

**PLEASE REMOVE THIS FORM FROM THE HANDBOOK,
COMPLETE THE FORM, AND RETURN IT TO THE SCHOOL.**

**LIBERTY HIGH SCHOOL
OFFICE OF THE PRINCIPAL
PHONE 326-7470**

DEAR PARENT:

**PLEASE SIGN AND RETURN TO THE SCHOOL VIA YOUR CHILD OR
BY MAIL BY AUGUST 24.**

I have received and reviewed my child's *Liberty High School* student handbook for the school year 2010-2011. This handbook covers policies, regulations, and other important information about *Liberty High School* and our expectations of students. Students will be responsible for following the rules and regulations listed in this handbook. Parents should discuss the policies on drugs, alcohol, tobacco, truancy, weapons, computer use, and the dress code with their child. Questions about any of the policies in this handbook should be referred to the school administration. The student handbook will also be discussed with your child during a school assembly and/or in his/her advisor group.

- I have read the Student Handbook and accept full responsibility for complying with the policies and regulations as stated.

**NAME OF
STUDENT** _____

(Please print or type)

STUDENT NUMBER _____

**NAME OF
ADVISOR** _____

**STUDENT
SIGNATURE** _____

**PARENT'S
SIGNATURE** _____

DATE _____

CONDITIONS FOR DISCLOSURE OF DIRECTORY INFORMATION

Harrison County Schools may disclose personally identifiable information from the education records of a student who is in attendance if it has given notice that information has been designated as directory information (File JR-R). "Directory Information" includes a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Parents who choose not to have directory information disclosed must notify the school in writing.

NONDISCRIMINATION POLICY

In accordance with Federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability and retaliation. If you require information about this program, activity or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, or call toll free (866)632-9992 (Voice). TDD users can contact the USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

NOTE:

This handbook is for informational purposes only and does not constitute an agreement with students or parents regarding the contents herein. The school system reserves the right to modify policies governing the operation of the school at any time such changes are considered necessary.

LIBERTY HIGH SCHOOL PHILOSOPHY

Learning at **Liberty High School** is geared toward making useful, independent-minded, creative, self-disciplined future citizens. Basic to this school's philosophy of education is a belief in the worth of each student as an individual entity. Creativity, integrity, loyalty, and compassion should be the hallmarks of a graduating senior. It is toward these goals that **Liberty** gears its philosophy of education.

With society's leap into an age of high technology, the school endeavors to foster knowledge of the humanities as well as sciences and math to provide a sense of balance in each student's education. The school attempts to aid the student to reach his greatest potential in academics and provide positive learning opportunities in a scholastic environment.

The faculty, support staff, and administrators of **Liberty High School** believe that teaching and learning must be meaningful and challenging and must provide a positive experience in the basics of reading, writing, and arithmetic, which are the fundamental survival skills. Teachers assume a personal responsibility for the education of each student and serve as role models and motivators. The faculty and administrators create a climate in which all students can maximize their potential.

The school seeks to build upon the racial, cultural, religious, and economical backgrounds of the diverse student body. Each student is given the opportunity, through natural helpers and the compassion of the faculty, to obtain better moral and family values. Moreover, education must prepare all students to recognize and accept differences in others. It should help students to cope with the problems of a changing world and to become useful, productive members of society.

CLOSED CAMPUS

Liberty operates a closed campus. Students must stay on school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until they are picked up by the bus. **Once a student has signed out in the office to leave, he/she must leave the campus.**

SCHOOL VISITORS

The administration must know who is in the building and why they are there. **ALL VISITORS MUST REPORT TO THE OFFICE AND SIGN IN. THIS IS A STATE LAW!**

- ❖ All visitors, including school alumni, must obtain a Visitor's Pass from the office or be accompanied by one of the school personnel.
- ❖ No student is permitted to bring other students or relatives to school to visit or to attend classes.
- ❖ If unauthorized individuals are in the building or on school grounds without a Visitor's Pass, they are trespassing, and police may be called in to remove them.
- ❖ No visitors, except those on official school business, will be allowed on school grounds. Only employed personnel and students are to be in the halls without a Visitor's Pass.

**LIBERTY HIGH SCHOOL BELL SCHEDULE
DURING 1ST AND 2ND BLOCKS, SOME COURSES MAY BE
ALTERNATING DAYS (“RED DAYS” OR “BLUE DAYS”).**

FIRST BELL – 7:37 A.M.

FIRST BLOCK 7:45 – 9:15
SECOND BLOCK 9:20 – 10:50
FIRST LUNCH/AA 10:50 – 11:20
SECOND LUNCH/AA 11:15 – 11:45
THIRD BLOCK 11:50 – 1:20
FOURTH 90 MINUTES) 1:25 – 2:55

Student Dismissal	2:55 pm
Teacher Dismissal	3:05 pm

TWO-HOUR DELAY

9:37 am	First Bell
9:45 – 10:15	First Block
10:20 – 10:50	Second Block
10:50	First Lunch & Regular Schedule

ONE-HOUR DELAY

8:37 am	First Bell
8:45 – 9:45	First Block
9:50 – 10:50	Second Block
10:50	First Lunch & Regular Schedule

