

# Liberty Hill Middle School



## 2021-2022 Student Handbook

"The Lion Way..."

## Welcome to Liberty Hill Middle School!

We are so excited that you are here! We are looking forward to an exciting and challenging school year. We have high standards at Liberty Hill Middle School. It is our goal that you are successful while you are here at Liberty Hill. We encourage you to be active learners and enthusiastic participants in all you do. We want the years you spend with us to be the best they can be. This handbook will explain campus procedures and policies to make your experience at Liberty Hill successful.

- Liberty Hill Middle School Staff

**School Address**

4500 Kit Carson Trail  
Killeen, TX 76542

**School Phone**

254-336-1370

**School Mascot**

Lions

**School Colors**

Royal Blue and White

**VISION**

Promote and sustain a culture of caring and academic excellence that compels our staff and students to be lifelong learners and contributors to society.

**MISSION STATEMENT**

We are dedicated to a continuing tradition of excellence in an ever-changing world.

**MOTTO**

ROAR – Respect, Ownership, Attitude, Responsibility

**School Hours:** 8:00 a.m. - 3:30 p.m. (See attachment 2)

**Class Schedule**

Period	Room	Class	Teacher
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>		Intervention	
4 <sup>th</sup>			
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			
8 <sup>th</sup>			
9 <sup>th</sup>			

## **GENERAL GUIDELINES**

Any rule or policy stated in these pages will be superseded by the Killeen ISD Student Code of Conduct.

## **ATHLETICS**

Liberty Hill has a long history of having an outstanding athletics program. We take P.R.I.D. E. in opening the program to all 7<sup>th</sup> and 8<sup>th</sup> graders wanting to be the best of the best. Here is how you can become a LION athlete:

1. Maintain good grades. Students cannot fail two or more nine-week periods on their report cards for any subject.
2. Be a leader among your peers. Students cannot be assigned Out of School Suspension (OSS) or more than six days of In School Suspension (ISS) for disciplinary incidents.
3. Any student returning from an alternative school setting will be welcomed to join our athletics program after a nine-week probationary period with no failing grades or disciplinary issues.

### **Criteria for removal from athletics**

Athletes should have grades and behavior above and beyond everyone else. Athletes will be held to a higher standard because they represent the school both on and off campus. Students can be removed from athletics if they do not follow the expectations or have any of the following:

1. Exceeds the ISS or OSS limit or receives 3 minor or 1 serious referral.
2. Failure to maintain a 70% or above in all classes for a nine-week period.
3. Unsportsmanlike conduct such as insubordination, verbal/physical altercation, or any other behavior deemed inappropriate by the coaching staff.

Please note that athletes will automatically be removed from the athletics program if they commit the following offenses: theft, fighting, failure to pass the UIL drug test or any other serious incident deemed inappropriate by the coaches and administration.

## **ATTENDANCE**

One criterion for student success is regular and punctual attendance. Frequent absences may lead to poor academic performance. Texas law states that a student between the ages of 6 and 18 must attend school and district required tutorial sessions unless the student is otherwise legally exempted or excused. Refer to the KISD District Student Code of Conduct for further information on truancy. To ensure student safety, we ask that parents notify the attendance clerk at **254-336-1372** between 7:30 a.m. and 9:00 a.m. if their child will miss school that day. Even though the student's absence is phoned in, a note must still be sent to the school's attendance clerk within five days of the absence per district policy. Should a student need to leave during the school day, the parent/guardian must sign out the child through the attendance clerk in the front office. Upon the student's return from an absence, he/she should sign in at the attendance clerk's desk with a note from the parent or doctor. If a note is not received within five days, the absence will be marked unexcused. It is the student's responsibility to get any missed work.

## **BOOK BAGS/PURSES**

Students will be allowed to carry backpacks. Students may carry their phone and/or personal items in the backpack.

## **CAFETERIA**

The district participates in the National School Lunch Program and offers nutritionally balanced meals daily. Free meals are available. Information on this program can be obtained from our cafeteria manager or online at [www.killeenisd.org](http://www.killeenisd.org). Please help keep our eating area clean. Students are expected to enter the cafeteria in a quiet manner and to sit where directed.

**Breakfast:** Students may enter the building to eat breakfast between 7:30 a.m. and 7:50 a.m. Students who eat breakfast must enter the building using the entrance between the 6<sup>th</sup> and 7<sup>th</sup> grade hallways. Breakfast will not be served after 7:50 a.m. This gives students time to finish eating and get to class on time. Exceptions will be made for busses that arrive late. Students will be directed to assigned tables. Students will have 10 minutes to eat breakfast and will then be dismissed to their grade level hallways.

Lunch: Lunch periods are 37 minutes long. At lunch time, students will be escorted to the cafeteria with their class and will be seated at assigned tables. During lunch, a monitor will excuse students at each table to get their food. The monitor will dismiss students (one table at a time) to dispose of their trash and return lunch trays. For staff and student safety, parents are not permitted to dine with students in the cafeteria.

