

TABLE OF CONTENTS

Liberty Elementary Student Handbook

Liberty School Staff	1
Attendance	2
Kansas Compulsory School Attendance Law	2
Excessive Absences	3
Tardies	4
Truancy	4
Discipline	5
Discipline Plan for Liberty Elementary	5
After School Detention – ASD	5
Assertive Discipline Techniques	6
Computer and Technology Users Policy	6
Definitions and Terms	7
ASD, Saturday School, ISS or OSS	8
In School Suspension Program (ISS)	11
Animals on Campus	13
Bus Transportation	13
Care of School Property	14
Cell Phones	14
Class Placement	14
Counseling Services	15
Credentialing and School Improvement	15
Dress Code	16
Emergency Procedures	17
Entrance and Exit Procedures	17
Grades	17
Inclement Weather	18
Internet and Electronic Mail Permission Form	19
Lost Personal Property	21
Make-up Work	21
Parent-Teacher Conferences	21
Physical Education	21
School Meals	21
School Parties	22
School Safety	22
Student Health	22
Medication Policy	22
Student’s Personal Property	23
Text Book Rental and Student Materials	22
The School Day	24
Transfers and Withdrawals	24
Use of Office Phone	24
Visitors at School	24
Handbook Acceptance Form	25

August, 2007

Dear Students and Parents,

Welcome back to what we hope will be an exciting and profitable year for each student. We are looking forward to it and trust you are too. There are very few changes in this year's handbook but we ask that parents and students go over it carefully together. We have made some changes and adjustments in the attendance policy, so please read it carefully. Also, please note that we are providing planners with the handbook included for each student. Each student will be required to have and use the planner each day just as they would a textbook.

Please contact me if you have questions about any items in this handbook. My office is located on the main floor in the center of the building. We're looking forward to a great year working with your child! Please remember that all entrances except the west (main) entrance are locked during the school day for security reasons.

LIBERTY SCHOOL STAFF

Superintendent	Dr. Brian Smith	783-4499 ext. 1100
Principal	Susan New	783-4499 ext. 1201
Counselor	Theresa Noland	783-4499 ext. 1303
Secretary	Susan Ezell	783-4499 ext. 1200
District Technology Facilitator	Jason Grotheer	783-4499 ext. 1602
District Data Clerk	Sherry Phipps	783-4499 ext. 1404

Third Grade	Nancy Bash, Lisa Perry, Jamie Smith	
Fourth Grade	Penny New, Shay Sievert, Michele Zimmerman	
Fifth Grade	Stephanie Evans, Debbie Krouse, Terri Warstler	

Library Aide	Deann Whited	
Physical Education	Melissa Wesley	
Music – Vocal	Jane Stadt	
Art	Melissa Bekemeier	
Special Education	Tina LaTurner	
Title One	Amanda Haney	
Title One	Tara Bailey	
Title One Paraprofessional	Connie Spears and Darlene Boyes	ext. 1605
Title One Paraprofessional	Mikka Jenson and Jamie Dodd	
School Psychologist	Jessica Crager	ext. 1304
Nurse	Amy Price	ext. 1601
Speech Pathologist	Tracy Cooper	ext. 1304
Gifted	Marcia Smith	ext. 1607
Maintenance Director	Bill Harding	ext. 1107
Food Service Director	Lila Swaney	ext. 1426

ATTENDANCE

We are pleased to have your child in the Galena Schools! We have a very talented and dedicated staff that are committed to helping all of our students be successful in every area of their school career. We believe that the students are developing important skills and habits that will enable them to be successful not only in school, but throughout their entire lives. We know you are also committed to helping your child be successful in school, and attending regularly is the first step.

We are not asking you to send your children to school when they are too ill to be here, such as a fever over 100°, but if it is possible to be here on days when they may not be feeling their best, we would like to have them here. Please let your children know they can go to the office if they are not feeling well. The school nurse can check on them and help in any way. We want to do whatever is necessary to make sure they have a good day at school!

The School Resource Officer will help you and your child comply with the Kansas Compulsory School Attendance Law and ensure that, for the safety of your child, both you and the school will know their whereabouts during the school day.

Kansas Compulsory School Attendance Law

- Every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 18 years, shall require such child to attend continuously each school year.
- Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements.
- Whenever a child is required by law to attend school and is enrolled in school, and the child is inexcusably absent there-from on either three consecutive school days or five or more school days in any semester, the child shall be considered to be not attending school as required by law.
- Each board of education shall designate one or more employees who shall report to the secretary of social and rehabilitation services, or a designee thereof, all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law.
- A child is inexcusably absent from school if the child is absent all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

Excessive Absences

1. The Board of Education, administration, and faculty feel that students must share in the responsibility for acquiring their own education. Students must be in attendance in each of their classes at least 90% of the class periods in each semester, and maintain passing grades to be promoted to the next grade level. School sponsored trips, events, and activities will not be counted as days absent.
2. Examples of excused absences are a personal illness of the student, which requires hospitalization or home confinement, doctor appointment, mandatory court appearance, a death in the family, or other absences the principal has excused prior to the absence. Examples of unexcused absences are staying home to take care of family members, running errands, shopping, etc.
3. If your child is going to a doctor or dentist appointment, or a mandatory court appearance, you need to provide the office a note signed by the doctor or court officer, stating the date and the beginning and ending time of the appointment or court appearance.
4. Students should be in attendance as much as possible before and after prearranged appointments, and should check into the office before leaving and upon returning from appointments.
5. The school staff will be checking on the attendance of the students daily. On the day the student is absent, a parent or guardian needs to notify the school office by 8:15 a.m. and state the reason for the absence. You may call, come into the office, or send a note with someone else.
6. If the office has not been notified by you that your child will be absent that day, for the safety of your child, school staff will attempt to contact you by phone, a visit to your house, or by contacting one of your emergency references listed on the enrollment form. We must have a parent documented reason when a student is absent, so if we are unable to make contact with you, please send a note to the office the next day when your child returns. **If your child returns to school without parent documented contact, the absence will be recorded as truant.**
7. The School Resource Officer is here to help your child attend school regularly to comply with the state compulsory attendance law, but more importantly, to help them be safe and successful in school. Therefore, you will be notified if absences or tardies become a problem for your child. Note: The principal of Liberty Elementary is the attendance officer for grades 3-5.
8. After five (5) absences the student and parent are required to participate in an attendance hearing with the principal, teacher, and School Resource Officer to develop intervention strategies to improve the student's attendance. If the parent does not attend the hearing and/or