TWO-HOUR EARLY DISMISSAL

11:50 – 12:20	Third Block
12:25 – 1:00	Fourth Block

IMPORTANT SCHOOL DATES

August 19	First Day for Students (2 hour early dismissal)
September 5	Labor Day (no school)
September 21	Student 2-hour early dismissal
September 30	End of 1 st 6 weeks grading period
October 4	Election Day (no school)
October 10	Report Cards issued – 1 st six weeks
October 26	ISE Day Parent Teacher Conference (Time TBA)
November 11	Veteran’s Day – No School
November 15	End of 2 nd 6 weeks grading period
November 16	Student 2-hour early dismissal
November 21-25	Thanksgiving Break - No School
November 30	Report Cards issued – 2 nd six weeks
December 22	Instructional Support & Enhancement Day*
December 23-Dec. 30	Christmas Recess - No School
January 2	New Year’s Holiday (no school)
January 3	Classes Resume
January 10, 11, & 12	Semester Examinations
January 12	<i>End of 3rd 6 weeks & 1st Semester</i>
January 13	First day of Second Semester
January 16	Dr. Martin Luther King’s Birthday - No School
January 20	Report Cards issued – 3 rd six weeks
January 25	Student 2-hour early dismissal
February 20	ISE Day, Parent Teacher Conference*(Time TBA)
February 24	End of 4 th 6 weeks grading period
March 2	Report Cards issued – 4 th six weeks
March 21	Student 2-hour early dismissal
April 6	End of 5 th 6 weeks grading period Instructional Support & Enhancement Day
April 9-13	Spring Break - No School
May 16	Classes Resume
April 20	Report Cards issued – 5 th six weeks
May 8	Election Day (No School)
May 22, 23, 24	Semester Examinations
May 30	Memorial Day - No School)
May 31	Curriculum Development Day
June 1	<i>End of 6th 6 weeks & 2nd Semester</i> Instructional Support & Enhancement Day*
June 4-7	Outside School Environment Days – No School

*Student attendance at school is *encouraged* but not required on Instructional Support & Enhancement/Faculty Senate Days. Dates are subject to change if there is an extension of the school year due to adverse weather conditions.

HARRISON COUNTY GRADUATION REQUIREMENTS

Graduation Class of 2012 and Beyond

Course Name	Pathways	
	Professional	Skilled
English	4	4
Social Studies	4	4
Math	4	4
Science	4	3
Physical Ed.	1	1
Health	1	1
Fine Arts	1	1
Foreign Language	2	0
Concentration*	1	4
Electives	6	6
Total	28	28
Experiential Learning – required completion prior to graduation		

*Concentration courses are identified courses that relate to the major/cluster chosen on the 5-year plan.

Please note: More detailed information regarding graduation requirements may be found at the West Virginia Department of Education website: <http://wvde.state.wv.us/policies/p2510.pdf>. Also, additional information will be sent to parents from the Liberty Guidance Department and Administration.

CLASS STATUS GUIDELINES

Sophomore	6 credits
Junior	13 credits
Senior	20 credits

The credits required for grade placement must include completion of English, science, math, and social studies from the previous grade. Students will not be promoted or moved up to the next class level until the end of each year. Students will be assigned to an A/A group based upon their credits at the beginning /ending of each school year. This status will be used for all grade level privileges.

CLASS DUES

Each student is responsible for paying dues to his/her homeroom teacher who is to issue a receipt at the time of payment. The amount of dues payable is:

Freshman	\$ 7.00	Junior	\$10.00
Sophomore	\$ 7.00	Senior	\$10.00

Dues should be paid as soon as possible after the beginning of each school year. If dues are not paid by December 1 of the current school year, there will be a \$3.00 late fee assessed. If dues are not paid for one year, the amount of dues plus the late fee will be carried to the next year. Note: Dues for all 4 years may be paid in a lump sum.

A junior who has not paid his/her dues for the freshman, sophomore and junior years is not eligible to attend the Junior/Senior Prom.

A senior who has not paid his/her dues for any of the years of attendance at *Liberty High School* is not eligible to attend the Junior/Senior Prom or senior activities.

SCHEDULE CHANGES & GUIDANCE SERVICES

Schedule changes must be made within the first five days of the beginning of each term. For schedule changes and guidance services, students with last name A-K, see Mrs. Moore, and those with L-Z see Mrs. Minutelli. Changes will only be considered in classes where slots are available. Schedule changes will not be made based on personality conflicts, individual course assignments, lunch schedules, etc. When schedule changes are requested, the teachers concerned will be consulted for approval.

Guidance services are available for every student at Liberty High School. Services include: assistance with educational planning; interpretation of test scores; occupational information; career information; study assistance; or help with home, school, social concerns, or any questions the student may feel needs to be discussed with the counselor. The counselors also assist seniors in applying for colleges and exploring scholarships and need-based financial aid opportunities. The school wiki available: <https://libertycounselingoffice.wikispaces.com/>

PARENT CONFERENCES

The school will have two established evening parent-teacher conferences on Oct. 26 and Feb 20; time will be announced. Parents may wish to have conferences with one or more of their child's teachers, counselors, or principals at times other than the scheduled Parent-Teacher Conferences. Conferences are encouraged, but it is important to call the school to schedule all conferences. Teachers will not be called out of classes for individual conferences because by so doing, instruction of other

students is denied. All conferences must be scheduled during the teacher's conference period, which are listed on the school's website.

WITHDRAWING FROM SCHOOL

Before permanently leaving school, a student should report to the guidance counselor and look at all options before making such an important decision. The parent/guardian must be contacted about this decision before any action can be taken. After conferring with a counselor, the student must complete the withdrawal process properly in the event the student should ever decide to return to this school or another school.

