Out of school suspension of up to three days, zero on the assignment in question and parent conference.
- **3<sup>rd</sup> Offense:** Failure of the course and possible removal from class.

Carroll County Public Schools prepares students to understand the importance of plagiarism prevention by utilizing a web-based tool, Turnitin® developed by iParadigms. By using this tool to submit their written work, students learn about plagiarism when material from another source is identified. The tool evaluates the paper, and the student is provided with an originality report. This originality report matches the text in the student's paper to other written text from various sources: Internet, previous student submissions to Turnitin®, and databases of journal articles and periodicals. In turn, instructors assist students with crediting sources appropriately, making Turnitin® a valuable instructional tool. In addition, this tool is another means of preparing students for coursework beyond high school. Turnitin® is frequently used by colleges and universities to prevent plagiarism.

To use the resource, students must enroll under their teacher's direction to submit written work. Each student receives a class ID number and a password to enter the site. A student enrolls using their own email address, class ID number, and password.

Students may have the teacher submit written work for them if a parent objects to their child having direct access to the program. Such requests should be submitted in writing directly to the teacher. Students may enroll independently in this program if they are eighteen (18) years of age or older.

### **Communication with Teacher / Administrator:**

When a parent calls, he/she is asked to leave a number where they can be reached between 7:30 a.m. and 3:00 p.m. as a teacher may be in class. Teachers are asked to return calls and emails within two (2) school days. An administrator may be used as a resource to resolve problems. Administrators will try to return phone calls within 24 hours. Our goal is to keep parents informed.

### **Computer Acceptable Usage Policy**

- Information about your login and password must be kept in a secure location. DO NOT SHARE it with friends! You are responsible for all use of your login name and data stored while logged into the network.
- Student passwords are randomly generated numbers and can't be changed.
- All data stored in your U:/drive will be deleted at the end of the school year. Any data you need/wish to keep for the future must be removed by the last day of the school year.
- Your login and use of computer is for **schoolwork only.**
- E-mail must be for curriculum-based projects only.
- Flash Drives/DVD's may be used, but the item MUST be scanned for viruses before being used in any school computer.
- Use of Chat Rooms is not acceptable on school computers.
- Games not related to the curriculum of a class are not to be played on school computers.
- Downloading of games, MP3's, movie clips, programs of any type, etc. not related to the curriculum is not an acceptable use of school computers.
- Printouts must be related to schoolwork.
- Leave computers as you found them. Do not change settings (*wallpaper, screen savers, etc.*) Report any pre-existing problems/issues to a staff member immediately. Failure to report any

issue means you found the computer in proper working configuration order; any problem found subsequent to your usage is a direct result of your abuse of your computer privilege.

- Assume no expectation of privacy for files stored on the network server or computer. Teachers and/or Administrators may view files at any time.
- Unacceptable use is determined by the school principal or his/her designee and could result in suspension from school and/or the cancellation of computer and network privileges.

### **Counselor Appointment Policy and Procedures**

A student may obtain an appointment with his/her school counselor at any time, for any reason, by following the prescribed procedure:

1. Fill out a Counselor appointment request form before or after school, or between classes.
2. Counselors will issue passes based on their availability and your schedule.
3. Counselors will make every effort to schedule an appointment within 24 hours of your request.

*Peer counselors are available every period in the School Counseling office.  
Appointments can be made in the same way as counselor appointments.*

### **Cutting Class/Out of Assigned Area**

Failure of a student to report to class or to be in areas where they are not assigned will result in a determination of class cutting or being out of the assigned area. School administrators will make this determination and apply consequences including, but not limited to: detention, Saturday school, in-school suspension, and out of school suspension.

### **Deliveries to Students During School Day**

- Occasionally, students receive deliveries such as flowers or balloons during the school day. We ask that deliveries to students be kept at a minimum. Such deliveries will remain in the main office and be given to the student at the end of the school day to reduce classroom distractions. Students may not have restaurant food delivered to the school.
- Deliveries of “forgotten items” will be delivered on a limited basis and not during Period 3.
- Materials must be signed in at the attendance window.
- NO SPORTS EQUIPMENT OR UNIFORMS will be delivered. Students will be contacted to pick it up afterschool. LHS will not be responsible for any sports equipment or uniforms left in the Lobby.

