

This Planner belongs to: \_\_\_\_\_ Grade: \_\_\_\_\_

Advisor: \_\_\_\_\_ Locker number: \_\_\_\_\_ Combination: \_\_\_\_\_

**LIBERTY HIGH SCHOOL  
STUDENT HANDBOOK 2016-2017**

**LIBERTY HIGH SCHOOL MISSION STATEMENT**  
“Strive For Excellence”

**5 Pillars of Excellence**  
Academics, Arts, Athletics, Community, Service

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**Liberty High School  
Bell Schedules**

| <u>Advisory / PAWS Bell Schedule</u> |                        |
|--------------------------------------|------------------------|
| <b>Period 1</b>                      | 7:30 – 8:50            |
| <b>Advisory/PAWS</b>                 | 8:55 – 9:30            |
| <b>Period 2</b>                      | 9:35 – 10:55           |
| <b>Period 3</b>                      | 11:00 – 12:55          |
|                                      | 11:00 -11:25 (Lunch A) |
|                                      | 11:30 -11:55 (Lunch B) |
|                                      | 12:00 -12:25 (Lunch C) |
|                                      | 12:30 -12:55 (Lunch D) |
| <b>Period 4</b>                      | 1:00 – 2:20            |

| <u>Two-Hour Delay Bell Schedule</u> |                        |
|-------------------------------------|------------------------|
| <b>Period 1</b>                     | 9:30 – 10:25           |
| <b>Period 2</b>                     | 10:30 – 11:25          |
| <b>Period 3</b>                     | 11:30 – 1:21           |
|                                     | 11:30 -11:55 (Lunch A) |
|                                     | 12:00 -12:25 (Lunch B) |
|                                     | 12:30 -12:55 (Lunch C) |
|                                     | 1:00 - 1:25 (Lunch D)  |
| <b>Period 4</b>                     | 1:30 – 2:20            |

| <u>Two-Hour Forty-Five Minute<br/>Early Dismissal</u> |                        |
|---|------------------------|
| <b>Period 1</b>                                       | 7:30 – 8:10            |
| <b>Period 2</b>                                       | 8:15 – 8:50            |
| <b>Period 3</b>                                       | 8:55 – 9:35            |
| <b>Period 4</b>                                       | 9:40 – 11:35           |
|   | 9:40 -10:05 (Lunch A)  |
|   | 10:10 -10:35 (Lunch B) |
|   | 10:40 -11:05 (Lunch C) |
|   | 11:10 -11:35 (Lunch D) |

Advisory will be held one day of each week. PAWS will be held on the other days of the week.

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

**Grade Reporting Dates**

| <b>Term</b>      | <b>End of Marking Period</b> | <b>Report Card Distribution<br/>-----<br/>Publish to HAC by<br/>4 pm</b> |
|------------------|------------------------------|--|
| <b>Quarter 1</b> | Nov. 4                       | Nov. 11  |
| <b>Quarter 2</b> | Jan. 26                      | Jan. 2   |
| <b>Quarter 3</b> | April 5                      | April 11   |
| <b>Quarter 4</b> | June 14                      | Publish to HAC 6/16<br>Mailed by June 23                                 |

| <b>Midterm Ends:</b> |
|----------------------|
| 9/29/2016 (23 days)  |
| 12/14/2016 (24 days) |
| 3/01/2017 (22 days)  |
| 5/12/2017 (23 days)  |

| <u>School Counselors</u>                    |
|---|
| <b>A-E</b> – Mrs. Kelly Hamilton            |
| <b>F-K</b> – Mrs. Shaunti Taylor            |
| <b>L-R</b> – Mr. Jon Putt                   |
| <b>S-Z</b> – Mrs. Amy Cattrano              |
| <b>Support Counselor</b> – Mrs. Alison King |

| <u>Administrative Assignments:</u>    |
|---------------------------------------|
| Grades 9-12 – A-K- Mrs. Maria Martin  |
| Grades 9-12 – L-Z – Mrs. Meghan Brown |

| <u>School Meals</u>  |
|--|
| <b>\$3.00</b> Lunches are all one size                     |
| Information regarding annual meal plans call 410-751-3040. |

## **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 (in writing), 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.
- 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 three 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 **will not** be given early.

**Tardiness to School** - Students are considered late to school if they are not in their first class, with book bags in their lockers, by the 7:30 bell. This policy goes into effect at the beginning of each Nine-Week Marking Period.

- 1st Offense: Warning.
- 2nd Offense: One after School Detention.
- 3rd Offense: Two after School Detentions.
- 4th Offense: In-School Suspension.
- 5th Offense: Saturday School.
- 6th Offense: Parent Conference/Referral to the Principal.

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 Extra-curricular 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. Cursing, slang used to describe body parts/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 \$105 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 \$150 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 is 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

### **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.
- Students should 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**

CCPS has implemented; BYOD (Bring Your Own Device) policy. See the CCPS Parent-Student handbook online for details.

### **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.

### **Honor Code**

As a member of LHS, I will neither give nor receive assistance on this assignment and pledge to uphold the LHS Honor Code. I will maintain academic integrity through honesty, responsibility, and respect.