PERSONAL PROPERTY

Students are cautioned not to keep money or other valuables in their locker or in the gym dressing rooms. All valuables should be kept within sight. ***Liberty High School will not assume responsibility for lost or stolen items.***

EMERGENCY MEDICAL TREATMENT

At the beginning of each school year or any time a new student enrolls in school, an ***Emergency Care Card*** is given to the student. It is very important that parents complete this card, which includes a place for parental consent for school officials to request medical treatment of the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. Serious medical conditions should be recorded on the form, and the form should be updated as needed. It is critical that school officials know where to contact parents in the event of an emergency.

MEDICATIONS

The school is not authorized to distribute any medications, including aspirin. If a student brings medication to school during school hours, the medication must show the student's name on the container and should be left in the office with directions for administering. The ***"Authorization for Medication Administration"*** form ***must be completed in its entirety*** (See Harrison County Schools Policy and Administrative Regulations Guide - Administration of Medication).

LEAVING SCHOOL EARLY

Any student who leaves school before the end of the school day must sign out in the office, and a school official must speak with a parent. ***Students attending college classes must also sign out in the office.*** *Any student who does not properly sign out will be considered truant and subject to the Harrison County Discipline Policy.*

Students who must leave school for doctor or dental appointments and for other approved reasons must provide the school with an appointment card and a note signed by their parent/guardian. No student will be permitted to leave the school without a note signed by his/her

parent or guardian. Students will not be excused to leave school with anyone other than a parent or guardian unless the parent or guardian personally contacts one of the building principals. Students leaving early must be signed out from the office by a parent/guardian, unless prior arrangements have been made with one of the school principals. Students will not be excused for invalid reasons.

HALL TRAFFIC

Students are asked to be courteous at all times and to stay to the right when walking in the halls. Students are permitted to talk freely during class changes; however, running, shouting, use of profanity, pushing or shoving, and horseplay are not permitted.

CARE OF SCHOOL PROPERTY

Students shall be held responsible for school and personal property. Any student who damages or destroys school or personal property shall be subject to disciplinary action and liability for the cost of restoring the property. Any student who steals school or personal property shall be subject to suspension or expulsion. Parents shall be liable for property stolen or damaged by their minor children.

TEXTBOOKS

The Harrison County School System will provide each student with textbooks for his/her classes. It is the responsibility of the student to take care of the books that are issued. If the book is not returned at the time the student leaves the class either during or at the end of the term, a lost book fee is assessed.

It is the responsibility of the parent to see that either the textbook or fee is received by ***Liberty High School***. Another textbook will not be issued until the book is returned or the fee is paid.

USE OF TELEPHONES BY STUDENTS

The office phones are always busy. Therefore, only in emergencies will students be permitted to use the office phones. Students are not to be excused from class to use the telephones. ***STUDENTS ARE NOT TO USE THE OFFICE TELEPHONES DURING CLASS TIME.***

If a student becomes ill, office personnel will contact parents/guardians. No student will be allowed to leave school without the consent of a school official and a parent or other person designated on the Emergency Care Card on file in the office.

SCHOOL MEAL PRICES

(Forms for Free or Reduced Meals will be made available.)

Breakfast - \$0.85 Lunch - \$1.40 Extra Milk - \$0.35

SECOND MEALS \$2.05

Pregnant Students – Please inform your counselor, nurse, principal, or other school official if you should need additional foods because of pregnancy. Pregnancy increases the nutritional needs of students. These needs will be met through the school meals program.

LOCKERS

Each student will be assigned a locker. A student is to use the locker assigned to him/her, and only that student is permitted to use that locker. **Students are not permitted to share lockers.** Any item found in the locker will be the responsibility of the person assigned to that locker. Each student is responsible for the proper care of the locker and is expected to keep it neat and clean. **Only school issued locks may be used on the lockers, and a \$7.00 fee to cover the cost of the lock will be charged. The purchased lock belongs to that student and can be used from freshman year through graduation.**

STUDENTS ARE NEVER PERMITTED TO USE A LOCKER IN THE BOYS' OR GIRLS' DRESSING ROOM EXCEPT FOR PHYS ED OR A SPORTS ACTIVITY.

ATTENDANCE

Excellent attendance is essential for a student's successful progress in the instructional program, in proper contribution in citizenship, and in the work place. Student absenteeism affects the whole school operation. Habitually absent students quite often end up on the school dropout roll instead of the honor roll.

Upon returning to school when a student has been absent, the student must have a note signed by a parent or guardian or a medical doctor indicating the reason for the absence(s).

If a student is going to be absent for an extended period of time, the parent may call and inform the administration of this and request homework assignments. When the student returns to school, the student must have a note signed by a medical doctor indicating the reason for the absence(s). **ALL CLAIMS FOR ABSENCE VERIFICATION MUST BE DONE WITHIN FIVE (5) DAYS OF RETURN TO SCHOOL.** Any unexcused absence forfeits a student's eligibility for any exam exemption.

Liberty High School follows the Harrison County Attendance Policy, which can be obtained upon request from the school (See Harrison County Schools Policy and Administrative Regulations Guide – Attendance).

Please note: Senior skip days are not sanctioned, condoned or recognized by the Harrison County Board of Education. Students who participate in these activities will be considered truant and their absences handled accordingly.

