

**LIBERTY ELEMENTARY SCHOOL DISTRICT NO.25**

19871 West Fremont Road, Buckeye AZ 85326

# **Parent-Student Handbook 2022-2023**

Cultivating Curious, Confident, Problem  
Solvers Prepared for Tomorrow



*Cultivating curious, confident, problem solvers  
prepared for tomorrow.*



## **Parent – Student Handbook 2022 – 2023**

19871 West Fremont Road · Buckeye, AZ 85326 · Office (623) 474-6600 · Fax (623) 474-6629



## GOVERNING BOARD

Mr. Mark Aguire.....	President
Ms. Paul Bixler.....	Member
Mr. Paul Jensen.....	Member
Mr. Bryan Parks.....	Member
Mr. Michael Todd.....	Member

## DISTRICT ADMINISTRATION

Dr. Lori Shough.....	Superintendent
Mrs. Natasha Camp.....	Assistant Superintendent of Educational Services
Mr. Jason Nuttall.....	Assistant Superintendent of Support Services
Ms. Kay Hamrick.....	Executive Director of Special Services
Ms. Ericka Daniel.....	Executive Director of School Effectiveness
Mrs. Kelly Baysinger.....	Executive Director of Finance
Mr. John Moreno.....	Executive Director of Information Systems and Technology
Ms. Cindy Cabanilla.....	Director of Food Services
Mr. Kevin Gates.....	Maintenance Supervisor
Ms. Dondi Gates.....	Transportation Supervisor

## GOVERNING BOARD MEETINGS

The Liberty Elementary School District No. 25 Governing Board meets at the Jerry Rovey District Facility, 19871 West Fremont Road, monthly at 5:30 p.m. during the school year. The following are the scheduled Governing Board meeting dates for the 2022-2023 school year. Meeting dates are subject to change. Refer to the District website for updates.

July 11, 2022	November 14, 2022	March 13, 2023
July 25, 2022	November 28, 2022	March 27, 2023
August 8, 2022	December 12, 2021	April 10, 2023
August 29, 2022	January 9, 2023	April 24, 2023
September 12, 2022	January 30, 2023	May 8, 2023
September 26, 2022	February 13, 2023	May 22, 2023
October 17, 2022	February 27, 2023	June 12, 2023
October 31, 2022		June 26, 2023

The Liberty Elementary School District No. 25 does not discriminate because of race, color, religion, sex, age, national origin, and disability or any other reason not related to the student's individual capabilities (Policy ACRB). Inquiries concerning perceived discrimination may be referred to the Administrative Assistant to the Superintendent at 19871 W. Fremont Rd, Buckeye, AZ 85326.

JULY						
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31						

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DECEMBER						
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## LIBERTY ELEMENTARY SCHOOL DISTRICT No. 25

### 2022 - 2023 CALENDAR

First Day for Students	August 03
Labor Day	September 05
Teacher In-Service Day	September 26
Parent/Teacher Conf	September 28 - 29
40th Day	September 29
Early Release	September 30
Fall Break	October 10 - 14
Veterans' Day	November 11
Thanksgiving Recess	November 23 - 25
Early Release	December 16
Winter Recess	Dec 19 - Jan 02
School Resumes	January 02
Parent/Teacher Conf	January 11-12
Early Release	January 13
Martin Luther King, Jr. Day	January 16
100th Day	January 19
Teacher In-Service Day	February 17
Presidents' Day	February 20
Spring Break	March 13-17
Spring Holiday	April 07
Early Release	May 19
Last Day for Students	May 19
<b>Trimesters End/Days</b>	
November 04	61 days
February 16	59 days
May 19	58 days
Total Instructional Days	178 days
First and Last days of School Year	
No School	
Early Release day	
Last Day of Semester Early Release day	

JANUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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Students are dismissed early every Wednesday to provide time for teacher professional development.

**Approved by the Governing Board on August 9, 2021.**



## **ACKNOWLEDGEMENTS AND VERIFICATIONS**

The Parent-Student handbook is now available online at: [www.liberty25.org](http://www.liberty25.org)

***This form must be returned to each child's school within 10 calendar days.***

**Student's Name (Print):** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_

### **Student Handbook**

By signing below you are acknowledging and verifying that you have taken the responsibility to review with your child the Liberty Elementary School District Student Rights and Responsibilities Handbook available on-line at [www.liberty25.org](http://www.liberty25.org). As a parent in the Liberty Elementary School District, you have the right to a quality education for your child/children. To make sure that every student enjoys that right, the District has established procedures regarding disruptive behavior. The procedures for student responsibility are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair and they are the same at each school. We ask that you carefully read the infractions and disciplinary actions for conduct with your child.

Please Note: Federal privacy laws prohibit the District from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students. Please refer to the discipline matrix for guidance on infractions and consequences.

- My child and I affirm by our signatures below that we have read and agree to abide by the Liberty Elementary School District Student Rights and Responsibilities Handbook.
- My child and I affirm by our signatures below that we have read and agree to abide by the Technology Use Agreement.
- My child and I affirm by our signatures below that we have read and agree to abide by the Transportation Rules.

**Signature - Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature - Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## **Notice to Parents/Guardians Regarding Directory Information and Opt Out Form**

Upon request, the District will disclose data that has been designated as “directory information” under Governing Board Policy JR-R. Directory Information is information about your student that the District has determined is harmless and not an invasion of privacy if disclosed. Each year, as required under federal law, the District provides parents and guardians with this notification about directory information. A parent or guardian has a right to opt out of directory information within the first two weeks of school or enrollment by completing a form that is returned to the District. In other words, a parent who does not want his or her child’s directory information disclosed must complete and return the opt out form each year.