### **CARE OF BUILDING AND PROPERTY**

We're proud of our facilities at Liberty Hill. Our students and staff have a responsibility to keep the school clean and attractive. Please ensure that you clean up after yourself throughout the day – in the hallways, in the classrooms and in the cafeteria. Please do not deface the school in any way. Our bathrooms and hallways will be monitored throughout the day.

### **CITIZENSHIP**

Good citizenship is essential to the growth and progress of our school, community and nation. As good citizens, students should accept the responsibilities and privileges our school offers. Students are encouraged to improve our school, follow the rules, and respect the rights of others. Our campus regularly participates in community service. We hope you will be a part of doing good things for others!

### **COMMUNICABLE DISEASES/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse (254-336-1378) so that other students who have been exposed to the disease can be alerted. In accordance with district policy, students must be fever-free for 24 hours without fever-suppressing medications prior to returning to school. Contact the nurse for further information.

### **DISCIPLINE**

It is important for each of you to read the KISD Student Code of Conduct. This goes over all of the discipline procedures that you will need to follow. This book also describes all the consequences that can be given if you choose not to follow district guidelines. **Fighting will not be tolerated at Liberty Hill Middle School.** If you are involved in a fight, a hearing will be set up to discuss placement at the district's alternative placement center. Students should not use their phones to record fights. Recording a fight will result in the student receiving an office referral. If you are having problems with another student or students, reach out to an administrator or counselor and work to resolve the situation before it becomes more serious.

**Behavior which insults or degrades others, and could be considered as bullying, will not be tolerated.** Students who have concerns should notify the nearest staff member for immediate intervention. If immediate intervention is not needed, reports should be made online by the guardian and student via the link [www.KISDisSafe.com](http://www.KISDisSafe.com). For additional information please contact the assistant principals or counselors.

### **DRESS CODE (See Attachment 1)**

Liberty Hill follows the KISD Dress Code that is located in the KISD Student Code of Conduct.

### **ELECTRONIC DEVICES**

Students may only use electronic devices before and after school. See Electronic Device policy (attachment 4). Cell phones, airpods, or any other electronic devices brought to school need to be secured. Bringing these items to school is **AT YOUR OWN RISK**. Liberty Hill Middle School is not responsible for the security of these items. No headphones or earbuds (airpods) are allowed.

## **EMERGENCY/SAFETY PROCEDURES**

Student safety is a priority at Liberty Hill. The cooperation of students is essential to ensure school safety. Students should report safety hazards immediately and follow staff instructions. Fire/disaster drills will be held throughout the school year. When a drill is conducted, students must remain silent so that directions can be heard. Maps are posted in each room. Parents/Guardians should keep emergency contacts and phone numbers updated. The school reserves the right to search backpacks, purses, lockers, and computers to maintain a safe and orderly climate. There is no reasonable expectation to privacy in any of these instances.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, ORGANIZATIONS**

Participation in school-related activities is a great way for a student to develop talents, receive recognition, and build strong friendships. Participation is a privilege. Many activities are governed by UIL regulations. At the end of any grading period, a student who receives a grade below 70 in any class may not participate in extracurricular activities for at least three weeks. An ineligible student may practice or rehearse during school hours. A student who attends any extracurricular activities must make arrangements for transportation unless otherwise informed. Students who are not picked up by their parents or guardians within 15 minutes of the end of the activity will be suspended from attending extracurricular activities for a period of time.

## **FEES**

Liberty Hill students are expected to pay for the following:

1. Club dues and security deposits
2. Materials for class projects and supplies
3. Gym clothes, athletic workout clothes, cheerleading, and other club supplies
4. Damaged, lost, or overdue library books, textbooks, and classroom equipment (see Attachment 6)
5. Replacement IDs (\$5) and replacement lanyards (\$1).

Students will not be able to participate in extracurricular events, certain special events or field trips if a fee or fine is not paid. Also, any textbook and/or library fees not paid by the last day of school will result in no textbooks being issued for the following year until all fines have been cleared by Liberty Hill.

## **FIELD TRIPS**

Liberty Hill Middle School supports student opportunities to participate in field-based instruction with parent/guardian approval. Students will lose the right to attend field trips if they are in ISS/OSS when the trip occurs.

## **GRADES**

Liberty Hill adheres to grading guidelines that reflect student achievement. A sufficient number of grades are taken to support the average grade assigned. Students are responsible for being aware of their grades. Parents are encouraged to use Home Access Center, which is located on the Killeen ISD website ([www.killeenisd.org](http://www.killeenisd.org)), to check their child's grades. If parents have questions concerning the login procedure, they should contact the school.

Nine weeks grades are determined by the following percentages:

<b><u>Assignment Type</u></b>	<b><u>Percentage</u></b>	<b><u>Honors/GT Courses</u></b>	<b><u>High School Credit Courses</u></b>
Formative (Minimum of 9)	45%	40%	40%
Summative (Minimum of 3)	55%	60%	60%

**Formative:** An assessment of learning that occurs *during* the learning process and provides information to both teachers and students which enables them to make adjustments to increase learning. Examples may include homework, class work, quizzes, labs, draft essays.