Discipline for Academic Honesty and Honor Code offenses will range from the following actions depending on the severity of the offense:

- 1st Offense: Zero on the assignment in question and parent conference.
- 2nd Offense: Out of school suspension of up to three days, zero on the assignment in question and parent conference.
- 3rd Offense: Failure of the course.

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 7:15 a.m. and 2:45 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.
- 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**

- Deliveries are no longer accepted at school. We **DO NOT** deliver items to students or call students to notify items are here during the school day. If you have an item to drop-off, you may place the article on the table in the lobby and it will be up to the student to retrieve it. ***We are NOT responsible for items left unattended on the table.***

### **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)

[www.carrollk12.org](http://www.carrollk12.org)

- 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. NO bottles are allowed in areas where there are computers.

## Graduation Requirements

| <b>Subject</b>   | <b>Required Credits</b>  | <b>Required Courses</b>   |
|--|--|---|
| <b>English</b>   | 4  | English 9, English 10, English 11 or AP Lang and Composition, English 12 or AP Lit and Comp.  |
| <b>Social Studies</b>  | 3  | -Government or AP US Government and Politics<br>-US History or AP US History<br>-World History or AP World History  |
| <b>Science</b>   | 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 |
| <b>Mathematics</b>   | 4<br>All students shall enroll in a mathematics course each year of high school. | -Two credits of Algebra<br>-One credit of Geometry<br><br>The fourth credit may be selected from the Program of Studies Mathematics course offerings.                                   |
| <b>Physical Education</b>  | 1  | -Physical Education I (1/2 credit)  |
| <b>Health</b>  | ½  | -Health I   |
| <b>Fine Arts</b>   | 1  | Completed credit in any Fine Arts course may be applied to the Fine Arts Graduation requirements unless otherwise indicated.  |
| <b>Technology Education</b>  | 1  | -Foundations of Technology or Principles of Engineering<br><i>(Project Lead the Way Completer Program)</i>  |
| <b>World Language</b><br><b>Or American Sign Language</b><br><b>Or Advanced Technology</b><br><b>Or State Approved Career and Technology Completer Program</b> | 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<br><br>-Completer Programs  |
| <b>Financial Literacy</b>  | ½  | -Financial Literacy or Managing Personal Finances Using Excel (1 credit)  |
| <b>Electives</b>   | 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.

**Note:** *this chart will be subject to change pending any State action on graduation requirements.*

**TABLE OF ACADEMICS**

|                                 |  |
|---------------------------------|--|
| <b>The Honor Roll</b>           | LHS recognizes students with Honor Roll status based on weighted grades and identifies three tiers of achievement. |
| <b>Standard 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 Letter:**

- (1) *The letter is awarded for earning straight A's or weighted GPA of 4.25 or high for eight consecutive quarters.*
- (2) *Straight A's –students earning straight A's for all four quarters in one academic year will receive a VIP card to be used in lieu of admission costs for specific LHS events.*
- (3) *Honor Cords – Seniors who graduate in the top 10% of the class.*

**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.

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

### **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.

### **Lightning Policy**

When lightning is in the area, all activities, practices, and games shall be terminated. Everyone will be 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: 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 Center may be open during lunch mods based on availability.
- 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. Drivers must wait until all buses have departed.
- Students must have a parking pass from Liberty High School to drive to the Career and Tech Center.
- Obey all traffic signs and traffic directions from any staff member.
- Moving Violations :
  - 1st infraction:** conference with Administrator and loss of parking privilege for 1 week.
  - 2nd infraction:** loss of parking privilege for 1 month.
  - 3rd infraction:** loss of parking privilege for the remainder of the semester.
- Parking Violations      Students who receive a parking violation will be assessed a \$10 fine.

### 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 encouraged not to drop-off students in the front of the building. The pick-up area will be in the front of school, **after 2:20 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: 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/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. Lion Backers 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 Connect5 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.

- 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.
- 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.
- ***We are not responsible for any electronic devices*** such as cell phones, ipods, kindles, etc. brought to school, ***that are lost, damaged, stolen, etc.***

**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 the main office telephone, with permission, to make phone calls as needed, without charge. Consult the BYOD policy regarding student use of cell phones 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 will be greeted in the Lobby and asked 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*

## Liberty High School 2016 ~ 2017



One day not used – June 13<sup>th</sup>  
 Two days not used – June 12<sup>th</sup>  
 Three days not used – June 9<sup>th</sup>  
 Four days not used – June 8<sup>th</sup>  
 Five days not used – June 7<sup>th</sup>

### August 2016

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### March 2017

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### September 2016

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### December 2016

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### April 2017

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### October 2016

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### January 2017

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### May 2017

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### November 2016

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### February 2017

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### June 2017

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### HALL PASSES

| Date      | Out | In | Teacher | Destination | Date      | In | Out | Teacher | Destination |
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| Quarter 3 |     |    |         |             | Quarter 4 |    |     |         |             |
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Destination Codes: G=Guidance L=Locker M=Media N=Nurse O=Office R=Restroom