Directory information may consist of the student’s name, address, telephone number, date and place of birth, photograph, grade level, participation in extracurricular activities, weight and height if a member of an athletic team, honors and awards received, and names of parents or guardians.

Family Educational Rights and Privacy Act (FERPA) allow schools to disclose directory information without consent to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Your child’s directory information will be released as described above, unless you direct otherwise by checking the box below:

<input type="checkbox"/>	<p>I do not want my child’s directory information released. By selecting this option, I understand that my child’s name and/or image will not be included in the yearbook, newsletters, and other school and district publications including social media.</p> <p><i>*The opt-out clause does NOT apply when students are participating in public events such as school athletics and other extracurricular activities, where the general public is invited to attend.</i></p>
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**If the District does not receive this signed notification from you within ten calendar days of receipt of this notice, you have *not* opted out of the release of your child’s directory information or photo and media release. Please be assured that your child’s safety and welfare are our primary concerns.**



Dear Students, Parents, and Community:

Welcome to the Liberty Elementary School District. We believe that education is a partnership among students, their families, and the school. Each of you plays an important role in ensuring our elementary learners are fully equipped for high school and every bright dream they have for the future. We value your perspectives and your contributions to our collaborative efforts in providing an exemplary education for your child.

First and foremost, we are committed to a safe and caring environment for our children. Integrity is a core value in our district. Principals and teachers continuously teach and reinforce clear and consistent high expectations for student behavior. We also teach the reason behind the rules and the importance of exhibiting integrity in our actions. The guidelines in the LESD Student/Parent Handbook are designed to communicate behavior expectations, rules, safety procedures, and student rights and responsibilities. Please join us in our collective commitment to a positive learning culture where we all share responsibility for upholding the expectations for the safety of students and staff.

We are equally committed to academic excellence for our children. The Liberty Elementary District's vision is to cultivate curious, creative, problem solvers prepared for tomorrow. Each school provides quality instruction facilitated by highly effective teachers. Our rigorous curriculum is designed to challenge learners and individualize learning to equitably meet each child's needs.

We encourage you to read the handbook and have family conversations about the value of education, the importance of safety, and your child's goals and dreams for the future. Our staff looks forward to an outstanding school year and genuine partnership with our families.

All the best,

Lori Shough, Ed.D.  
Superintendent

## Annual Notification to Parents Regarding Confidentiality of Student Education Records

**The Family Educational Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records without copies. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - a. School officials with legitimate educational interest
    - i. School official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks;
    - ii. A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;
  - b. Other schools to which a student is seeking to enroll;
  - c. Specified officials for audit or evaluation purposes;
  - d. Appropriate parties in connection with financial aid to a student;
  - e. Organizations conducting certain studies for or on behalf of the school;
  - f. Accrediting organizations;
  - g. To comply with a judicial order or lawfully issued subpoena;
  - h. Appropriate officials in cases of health and safety emergencies; and
  - i. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible student that the school is not to disclose the information without consent.

**The Individuals with Disabilities Education Act (IDEA)** is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities, education records could include evaluation and testing materials, medical and health information, Individualized Education Plans, and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at 1-800-USA LEARN (1-800-872-5327) or the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20212-5920	Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007
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The Procedural Safeguard notice for the state of Arizona is available in English and Spanish on the ADE website at [www.azed.gov/special-education/resources/forms](http://www.azed.gov/special-education/resources/forms). For assistance in obtaining this notice in other languages, contact the ADE/ESS at the above phone/address.

**Dr. Lori Shough, Superintendent**  
623.474.6600  
623.474.6669

**LIBERTY ELEMENTARY SCHOOL DISTRICT NO.25**  
19871 West Fremont Road  
Buckeye, AZ 85326

<b><u>SCHOOL / ADDRESS</u></b>	<b><u>ADMINISTRATOR / EMAIL</u></b>	<b><u>PHONE NUMBER</u></b>
<b>BLUE HORIZONS ELEMENTARY SCHOOL</b> 20070 W. Blue Horizons Parkway Buckeye, AZ 85326	Ms. Norma Sanchez, Principal <a href="mailto:nsanchez@liberty25.org">nsanchez@liberty25.org</a> Mr. Bruce Nieminski, AP <a href="mailto:bnieminski@liberty25.org">bnieminski@liberty25.org</a>	623.327.2870 Fax: 623.327-2879
<b>ESTRELLA MOUNTAIN ELEMENTARY SCHOOL</b> 10301 South San Miguel Goodyear, AZ 85338	Ms. Lynzee Booras, Principal <a href="mailto:lbooras@liberty25.org">lbooras@liberty25.org</a>	623.327.2820 Fax: 623.327.2829
<b>FREEDOM ELEMENTARY SCHOOL</b> 22150 West Sundance Parkway South Buckeye, AZ 85326	Ms. Toni Reynolds, Principal <a href="mailto:treynolds@liberty25.org">treynolds@liberty25.org</a> Mr. Loren Velasquez, AP <a href="mailto:lvelasquez@liberty25.org">lvelasquez@liberty25.org</a>	623.327.2850 Fax: 623.327.2859
<b>LAS BRISAS ACADEMY</b> 18211 West Las Brisas Drive Goodyear, AZ 85338	Ms. Sara Schaefer, Principal <a href="mailto:sschaefer@liberty25.org">sschaefer@liberty25.org</a> Ms Megan Mally, AP <a href="mailto:mmally@liberty25.org">mmally@liberty25.org</a>	623.327.2860 Fax: 623.327.2869
<b>LIBERTY ELEMENTARY SCHOOL</b> 19801 W Fremont Rd Buckeye, AZ 85326	Ms. Holly Weiner, Principal <a href="mailto:hweiner@liberty25.org">hweiner@liberty25.org</a>	623.327.2810 Fax: 623.327.2819
<b>RAINBOW VALLEY ELEMENTARY SCHOOL</b> 19716 West Narramore Buckeye, AZ 85326	Ms. Ryann Cagle, Principal <a href="mailto:rcagle@liberty25.org">rcagle@liberty25.org</a> Ms. Stephanie McCorkle, AP <a href="mailto:smccorkle@liberty25.org">smccorkle@liberty25.org</a>	623.327.2830 Fax: 623.327.2839
<b>WESTAR ELEMENTARY SCHOOL</b> 17777 West Westar Drive Goodyear, AZ 85338	Mr. Dave Bogart, Principal <a href="mailto:dbogart@liberty25.org">dbogart@liberty25.org</a> Ms. Amanda Loveless, AP <a href="mailto:aloveless@liberty25.org">aloveless@liberty25.org</a>	623.327.2840 Fax: 623.327.2849