**Summative:** An assessment of learning that occurs *after* instruction to determine what students know, understand and can do at a specific point in time. Examples may include unit exams, major projects, final essays, lab practicums, and nine-week exams.

## **GUIDANCE AND COUNSELING**

Guidance and counseling services are available to Liberty Hill students. Students experiencing personal or academic problems may request conferences through the counseling office. Contact the school counseling office for more information.

## **HALL PASSES**

Students are not permitted in the halls during class time unless they have a hall pass. Only one student should be out of a classroom at any one time. Hall passes are issued to students from teachers.

## **ID BADGES**

Photo ID badges will be issued to all Liberty Hill students at the time school begins or when they register as a new student. The badges must be worn at all times, visible from the front above the waist while at school or at school functions, and while riding to and from school on District transportation. Replacement badges and lanyards are sold in the library during normal school hours. Failure to comply will result in disciplinary actions. Defaced/damaged badges must be replaced at the student's expense. Students are not allowed to place stickers on their ID badges. Student lanyards/ID clips are color coded by grade level. Red lanyards/ID clips are worn by 6<sup>th</sup> grade students. Green lanyards/ID clips are worn by 7<sup>th</sup> grade students. Blue lanyards/ID clips are worn by 8<sup>th</sup> grade students. Students are only allowed to wear school issued lanyards/ID clips.

## **INTERRUPTIONS TO SCHOOL**

It is the school's philosophy to avoid disruptions during the school day. Items such as lunch money, homework, book bags, etc. must be signed in at the front office. Students will be called down to receive these items between classes. No flowers, balloons, etc. will be delivered to students in classrooms, nor will they be allowed to have them in class. These items will be held in the office until the end of the day for the student to take home. Also, to avoid interrupting 9<sup>th</sup> period, no student will be dismissed for early pick up after 3:15.

## **LATE WORK**

Each teacher's late work policy will be explained in his/her syllabus. Please see the teacher's syllabus at the beginning of the school year.

## **LIBRARY**

Regular library hours are 7:30 a.m. – 4:00 p.m. on school days. Our library offers a large selection of resources for both classroom and personal use. Please check out materials properly and return them on time so that others will have an opportunity to use them. Our library offers orientation for all 6<sup>th</sup> graders, and by request for 7<sup>th</sup> and 8<sup>th</sup> graders. Please see Attachment 6 for our LHMS library fines policy.

## **LOCKERS/LOCKS**

Each student who brings in a lock will be assigned a locker. Students should purchase a combination or key lock for security reasons. Locker assignments will be made via the student's 3<sup>rd</sup> period teacher once a lock has been purchased. Students will only be allowed to access their lockers during specific times of the day. Students are not allowed to share lockers with others. Students caught sharing a locker will receive a discipline consequence. If the student forgets his/her combination or key, the lock may be cut off. If the lock is cut off, it is the student's responsibility to replace the lock. The locker will be zip-tied until a replacement lock is brought to school. Locker problems should be reported to the Assistant Principals' secretary. The school reserves the right to inspect all lockers. Abuse of school lockers will result in disciplinary action.

## **LOST AND FOUND**

Lost items – Students are encouraged to check for lost items immediately and regularly. There are large bins located between the cafeteria and the doors leading out to the basketball courts.

- Clothes, backpacks and lunchboxes – Any of these items that are found will be placed in the large bins located in the hallway leading from the cafeteria to the outside basketball courts. Students may look for lost items before school, during lunch and after school.
- Valuables - Valuables such as money, jewelry, and eyeglasses are kept in the Assistant Principals' office.
- Electronics – Cell phones, iPads and other electronics are kept in the Assistant Principals' office.

## **LUNCH**

Lunch is provided at no cost to the student. Students may eat the school-provided lunch, a lunch brought in a lunchbox or a meal that is dropped off by the parent. **Students may not order food through GrubHub, Door Dash or any other food delivery platform.**

## **MEDICATIONS/CLINIC**

District policy states that all prescription medication brought to school for middle school students must be administered by school officials unless parents have specifically authorized in writing that the medication can be self-administered. If the parent believes it to be essential for a student to self-administer non-prescription (over-the-counter) or prescription medication at school, the student must have a note in his/her possession stating that the parent has given permission for the student to self-administer a specific non-prescription (over-the-counter) or prescription drug. Parents will assume full responsibility for students taking such medication.

### **The note must specify:**

The reason the medication is to be taken  
The dosage  
The time(s) the medication is to be taken  
The student's name  
The name of the medication  
The date(s) the medication is to be taken  
The date the note was written

### **The medication must be:**

In the original container with:  
- Student's name on non-prescription container or  
- Student's name on prescription label

## **PERSONAL PROPERTY**

Students are responsible for personal property they choose to bring to school. Items should remain with the student or secured in a locker. Liberty Hill Middle School is not responsible for the recovery of personal items or for items taken from unsecured lockers.