ABSENCES & EXTRA-CURRICULAR PARTICIPATION

Any student who is absent from or late to school on a given day is not permitted to participate in any extra-curricular activity that night unless a medical or legal professional's excuse is provided or

administration has deemed weather was a factor. Students are not permitted to attend or participate in any school-related activity (home or away) while serving OSS until the end of the regular school day of the last day of OSS.

TARDY POLICY

Liberty emphasizes punctuality. When a student arrives at school late, the student is absent. By Harrison County policy a student missing any part of a period is counted absent for that period. Car problems are not legitimate excuses for tardiness. Students are allowed five (5) minutes for changing classes and going to the restroom; therefore, they should not be tardy for classes.

Habitual tardiness to class will be dealt with as a disciplinary problem. If teacher warnings and lunch detention assignments do not solve the problem, suspension from school may be necessary.

The following policy will be followed for tardies:

- | | |
|---------------------|--|
| ❖ 1-2 Tardies | Verbal Warning (Teacher documentation) |
| ❖ 3 Tardies | 1 day lunch detention & parents are notified by teacher |
| ❖ 4 Tardies | 3 days lunch detention |
| ❖ 5 Tardies or more | referral to administration for further disciplinary action |

EMERGENCY DRILLS

The school will periodically conduct emergency drills. When these occur, students should move quickly and orderly outside or to specific locations within the building. Teachers are trained in emergency evacuation procedures and will provide students with necessary instructions.

FOOD/DRINKS IN CLASSROOM

Food, drinks, and snacks will not be allowed in any classroom at any time or hallway. All breakfast and lunch items must be eaten in the cafeteria. Snacks purchased out of the vending machines or brought from home may not be consumed in any classroom or hallway.

DISCIPLINE

All students are expected to follow classroom, school, and county rules and regulations during school or at any school function (See Harrison County Schools Policy and Administrative Regulations Guide – Student Code of Conduct). The following disciplinary options may be used depending on code infraction:

- | | |
|-------------------------------|--|
| ❖ Lunch Detention | ❖ After School Detention |
| ❖ Loss of Parking Permit | ❖ ISS/OSS (In School/Out of School Suspension) |
| ❖ Loss of Assembly Privileges | |

HARASSMENT

You are protected from racial, sexual, religious, ethnic harassment or violence.

Sexual harassment is a violation of school policies as well as federal laws and will not be tolerated. It occurs at school whenever unwelcome conduct on the basis of gender affects a person's learning. Sexual harassment is defined by the Equal Employment Opportunity Commission as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonable interfering with the individual's school performance or creating an intimidating, hostile, or offensive learning environment.

Some of the kinds of behavior that courts have cited as contributing to a sexually hostile school or learning environment include:

- ❖ Discussing sexual activities with or about another student;
- ❖ Telling off-color or obscene jokes;
- ❖ Unwelcome and intentional bumping or touching of a person's body;
- ❖ Unwelcome comments on a person's physical appearance;
- ❖ Displaying sexually suggestive pictures, magazines or photos, including inside a locker;
- ❖ Using demeaning or inappropriate terms;
- ❖ Using indecent gestures or crude and offensive language;
- ❖ Sabotaging the victim's school work in revenge; or
- ❖ Engaging in hostile or abusive physical conduct.

If you feel that you are a victim of any kind of harassment, you must first tell the person who is harassing you to **STOP**. If the behavior continues, you should then tell one of your teachers or guidance counselors. If the problem continues, report it to an assistant principal or the principal.

TOBACCO AND TOBACCO PRODUCTS

The use and/or possession of tobacco or tobacco products on school grounds is prohibited, and any student who violates this rule is subject to suspension under the county discipline policy and Tobacco Usage Policy. Each subsequent offense will be moved to a higher level of the policies (See Harrison County Schools Policy and Administrative Regulations Guide – Student Code of Conduct and Discipline).

ARTICLES PROHIBITED AT SCHOOL

A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning. This includes, but is not limited to matches, lighters, student bags, backpacks, book bags. All bags must be made of a material that allows a clear view (examples, clear vinyl, see-through mesh are permitted to be carried). This does not include a student wallet or purse. Any bag large enough to conceal a textbook is

not considered to be a purse for the purposes of this policy. All student bags, backpacks, book bags, and bags used for physical education must be placed in the student's locker when school begins and kept there until school ends. Bags for physical education may be carried to and from PE class only.

Problems arise each year because students have articles that are hazardous to the safety of others or interfere in some way with school procedure. At no time and under no circumstances may students have alcohol, drugs, knives, weapons, or other dangerous instruments on their persons, in their lockers, in their automobiles, or on school grounds (See Harrison County Schools Policy and Administrative Regulations Guide for additional information).

Cellular Telephones/Electronic Devices

All electronic/communication devices are not to be utilized or visible during the school day. A student may possess a cellular telephone or other electronic device on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone or electronic device remains off. The use of cellular telephones and other electronic devices shall be strictly prohibited in any areas where individuals have a reasonable expectation of privacy, including, but not limited to locker rooms, classrooms, and bathrooms. Possession of a cellular telephone or other electronic device by a student is a privilege, not a right, and this privilege may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. **Violation of this policy will result in confiscation (on first offense) of the cellular telephone or electronic device for an extended period of time. Parents or guardians will be required to retrieve a confiscated electronic device/phone in person between the hours of 7:00-7:30 am or 3:00 – 3:30 pm. The electronic device or phone will not be returned to the student.**