#### **SCHOOL SITE BELL SCHEDULES**

<b>SCHOOL</b>	<b>Normal Day</b>		<b>Wednesday</b>	<b>P/T Conferences</b>
	<b>START</b>	<b>END</b>	<b>Early Release</b>	<b>Early Release</b>
Blue Horizons Elementary School	7:45 AM	2:45 PM	12:05 PM	12:05 PM
Estrella Mountain Elementary School	7:40 AM	2:40 PM	12:00 PM	12:00 PM
Freedom Elementary School	8:30 AM	3:30 PM	12:50 PM	12:50 PM
Las Brisas Academy	8:30 AM	3:30 PM	12:50 PM	12:50 PM
Liberty Elementary School	7:30 AM	2:30 PM	11:50 PM	11:50 PM
Rainbow Valley Elementary School	8:30 AM	3:30 PM	12:50 PM	12:50 PM
Westar Elementary School	7:40 AM	2:40 PM	12:00PM	12:00 PM

## **ATTENDANCE POLICIES AND PROCEDURES (Policy JEA)**

If your student is ill and cannot attend school, notify the attendance line to excuse the absence. If your student is unable to join their live class sessions, please contact the teacher(s) to discuss your family's schedule needs.

If a student does not attend the Google Meet and the absence is not excused, parents will be notified by phone call. If a student leaves a Google Meet during a scheduled session, parents will not be notified unless it becomes a pattern.

**ABSENTEEISM** - The Governing Board recognizes that the responsibility for school attendance rests with parents and students, with the school assisting them to fulfill that responsibility. Prompt, regular attendance is not only required by law, it is the key to student success and progress in school programs. Students must maintain regular class attendance, as much of the classroom experience cannot be duplicated (i.e., benefits of lessons, discussion and participation). The required attendance standard for promotion is 90% of the days of the school year.

**ADMISSION OF HOMELESS STUDENTS (Policy JFABD)** - In compliance with Arizona State Laws, Arizona Administrative Code and McKinney-Vento Homeless Education Assistance Improvements Act of 2001, the Liberty Elementary School District shall assure that:

1. Homeless students are not stigmatized or segregated on the basis of their status as homeless;
2. Homeless students are immediately enrolled in school; and
3. Transportation is provided to and from the school of origin for the homeless student as applicable and found in the law and Policy JFAA.

The term "homeless students" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

4. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
5. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
6. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
7. Migratory students who qualify as homeless because the children are living in circumstances described above.

Please contact the District's liaison at 623-474-6671 for more information.

**EXCUSED ABSENCE (Policy JH)** - Any absence due to illness, accident, medical, bereavement, religious observance, or other circumstance with prior approval of school administration, will be excused provided a call is received by the school Attendance Office on or before the day of the absence. Written notification will be accepted by the homeroom teacher the morning following the absence. Academic grades may suffer as a result of excessive absences.

**UNEXCUSED ABSENCES (Policy JH-R)** - Any absence not verified within 24 hours will be classified as unexcused. An absence without prior knowledge and consent of the parent/guardian, or which is in violation of state law and District procedure, will be classified as truancy. Unexcused/truant absences may result in loss of credit for class work for the hour(s) and /or day(s) of the absence. School discipline procedures of an unexcused absence/truancy will range from school detention programs, to suspension

and/or referral to the appropriate authorities. Ten (10) consecutive unexcused absences will result in a withdrawal from school.

Students need to be in attendance for half of the school day to be eligible to participate or attend extra-curricular activities on that day.

**TARDIES (Policy JH-B)** – A student is considered tardy when he/she arrives late for school and/or class. The parent/student shares the responsibility to assure promptness in arriving at school and to class on time. Chronic tardy (excused or unexcused) will result in discipline. Tardiness to school will be excused only when accompanied with written/verbal notification from the parent/guardian or doctor. All other tardy days will be classified as unexcused. Students arriving after the final morning bell must report to the office for a pass.

**MAKE-UP WORK (Policy IKEA)** – When students are absent, it is their responsibility to talk with their teachers or obtain missed assignments. Students should get missed assignments completed and turned in to the teacher immediately. Students are allowed time equal to their period of absence to submit missing assignments, i.e., one day absent equals one day for make-up. Parents of students absent for two or more days may call the school before 9:00 a.m. on the third day absent and pick up assignments at school. Homework for absences less than three days in duration will be handled by the teacher and student upon the student's return. Homework requests require a 24-hour notice in order to properly prepare all necessary materials.

**TRUANCY (Policy JH-B)** – Arizona's truancy law has been amended to provide two circumstances when a student can be cited for failing to attend school.

1. A student is "habitually truant" if he/she has five or more unexcused absences from school.
2. A student has "excessive absences" when the student misses more than ten percent (10) of the required number of school days per year whether the absence is excused or unexcused.