## **PARENT CONFERENCES**

Students are always more successful when parents/guardians and the school staff work together. Parents/guardians are welcome to contact the school any time to schedule a conference with one or more of their student's teachers.

## **PROGRESS REPORTS/REPORT CARDS**

Progress reports will be sent home with the student at the midpoint of each grading period. Teachers may request that unsatisfactory progress reports be signed by the parent and returned to the school within 5 school days.

Supplemental progress reports *may* be issued at the teacher's discretion. Parents are encouraged to use the Home Access Center link located on the Killeen ISD website ([www.killeenisd.org](http://www.killeenisd.org)) to check their child's grades. If parents have questions concerning the login procedure, they should call the school. Report cards are issued at the end of every nine week grading period.



## **PROHIBITED AND CONFISCATED ITEMS**

The following items are prohibited on KISD campuses: Skateboards/roller blades/scooters/shoes contains wheels, trading cards, dice, gum, hair picks, pacifiers, pornographic material, weapons/imitation weapons/guns, location-restricted knife/knives, and any other item which the Administrator deems as detrimental to the safety, order, and discipline of the educational environment. Confiscated items (such as cell phones and electronic entertainment devices) that are taken from a student will be logged in at the Assistant Principals' office. Refer to Attachment 4 for additional information about the confiscation of electronic items. The school is not responsible for lost or stolen items which have been confiscated under this provision.

## **PROMOTION POLICY**

In order to be promoted to the next grade at the end of the school year, a student must have a minimum yearly average of 70 in each of the core subject areas (math, language arts, science, and social studies) and an overall average of at least 70 for all courses (all courses averaged together including electives). Summer school may be available for students who would otherwise be retained.

## **SCHOOL DAY HOURS (8:00-3:30)**

Students are permitted to enter the school building at 7:30 a.m. through their grade level hallway. Students are not permitted to wait outside after 7:30. Students arriving after 8:00 must enter through the front office. Students who eat breakfast in the cafeteria will be allowed to enter at 7:30 a.m. through the breakfast doors which are located between the 6<sup>th</sup> and 7<sup>th</sup> grade hallways. Once a student is on campus, he/she must remain at school until the dismissal bell unless a parent/guardian signs out the student. Students should plan to leave school promptly at dismissal time. For safety precautions, students should not be on campus after 3:55 p.m. because there will not be any adult supervision. Students reporting for after-school activities need to report no later than ten (10) minutes after dismissal time. Please refer to Attachment 5 (After-school Student Safety Procedures) for more information. Students should be picked up promptly after school events (including tutoring), within 15 minutes of the end of the event. Failure to pick up students within this timeframe may result in loss of privilege to attend after school events.

## **SOLICITATION/SELLING**

Individual students/non-school sponsored organizations are prohibited from selling perishable/non-perishable items on school property.

## **STUDENT CODE OF CONDUCT**

Refer to the KISD Student Code of Conduct (SCOC) for information regarding dress code, prohibited items, profanity, harassment, and other violations governed by the Texas Education Code. The SCOC can be located online at [www.killeenisd.org](http://www.killeenisd.org). Liberty Hill follows the state approved PBIS model. (See Attachment 7)

## **STUDENT DROP OFF/PICK UP**

Students enter and exit through their grade level hallways. Students may be dropped off in the morning in the front parking lot of Liberty Hill or the grade level lane parallel to Chantz. Students who ride buses will be dropped along with the other students in the lane parallel to Chantz Drive.

In the afternoon, students may be picked up in front of the building or picked up from the grade level hallways using the driveway that is parallel to Chantz Drive. Students who ride buses, will be picked up in the afternoon near the bike rack.

Please do not block traffic in the driveway along Chantz Drive (this is a drop and go lane) or put students in potentially unsafe situations, such as allowing them to run across the street. Be alert and courteous. Observe all traffic rules and any directives given by school staff. Remember that the safety of LHMS students and nearby elementary children depends on your cooperation.

***Caution: Students dropped off before 7:30 a.m. or left on campus after 3:55 p.m. will not be supervised unless they are in a school-approved program.***



## **STUDENT ACTIVITIES**

Extracurricular:

Athletics (7<sup>th</sup> & 8<sup>th</sup> grade only):

Boys: Football, Cross Country, Basketball, Track, Tennis, Golf, Soccer and Swimming

Girls: Volleyball, Cross Country, Basketball, Track, Tennis, Golf, Soccer, Swimming

Other (all grades):

Band

Choir

Orchestra

UIL Academics

Theatre

FCS

YSP

NJHS

Science Club

Yearbook

Cheerleading

## **STUDENT RECORDS**

Student cumulative records are confidential and are protected from unauthorized inspection or use. A parent whose rights have been legally terminated will be denied access to the record if the school is given a copy of the court order terminating these rights.

## **TARDIES**

Students are given 4 minutes to get to each class. A student will receive a tardy violation if they are not at their assigned location when the tardy bell rings.