### **Detention**

Violation of school policies may result in detaining students before and after school hours. A teacher or an administrator may detain students. Parents will be notified by letter, email, or telephone call prior to the detention, so arrangements for transportation can be made.

### **Dress Code** (See CCPS Student / Parent Handbook for more information)

- A student in violation of the dress code will be asked to change or remove the item and will be given the opportunity to do so.
- Students who fail to cooperate will be referred to an administrator.

## Evacuation Drills

A copy of the Emergency Exit Plan for Liberty High School is posted in each classroom.

## Food and Drinks

- Food and drinks are only allowed in the cafeteria during lunch and in the morning before school. No food or drinks may be consumed in hallways or classrooms.
- Only water in clear plastic bottles is allowed throughout the building except in areas where there are computers.

## Graduation Requirements

| Subject  | Required Credits   | Required Courses   |
|--|--|--|
| English  | 4  | -Global Perspective Literature and Composition<br>*English I is a prerequisite   |
| Social Studies   | 3  | -Government or AP United States Government and Politics<br>-United States History or AP United States History<br>-World History or AP World History  |
| Science  | 3  | -Biology I<br>*Conceptual Physics and Chemistry I are prerequisites<br>-Remaining credits from earth, life, environmental, and/or physical sciences that include laboratory experiences  |
| Mathematics  | 4<br>For University System of Maryland requirements and dual completor students<br>OR<br>3<br>For Career and Technology Completer Students | -Algebra I/Data Analysis (or Algebra I/Data Analysis A and B)<br>-Intermediate Algebra/Data Analysis<br>-Geometry<br>-Algebra II/Data Analysis (One of the following courses must be taken during the final year of high school: Algebra II/Data Analysis, Trigonometry/Pre-Calculus, Calculus, or AP Calculus AB, AP Calculus BC, Probability and Statistics, or AP Statistics)<br>-Two credits of Algebra<br>-One credit of Geometry |
| Physical Education   | 1  | -Physical Education I (1/2 credit)   |
| Health   | ½  | -Health 1  |
| Fine Arts  | 1  | Completed credit in any Fine Arts course may be applied to the Fine Arts Graduation requirements unless otherwise indicated.   |
| Technology Education   | 1  | -Foundations of Technology or Principles of Engineering ( <i>Project Lead the Way Completer Program</i> )  |
| World Language<br>Or American Sign Language<br>Or Advanced Technology<br>Or State Approved Career and Technology Completer Program | 2<br>2<br>2<br>4-9   | -Two credits of the same World Language<br>-Sign Language I, II, & III<br>-See Technology Courses listed<br><br>-See Completer Programs  |
| Financial Literacy   | ½  | -Financial Literacy or<br>-Financial Management Using Software Applications  |
| Electives  | 5 – 12   |  |
| <b>Total Credits Required</b>  | <b>25</b>  |  |

- Four years of approved study beyond the eighth grade.
- Four credits must be earned after the completion of grade 11.
- State-mandated 75 hours of service-learning may be met by completing the course – related option and/or the exemplary service option.

- Take and pass the three (3) required Maryland High School Assessments (English, Algebra/Data Analysis, and Biology), or take all three (3) High School Assessments, and earn the combined passing scoring of 1208. More details may be found at [www.hsaexam.org](http://www.hsaexam.org). Students who meet eligibility criteria also have the option to complete the Bridge Plan for Academic Validation. More details may be found in the CCPS Student Services Handbook available at [www.carrollk12.org](http://www.carrollk12.org).
- Meet the University System of Maryland Admission Requirements and/or complete a state-approved career and technology completer program.

### **Grade Point Averages**

Weighted and non-weighted grade point averages are calculated for each student. When requesting a transcript be sent to a college the student should indicate whether GPA or class rank is to be reported as weighted or non weighted. All courses will be included in the weighted option. The dual GPA/class rank system will be based on the following assignment of quality points.

- A weighted GPA will be used to determine the valedictorian.
- Honor Roll, National Honor Society, Maryland Distinguished Scholar, Certificate of Merit, and Governor’s/Presidential Awards shall maintain the current criteria for eligibility with the student qualifying with either a weighted or non-weighted GPA.
- The sponsor of the scholarship shall determine use of the weighted/non-weighted GPA/class rank for scholarship purposes.