Arizona state law requires that parents ensure that their children between the ages of six and 16 attend school. On the fifth unverified absence or 18 total verified/unverified absences, regardless of the reason, you and /or your child could be issued a citation for a violation of Arizona Revised Statute A.R.S. 15-802 or 15-803. The citation would require that both you and your child appear in court regarding this matter.

Prosecution of you and/or your child may result in any of the following consequences: attendance in an educational class, community work hours, counseling, etc. The parent may also be assessed a \$50 Diversion fee. If you, as a parent, receive a citation for *Failure to Provide Education* to your child and are convicted, it is a class 3 misdemeanor punishable by jail time and/or a fine.

## **BICYCLES**

Students may ride their bicycles to and from school. Bicycle riders are reminded to obey all city/state rules of riding safety.

Bicycle racks are available and student-provided chains/locks must be used. As with other personal items brought to school, the District cannot accept responsibility for the safety of bicycles throughout the school day. Students who violate city/state and school bicycle guidelines will jeopardize their privilege of riding a bicycle to school.

The following rules are to be observed by all bicycle riders entering and leaving school:

1. Students who arrive on bicycles must use the bicycle rack, and each bicycle must be locked individually.
2. Bicycle riding is not allowed on school grounds.
3. When traveling to and from school, all traffic laws concerning bicycle safety must be observed.
4. Skateboards, roller blades, scooters, wheeled shoes, and motorized vehicles such as quads or three-wheelers are not to be used on campus at any time.

## **BOOKS, SUPPLIES AND EQUIPMENT**

Students will be furnished with many of the supplies they need. It is the student's responsibility to use these materials properly. Lost, damaged, or misplaced classroom supplies, such as rulers, calculators, etc. will be paid for by the student.

Books are provided to the students on an assigned basis. The student is responsible for the care of these books. Lost, misplaced, or damaged library and textbooks will be paid for by the student assigned the books. Textbook prices may range from \$5.00 to \$150.00. Parents will be notified of lost or damaged books.

## **CAFETERIA SERVICES**

Cafeteria staff take pride in serving nutritious meals to our students. Meal waivers for each of the previous two school years expired on June 30, 2022. USDA will no longer have authority to provide the Summer Food Service Program, allow all schools to serve free meals to all students, or extend the broad regulatory flexibility our programs have relied on for the last two years. Due to this we will be returning to our regular NSLP program which means meal service will be based on student eligibility.

Parents are encouraged to utilize the RevTrak online payment system to minimize the handling of cash. Students will be provided with ID badges to be scanned to eliminate manual entry using keypad. Credit on the student account for multiple meals may be purchased. If the RevTrak online payment system is not used, a personal check made out to LESD can be used as an alternative to cash. Your child will be given a notice when his/her account balance has less than three meals. If your child forgets his/her money or has run out of credit, he/she will be allowed to charge up to three meals. You will be notified of these charges by phone or mail.

Students who accumulate charges equivalent to the cost of three meals will not be allowed to charge any more meals. Students will be served an alternate lunch, usually a cheese sandwich, choice of milk and salad bar. Families may apply for the free and reduced breakfast and lunch program. Please ask for information in the front office. Menus are available on the District website.

### **Cafeteria Behavior Expectations**

1. Use good manners such as saying please and thank you.
2. Follow all school rules and maintain appropriate conduct in the cafeteria.
3. Clean up after yourself, disposing of trash appropriately and stacking trays as required.
4. Do not take food or drinks from the cafeteria.
5. Energy drinks are not permitted. Energy drinks will be confiscated, if necessary.
6. Due to possible food allergies, students are prohibited from sharing food.

Parents, please help us by encouraging your children to eat a nourishing meal at lunchtime either bought here or brought from home so they have the stamina to stay attentive and focused all afternoon.

### **CAMERAS FOR SECURITY AND SAFETY (Policy ECAA)**

Surveillance cameras may be used in all areas under the supervision of the District, including school buildings, buses, grounds, and other authorized areas of the District. This is to ensure the health, welfare, and safety of all students, employees, and visitors, and to safeguard District facilities, vehicles, and equipment.

The use of surveillance cameras are intended to serve as a deterrence for and prevention of unlawful activities, as well as to document those activities. Surveillance cameras may be used in locations as deemed appropriate by the District administration, but shall not be used in locations where there is a reasonable expectation of privacy.

Surveillance under this section that provides evidence of a violation of Board policies, administrative directives, school rules, or law by students or staff may be used for appropriate disciplinary action. Evidence of illegal activities of employees, students, or others from surveillance will be referred to appropriate law enforcement authorities. Surveillance records used in disciplinary proceedings may become part of a student's educational record or an employee's personnel file.

The Superintendent shall be charged with the responsibility to oversee the use and implementation of surveillance cameras in the District and shall restrict the access of cameras and recordings to limited personnel. The Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention, viewing, and listening to, when applicable, the recordings in accordance with this policy.

The District shall notify employees, parents, and students through handbooks, information guides, and/or other means of communication that surveillance may occur on school buses and on District property. Employees or students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be responsible for such losses, damages, and costs, and shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

### **CELL PHONE USAGE**

In order for a student to have a cell phone on campus, the following conditions must be met:

1. The cell phone must remain in the student's backpack and switched off at all times during the school day including lunch, recess, special classes, and while being transported by bus.
2. Violators may have their cell phone confiscated until picked up by a parent and may lose privileges and/or be assigned discipline.

### **CHECKOUT PROCEDURES (Policy JLIB)**

When an adult is checking a child out of school during school hours, he/she must sign the child out through the school office. A photo ID must be presented to the school staff each time a student is taken off campus. It is the responsibility of the parents to inform the District or school office in writing or via the parent portal of any changes in address, phone numbers, or contact information. Only a parent, guardian, or a person designated in the student management system as a pick-up contact may sign out a student. Children picked up after school on a daily basis will wait at the designated “Parent Pick Up” area for parents. Students may not walk across the parking lot unless accompanied by an adult.