All students must arrive to school on time and be in their classroom and prepared to learn when the final bell sounds at 8:00 a.m. Students entering school after 8:00 a.m. must sign in at the front office and will receive a tardy violation.

## **TELEPHONE USE**

Liberty Hill values uninterrupted education. Messages will be delivered between classes. Students will be allowed to use the office phone for emergency situations only.

## **TEXTBOOKS**

Students are responsible for the care of the books issued to them. Lost textbooks must be paid for at the price set by the Texas Education Agency for new books. Fines will be assessed for lost and damaged books and a debt notice will be provided by the library. Any textbook fines not paid by the last day of school will result in no textbooks being issued for the following year until all fines have been cleared by Liberty Hill. To pay for lost books and damages, students should go to the library. In order to protect textbooks, students should keep them covered at all times.

## **TRAVEL**

Students who participate in school-sponsored trips are required to use transportation provided by the school unless otherwise authorized by administration.

## **TUTORING**

All teachers at Liberty Hill are committed to helping students succeed. LHMS has the following tutoring schedule:

**L** – Monday – Language Arts

**H** – Tuesday - History

**M** – Wednesday – Math

**S** – Thursday - Science

Individual teachers may have additional tutoring times. Please check with them for this information.

## **VISITORS**

Visitors, especially parents/guardians, are always welcome. All persons visiting the school must sign in through the front office and receive a visitor's badge. Students from other campuses are not allowed to visit without a parent. Classroom visits require administrative approval. Parent conferences must be scheduled with the teacher in advance.

## **WITHDRAWAL FROM SCHOOL**

If possible, parents should notify the guidance office at least 24 hours prior to the last day of attendance. Prior to withdrawal, students must return all district property, e.g. textbooks, uniforms, instruments, laptops, library books, etc. If a student is going to be withdrawn during the 4<sup>th</sup> nine week grading period, please notify the school as soon as possible with the date of withdrawal so final testing and grade arrangements can be made.

## Attachment 1

### DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat and that will not present a health or safety hazard to themselves or others. Clothing will be worn as it is designed to be worn. All dress code issues will be subject to the **campus administrator's judgment**.

Students who are considered to be in violation of the dress code shall be advised by the campus administrator and shall be given an opportunity to comply. The opportunity to comply may take a variety of forms. In most cases the student will be allowed to call parents for a change of clothes. While awaiting the change of clothes, the student may be required to (a) wait in the office; (b) attend ISS; (c) go to class (if not a severe violation); or (d) any other option deemed necessary or appropriate by the administrator. Those who then fail to comply or who repeatedly violate the code shall be subject to disciplinary action.

Exceptions to the dress code include students who wear principal approved uniforms on designated dates and who participate as members of official school groups or organizations. Certain elective courses or extra-curricular activities may require more stringent dress or appearance standards than for the general student body.

The district prohibits pictures, emblems, or writings on clothing that:

- Are lewd, offensive, vulgar, or obscene.
- Advertise or depict tobacco products, alcoholic beverage, drugs, or any other prohibited substance.
- Contain derogatory remarks concerning any identifiable race, color, creed, national origin, religion, age, gender, or disability.

The following standards of dress and grooming apply except as noted:

1. Pants, slacks, and jeans are acceptable attire. Spandex pants or shorts, boxer shorts, "cut-offs", and shorts or pants with any holes any higher than 6" above the knee are not permitted. Pants or shorts shall not be more than one size too large, and must be worn at the waist, with no "sagging." Shirts and blouses shall be appropriately sized and may not be worn in any way that reflects gang affiliation or may conceal contraband. Shirts may not extend beyond the student's fingertips when worn outside the pants or a skirt.
2. "Sagging" (wearing pants below the waistline or showing underwear/shorts) is not permitted.
3. As a general guideline, dress/skirt length and shorts should be no shorter than 6 inches above the top of the knee, and must allow students to walk, stoop, kneel, and sit with modesty.
4. Apparel designed for recreation, such as tank tops, fishnet (mesh) shirts, etc., is unacceptable.
5. Apparel designed as underwear or night wear may not be visible or worn as outer garments.
6. Tight and/or revealing clothing or accessories that may draw undue attention to the student is prohibited. Clothing which is of transparent and/or see-through material should not be worn. Students must wear tops that cover the upper body (ex. no halter tops, tube tops, spaghetti straps, etc.) and shoulders, and extend beyond the midriff leaving no skin exposed in the normal activities associated with school.
7. Head coverings, bandanas (in any manner), hoods, and sweatbands may not be worn inside the building. The campus administrator must approve any exceptions to this policy for religious or medical reasons.
8. Students must wear footwear which is appropriate for school. Examples of inappropriate footwear, although not inclusive, are the following: house slippers, shoe skates, water shoes, sock shoes, and shoes with metal spikes.
9. Hair must be neat, clean, and well groomed. Facial hair, if worn, must be neat and well-trimmed.
10. Types of apparel, including jewelry, trench coats, emblems, badges, symbols, signs, or other items or manner of grooming which, by virtue of color, arrangement, trademark, symbol, or any other attribute indicates or implies gang membership or affiliation, or would substantially disrupt, distract, or materially interfere with the school environment, activity, and/or educational objectives, are prohibited on school grounds, or at any school-related activity, regardless of time or location.
11. Photo ID cards will be issued to all secondary (grades 6-12) students, except those assigned to the Gateway MS or HS. They will be required to be worn at all times, visible from the front (at the waist or above) while at school or at school functions, and while riding to and from school on district transportation.