DRESS AND APPEARANCE

Students will be expected to keep themselves well groomed and neatly dressed at all times. A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety or welfare of others while at school or participating in county curricular and/or extra-curricular activities. A student will not dress in a manner that is distracting or indecent, to the extent that it interferes with the teaching and learning process. This shall include but not be limited to any clothing that is reasonable considered disruptive or inappropriate by the school principal. In accordance with Harrison County Schools Policy and Administrative Regulation Guide, the following **WILL NOT BE PERMITTED**:

- ❖ Clothing that exposes the mid part of the body (shirts and blouses must cover the entire torso at all times, even in movement), no short shorts/skirts/dresses **(must be longer than fingertip length)**.

no tank tops, spaghetti straps or halters (unless worn over a T-shirt);

- ❖ Sunglasses or hats worn in classes or inside the building during the school day;
- ❖ Chains or spiked jewelry that could be used as weapons;
- ❖ Clothing or tattoos that evidence gang membership or contain depictions of or reference to, or is suggestive of violence, sex, alcohol, drugs, tobacco, obscenities, or profane language; and
- ❖ See-through mesh or fishnet clothing.

The primary function of a coat or jacket is to protect one from cold temperatures, rain, or snow. Therefore, the wearing of coats and jackets will not be permitted during the school day. **All coats and jackets will be left in the student's locker**, except in emergency cold situations when the school or classroom teacher grants approval.

Remember, building administrators have the discretion to identify other inappropriate apparel (that may be disruptive to the school or learning environment) and respond as needed. Teachers may require students to change their clothing and may refer the student to the office, if there is a problem over a students' attire. Students may be disciplined or may be sent home (unexcused) if the dress code is not followed (See Harrison County Schools Policy and Administrative Regulations Guide – Student Code of Conduct).

CAFETERIA PROCEDURES/CONDUCT

Morning – The courtyard area is reserved for those students eating breakfast.

Lunch – 1st Lunch – Grades 9 and 12 – Seniors **only** will be permitted to eat in the courtyard section and to be in the courtyard (weather permitting). When dismissed from lunch 1st lunch students will exit through the snack machine hallway.

2nd Lunch – Grades 10 and 11 – Students will enter the cafeteria through the center hallway.

Some items to remember for both lunches (This is not an all-inclusive list.):

- No outside food is permitted except for lunches brought from home,
- 6 people to a table – (DO NOT move chairs from table to table.),
- Both serving lines will be 2 wide and will feed 4 at a time,
- The regular lunch menu line starts at the Mountaineer,
- The gym, weight room and library will be closed during both lunches,
- NO cell phones or electronic devices – (They will be confiscated as per policy.) and
- Appropriate conduct and respect is expected at all times.

BUS PROCEDURE

Morning: Upon entering the building, all students will proceed immediately to the cafeteria or gymnasium. All excuses from home should be placed in the box in the office at this time. Doors to the academic wing will not open until 7:37 am. **Until this time students will wait quietly and seated 6 to a table in the cafeteria or gymnasium area.**

Afternoon: All late bus students and those waiting for parents will proceed immediately to the new section of the cafeteria. **No students will be permitted to wait outside.** When waiting for the late bus or for parents, students will:

- ❖ be seated no more than six (6) per table,
- ❖ will clean up litter before being dismissed to their bus, and
- ❖ will keep noise to a decent level.

Any violation of bus procedures will be subject to disciplinary action.

STUDENTS NOT RIDING THE BUS ARE TO BE DROPPED OFF AND PICKED UP IN THE REAR OF THE BUILDING BOTH MORNING AND AFTERNOON.

CAMPUS TRAFFIC

Students are not encouraged to drive cars to school. Driving and parking on school property is closely regulated due to the concern for safety of students, the limited space available, and campus traffic. Juniors and seniors who have a legitimate reason for driving regularly to school may apply for an assigned parking space permit for a fee of \$20.00. Applications will be checked and spaces assigned if qualified. The parking lot will be checked daily and unauthorized vehicles will be reported to the authorities. At the beginning of second semester, sophomores will be permitted to apply for any available spaces. There is only one lane of traffic entering or leaving school.

PARKING RULES

- ❖ Pedestrians and **school buses have the right of way at all times.**
- ❖ Students may not remain in parked vehicles at any time.
- ❖ Visitors have an assigned spot (row closest to the building).
- ❖ Only students with parking permits may park in the student zones in the rear parking lot. Those spaces will be assigned.
- ❖ Parking permits must be visibly hanging on the rear view mirror inside the vehicle.
- ❖ Parking permits are to be obtained through the assistant principal's office and will require an application complete with parent signature, vehicle information, and a legitimate reason for driving regularly to school.
- ❖ The parking lot speed limit is five (5) miles per hour.
- ❖ Students who are reported driving recklessly or violating safety rules will have their driving privileges immediately revoked.
- ❖ **STUDENTS MUST VACATE AND LOCK THEIR VEHICLES IMMEDIATELY UPON THEIR ARRIVAL AT SCHOOL.**
- ❖ **NO LOITERING IN THE PARKING LOT WILL BE PERMITTED.**

- ❖ Students may not return to their vehicles or the parking area until dismissal time.
- ❖ **STUDENTS ARE NEVER PERMITTED TO DRIVE FROM LIBERTY TO THE UNITED TECHNICAL CENTER.**
- ❖ Students who are repeatedly tardy will have driving and parking privileges suspended.
- ❖ Vehicles are not permitted to be parked in the front circle.
- ❖ Vehicles are not permitted to be parked on the gym/band room side of the building or in any grassy areas on school campus.
- ❖ **IF YOUR VEHICLE IS FOUND ON SCHOOL PROPERTY WITHOUT A PARKING PERMIT OR IF FOUND IN THE WRONG SPOT, A WARNING WILL BE GIVEN. A SECOND OFFENSE WILL RESULT IN DISCIPLINARY ACTION.**