### **Grade Point Average Calculations**

- Divide the total number of quality points by the total number of credits.
- Quality points are calculated by multiplying the credit assigned to the course by the point value assigned to each grade according to the previous chart.
- Credits are determined by the actual credit assigned to each course.
- Pass/Fail courses will not be used to compute the GPA.
- If a student repeats a course, they may not be given repeat credit. The higher grade will be used to calculate the GPA. Non-weighted GPA is recorded on the report card.

|                                 |  |
|---------------------------------|--|
| <b>The Honor Roll</b>           | LHS recognizes students with Honor Roll status based on weighted grades and identifies three tiers of achievement. |
| <b>Regular Honor Roll</b>       | A minimum 3.0 G.P.A. with no grade less than a “C”   |
| <b>Distinguished Honor Roll</b> | A minimum 3.75 G.P.A with no grade less than a “C”   |
| <b>STRAIGHT “A” LIST</b>        | Students earning straight A’s are honored.   |

Academic Awards: Students who consistently attain Honor Roll Status for four or more quarters will be recognized.

Academic Letter: The letter is awarded for attaining Honor Roll status for a total of eight quarters, or four quarters in a row. Transfer students who qualified at a previous school may include those quarters after they have made the Honor Roll at Liberty. Seniors who have attained Honor Roll for 12 out of 15 quarters are awarded an honors cord to be worn at graduation.

## Hall Passes

Students are expected to have a pass when they are in the hallways out of their assigned area.

## Health Suite

- All over the counter and prescription medications taken by a student during school hours requires a Carroll County Schools Medication Form available from the nurse. All medications must be brought to school by a parent.
- Any student injured must report immediately to the nurse who will follow county procedures regarding the injury.
- Any student who feels ill during the school day, must be evaluated by the school nurse.

## Home Access Center [HAC]

Parents can access student information, academic progress, and grade reports via the Home Access Center. For questions on how to access, go to: <http://www.carrollk12.org/homeaccessmanual.pdf>.

## Inappropriate Displays of Affection

School is not a place for the display of affection between students. Any affection displayed beyond holding hands is not appropriate.

## Integrated Pest Management

The Integrated Pest Management (IPM) program employed by the Carroll County Public Schools uses inspections, monitoring, employee's education, and sanitation practices to minimize the use of pesticides in our schools. CCPS notifies all students and staff 24 hours prior to scheduled applications of pesticides on school property. Spraying of a pesticide throughout an entire room or area by a fogger or aerosol device requires an advance notice of one week. Copies of material safety data sheets (MSDS) and product labels for each pesticide and bait station used on school property are maintained in the Department of Plant Operations.

**Lateness to Class** - Students are expected to arrive to each of their classes on time. In the event they have a legitimate reason for tardiness, they are to get a pass from the sending location. If a student is tardy to class, after Period 1, without a note the following policy is to be followed.

- 1<sup>st</sup> Tardy - Verbal warning from classroom teacher
- 2<sup>nd</sup> Tardy - Teacher makes a phone call home.
- 3<sup>rd</sup> Tardy - Teacher assigned detention.
- 4<sup>th</sup> Tardy - Referral to appropriate Administrator.
- 5<sup>th</sup> Tardy - Office referral.

## Leaving School Without Permission

Students are not allowed to leave school grounds during the school day without official authorization. Any student in violation will be subject to disciplinary action, **determined by school administrator**, including, but not limited to: parent contact and assignment to in-school suspension, Saturday school for attendance or out of school suspension.

## Lighting Policy

When lightning is in the area, all activities, practices, and games shall be terminated and everyone cleared from the practice area or stadium. Activities can resume when the area has been clear of lightning for 20 minutes. Definition of lightning in the area: When the streaks of lightning can be seen anywhere inside the horizon, in any direction.

## Lockers

- Each student will be assigned a locker.
- Students may go to their locker before and after school and in-between classes.
- Students do not own the locker. As they are school property, lockers can be searched by administration at any time. **If any contents are illegal or inappropriate for school the student assigned to the locker will be held accountable.**
- Students must keep their lockers clean.
- Any damage to the locker is to be reported to the administrator immediately.

## Media Center

- The Media Center is open before and after school to all students. Students using the Media Center during the day must have a pass from a teacher and **must sign in** at the welcome desk.
- Media materials checked out must be returned on the due date to avoid media fines. A fine of \$.10 per day will be charged for overdue materials and excessive fines will result in a student obligation.
- Databases can be accessed from school and home. To access our databases from home students need the passwords. Passwords are available in the Media Center.