the student continues to be absent, Social and Rehabilitation Services (SRS) and the County Attorney will be notified.

Note: Lack of attendance (falling below 90% attendance) can result in the assignment of Saturday School by administration or mandatory attendance at summer school (or the after school program) to be considered promoted to the next grade level.

9. Students must never leave the building without first checking out through the office. This does not apply to students leaving on a field trip or other school activities under the supervision of a teacher.
10. All class work must be completed to the satisfaction of the teacher when a student has been absent for any reason.
11. Please note that attendance awards are not given to students who have accumulated excessive tardies.
12. Parents who have a question about an absence or the policy should contact the school administrators or the attendance resource officer.

Tardies

1. If a student is not in the classroom when the tardy bell rings, he/she is tardy.
2. Students who arrive at school late need to secure a pass from the office to be admitted to class.
3. Consequences for tardies:
 - 1 tardy: Teacher contact with student
 - 2 tardies: Teacher contact with parent
 - 3 tardies: 60-minute detention (with Teacher/Principal)
 - 4 tardies: Refer to principal – up to 3 District ASD, Saturday School/s, or 1-3 days ISS.

Note: Failure to serve any consequence for excessive, without a pre-approved excuse, will result in 1-3 days ISS.

Excessive tardies will be reported to Social Rehabilitation Services and the County Attorney.

Truancy

1. **Truancy** is defined as being absent from school without permission from both the parent/legal guardian and the school for a significant portion of a school day. **Liberty Elementary considers an absence that which constitutes a “significant” part of the school day, as being absent from school one-fourth of a school day (as determined by the principal).**
2. **Consequences** for truancy are: teacher interventions, District ASD, ISS, Saturday School, and possible reporting (by administration) to SRS and the county attorney. Any student who is absent from school a “significant” part of a school day without an excusable reason, (as previously defined) is subject to being declared truant and possibly being reported to the proper authorities.

DISCIPLINE

School is a serious place of work. Although we want students to enjoy school and have fun, we expect students to behave appropriately at all times. Teachers establish rules and guidelines for their classes, the playground, lunchroom, and other places to keep order and ensure that everyone receives a good education. Generally, we expect all students to respect others and their property, follow directions set by staff members, and be good problem solvers. In all cases, the age of the student and the seriousness of the offense will be considered when disciplining students. The administration will use discretion when determining discipline and parents will be involved as much as possible. Please remember however, that decisions made about discipline include our best judgment of what happened and what we think is best for all students involved. Individual student's perceptions of what happen often differ when two or more students are involved and it is our responsibility to determine correct information. We will again use a discipline plan to determine student consequences following inappropriate behavior. Please refer to the plan for more information.

Although the discipline plan refers to most major discipline problems that may occur, there are several points we would like to bring to parents' and students' attention which will help us have a good year. The following are school wide rules and guidelines:

1. Students should report to the gymnasium upon arrival at school and wait in their last period class until the buzzer sounds, if a late bus rider.
2. Hats are not allowed in any building on campus.
3. Students must walk bicycles while on campus.
4. Gum and candy are not allowed, unless authorized by a teacher or principal.
5. Bandanas and clothing or manner of dress that could be related to gangs are not allowed.
6. Students are required to check out with their parent/guardian through the office before leaving campus.
7. Students are expected to come to class prepared with supplies and assignments.
8. Students are expected to behave appropriately at all times in all places.
9. Shoes with wheels are not allowed.
10. Conduct, which "materially or substantially" interferes with the educational process, is prohibited, including the use of obscene, profane language, or gestures.

LIBERTY ELEMENTARY DISCIPLINE PLAN

The discipline code and behavior code are general statements of the rules of the school. The following list of unacceptable behaviors constitutes a more specific list of actions to be avoided by students.

***Note:* All discipline policies are applicable at all school-sponsored activities including athletic events, practices, etc. Discipline by a coach or sponsor can include suspension from a team or club. In addition, any rule or policy not found in this handbook is covered by the USD 499 BOE policy manual.**

After School Detention (with classroom teacher or administrator)

3:10 to 3:40 (30 minutes) and 3:10 to 4:10 (60 minutes).

- Parents will be given one day's notice via mail or phone call
- Teachers will supervise detention
- Teachers are responsible for contacting parents (via mail or phone call) and keeping a record of detentions.