LIBRARY-MEDIA CENTER

The I.M.C. (Instructional Media Center or library) is located on the main floor to the right of the front doors. The library is open from 7:35 a.m. to 3:05 p.m. Books from the regular collection may be checked out for a two-week period and may be renewed if no one has it reserved. A fine of ten cents (\$0.10) per school day will be charged for overdue books. Weekends are not included. The fine stops when the book is returned. Twenty-five cents (\$0.25) per school day will be charged for overdue overnight books and overdue vertical file/pamphlet materials. If a student is ill and his/her name is on the absence list, then no fine is charged for that day. Reference books, SIRS, and current newspapers and magazines may not be checked out from the library. A photocopy service is available for ten cents (\$0.10) per page.

CLUBS AND ACTIVITIES

Liberty High School has a wide variety of clubs and activities that aid in the development of the well-rounded citizens it hopes to graduate into society. All students are encouraged to take part in these activities and to find their individual strengths and interests. It is felt that the clubs and activities allow all students to develop the responsibility and leadership skills necessary to succeed in life. Clubs (such as Drama Club, Key Club, Pep Club, Science Club, FFA, Interact, etc.) reflect student interests and new clubs are formed as interest is shown.

Every student will be expected to join a club and attend the meetings which will be held during the school day. These clubs may also have meetings before and/or after school.

DANCES

No student below 9th grade or over 20 years old (unless married to the student) will be permitted to attend a *Liberty High School* sponsored dance, and **all outside guests must have prior approval by the school before they can attend.**

HOMECOMING

SPIRIT WEEK – The week before Homecoming is filled with activities sponsored by Student Council. There are dress-up days, contests, and a school-wide thuse. The football game on Friday night and the Homecoming Dance on Saturday evening highlight the week.

HOMECOMING COURT – Any girl with a 2.0 GPA the previous semester may sign up in designated classrooms to run for Homecoming Court. All students from each of the respective classes vote or their princesses in homeroom. Two freshmen, two sophomores, three juniors, and five seniors will become princesses. Once the five senior princesses are chosen by their class, they will be voted on by the senior class only. The senior receiving the most votes becomes queen, and the queen is announced and crowned at the football game on Friday night. **The Homecoming Queen may not become Prom Queen.**

HOMECOMING DANCE – All students must be appropriately attired. No jeans or tennis shoes will be permitted. No grade level below ninth will be admitted. No one over the age of 20 will be admitted unless he/she is married to a Liberty student.

PROM AND PROM COURT SELECTION

The prom is for any **Liberty High School** student assigned to a Junior or Senior homeroom. Sophomores are permitted to attend only if asked by a Junior or Senior. Guests outside of **Liberty High School** must be enrolled full time in a high school/technical school/college or hold a full time job. He/she must be 20 years old or younger unless married to a Liberty student. No one over the age of 20 will be admitted unless married to a **Liberty High School** student. In the spring every senior girl's name is placed on a ballot. All seniors vote and the top nine (9) will serve on the Prom Court. A committee of teachers tabulates the votes. On the night of the prom, each girl in the prom court selects a flower. The girl who chooses the odd flower becomes the Prom Queen. The Homecoming Queen, if selected to be on the Prom Court, will not be able to choose a flower and become Prom Queen. Attire for the Prom is Formal Wear including tuxedos, formal dresses and dress shoes (no tennis shoes). Anyone who does not follow the dress code will be ASKED TO LEAVE THE PROM. All dues must be paid prior to receiving a prom ticket. Tickets will be sold at school with an additional charge added for any outside guest (including sophomores at Liberty).

STUDENT COUNCIL

STUDENT COUNCIL OFFICER SELECTION

Student Council is a very active organization within **Liberty High School**. The student body chooses members of the Council and its officers and the Advisory Board steers the Council towards its goals. Some activities sponsored by Student Council include class elections, Homecoming Dance & Court, Spirit Week, Teacher Appreciation Week, the Angel Tree Project,

fund-raisers, Student Orientation, thuses, parent-teacher conference volunteers, Christmas projects, Senior Citizens dances, and food drives to name a few. The Student Council will elect a president, vice-president, secretary, and treasurer. All candidates must have:

- ❖ at least a 2.0 average for the first semester prior to the election (average must be maintained);
- ❖ fulfilled all previous Student Council obligations;
- ❖ a nominator who is a senior member (in good standing) of the Student Council Advisory Board;
- ❖ a campaign manager;
- ❖ a campaign committee comprised of no less than three and no more than five members;
- ❖ a formal petition;
- ❖ a written speech by the nominator, approved by the Student Council advisor and given as written;
- ❖ a one-minute commercial on videotape;
- ❖ at least five good quality, hand-made posters that are approved by the Student Council advisor;
- ❖ a written speech by the candidate, approved by the Student Council advisor and presented as written;
- ❖ no OSS discipline record in the office;
- ❖ met all requirements on the date, and at the time specified;
- ❖ three letters of recommendation from faculty members;
- ❖ no write in ballots will be accepted.