### **CHILD FIND**

Arizona law mandates that each stakeholder is informed about District activities regarding Child Find. [AAC.R7-2-401]. The Liberty Elementary School District is committed to locating, identifying, and evaluating children and youth with disabilities living in the attendance area from birth through 21 years of age, who are in need of early intervention or special education services. This includes children who are highly mobile, such as migrant or homeless children, children suspected of having a disability, even though they are advancing from grade to grade, private school students within District boundaries, and homeschooled students. Please contact the Liberty Elementary School District, Special Education Services Department at 623-474-6671, for further information. The Liberty Elementary School District conducts developmental screenings by appointment every 45 days at no cost to the parent.

### **CLOSED CAMPUS**

All schools have different arrival and dismissal times. Once students arrive on campus, they cannot leave unless they are signed out by a parent, guardian, or person designated as a pick-up contact. In accordance with District procedure, only a parent, guardian, or person designated in our student management system as a pick-up contact may take a student from the campus during school hours. All adult visitors must be authorized through the main office. Student visitors are not allowed on campus. A student leaving campus without permission will be considered truant and disciplinary action will be taken. It is the responsibility of the parents to inform the District or school office in writing or via the parent portal of any changes in address, phone numbers or other contact information.

### **COMMUNICATION**

The District strives to maintain close communication with parents. Occasionally parents have a question, concern or suggestion to make. Please be assured that it is always the District’s intention to be of service to you and resolve any concerns you have. **First** call your child’s teacher. Email is also available, and email addresses may be found on the school website. If you do not feel that your question was answered to your complete satisfaction, please call the school office to make an appointment or talk with the principal. If you are still not satisfied, contacting the assistant superintendent would be the next option. Please follow this chain of command so that your issues will be resolved in a timely manner. If there is a problem on the bus, contact Transportation at 623-474-6645.

### **CONFIDENTIALITY (Policy JR)**

A school annually designates information in education records as directory information and may disclose it without parental consent unless notified by the parent that the school is not to disclose the information without consent within a prescribed period of time. Liberty Elementary School District defines directory information as follows:

The student’s name, address, telephone numbers, date and place of birth, photo, 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.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. \*Please note on Page 4 of this book the Notice to Parents Regarding Directory Information Form.

## **CUSTODY AND PARENT RIGHTS**

If you have a restraining order or custody issues, it is imperative that the District is provided complete copies of court documents in your child's records so we can comply with the orders of the court. If known at the time of registration, this process should be completed at that time. If custody issues arise after registration takes place, please notify the front office staff and provide documents at that time. The front office staff will coordinate with registration to ensure that all applicable paperwork is uploaded into the student information system. Should any questions come up, please contact either [registrar@liberty25.org](mailto:registrar@liberty25.org) or [jmoreno@liberty25.org](mailto:jmoreno@liberty25.org)

## **DANCES**

Dances may be held throughout the year. Only students registered at the school campus are allowed to attend. Students must have a permission slip signed by the parent in order to attend. The school dress code and expectations for behavior are in effect for all dances and other events. Students arriving more than 30 minutes late must have a parent escort them to the door. Students may not leave until the dance is over unless a parent comes to the door to pick them up. Parents are responsible for picking up their child immediately after the dance.

Any student receiving in-school or out-of-school suspension may not attend after-school activities for that day, such as games, practices, dances, etc.

## **DRESS CODE (Policy JICA)**

The Governing Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others.

The Board authorizes the Superintendent to develop and enforce school regulations prohibiting student dress or grooming practices that:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Materially interfere with school work, creates disorder, or disrupts the educational program.
3. Cause excessive wear or damage to school property (i.e. cleats, studs on clothing, etc.)
4. Prevent students from achieving their educational objectives.
5. Represent membership in a gang or contain obscene language or symbols, symbols of sex, drugs, or alcohol.

The District encourages students to take pride in their attire as it relates to the school setting. Students are to dress in a manner which, in addition to the following guidelines, takes into consideration the educational environment, safety, health and welfare of self and others.

1. Appropriate length shorts and skirts may be worn in grades K-8.
2. Bare midriffs, halter tops, and spaghetti straps are not acceptable past the third grade.
3. Bare feet are never acceptable. In the interest of safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as physical education, etc.
4. Jewelry shall not be worn if it presents a safety hazard to self and/or others.
5. Profane or defamatory writing on clothing or jewelry is not acceptable.
6. No bandanas of any color, size, or shape may be carried or displayed in any classroom or at any school activity. This also includes simulations of anything representing "colors".
7. No hats or hoodies may be worn (by staff members or by male or female students) in a classroom, except for properly approved occupational safety headgear required for special classes.
8. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person.



9. Obscene language or symbols, or symbols of drugs, sex, or alcohol on clothing are expressly prohibited.

Exceptions for special activities or health considerations must be preapproved by the administrator. The final decision as to the appropriateness of dress shall be determined by the administration according to Liberty Elementary School District Governing Board Policy. Inappropriate clothing or any clothing items that cause a distraction to the learning environment are at the discretion of the principal or designee.

Students, who volunteer for extra-curricular activities such as athletics, band, chorus, etc., are subject to the standards of dress as defined by that activity sponsor.

### **DRESS CODE - All School Sites**

The following are NOT permitted on campus or at any school activity:

1. Strapless, razor-back, mesh, transparent or backless dresses or blouses.
2. Exposed undergarments. All undergarments must be fully covered.
3. Muscle shirts and oversized tanks that over-expose the body unless a t-shirt is worn underneath.
4. Pajamas of any kind and/or house slippers.
5. Hair nets, skull caps, and "do-rags".