After School Detentions (by Teachers) are appropriate consequences for the following violations of school policy:

- ✓ Failure to complete work - see "No Zeros Policy"
- ✓ Lack of materials for class (after one warning subsequent offenses earn detentions)
- ✓ Classroom mischief, out of class mischief, or horseplay
- ✓ Disrespect to a fellow student or harassment
- ✓ Hallway, restroom, lunchroom misbehavior
- ✓ Disruptive behavior
- ✓ Disrespect to teacher and/or defiant behavior (staff member may recommend up to 5 days Dist. ASD, 5 days ISS, Sat. School, or OSS on first offense depending on severity – all subsequent offenses earn the student ISS, Saturday School, OSS or possible extended term suspension or expulsion)
- ✓ Inappropriate language (staff member may recommend, ASD, ISS, or Sat. School)
- ✓ Excessive tardies – see Attendance
- ✓ Nuisance Item – confiscate item then consequence: (1st offense, 2nd offense ASD, ISS, Saturday School or OSS)

Teachers will assign detentions after assertive discipline techniques have been followed for most violations depending on the seriousness and nature of the offense and its disruptive affect on the other students.

Assertive Discipline Techniques are as follows:

Each classroom teacher is responsible for maintaining a climate conducive to learning. Each classroom teacher should utilize all management techniques (such as proximity, non-verbal cues/signal, etc.) before applying consequences such as detentions or recommendations for more extensive consequences.

Teachers should use the following procedures on a daily basis in managing classroom behavior:

- Step 1** – Use classroom management techniques to stop the behavior
- Step 2** – Verbalize a warning to the student
- Step 3** – Written reprimand (detention or recommendation for more stringent consequences)
- Step 4** – Referral to Principal

Severe Clause – If behavior is too severe for student to remain in class, the student will be sent to the principal and more severe consequences will be used if necessary.

Computer and Technology Users Policy

All students are expected to be responsible users of technology. For a student to access the Internet and electronic mail, he/she and parent(s) must read, acknowledge, and sign a form agreeing to comply with school policy regarding guidelines, rules, and consequences for user violations. This form will be available for parents and students to sign at enrollment time.

The following policy will apply to all students who use computers, whether networked or stand alone, at Liberty Elementary.

1. The student is responsible for taking proper care of all equipment, software, books, etc. located at his/her workstation. This includes processor, monitor, keyboard, mouse and pad, printer, table, chair, stand and papers or books distributed for student use. Vandalism, misuse, or defacing of property will result in the following: Students who violate the “computers users” policy will face consequences.
2. The student is responsible for his assigned work: cheating is not permitted.
3. The student is expected to stay on task and stay out of files not created by them. Looking through the various drives and/or files on the network is equivalent to looking through private property, and will result in the following:

Students who violate Number 3 will be subject to 1-3 days ISS, ASD, and/or possible dismissal from class. This includes:

1. Sending any unauthorized messages on the network.
2. Getting into software not authorized by the instructor.
3. Unauthorized or inappropriate entry or use of the Internet.
4. Disks from home or from other students are absolutely not permitted in the computer labs. Only software provided for you are allowed in the labs unless approved by the instructor. Copying or installing any software to or from the network or any school computer is prohibited.

Unauthorized disks/software will be confiscated, and students will be sent to the office with possibility of 3 days ISS, and/or dismissal from the class.

Discipline Definitions and Terms

Automobile use and misuse – Refer to the Galena High School plan specifically.

ASD – Administrator monitored After School Detention

Bullying – Any intentional gesture, written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member.

Defiant/Disrespect of Authority – Defiance and/or disrespect of authority can be in many forms. The severity of the offense will be decided by the teacher and the administrator. The refusal to comply with school personnel instructions will be classified as defiance. Disrespect will include any gestures or actions interpreted as degrading or demeaning. Gang symbols, gestures, speech, and clothing worn for a specific meaning or purpose will be considered acts of defiance and disrespect. Any physical aggression towards a school official will be grounds for extended term suspension or expulsion.

Drugs and/or Alcohol – Students found carrying, using, providing, or under the influence of drugs and/or alcohol will be disciplined and may be subjected to extended term suspension or expulsion.

Expulsion – Out of school suspension for up to 186 school days, which may extend to the following school year.

Failure to Serve Assigned Consequences for Behavior – Students who fail to serve Teacher (60 minute) detentions, Sat. School, or ASD will be assigned 3-10 days ISS (or OSS) unless their absence is documented and pre-approved by the principal (or teacher). Subsequent failure to serve a consequence may be assessed 10 days ISS, OSS, or extended term suspension or expulsion.

Forfeiture of Participation – Any student who is suspended from school (OSS) or has served In School Suspension (ISS) on the day of an athletic event, music, band, or drama performance, or any other activity including field trips, intramural, ASP, or any competitive activity: hence, he/she may not participate or attend the middle school or high school event. In the case of practice for any of the fore mentioned activities, the principal has the authority to determine the student's ability to participate the day of ISS. No student shall be allowed on school grounds or be permitted at school-sponsored events while serving OSS under any circumstances unless authorized by the school's administration.

Fighting - Any mutual combative and aggressive situation in which one or more parties have contributed to the conflict, either verbally or by physical action.

ISS – In School Suspension

Long Term or Extended Term Suspension – Out of School Suspension for up to 90 school days

OSS – Out of School Suspension

Severe Clause – All discipline above may be increased or decreased in direct relationship to the severity and frequency of the offense. Administration shall use discretion under such circumstances.

SRS – Kansas Social Rehabilitation Services

Tobacco – Students are not to have possession of tobacco products. Any tobacco will be confiscated.

Weapons Use/Possession – Possession of any object deemed dangerous to the school population is not permitted (knives, guns, fireworks, instruments of martial arts, etc.)

III. ASD, Saturday School, ISS, or OSS

ASD, Saturday School, In-School Suspension (ISS), or Out of School Suspension (OSS) will all be used for more serious violation of school policy or to help eradicate collection of behaviors that have not been eliminated by other means/interventions.