## Parking/Driving

If you plan to drive to school, you must register with the office. Parking passes will be available to students based on eligibility, grade level, and need as follows:

- Only seniors and juniors may apply for permits in the beginning of the year. Sophomores may apply second semester.
- Students must have valid drivers' license and provide a copy with the permit request.
- Students must be academically eligible, have 90% attendance, and not be on the obligation list in order to apply for and maintain a parking permit.
- Permits will be issued on a semi-annual basis. The annual fee for a parking permit is \$20. Permits may be purchased for the second semester at a cost of \$10. Permit fees are not refundable.

## Parking / Driving Regulations

- Parking permits are to be visibly displayed on the inside of the front windshield.
- For security reasons, cars should be locked while parked on school property.
- Parking in the school bus spaces is prohibited.
- Students will not be allowed access to their vehicle during school hours.
- Speed limit on school property is 15 mph.
- Buses have the RIGHT OF WAY. Student drivers must wait until all buses

have departed.

- Students must obtain written permission from the office to drive to the Career and Tech Center.
- Obey all traffic signs and traffic directions from any staff member.
- **Moving Violations**
  - 1<sup>st</sup> infraction: loss of parking privilege for 1 week.
  - 2<sup>nd</sup> infraction: loss of parking privilege for 1 month.
  - 3<sup>rd</sup> infraction: loss of parking privilege for 1 year.
- **Parking Violations**
  - 1<sup>st</sup> infraction: \$5 fine
  - 2<sup>nd</sup> infraction: \$10 fine.
  - 3<sup>rd</sup> infraction: \$15 fine.
  - 4<sup>th</sup> infraction: Suspension-Parent Conference.
  - 5<sup>th</sup> infraction: Out of School Suspension.

### **Parent Pick-Up/ Drop-Off**

- The parent drop-off area is in the parking lot by the gym.
- We ask that parents also consider two alternatives to using the gym lot as a drop-off/pick-up location. 1.) Consider using the extra lane/shoulder area on Bartholow Road directly in front of the school. 2.) Consider using Lion's Den Drive and dropping students off on the side of the building near the portables.
- Parents are not to drop-off students in the front of the building. The pick-up area will be in the front of school, after 2:50 p.m. once the buses have left.

### **PAWS (Promoting Achievement with Students)**

- A set time between mod 1 and mod 2 for student enrichment.
- Students will be expected to be productive during this time.
- Students that are requested by a staff member must attend as requested and complete required work.
- Hallway activity is to be limited.
- Failure to follow these guidelines will result in disciplinary action.

### **Posting of Signs**

- Students may not post signs without permission of an administrator.
- Signs are not to be taped to any walls that are made of wallboard or to doors or windows. Bulletin board strips are available throughout the building.
- Signs should be removed the day after the event.

### **Prohibited Activities**

- The following equipment/activities are prohibited during the school day: ipods, CD players, water guns, skateboards, lighters, frisbees, glass containers, gambling, arm wrestling, playing cards, snowball throwing, wearing jewelry with jagged edges, the wearing of hats, and other activities which are unsafe or disorderly.

- Skateboards and skates may not be brought into the building or used on school grounds.
- Snowmobiles, ATVs cannot be used on school property.
- Running in the halls is prohibited.

### **PTSO/Boosters**

We encourage all parents to become active members in our four booster groups. Our PTSO functions as our Academic Booster. Members are involved in giving input in curriculum, discipline, grading, and other areas of concern. Lionbackers are the boosters for athletic teams. The Drama Boosters support our theatre productions and the Instrumental Music Boosters support the marching band, jazz band, orchestra, and concert programs. See the school website / newsletter for additional information.

**Reportable Offenses** – (See CCPS Student / Parent Handbook for more information)

### **Respect for the Flag**

Respect for our country's flag is a fundamental aspect of our country. When the Pledge of Allegiance is being said students are to be quiet and facing the flag, not talking, doing homework, eating, or behaving in a disrespectful manner.

### **Respect for Others**

Maryland State law requires that each individual, whether student, staff, or parent has the right to pursue his/her life without harassment. Each individual has the obligation to allow other people to have the same right. Therefore, racial, gender, religious, ethnic intolerance, or any other type of discrimination will not be tolerated at LHS. Specifically, verbal slurs attacking a person's race, gender, religion, or ethnicity will be dealt with firmly.