Students found in violation of the dress code may be subject to disciplinary action. Additional dress code infractions or infractions of the personal property code are at the discretion of site administration. Violations of dress code policy are not negotiable.

### **EVERY STUDENT SUCCEEDS ACT (PARENT'S RIGHT TO KNOW)**

Under the Federal Every Student Succeeds Act provisions, all school districts are required to notify parents of children who attend a Title I school that they have the right to request and receive timely information on the professional qualifications of their child(ren)'s classroom teacher(s). Specifically, districts must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **EXTRA-CURRICULAR ACTIVITIES (Policy JJJ) P**

Such activities will be established and designed to offer students worthwhile athletic and leisure time interests, wholesome recreational and social activity, and an opportunity to develop skills in democratic and cooperative management for these activities. These programs will be appropriate to the maturity of students and as varied as staff and facilities permit. All such activities conducted under the sponsorship of the Liberty Elementary School District shall be under the direct supervision of the individual responsible for the activity and all school policies, such as dress code, will be enforced.

**Eligibility Criteria** - The eligibility criterion for extra-curricular participation shall be a passing grade in all classes for where the grade is issued. Students who, upon having work checked on a cumulative basis weekly, show that they are not working to capacity and have one or more failing grade(s), will be removed from an athletic team or extra-curricular activity until the next eligibility check. Students that are declared ineligible by virtue of the periodic check, and students who have earned a grade of "D" shall participate in academic tutoring to assist in remedying the identified deficiencies. After improving their respective grade(s) to a level in which they are passing **each class** on a cumulative basis, they shall be reinstated to the

team or extra-curricular activity for the subsequent eligibility period unless ineligible for some reason other than academic performance.

The student and the parents or guardian shall be notified in a confidential manner when:

1. Ineligibility is pending.
2. Ineligibility is determined to be necessary.

Any student receiving in-school or out-of-school suspension is ineligible until the suspension is completed.

**Academic Eligibility Rules for Extracurricular Activities** - Academic eligibility checks will be made weekly for students in sports, Student Council, and certain clubs. The sports schedule and eligibility schedule are posted on the district website under For Students, then click on District Athletics.

Students who have an **F** in any class where a grade is issued will not participate in games, practice, or meetings at all during the one-week period until the next eligibility check. They may not suit up for home games or travel to away games, and are **REQUIRED** to attend tutoring in the deficient subject after school or at an arranged time with the teacher until the grade has been raised.

Students who have a **D** in any core subject area are **REQUIRED** to attend tutoring in the deficient subject after school or at a time arranged with the teacher, until the grade has been raised.

Any student who is currently in school or out of school suspended will be excluded from after-school activities for the designated day(s).

Students need to be in attendance half of the school day to be eligible to participate or attend extra-curricular activities.

**Sports** -Students in the 6th, 7th, and 8th grades who wish to participate during an athletic season will be required to have a medical physical and permission to participate slip **before** being allowed to try out for a team. The following sports are offered during the school year: girls volleyball, boys and girls basketball, boys and girls soccer and baseball. Please check the district website for season schedules.

**Concussion Education (ARS 15-341)** - Liberty Elementary School District is mandated to provide concussion education information to those students, parents, and coaches participating in athletic activities. As you may be aware, there can be life-long dangers if a person sustains a concussion or head injury. All coaches and athletic directors have completed training on concussions. Each athlete is given the handout *Heads up Concussion* from the Center for Disease Control. Athletes are required to return a *Concussion Statement and Acknowledgement Form* as part of the Liberty Elementary School District Governing Board policies.

### **FIELD TRIPS (Policy IJOA)**

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. All field trips must be specifically approved by the Superintendent or designee long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardian. Transportation shall be provided only by District vehicles, driven by authorized personnel. In general, field trips shall be conducted within the normal school day and shall be limited to a distance of not more than two hundred fifty (250) miles one way from the school. Longer trips or overnight trips must have Governing Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

#### **For local field trips:**

1. Written permission must be obtained from parents or legal guardian
2. Parents must sign up to chaperone and be pre-approved by the teacher and administrator
3. Volunteers must have District Fingerprint Clearance and be pre-approved by the site administrator

4. Parents may not bring siblings on their child's field trips, when utilizing district transportation
5. All chaperones must be at least 18 years old

**For longer/overnight field trips:**

1. Prior Governing Board approval is required
2. Parents must have a Fingerprint Clearance Card and be pre-approved by the administrator
3. Volunteers must have a Fingerprint Clearance Card and be pre-approved by the administrator
4. Lists of Parents/Volunteers must be part of the Governing Board Approval process

### **GANG ACTIVITY OR ASSOCIATION (Policy JICF)**

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that results from such activities or dress. It is the Liberty Elementary School District's position that such activities and dress also present a clear and present danger to other District students and to District staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or causes bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students or others is prohibited.

Any student wearing, carrying, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or affect the educational activities of other students, or the orderly operation of the schools, shall be subject to disciplinary action.

### **GIFTED EDUCATION (Policy IHBB)**

The Liberty Elementary School District offers several gifted models to ensure that all gifted students receive appropriate instruction.

**Gifted Assessment** - With parent permission, students may take the Cognitive Abilities Test or the Naglieri (if the student is an English Language Learner) during one of the three designated testing periods. These dates will be posted on the District website at the beginning of the school year. The GATE Testing Coordinator administers the chosen assessment three times a year. The GATE Testing Coordinator scores the assessments, and reports the results to the parents, classroom teacher, building level principal, and District level administration within 30 days. Students may only test one time per school year.

**Eligibility** - The District will provide services to students who score at or above the ninety-seventh (97th) percentile on national norms in any one (1) of three (3) areas: verbal, nonverbal, or quantitative reasoning, on any test from the State Board-approved list. The District utilizes the Cognitive Abilities Test (CogAT) to identify students. Parents may opt out of services.