The following violations of school policy will be assessed the following consequences: (Note: consequences can be adjusted depending upon the severity for the act)
Behavior, which earns the student immediate ASD, Saturday School, ISS or OSS.

Disorder/Disruptive/Inappropriate Classroom Behavior	1 st Violation	30 to 60 minutes ASD to be served in office
Disorder/Disruptive/Inappropriate Classroom Behavior	2 nd Violation	Saturday Detention
Disorder/Disruptive/Inappropriate Classroom Behavior	3 rd Violation	Saturday Detention and/or In-School Suspension
Disorder/Disruptive/Inappropriate Classroom Behavior	4 th Violation	Up to 10 Days Out of School Suspension
Disorder/Disruptive/Inappropriate Classroom Behavior	5 th Violation	Possible Extended Term or Expulsion
Disorder/Disruptive/Inappropriate Behavior (outside of class: hall, restroom, . . .)	1 st Violation	30 to 60 minutes ASD to be served in office
Disorder/Disruptive/Inappropriate Behavior (outside of class: hall, restroom, . . .)	2 nd Violation	Saturday Detention
Disorder/Disruptive/Inappropriate Behavior (outside of class: hall, restroom, . . .)	3 rd Violation	Saturday Detention and/or In-School Suspension
Disorder/Disruptive/Inappropriate Behavior (outside of class: hall, restroom, . . .)	4 th Violation	Up to 10 Days Out of School Suspension
Disorder/Disruptive/Inappropriate Behavior (outside of class: hall, restroom, . . .)	5 th Violation	Possible Extended Term or Expulsion
Defiance/Disrespect of Authority	1 st Violation	30 to 60 minutes ASD to be served in office
Defiance/Disrespect of Authority	2 nd Violation	Saturday Detention
Defiance/Disrespect of Authority	3 rd Violation	Saturday Detention and/or In-School Suspension
Defiance/Disrespect of Authority	4 th Violation	Up to 10 Days Out of School Suspension
Defiance/Disrespect of Authority	5 th Violation	Possible Extended Term or Expulsion

Fighting/Physical Aggression/Bullying/Threat of Assault/ Harassment of other students/Extortion

1st Violation

Saturday Detention or up to 5 days In-School Suspension

Fighting/Physical Aggression/Bullying/Threat of Assault/ Harassment of other students/Extortion

2nd Violation

Up to 10 Days Out of School Suspension

Fighting/Physical Aggression/Bullying/Threat of Assault/ Harassment of other students/Extortion

3rd Violation

Possible Extended Term Suspension or Expulsion

Misuse of Others Property (theft, forgery, gambling, vandalism, damage to property)

1st Violation

Saturday Detention or up to 5 days In-School Suspension

Misuse of Others Property (theft, forgery, gambling, vandalism, damage to property)

2nd Violation

Up to 10 Days Out of School Suspension

Misuse of Others Property (theft, forgery, gambling, vandalism, damage to property)

3rd Violation

Possible Extended Term Suspension or Expulsion

Tobacco Use/Possession or Alcohol Use and/or Possession or Drug Use and/or Possession

1st Violation

Saturday Detention and/or Up to 5 Days In-School Suspension

Tobacco Use/Possession or Alcohol Use and/or Possession or Drug Use and/or Possession

2nd Violation

Up to 10 Days Out of School Suspension

Tobacco Use/Possession or Alcohol Use and/or Possession or Drug Use and/or Possession

3rd Violation
Referral to Law Enforcement on all Violations

Possible Extended Term Suspension or Expulsion

Failure to Complete Work

1st Violation

Classroom Policy and Procedures (which would include ASD)

Failure to Complete Work

2nd Violation

Team In-School Suspension

Failure to Complete Work

3rd Violation

Team In-School Suspension and/or Saturday Detention

Failure to Complete Work	4 th Violation	Team In-School Suspension and/or Saturday Detention and or Out of School Suspension
Bus Conduct (a threat to safety)	1 st Violation	Conference with Principal and 30 minute ASD
Bus Conduct (a threat to safety)	2 nd Violation	Saturday Detention and/or possible loss of privilege to ride the bus
Bus Conduct (a threat to safety)	3 rd Violation	Extended Loss of Privilege to Ride Bus
Bus Violation related to other areas of this grid (i.e. fighting)	Violation	Extreme behavior will refer to the extreme policy given for that consequence
Assault/Threat of School Personnel	Violation	10 Days Out of School Suspension Possible Extended Term Suspension or Expulsion – Referral to Law Enforcement Agency
Weapon/Explosive Device Use or Possession/ Arson	Violation	Student will be short term suspended immediately – Student will then be considered for long term Suspension (District Policy) Referral to Law Enforcement Agency
Truancy/Chronic Tardiness	Violation	Saturday Detention and/or In-School Suspension – Referral to Attendance Resource Officer and County Attorney and SRS

IN SCHOOL SUSPENSION PROGRAM (ISS)

In School Suspension (ISS) is a disciplinary method, which allows students to be removed from the regular classroom(s) for a period of time without removing him/her from the benefits of the academic environment. It is an additional step in a progressive discipline plan regarding behavioral and academic problems, which have typically required out of school suspension. With this additional accountability measure, a comprehensive approach to dealing with the behavior will be emphasized.

Processing the behaviors through follow up conferences, written assignments, and individual and group interviews may be implemented as appropriate to the individual student needs.