Students who attend schools where a **standard dress policy** has been approved may have additional dress code provisions. The additional dress code requirements will be disseminated to students by the campus personnel.

Attachment 2

REGULAR			EARLY OUT			LATE START				
6th Grade										
Period	Time	Minutes		Period	Time	Minutes		Period	Time	Mintues
1st	8:00 - 8:50	50		1st	8:00 - 8:38	38		1st	10:00 - 10:38	38
2nd	8:54 - 9:44	50		2nd	8:42 - 9:24 (Pledges)	42		2nd	10:42 - 11:24 (Pledges)	42
3rd	9:48 - 10:23 (Intervention)	35		4th	9:28 - 10:06	38		4th	11:28 - 12:06	38
4th	10:27 - 11:17	50		5th	10:06 - 10:42 (Lunch)	36		5th	12:06 - 12:42 (Lunch)	36
5th	11:17 - 11:54 (Lunch)	37		6th	10:46 - 11:24	38		6th	12:46 - 1:24	38
6th	11:58 - 12:48	50		7th	11:28 - 12:06	38		7th	1:28 - 2:06	38
7th	12:52 - 1:42	50		8th	12:10 - 12:48	38		8th	2:10 - 2:48	38
8th	1:46 - 2:36	50		9th	12:52 - 1:30	38		9th	2:52 - 3:30	38
9th	2:40 - 3:30	50								
7th Grade										
Period	Time	Minutes		Period	Time	Minutes		Period	Time	Mintues
1st	8:00 - 8:50	50		1st	8:00 - 8:38	38		1st	10:00 - 10:38	38
2nd	8:54 - 9:44	50		2nd	8:42 - 9:24 (Pledges)	42		2nd	10:42 - 11:24 (Pledges)	42
3rd	9:48 - 10:23 (Intervention)	35		4th	9:28 - 10:06	38		4th	11:28 - 12:06	38
4th	10:27 - 11:17	50		5th	10:10 - 10:48	38		5th	12:10 - 12:48	38
5th	11:21 - 12:11	50		6th	10:48 - 11:24 (Lunch)	36		6th	12:48 - 1:24 (Lunch)	36
6th	12:11 - 12:48 (Lunch)	37		7th	11:28 - 12:06	38		7th	1:28 - 2:06	38
7th	12:52 - 1:42	50		8th	12:10 - 12:48	38		8th	2:10 - 2:48	38
8th	1:46 - 2:36	50		9th	12:52 - 1:30	38		9th	2:52 - 3:30	38
9th	2:40 - 3:30	50								
8th Grade										
Period	Time	Minutes		Period	Time	Minutes		Period	Time	Mintues
1st	8:00 - 8:50	50		1st	8:00 - 8:38	38		1st	10:00 - 10:38	38
2nd	8:54 - 9:44	50		2nd	8:42 - 9:24 (Pledges)	42		2nd	10:42 - 11:24 (Pledges)	42
3rd	9:48 - 10:23 (Intervention)	35		4th	9:28 - 10:06	38		4th	11:28 - 12:06	38
4th	10:27 - 11:17	50		5th	10:10 - 10:48	38		5th	12:10 - 12:48	38
5th	11:21 - 12:11	50		6th	10:52 - 11:30	38		6th	12:52 - 1:30	38
6th	12:15 - 1:05	50		7th	11:30 - 12:06 (Lunch)	36		7th	1:30 - 2:06 (Lunch)	36
7th	1:05 - 1:42 (Lunch)	37		8th	12:10 - 12:48	38		8th	2:10 - 2:48	38
8th	1:46 - 2:36	50		9th	12:52 - 1:30	38		9th	2:52 - 3:30	38
9th	2:40 - 3:30	50								
				*3rd Period Omitted from Schedule				*3rd Period Omitted from Schedule		

### Attachment 3

#### Liberty Hill Middle School

4500 Kit Carson Trail  
Killeen TX 76542  
(254) 336-1370 • (254) 953-4367 Fax

Ms. Trish Brown  
Principal



---

Killeen Independent School District - P. O. Box 967 - 200 North W. S. Young Drive - Killeen, Texas 76540-0967 - 254-336-0000

Dear Parents,

Technology has become an essential part of education here at Liberty Hill Middle School. In the past, the use of computing devices not owned by the school district has not been allowed during the school day. Since so many students now use their own mobile computing devices, the district has recognized the need for students to utilize their own technology in a seamless way at school. In an effort to empower students to take control of their own learning, Liberty Hill Middle School participates in the district's Bring Your Own Device (BYOD) program.