**Kindergarten** - Kindergarten on all campuses will receive enrichment within the regular classroom during the school day provided by the general education teacher. Differentiation takes the form of enriched activities in various subject areas.

**1st-8th Grade Cluster Grouping** - The schoolwide cluster model, as identified by Winebrenner & Brulles 2008, will be utilized. A general education teacher will teach clustered grade level classes on all campuses. Gifted services are provided throughout the day. The cluster teacher provides differentiated instruction in the way of an enriched curriculum that is more challenging, offers extension activities, and/or independent research projects. Projects require higher-order and creative thinking skills.

**Self-Contained Multi-age (MAG) Gifted Program** - The self-contained Multi-aged Gifted Program will serve the needs of students in grades 4th-8th who qualify with two or more scores of 97 or above. Priority for placement will be given to dual qualified students. As space allows students with a single area of giftedness are eligible with a primary area of giftedness with a score of 97 or better on at least one area (verbal, nonverbal or quantitative) on the Cognitive Abilities Test and the approval by the gifted review committee. Students who have been previously enrolled in the MAG program are eligible. Gifted instruction is provided throughout the day. Students may optionally push into general education with their peers.

**Transfer Students** - Provisional placement for students who have been previously identified and served in another District using different criteria - that may be different than scoring at the 97th percentile in any one of the three areas on a State Board of Education approved test will be placed for gifted services. The placement is then evaluated after 30 days by the Campus Gifted Review Committee, along with the parents, to determine if the placement was appropriate.

### **GRADING / ASSESSMENT (Policy IKA)**

Teachers keep careful records of the grades assigned to students. Electronic reports to the parents concerning student achievement are provided at the end of every trimester by the teacher, progress reports at the midpoint, and additional written and/or electronic reports are submitted when necessary.

Teachers confer with parents when necessary concerning academic progress and discipline of students. Teachers report to parents on students' conduct, scholarship, attendance, or excessive tardiness.

**Special Education** - Grades reporting achievement of special education students eligible for alternate curriculum shall be given on a basis commensurate with the students' abilities and based on their individual progress rather than in competition with classmates.

Parents of students with special needs shall be counseled regarding the significance of the grading system in order to avoid misinterpretation of the achievement grade.

### **GRADING: PROGRESS REPORTS (Policy IKAB)**

It is essential that parents be regularly and fully informed of their children's progress in school. Each school will report a student's progress to the student and to their parents or guardians.

The following requirements are established:

1. Parents will be informed regularly, and at least three times a year, as to the progress their children are making in school.
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration.
3. Insofar as possible, distinctions will be made between a student's attitude and his academic performance.
4. At comparable levels, the school system will strive for consistency in grading and reporting except as is inappropriate for certain classes or certain students.
5. School staff members will take care to explain the meaning of marks and symbols to parents as they apply to student achievement.
6. Reports of progress for students qualified for services under the Individuals with Disabilities Education Act (IDEA) shall be based on their progress in the general curriculum and shall address whether the progress is sufficient to enable the student to achieve the annual goals stated in the student's individualized education plan (IEP).

The Liberty Elementary School District issues progress reports at the midpoint of each trimester grading period, as well as report cards at the end of each trimester for all students in kindergarten through 8<sup>th</sup> grade. Grade reports can be viewed through your ParentVUE account starting on the following dates. Paper copies may be requested from the school front office if necessary.

Grading Period Dates	Report	Report available in ParentVUE
Trimester 1 starts August 3, 2022	Progress Report	Wednesday, September 28, 2022
Trimester 1 ends November 4, 2022 (61 days)	Report Card	Wednesday, November 9, 2022
Trimester 2 starts November 7, 2022	Progress Report	Wednesday, January 11, 2023
Trimester 2 ends February 16, 2023 (59 days)	Report Card	Thursday, February 23, 2023
Trimester 3 starts February 21, 2022	Progress Report	Wednesday, April 12, 2023
Trimester 3 ends May 19, 2023 (58 days)	Report Card	Friday, May 19, 2023

### **HAZING (Policy JICFA)**

There shall be no hazing, solicitation to engage in hazing, or aiding and abetting another who is engaged in hazing of any person enrolled, accepted for or promoted to enrollment, or intending to enroll or be promoted to District schools within twelve (12) calendar months. For purposes of this policy a person as specified above shall be considered a "student" until graduation, transfer, promotion or withdrawal from the District school.

"Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in connection with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an education institution.
2. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

Students and others may report hazing to any professional staff member. All violations of this policy shall be treated in accord with the appropriate procedures and penalties provided for in District policies related to the conduct and discipline of students, staff and others.

### **HEALTH SERVICES**

**Diagnosis** - The health office staff members are not doctors and cannot diagnose or treat illnesses. If a child becomes ill or injured during school, the parent/guardian will be notified as soon as possible. Please ensure that your phone number and contact information are current with the school office.

**Exemption From P.E.** - All students requesting an excuse from P.E. must bring a signed note to the health office from their parent/guardian. The health staff will then write an "Excused from P.E." pass for the student. Any excuse requesting greater than one week must be accompanied by a doctor's written note. P.E. is a required course per Governing Board Policy IHA.

**Immunization (Policy JLCB)** - A student's immunization record must be submitted prior to attendance, although a student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required immunizations. A student shall not be allowed to attend school without submitting documented proof of compliance to the school administrator unless the student is exempted from immunizations. On enrollment, the school administrator shall suspend that student if the administrator does not have documented proof of compliance and the student is not

exempted from immunization. A student enrolled and currently attending a district school must bring immunizations into compliance within ten school days upon notification of non-compliance. A student is in compliance with the [requirements](#) if the child has met the immunization schedule recommended by the Department of Health Services.