The basic philosophy centers around the expectation that all students are responsible for their own behavior. If a student displays an inability to function in the regular classroom or fails to follow district and/or building policies, ISS is one option in the continuum of consequences available to school personnel. (Except in the case of severe classroom disruption, other discipline strategies including classroom interventions, time out, and parent conferences will be utilized prior to assigning ISS depending on the frequency and severity of the problem behavior.) The purpose of ISS is to provide an intensively structured alternative classroom environment for a student that promotes academic and behavioral improvement before returning to the regular classroom. Satisfactory completion of ISS would be required prior to the student's return to the regular classroom (s).

If noncompliance occurs in ISS, parent conferences and out of school suspension (OSS) may result. Upon return from OSS, the student would still be required to complete the assigned ISS. During the term of ISS, participation and attendance at all school related activities are suspended.

ISS Rules and Procedures

1. Students are responsible for bringing all necessary materials to complete assignments.
2. No talking or communicating in any form will be tolerated during ISS. Failure to comply may result in extended ISS or OSS.
3. Assignments will be reviewed for the acceptable completion by the ISS monitor before a student is allowed to return to school.
4. Students will eat a school lunch.
5. Students will be given a short morning and afternoon break.
6. According to KSHAA Rule 14-2, students "not in good standing" are ineligible for all extra-curricular activities; therefore, a student's participation in extra-curricular activities will not be permitted until the student is considered to be back "in good standing."
7. Classroom management procedures:
Late arrival, refusal to work on assignments, disrespect, etc.
Step 1 – Written reprimand and warning, student signature required.
Step 2 – One additional day of ISS (or possibly OSS)
Step 3 – Referral to principal; up to a 3-day OSS; and return to ISS to complete assignments

Saturday School – Detention

Saturday Detention will meet each Saturday during the school year from 8:00 a.m. to 12:00 noon. If Saturday School is canceled or not in session, students will be notified.

Saturday Detention Procedures:

1. Students will report to the assigned classroom at 8:00 a.m.
2. Saturday School will end at 12:00 Noon.
3. Students who fail to come when assigned or are asked to leave will be assigned ISS and reassignment of Saturday school. If they miss two (2) consecutive Saturday schools they will be assigned ISS or possibly an Out of School Suspension.
4. Students are responsible to bring study materials or reading suitable for school.
5. Students will be allowed two (2) restroom breaks (9:30 a.m. and 11:00 a.m.).
6. No sleeping or lying on desk.

7. Drinks, gum, candy, or refreshments are not permitted.
8. Students assigned to Saturday Detention will furnish their own means of transportation. Parents or guardians will hold the responsibility for ensuring that transportation is made available.
9. Students late will be assigned one (1) additional day of ISS.
10. In cases of emergency, illness, etc., a student may be rescheduled for another Saturday Detention if parents notify the school prior to the Saturday School (Detention) scheduled.

ANIMALS ON CAMPUS

No animal of any type will be permitted at school without prior approval of the principal. Even with principal permission, animals are not allowed on bus.

AFTER SCHOOL TUTORING

If or when a student is recommended for After School Tutoring by their teacher for academic needs we strongly encourage regular attendance. Liberty will work with other after school extra-curricular activities sponsors on attendance for both activities. Liberty will also work with parents on transportation matters. After School Tutoring is mandatory prior to attendance at the extra curricular activity.

BUS TRANSPORTATION

Bus transportation will be provided for eligible students. Common rules have been established. Behavior problems on the bus will be forwarded to the office, if necessary; bus privileges may be taken away by the school administrator. *See Discipline Plan.*

Appendix to Transportation Policy

The following regulations pertaining to bus transportation and pupil behavior have been adopted by the Board of Education of Galena Unified School District No. 499:

Instructions to Pupils and Drivers

1. The driver is in charge of the pupils on the bus. Pupils must obey the driver promptly and cheerfully. Pupils refusing to obey the bus driver will be referred to the building principal for disciplinary action.
2. The driver may assign a seat to each student; each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion. Students must remain seated on the bus except when boarding or exiting. The driver may change assigned seats at his discretion.
3. Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far left side of the road facing traffic when going to bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push a fellow student.
5. Unnecessary conversation with the driver is prohibited. Do not talk loud or distract the driver's attention. Remember your safety is in his hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.

7. Pupils must not throw waste paper or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. Pupils must not at any time extend arms or heads out of bus windows.
9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving bus, pupils must observe directions of driver. If you cross the road, do so in front of the bus after making sure highway is clear.
11. Any damage to the bus is to be reported at once to the driver.
12. STUDENTS RIDING A BUS DURING STORM SEASON ARE ADVISED TO LISTEN TO THEIR HOME RADIO FOR STORM WARNINGS AND NOT ATTEMPT TO REACH SCHOOL WHEN SO FORE WARNED. (AS TO UNSAFE CONDITIONS AS HEAVY SNOW OR FLOOD).

PENALTY: Referral to the office.

FOOTNOTE: Parents are advised that bus transportation is limited to pupils residing on regular bus routes. Priority for seating will be given to pupils residing the longest distance from the attendance center. Therefore, in cold weather it may become necessary for parents residing in some parts of the city limits to make other provisions for transportation. In other words, the buses may transport only the number of pupils that can be properly seated.

The district will transport kindergarten children if the children meet the same criteria as other students who are transported.

CARE OF SCHOOL PROPERTY

Any school equipment that is being used by your child must be taken care of. The proper care of books is the responsibility of each student. Any books that are damaged or lost are the responsibility of the student and they will be assessed for the loss or damage. No other books will be issued until fees for the lost or damaged books have been paid.