Students are able to bring their own mobile computing devices to school for use in their classes. Approved devices include the following: iPads, tablets, and laptops. A filtered internet connection will be provided for students to use for educational purposes only. When in class, students are expected to be focused on learning. Teachers will have the ultimate control of how and when the devices will be used in individual classrooms. These expectations for use will vary by classroom and, ultimately, the teacher will decide what is appropriate for their classroom. Unless students are given explicit directions from the teacher during a specific period to use his or her personal computing device, students are otherwise prohibited from having such devices out during the instructional day. All devices must be stored and out of site when not being used in an instructional setting.

Students, at no time, may have these devices out or in use during hall changes, bathroom breaks, the cafeteria, locker room change time, or any time not specifically stated and permitted by school staff.

The student is solely responsible for any equipment that he/she brings to school. Liberty Hill Middle School is not liable for damaged, lost, or stolen equipment. Liberty Hill Middle School staff is unable to provide technical support for personal devices brought to school including recharging the battery of any device. All students must adhere to the Acceptable Use and Electronic Devices Policies. When students use technology inappropriately, while on the school network, the same consequences apply, regardless of who owns the device. Please talk to your children to ensure they are connected to the BYOD wireless connection and discuss the possible personal expenses of not using this connection on a personal cell phone plan or hotspot. Please note that this initiative does not require the purchase of any device by any of our students and families.

Additional information is available from the following sources:

1. Your student's classroom teachers
2. The campus technologist, Ms. Clark, [Jennifer.clark@killeenisd.org](mailto:Jennifer.clark@killeenisd.org)
3. The school website.

Thank you,

Mrs. Brown  
Principal

### Attachment 4

# LIBERTY HILL MIDDLE SCHOOL



## ELECTRONIC DEVICE POLICY

In an effort to keep the academic environment free from distractions, per KISD policy, electronic devices are prohibited on school property during the school day. This includes, but is not limited to, cell phones, gaming devices, iPads, iPods, AirPods, headphones, earbuds, etc.

*Students bringing electronic devices for use **before and after school** must keep their devices off and stowed in a backpack/string bag, purse or locker at all times during the school day. These items may not be kept on their person or in their shirt/pants pockets. Any visible device will be confiscated and appropriate actions taken.*

### What happens if a student is caught with a visible electronic device?

The electronic device will be confiscated, a Type II District Conduct Violation will be documented, AND the device will be turned in to the Assistant Principal's office for safe keeping.

#### 1<sup>st</sup> Offense:

- o Type II violation
- o Student may pick up their device at the **end of the school day**

#### 2<sup>nd</sup> Offense:

- o Type II violation
- o A parent may pick up the device from the AP office at any time, or the student will be allowed to pick up the device **after 5 school days**.

#### 3<sup>rd</sup> Offense:

- o Type II violation
- o A parent may pick up the device from the AP office at any time, or the student will be allowed to pick up the device **after 10 school days**.

#### 4<sup>th</sup>/Subsequent Offense:

- o Office Referral for Insubordination
- o A parent may pick up the device from the AP office at any time, or the student will be allowed to pick up the device **after 10 school days**.

## LHMS: After School Safety Policy

Liberty Hill Middle School is committed to your child's safety while on campus.

When school is dismissed, students must leave campus by 3:40 p.m. unless they are involved in a specific, school-related activity that extends beyond the regular school day.

### **Permissible Activities following 3:40 p.m.:**

1. Tutoring
2. Extracurricular (clubs, athletics, etc.) with sponsor present
3. Boys and Girls Club

When these activities are complete, students will walk home, report to a designated location for **immediate** parent pick-up\*, or sign-in at Boys/Girls Club.

### **Important Note – After 3:55 p.m.:**

- After 3:55 p.m., students will be unsupervised. Please ensure your child is off campus or at their designated after-school activity by 3:40.
- Students who are found in locations other than those allowed could receive disciplinary action.

We appreciate your support as we work together to ensure the safety of all students at Liberty Hill Middle School. If you have any questions regarding this safety policy, please contact the school principal, Ms. Trish Brown, at 254-336-1370.

Designated Area	Destination	Process
Tutoring	Home (walk) Pick-up (immediate)* Boys/Girls club	Exit grade level hallway Exit grade level hallway, go to designated location Exit grade level hallway, go to Boys/Girls club
Extracurricular	Home (walk) Pick-up (immediate)* Boys/Girls club	Leave extracurricular area Leave extracurricular area, go to designated location Leave extracurricular area, go to Boys/Girls club
Boys/Girls club	Home Pick-up (immediate)*	Leave Boys/Girls club from basketball court Leave Boys/Girls club from basketball court

\* Students and parents are cautioned against leaving a supervised area until a parent is actually on campus.