### **School Closings**

When weather conditions cause the closing of schools or an early dismissal, an announcement will be made ASAP over the radio/TV stations and CCPS AlertNow phone system. Please do not contact the school for this information.

### **School Dances**

School dances and other social functions are held primarily as a source of recreation and enjoyment for our own students. In order to have a successful affair, guidelines must be followed.

- **In order to purchase a ticket and attend a school dance, LHS students must have 90% attendance or better, have no outstanding obligations, and be academically eligible.**
- Inappropriate dancing/contact is not permitted. Failure to following guidelines will result in a verbal warning and then removal from the dance.
- Social activities are open to all Liberty High students unless otherwise directed by the sponsoring group. Liberty High students may not bring a non-Liberty High student as a guest unless otherwise advertised.
- If guests are permitted, a Guest Pass must be completed and approved by LHS administration and the guest's school. The LHS student is responsible for the guest's behavior. **Guests may not be of middle school age or 21 years old or older.**

- **Second admittance will not occur.** Once a student leaves the event, he/she will not be able to return. He/she must leave the property immediately.
- Students must arrive within one hour of the scheduled start time.
- All rules and regulations of the school day apply to all activities and dances.
- School rules also apply to all guests.

### **Security of Valuables**

Students must be careful about the security of their personal belongings. We recommend that the following guidelines be followed.

- Do not bring large amounts of money to school.
- Use the valuables box available in the coaches' office for Physical Education and athletics.
- Put expensive clothing in a secure place. Do not leave such items unattended in the locker room, hallways, or classrooms.
- Coaches and Physical Education teachers will inform athletes of the procedures to be followed to ensure the safe keeping of student valuables such as watches, wallets, etc. during practices and home/away contests.
- Do not bring electronic devices such as cell phones, ipods, kindles, etc. to school.

### **Serious Threats of Violence** - See CCPS Student Handbook

### **Substance Abuse** - See CCPS Student Handbook for more information

Violations of alcohol / drug laws will be handled as school disciplinary infractions, as well as illegal actions. In all cases, appropriate law enforcement agencies will be contacted immediately. Depending upon the nature and severity of the violation, consequences may include, but are not limited to: referral to Student Assistance Team, out of school suspension, and/or request for extended suspension.

Violations of the substance abuse regulations are cumulative in nature for a student's entire school career. Violations of these regulations also affect student eligibility for participation in extracurricular activities, which could include Senior activities and participation in graduation.

### **Support Room**

Students assigned to this room must abide by stringent rules. Students will do classroom assignments during this time. The following guidelines apply:

- No talking to other students.
- Be in the room and sit in assigned seat.
- Remain in the room at all times, even between periods.
- Student will complete the assigned work.

### **Suspension and Expulsion**

- Suspension from school is a serious matter and is only considered for serious or continuing difficulties.
- Suspension is a legal absence from school. Students are expected to make up work according to our make-up policy; regardless of the time of year.

- Suspended students may not participate or attend any school activity while on suspension.
- A suspended student may not come onto school property without the permission of an administrator.
- Under no circumstances should a suspended student visit another school for any reason without the specific permission of that school's principal.
- Suspension may be given any time during the school year; including during examinations.
- Students are to obtain his/her make-up work promptly upon returning to school.

### **Telephones**

Students may use Main Office phones, with permission, to make phone calls as needed, without charge. Cell phones may not be used during the school day.

### **Textbooks and Obligations**

- Textbooks must be covered (*book covers are provided free to all students*).
- Textbooks are numbered. The same book(s) must be returned at the end of a course.
- All school-assigned materials (textbooks, workbooks, clothing, media materials, etc,) must be returned in the same condition as when received. The student will be required to pay for any damages to, or loss of, his/her assigned materials. Unnecessary or excessive damage will result in fines.
- **All obligations must be cleared prior to attending school dances or attending / participating in Senior activities.**

**Tobacco** - See CCPS Student Handbook

**Violent Acts** - See CCPS Student Handbook

### **Visitors**

- Visitors must report to the main office upon arrival to sign in and secure a visitor's pass.
- Unless on official business, visitors are not permitted during school hours. Unauthorized visitors will be dealt with according to the Maryland Trespass Law.

**Weapons on School Property** - See CCPS Student Handbook