CELL PHONES

The school staff recognizes that many parents have provided cell phones to their children for emergency purposes. If students bring phones to school, they will be asked to leave them “off” and in their backpacks during school hours. Any student who needs to contact their parents during the school day will be allowed to use the office or classroom phone with permission. The school will not be responsible for the loss of cell phones. If students with cell phones violate this policy, the phone will be turned into the office and returned at the end of the day.

CLASS PLACEMENTS

Assigning students to teachers at Liberty Elementary is the responsibility of the staff. Sending and receiving teachers meet to determine a good mix of students’ personalities and abilities. For that reason, we ask that parents **not** make requests.

COUNSELING SERVICES

Liberty Elementary employs a counselor who is available for a variety of needs. Students are encouraged to visit with the counselor whenever a serious situation occurs that requires guidance i.e. grades, personal concerns, etc.

In the event a student requires an outside counseling service, a list is available to all parents for consideration. Please consult the principal or school counselor for a list of agencies recommended by the district. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and his or her parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

Family Life Center, Inc.
6610 SE Quakervale Rd
Riverton, KS 66770
(620)848-2300

Mount Carmel Medical Center
Chemical Dependency Center
Centennial & Rouse
Pittsburg, KS 66762 (620) 231-1421

“CREDENTIALING” AND SCHOOL IMPROVEMENT

Liberty Elementary is a North Central Association (NCA) accredited school. Currently we are ending the second cycle for an endorsement for accreditation called “Transitions.” The "Transitions" endorsement is built around improving student performance in academics, employability skills, and career awareness. Our staff has spent countless hours creating, implementing, and evaluating, a school improvement plan designed to improve student learning related to reading, mathematics, science/technology, and writing skills. Also, interventions are in place to enhance student attendance, responsibility, and exposure to careers.

The 5th grade students entering middle school are "credentialed" if they meet minimum requirements in the fore mentioned areas. Although credentialing is not tied to grade level promotion, it is a solid indicator of success in middle school and sets forth continued interventions to help each student reach his/her goal in high school.

Finally, it is important for all elementary school students grades three, four, and five to do their very best (daily) on schoolwork and standardized tests. A true picture of each student’s capabilities allows teachers to focus on individual strengths, as well as growth opportunities for each student. Below is a sample of the information contained on our credentialing document.

ACADEMIC PREPARATION

<u>Reading Comprehension:</u>	<u>Grade</u>	<u>Needed Score</u>
Measures of Academic Progress	5th	208 RIT score
Kansas State Reading Assessment	5th	68% correct
DIBELS	5th	124 wpm
 <u>Science/Technology:</u>		
Technology Checklist	3-5	70th%ile

Writing:

Kansas Writing Assessment	5th	2.21
Measures of Academic Progress	5 th	210 RIT

Mathematics Measures:

Measures of Academic Progress	5th	214 RIT
Kansas State Math Assessment	5th	62% correct

EMPLOYABILITY SKILLS

Attendance	3-5	93%
Conflict Resolution – Character Education	3-5	90%

CAREER AWARENESS

- Has continual exposure to career opportunities
 - Can identify career interest areas
 - Can identify people have different interest and often change them
 - Can express his/her own preferred interest areas
- (Evaluated grades 3-5 through a grade specific career curriculum).

DRESS CODE

No form of dress will be permitted which materially interferes or substantially disrupts the school, educational process, or adversely affects health and safety of students. Clothing or manner of dress that could be related to gangs will not be allowed. All clothing must be in good taste and worn the way it was designed to be worn. Appropriate personal grooming is conducive to a desired learning environment. Children who are dressed appropriately feel better about themselves which helps build self-esteem. Any practice judged distracting or disruptive will be dealt with on an individual basis.

Examples of inappropriate dress include:

1. Clothing, belts, jewelry, articles of clothing or accessories that advertise or display any type of alcoholic beverage, drugs, tobacco, improper language, sex, vulgarity, or double-meaning slogans.
2. Clothing, worn as outer garments that does not cover the legs down to the mid-thigh area. First violation will result in a warning. Second violation will result in loss of privilege to wear shorts.
3. Mesh or any form of see through clothing.
4. Clothing that exposes a bare midriff.
5. Clothing designed with a narrow or strapless shoulder. NOT allowed are tank tops, tube tops, sundresses, halter-tops, beachwear or shirts, dresses and blouses with excessive side openings.
Note: Tank tops have straps and are not considered sleeveless shirts.
6. Undergarments worn as outer garments. (Traditional undergarments designed to be worn, as outer garments are not permitted, i.e. men's boxer shorts).
7. Clothing that is excessively tight. Clothes that are torn or cut above mid-thigh.
8. Hats and other forms of head coverings worn inside a building. All hats, etc. should be left in lockers.
9. Bare feet (safety regulations require that all students wear shoes).
10. Sunglasses may not be worn in the building.
11. No object may be worn in any visible body part other than the ear.
12. Shoes with wheels are not allowed.

Any decision involving a consequence due to questionable attire will be made by administration.

Note: Consequences for violating the dress code will be determined by the disciplinary plan. The student will receive an absence for any class missed while obtaining a change of clothes. Uniforms approved by the USD 499 Board of Education are allowed to be worn by Liberty Elementary students at school or during school sponsored events, if approved by the sponsor of the event.

EMERGENCY PROCEDURES

Guidelines have been established, posted and will be followed through by the supervising teacher in case of fire, tornado, inclement weather, or other emergency situations. We ask that parents not call the office during a tornado warning. Every precaution possible will be taken to insure each child's safety in case of such an emergency.