## Attachment 6

# Liberty Hill MS Library Fine Policy

Please note the KISD School Board Policy as follows:

*“STUDENT FEES, FINES, AND CHARGES: Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit shall be waived. Such student and his or her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall determine eligibility for a fee waiver.”*

### I. Textbook Fines

Textbook fines are controlled by the district. Students who paid a textbook fine and recover the textbook may receive a reimbursement, IF it is during the same school year. If the textbook is returned after the last day of school, the district will not issue a reimbursement.

### II. Late Fees

Books are checked out for two weeks. If students return books after the due date, late fees are assessed. However, students have a 4-day grace period. On the fifth day, the fine begins at .25, and increases by 5 cents per day, with a cap of \$2.

### III. Damaged Library Books

Books with minor damage will be repaired by the library staff at no charge to the student. However, books that are damaged beyond repair require replacement. Students are responsible for the replacement using the purchase price, rounded up to the nearest dollar.

### IV. Lost Books

Lost books require replacement. Students are responsible for the replacement using the purchase price, rounded up to the nearest dollar.

### V. Check Out Privileges

Students who have fines or overdue library books from any KISD campus will be granted access to library materials on a limited basis. Students have a second chance to demonstrate responsibility, while actively working to resolve the fine. Books and fines from other campuses may be turned in to the LHMS library, and we will send them to the school of origin. Parents may contact the school of origin for alternative payment options if the fine cannot be paid.

### VI. Alternative Fine Payment Options

- A. **Project Payoff:** Students work in the library outside of the instructional day to perform community service tasks in lieu of financial repayment. The rate is 10 cents per minute, therefore a student with a \$2 fine will work 20 minutes to waive the fee. Tasks may include, but are not limited to: moving boxes, discarding library books, cleaning tables, vacuuming floors, and dusting shelves.
- B. Fines may also be paid in Box Tops! Each box top will delete 10 cents from the fine.
- C. Replacement fines from sections III. and IV. may also be satisfied with an identical book purchased on Amazon, etc. The book must be new and in the same format as the original (paperback, hardback, etc.). Before making the purchase, please inquire about these details.

## Attachment 7

### Student Expectations:

	Respect	Ownership	Attitude	Responsibility
Hallways/ Transitions	<ul style="list-style-type: none"> <li>✓ Follow directions from staff</li> <li>✓ Follow class change schedule</li> <li>✓ Beware of class change bell</li> <li>✓ Be on time</li> <li>✓ Walk on the right</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walk &amp; Talk</li> <li>✓ Keep YOU to YOU</li> <li>✓ Hoods down Pants up</li> <li>✓ Earbuds out of ears</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use appropriate language</li> <li>✓ Use appropriate tone</li> <li>✓ Voice Level 2</li> </ul>	<ul style="list-style-type: none"> <li>✓ Know your schedule</li> <li>✓ Arrive to class on time</li> <li>✓ ID out &amp; seen</li> <li>✓ Maintain safety in hallway</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>✓ Do your duty.</li> <li>✓ Privacy for others</li> <li>✓ Facility</li> </ul>	<ul style="list-style-type: none"> <li>✓ Trash in trash</li> <li>✓ Observe good time limits</li> <li>✓ NO bathroom first &amp; last 10 min.</li> <li>✓ Must have Semester ROAR Pass Folder</li> </ul>	<ul style="list-style-type: none"> <li>✓ Patience</li> <li>✓ Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use good hygiene</li> <li>✓ Wash hands</li> <li>✓ Use the closest bathroom</li> <li>✓ Responsible for missed work</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>✓ Use appropriate tone</li> <li>✓ Voice level 2 inside</li> <li>✓ Hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>✓ Cafeteria clean-up procedure:               <ul style="list-style-type: none"> <li>○ Look around for trash</li> <li>○ Help push in chairs</li> <li>○ Mess free zone (dump tray)</li> <li>○ See yourself out</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Accept redirection from staff</li> <li>✓ 30 for 30 30 sec. of silence or 30 min of detention</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean your area when finished</li> <li>✓ Seat at assigned teacher tables</li> <li>✓ Dismiss by teacher</li> </ul>
Assemblies (held in gym or cafeteria)	<ul style="list-style-type: none"> <li>✓ Use appropriate audience etiquette</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be aware of personal space</li> <li>✓ Use appropriate language</li> <li>✓ Accept redirection from staff</li> </ul>	<ul style="list-style-type: none"> <li>✓ Encourage others to be positive</li> </ul>	<ul style="list-style-type: none"> <li>✓ Sit where assigned</li> </ul>
Arrival/ Dismissal	<ul style="list-style-type: none"> <li>✓ Follow directions from staff</li> <li>✓ Use Breakfast doors</li> <li>✓ Breakfast closed at 7:50 AM</li> </ul>	<ul style="list-style-type: none"> <li>✓ Keep appropriate personal space</li> <li>✓ Keep up with your belongings</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>✓ Am stay seated in grade level areas</li> <li>✓ PM be off campus or at extracurricular activity</li> <li>✓ Keep YOU to YOU</li> <li>✓ Trash your trash!</li> </ul>