Officers may be removed for: failure to maintain 2.0 GPA, embarrassing behavior to the school, disciplinary actions, or failure to meet commitments of the office.

At the beginning of the year each homeroom will elect a homeroom representative, having at least a 2.0 average, who will also serve on the student council.

CHARACTER EDUCATION

Character Education, which guides all students to implement the six (6) pillars of ***Respect, Responsibility, Fairness, Caring, Trustworthiness, and Citizenship*** is addressed through A/A.

RESPONSIBLE STUDENT PROGRAM

Liberty's Responsible Student Program is centered around the standards of raising GPA's, raising WESTEST scores, completing and turning in assignments, being prepared for class, and keeping all food & drink in the cafeteria only. Students are rewarded for meeting the standards with a variety of activities.

Also, "Mountaineer Pride" rewards those students who have been spotted doing something that shows pride in their school or an extra measure of responsibility, willingness to help others, etc. Every week, teachers and staff can nominate students they feel are worthy and names

are periodically drawn. The nominated students whose names are drawn will receive various prizes along with a letter sent home to their parent or guardian. If the student has been in detention or OSS within the last three weeks, he/she is not eligible and their name is returned to be drawn out at later date.

RAZE

RAZE is a student-based organization devoted to stopping the use of tobacco. Student volunteers write, produce, and implement programs against tobacco, serve as role models for their peers, work with a county-wide team of volunteers, organize assemblies for their peers, and provide activities for 'The Great American Smoke Out'. The teens also contact their legislators with their concerns about tobacco use.

LIBERTY HIGH SCHOOL HONOR SOCIETY

The Liberty High School Honor Society is a scholastic society of excellence. To attain membership in the Liberty Honor Society is no easy accomplishment. Juniors and seniors must have a cumulative grade point average of 3.4 or higher. Students are also evaluated by teachers on scholarship, service, character, and leadership prior to consideration for induction into the National Honor Society.

USE OF COMPUTERS

Students will abide by State and County mandated Technology Rules and the rules and requirements of the computer lab as established by the Technology Committee of *Liberty High School*.

TECHNOLOGY POLICY SUMMARY

A COMPLETE COPY OF THE TECHNOLOGY POLICY IS AVAILABLE AT YOUR LOCAL SCHOOL OR THE HARRISON COUNTY BOARD OF EDUCATION

1. Specific violations
2. Use of any Harrison County Board of Education owned computer, computer system, computer network, computer program, or computer database for non-educational purposes by any outside group or organization without the expressed, written permission of the building principal/supervisor except for Board sponsored/approved activities such as after school tutoring programs, homework assistance programs, adult education, and graduate classes.
3. Any form of illegal activity.
4. Commercial or for-profit purposes.
5. Product advertisement or political lobbying.
6. Unauthorized use of accounts or passwords.
7. Seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresentation of other users.
8. Disruption of Internet use.
9. Development of programs that harass other users or infiltrate a computer or computing system and/or damage the hardware or software components.
10. Development, distribution, collection, or modification of any type of computer virus.
11. Harassment, dissemination of hate mail, or other antisocial behavior.
12. Illegal installation of copyrighted material.
13. Use for viewing, creating, modification, or dissemination of obscene, violent, pornographic, or illegal materials.
14. Use for viewing, creating, modification, or dissemination of any material that is likely to be offensive or objectionable.
15. Solicitation.
16. Students having administrative access to any file server, print server or network.
17. Negligently degrading, intentionally degrading, or attempting to degrade the performance of any Harrison County Board of Education wide area network (WAN), local network (LAN), systems, or any system available through the Internet.
18. Penetrating or attempting to penetrate the security of any WAN, LAN system, or any system available through the Internet.
19. Depriving or attempting to deprive other users of resources or access to computer resources.
20. Using any computer system or network to send unsolicited, offensive, abusive, obscene, or otherwise harassing, or illegal communications.
21. Using a computer account belonging to another individual without the explicit permission of the individual (faculty, staff, and students are responsible for all activity originating from their accounts as well as for their safeguard and use).
22. Negligently, or intentionally and without authorization, accessing, altering, interfering with the operation of, damaging or destroying all or part of any Harrison County Board of Education owned computer, computer system, computer network, computer software, computer program, or computer database.
23. Failing to reasonably protect, or intentionally or knowingly giving or publishing any password, identifying code, personal identification, personal identification code, or other confidential information about a faculty or staff member, another student, a parent, or guardian, any other person, computer, computer system, computer network, or database.

24. Inspecting, modifying or copying programs data, or electronic mail without authorization.
25. Placing any information in a Harrison County Board of Education or West Virginia Educational Informational System (WVEIS) computer network, or any system available through the Internet that is not in keeping with the educational purposes of the Harrison County Board of Education, West Virginia Department of Education, or WVEIS.
26. Providing false or misleading information when applying for computer access or when being investigated for computer misuse under this policy.

COPYRIGHT LAWS AND SOFTWARE LICENSE AGREEMENTS

27. Unauthorized copying, unauthorized use, or illegal transmission of computer software is a violation of federal law and may also be a breach of a license agreement, and is therefore prohibited.
28. All software licensing agreements will be observed as written.
29. Unless permitted by the license agreement, copyright laws prohibit the multiple loading from one disk to multiple machines not only at one site, but also over multiple sites.
30. Harrison County Board of Education employees may not assist others in using, duplicating, or transmitting copies of software obtained in a manner contrary to this policy. All employees of the Harrison County Board of Education are obligated to comply with the Harrison County Board of Education's, local schools, and individual faculty's or staff's contractual licensing obligations.
31. Harrison County Board of Education employees shall not permit students, faculty, staff or any other person to install software into a computer system for which a license has not been purchased.
32. Students are not permitted to install any personally owned software into any Harrison County Board of Education owned computer unless full ownership, along with all documentation, original disks, backup disks, and upgrade disks, are transferred to the local school. A letter stating the details of the transfer of ownership shall be kept on file in the local school office.