ENTRANCE AND EXIT PROCEDURES

Liberty Elementary is located on the ground level floor of the Liberty building. The Liberty building will be secured during the school day so that entry into the building will be from the west doors only. The north doors will be open for entry from 7:00 AM to 8:00 AM and from 3:00 until 3:35 PM. All visitors need to report to the office and check-in. All outside doors are accessible for exiting the building at any time throughout the school day.

GRADES

Grades should reflect student accomplishments based on a variety of assessments. A minimum of two grades per week in reading and math will be taken. At least one grade per week for all other subjects will be taken.

Teachers are required to record grades on the "Curriculum Tracker" program of the WinSchool grading system. Teachers are also required to track content indicators for each subject area by quarter. Teachers should frequently make a "back-up" on the file server of grades and tracking noting late assignments, if grade is based on lower or higher level of material, and if based on more than one attempt. This information will be used for future information for parent conferences, Student Assistant Team meetings, retention, after school tutoring, and summer school. Teachers will be notified quarterly when grade cards are due to Sherry Phipps, Data Processing Clerk.

Progress Reports will be in the form of parent notification of grades and percentage for every subject the fifth week of each quarter. Students who are making below average grades or failing, not turning lessons on time, or not passing specific indicators, teachers will insist on parent conference.

Grading Periods for 2008-2009

<u>First Nine Weeks Grading Period</u>	<u>October 16, 2008</u>
First Nine Weeks Progress Reports	September 19, 2008
<u>Second Nine Weeks Grading Period</u>	<u>December 19, 2008</u>
Second Nine Weeks Progress Reports	November 21, 2008
<u>Third Nine Weeks Grading Period</u>	<u>March 5, 2009</u>
Third Nine Weeks Progress Reports	February 6, 2009
<u>Fourth Nine Weeks Grading Period</u>	<u>May 22, 2009</u>
Fourth Nine Weeks Progress Reports	April 17, 2009

The following is the Liberty Elementary Grading Scale:

Percent	Grade	Grade Point
93-100	A	4.00
90-92	A-	3.667
87-89	B+	3.333
83-86	B	3.00
80-82	B-	2.667
77-79	C+	2.333
73-76	C	2.00
70-72	C-	1.667
67-69	D+	1.333
63-66	D	1.00
60-62	D-	0.667
00-59	F	0.00

Late Work Policy – Teachers may deduct up to 50% of the credit a student receives for a grade for a class assignment that is submitted late. “Late work” is defined as 2-3 days after the assignment is due, or up to one week depending on the circumstances. Each teacher can waive this option when extenuating circumstances are present.

Expectations: All work (assignments and projects) must be completed to the teacher’s satisfaction, and a passing grade for the class must be earned in order for the class to be considered completed. Students who are not meeting the teacher’s expectations in a particular subject matter, or need extra time or help to complete subject indicators, will be required to attend the After School Tutoring Program or Summer School.

INCLEMENT WEATHER

In the event school will need to be canceled due to inclement weather please listen to the local radio and television stations for further details. KOAM TV 7, KODE TV 12, KSNF TV 16, KKOW Radio 860 AM, and Galena Cable TV Channel 10 are all primary sources of information relating to school closings. A message will also be sent through the School Reach program. This program is an automated message system used to update parents and students on events at school.

INTERNET AND ELECTRONIC MAIL PERMISSION FORM **Galena USD 499**

The USD #499 Board of Education is pleased to offer students and patrons of the district the privilege of access to the district's computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to his/her advisor.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. To that end, Galena USD 499 supports and respects each family's right to decide whether or not to apply for access for their child.

Internet and E-Mail Rules

Students are responsible for good behavior on school computer networks just as they are in the classroom or hallways. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Users should not expect that files stored on district servers would always be private. Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate material. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Vandalism or sabotage of computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial, religious, or political purposes

Violations will result in the loss of access as well as other disciplinary or legal action.

- As a user of the Galena High School computer network and Internet access, I hereby agree to comply with the above stated rules - communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____ Date _____

- As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access the networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some material on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media.

Parent Signature _____ Date _____

Classroom Teacher _____

IMPORTANT

Remove the “Internet and Electronic Mail Permission” form after it has been read and signed by both student and parent and give to your Advisor. The completed form will be stored in the student’s permanent file.

LOST PERSONAL PROPERTY

There is a lost and found area located in the office. Please contact the office if you have lost something.

MAKE-UP WORK

If your child is ill or misses school for any reason, he/she will need to make up his/her assignments. Please contact the office in the morning and their assignments may be picked up at the end of the school day. Students will have one day to make up their work for each day they are absent. All work regardless of the reason for the absence will need to be made up.

PARENT-TEACHER CONFERENCES

Please feel free to contact the school whenever you would like to schedule time to visit with your child's teacher. A conference time can be scheduled by calling the office at 783-4499, ext. 1200, or you may send a note to school with your child. There will be scheduled parent-teacher conferences on the evenings of October 28 and 30, 2008 as well as, March 10 and 12, 2009.

PHYSICAL EDUCATION

To protect the surface of the gym floor, we ask that your child wear soft-soled shoes or tennis shoes for P.E. If illness or injury prevents your child from participating in P.E., parents must send a note to school. If a child would be unable to participate for a long duration, a note must be brought in from your doctor.

SCHOOL MEALS

We have a **closed campus**. No students will be allowed to leave campus for any reason. However, parents will be allowed to take their children to lunch by coming to the Liberty School office and signing the student out. Lunch will be served at 11:30.

Students who leave campus without permission for lunch or at any other time will face the consequences listed in the discipline plan.