ELECTRONIC MAIL

33. In general, policies and restrictions outlined in state and federal laws and additional Harrison County Board of Education policies are applicable when using electronic mail. Specific examples include, but are not limited to the following:
 34. Forged Mail: It is a violation of this policy to forge an electronic mail signature to make it appear as though it originated from a different person.
 35. Intimidation: It is a violation of this policy to send electronic mail that is abusive or threatens an individual's safety. The use of electronic mail for sexual, ethnic, religious or other minority harassment is also prohibited. Known threats to personal safety will be reported to the appropriate administrator and law enforcement agency as may be necessary.
 36. Harassment: it is a violation of this policy to use electronic mail to harass an individual. This includes sending or forwarding chain letters, deliberately flooding a user's mailbox with automatically generated mail, and sending mail that is deliberately designed to interfere with proper mail delivery or access.
 37. Unauthorized Access: it is a violation of this policy to attempt to gain access to another person's mail files regardless of whether the access was successful or whether or not the messages accessed involve personal information.
 38. Illegal Use of Mail Service: It is not only a violation of this policy to send copyrighted materials electronically, it is also a federal offense. All violations will be dealt with severely and/or reported to the proper authorities.

INTERNET USE GUIDELINES

1. While using the Internet, a Harrison Board of Education teacher, or their designee, must be present and able to provide adequate supervision.
2. All use of the Internet must be in support of education and research and consistent with the purpose of the Harrison County Board of Education.

3. The Internet shall not be used to facilitate illegal activity.
4. The Internet shall not be used for commercial or for profit purposes.
5. The Internet shall not be used for product advertisement or political lobbying.
6. Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
7. Users shall not intentionally see information on, obtain copies or, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
8. No use of the Internet shall serve to disrupt the use of the Internet by others. This includes, but is not limited, to destruction or modification of hardware or software.
9. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system is prohibited.
10. The Internet shall not be used for the development, distribution, collection, or modification of any type of computer virus.
11. The Internet shall not be used for harassment, discriminatory remarks, the distribution of hate mail, or other antisocial behaviors.
12. Illegal installation of copyrighted software is prohibited.
13. The Internet shall not be utilized to access any obscene, violent, pornographic, or illegal material.
14. The Internet shall not be used to transmit material that is likely to be offensive or objectionable to the recipient.
15. The Internet shall not be used for any type of solicitation.

HOME PAGES FOR SCHOOLS IN HARRISON COUNTY

Home page materials accessed from the Harrison County Board of Education, any Harrison County school, or any group sponsored or supported by the Harrison County Board of Education, (i.e., bands, sports teams, school sponsored clubs, and organizations) or their submenu system are in essence "published" on the Internet and can be read from thousands of terminals. Compliance with all copyright rules and regulations, privacy laws, and security of Harrison County school children must be ensured. Before posting any information the following must be considered:

1. If you intend to hold the copyright of something that you post on the network, then display the word "Copyright ©", the year and your name on the document.
2. Make sure that you have permission to display text or graphics that are owned by someone else. Beware of pictures that are scanned from some source unknown to you. If you do not own the picture, or have the permission of the owner, then do not post it.
3. Programs distributed over Internet/WWW might also be copyrighted. If you don't own a program's copyright, make sure that you understand its status before publishing it on the Internet/WWW.
4. Scanned handwritten texts, photos of texts, or a particular typesetting might also be considered intellectual property, even when the text is public domain. If you don't own the manuscript, then use and ADCII (HTML) version when publishing on the network.
5. Treat Internet/WWW as a public broadcast. Avoid defamatory language, obscene material, racial slurs, violent material, hate related material, and treat others with respect.
6. No personal information or likeness related to any Harrison County Board of Education employee or student may be placed on any Harrison County Board of Education related home page without the express written consent of the employee or the student's parent or guardian. Permission for publishing any student information or likeness shall be obtained one time per school. The parent or guardian may rescind this permission at anytime as may be necessary by notifying the school administration in writing. Under no circumstance, with the exception of copyright notification, shall any personal home phone number or personal address of any Harrison County Board of Education employee or student or any student's last name be placed on any Harrison County Board of Education related home page.

Liberty High School
One Mountaineer Drive
Clarksburg, WV 26301
(304) 326-7470

DIRECTORY INFORMATION REFUSAL FORM

“DIRECTORY INFORMATION”, AS DEFINED BY Harrison County Schools, includes the following categories: student’s name, address, telephone listing, date and place of birth, major field of student, participation in officially recognized activities and sports, weight/height of members of athletic teams, date of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student and other similar information.

Once such information is published as Directory Information, it may be disclosed at the discretion of the school system without parental or eligible student permission.

You have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to your child or yourself if you are an eligible student.

This includes names, photographs and video images.

If you so refuse, you must inform the school system within ten (10) calendar days of this announcement.

I refuse to permit the designation of the following information:

(Specify Categories)

Name of Student

Signature of parent/eligible student

Date