	<u>LUNCH</u>	<u>BREAKFAST</u>
	<u>PRICES</u>	<u>PRICES</u>
Grades 3, 4, and 5	\$1.45	\$1.25
Reduced Lunch	\$.40	\$.30
Adults	\$2.50	\$1.75

Students will be allowed to charge their lunches up to \$10.00, which is approximately one week of meals. After this point, students will need to pay for meals or bring a sack lunch. Periodic reminders of charges owed will be sent home. **Application forms for free and reduced meals are available in the school office.**

Note: Prices are subject to change.

SCHOOL PARTIES

The P.T.A. assists with school parties that are held for Halloween, Christmas, and Valentine's Day. Parties will begin as scheduled: Halloween 1:30, Christmas 2:00, and Valentine's 2:30.

Birthday treats may be brought to school with prior approval of the classroom teacher. Please do not bring party invitations to school to distribute. Remember that only commercially produced (prepackaged) foods may be brought into the schools.

Parties will be limited to clear liquids (such as 7up, Sprite, juice...) for drinks.

SCHOOL SAFETY

We ask that you please check into the office if your child must leave early for an appointment. Also, recently the Kansas State Legislature established a statewide school safety hotline with the sole purpose to give students another avenue to report school violence. The toll free Kansas School Safety Hotline number is 1-877-623-5203. Calls to this number will be received by a single statewide highway patrol dispatch center; then, transferred to local law enforcement who will relay the information to the school administrator.

STUDENT HEALTH

Section 2, K.S.A. 72-511 is hereby amended to read as follows: 72-5211a.

(a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board authorized any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-5209. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-5209, as amended.

The policy shall include provisions for written notice to be given to the parent or guardian of the involved pupil. The notice shall:

1. Indicate the reason for the exclusion from school attendance.
2. State that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-5209, and
3. Inform the parent or guardian upon request therefore.

(b) The provisions of K.S.A. 72-111 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

Immunizations

All students are to have immunization records on file. These records must be complete. If not, students will be excluded from school as regulated and established by the state of Kansas. If your child's immunizations are not up to date this should be taken care of as soon as possible. If your child has received additional shots during the summer, please send this information to the office.

Emergency Information

Any special physical problems, which exist for a student, should be reported to the school. Emergency procedure sheets will be provided to parents, to be filled out on the day of enrollment. This information identifies what is to be done for your child in case of injury or illness. A phone number must be listed so a parent can be reached in case of emergency. The phone number may be a work phone, a neighbor or friends phone, etc., if you do not have a phone.

Medication Policy

A form for the parent requesting the school's cooperation in the supervision of medication must be filled out before school personnel will be able to dispense medication. Any medication that is brought to the school must be in the original container with the original label. Please notify the school of any changes with your child's prescription immediately. **Note:** *This policy includes inhalers for asthma or ailments.*

Health Concerns

In order to maintain maximum health protection to other students, as well as the teachers, we ask that you keep your child home if they have an elevated temperature. Any student with a communicable disease must stay at home during the duration of their illness. Students with head lice will be sent home. Students will be permitted to return to school only after they have been treated with a medicated shampoo and are totally nit free (**Note:** *this could be the same day in some cases*). A parent must be present at school when the student is rechecked for head lice. Students who accumulate more than one day of absences because of head lice or nits, will be considered unexcused.

STUDENT'S PERSONAL PROPERTY

Articles brought to school by students are the student's responsibility. Desks are the property of the school district. School personnel have the right to search school property if there is reasonable cause. Students will not be allowed to carry duffel bags to class or any other bag deemed unnecessary by school personnel.

TEXT BOOK RENTAL AND STUDENT MATERIALS

Textbooks are made available to the students on a rental basis. Parents may apply for free textbook rental at the time of enrollment. The following fees apply:

3rd, 4th, & 5th grade	\$20.00
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Note: *Textbook fees are subject to change.*

A list of supplies that your student will need will be provided on the day of enrollment.

THE SCHOOL DAY

Parents, please remember that there is no school supervision before 7:20 a.m. Third, Fourth and Fifth grade students who arrive at school before 7:50 a.m., will report immediately to the gymnasium. The students will then report to their classrooms. Lunchtime for all elementary school students will be from 11:30 a.m. to 12:00 p.m. daily. Students riding the first bus will be dismissed at approximately 3:05. Late bus students will be held in the classroom until dismissed by intercom. School begins at 8:00 a.m. and is dismissed at 3:10 p.m. Friday dismissal begins at 2:20.

TRANSFERS AND WITHDRAWALS

If your family is changing its residence, please contact the secretary at 783-4499, ext. 1200. If leaving the district, if notice is given prior to the departure day, grade cards and transfer sheets will be prepared. If no prior notice is given, all records will be mailed upon request from the receiving school.

If leaving the district, and your child has not returned all school property such as textbooks, library books, etc., your child's records will not be mailed to the receiving school until such property has been returned to the district.

USE OF OFFICE PHONE

The office phone is for student use only in emergency situations. Children should take care of personal business before coming to school. The office staff is unable to act as an answering service for students.

VISITORS AT SCHOOL

Parents, relatives, guardians, and other people who are visiting the school or checking a student out for the day or time period are required to check in at the office upon arrival. Students are not allowed to bring guests to attend classes with them for the day.

LIBERTY ELEMENTARY SCHOOL

HANDBOOK ACCEPTANCE FORM

I/we have reviewed the student handbook with my son/daughter and understand its contents. I/we understand that this handbook will also be used as a planner and that it is my child's responsibility to bring it and use it in class every day.

Parent Signature

Date

Student Signature

Date