**Medication (Policy JLCD)** - Under certain circumstances, when it is necessary for a student to take medicine during school hours, the Liberty Elementary School District will cooperate with the family physician and the parents if the following requirements are met:

1. There must be a written order from the physician stating the name of the medicine, the dosage, and the time it is to be given.
2. There must be written permission from the parent to administer the medicine to the child. Appropriate forms are available from the school health office.
3. The medicine must come to the school office in the prescription container or, if it is over-the-counter medication, in the original container with all warnings and directions intact.
4. For breathing disorders, handheld inhaler devices may be carried for self administration provided the pupil's name is on the prescription label on the medication container or on the handheld inhaler device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration.
5. Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine provided the pupil's name is on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian is provided that authorizes possession and self-administration. The student and/or staff member shall notify the school office secretary as soon as practicable following the use of the medication.
6. Students with diabetes who have a diabetes medical management plan provided by the student's parent or guardian, signed by a licensed health professional or nurse practitioner as specified by A.R.S. 15-344.01, may carry appropriate medications and monitoring equipment and self-administer the medication.

All medication must be turned in to the health office immediately upon entering the school, be kept in original containers, and locked in a medicine cabinet. Any administrator may designate a school employee to administer the medication.

**COMMUNICABLE DISEASES (Policy JLCC)** - Any student with, or recovering from, a communicable disease will not be permitted in school until the period of contagion is passed or until a doctor recommends a return, in accordance with A. R. S. § 36-621, appropriate regulations of the State Department of Health Services, and policies of the County Health Department. Parents will be requested to provide a history of the communicable disease for each student, and such records will be kept and maintained by the school district. A student suffering from a communicable disease shall be excluded from school to protect his own welfare and also to protect other children from illnesses. Early recognition of a communicable disease is of prime importance. The Administrator or County Health Director shall make the decision for exclusion and re-admission. Students with pediculosis shall be excluded from school until treated with a pediculicide.

**WHEN SHOULD A CHILD STAY HOME** - A child should stay home when signs or symptoms of a heavy cold, sore throat with white spots on the back of the throat, persistent stomach-ache, vomiting, diarrhea, a temperature of 100 or over, any known communicable or infectious disease, or a rash (unless a doctor's note indicates it is not contagious). A child must be fever free for at least 24 hours without the use of medication (ibuprofen, Tylenol, etc.) before he/she can return to school. A child who has vomited or has had diarrhea must remain home until he/she is episode free for 24 hours.

**COVID-19** - It is highly recommended that a child should stay home if they have tested positive for COVID-19 or are presenting with any COVID-19 symptoms. If the child will attend school, it is highly recommended that the child wear a mask to lessen any chances of exposure.

**Isolation** is highly recommended for a child who has tested positive or has symptoms consistent with COVID-19 and are waiting to be tested to stay home for 5 days. If the child will attend school, it is highly recommended they wear a mask for 5 days.

[Quarantine](#) is recommended for those students who have been exposed to Covid-19 and have not been vaccinated to stay home for 5 days. If the student attends school, it is recommended that they wear a mask for 5 days.

## **HOMEWORK (Policy IKB)**

## **INDIVIDUALS WITH DISABILITIES EDUCATION ACT – IDEA (Policy IHB)**

Procedures developed provide educational opportunities for individuals with disabilities and accomplish district compliance with federal laws including the Individuals with Disabilities Education Act (IDEA), Arizona revised statutes, and the lawful regulations of the State Board of Education. Such procedures shall include, but are not limited to, the following provisions:

1. All children with disabilities aged birth (0) through twenty-one (21) years within the district's jurisdiction are to be identified, located, and evaluated.
2. A free and appropriate public education (FAPE) shall be available to all children with disabilities aged three (3) through twenty-one (21) years within the District's jurisdiction, including children advancing from grade to grade, those who have been suspended or expelled from school in accordance with the applicable IDEA rules and regulations, and any child with a disability the district has placed in or referred to a private school or facility. The district may refer to, and contract with, approved public or private agencies as necessary to ensure the provision of FAPE for children with disabilities. FAPE for an eligible student with a disability may extend through the conclusion of the instructional year during which the student attains the age of twenty-two (22).
3. A full individual evaluation encompassing existing and additional data shall be conducted for each child to determine if the child is a child with a disability and the educational needs of the child before the initial provision of special education and related services. A reevaluation of each child shall be conducted at least every third year.
4. An individualized education program (IEP) shall be developed and implemented for each eligible child served by the district and for each eligible child the district places in or refers to a private school or facility.
5. An IEP or an individualized family service plan (IFSP) will be in place for each child with a disability prior to the provision of FAPE.
6. To the maximum extent appropriate, opportunities for the least restrictive setting, inclusion in educational exercises with general education students, and for interaction within the total school environment will be provided to exceptional students, the exception to be only when the student's condition, with supplementary aids and services, make such regular class education unsatisfactory.
7. All required procedural safeguards must be guaranteed to the exceptional students and their parents. The parents will be provided with notices of procedural safeguards in each specified instance and all due process conditions will be satisfied with respect to the provision of a free appropriate public education.
8. The district shall follow the established state and federal standards to protect the confidentiality of personally identifiable information at the collection, storage, disclosure, and destruction stages.
9. To the extent essential to provide FAPE to children with disabilities aged three (3) through twenty-one (21), extended school year (ESY) services shall be made available and implemented as necessary.
10. Criteria for the promotion of exceptional students, including accomplishment in reading, writing, and mathematics, shall be as specified in the district policy on graduation requirements. Such standards shall be equivalent to or greater than those established by the State Board of Education.
11. Not later than March 1 of each year conduct a review of the reasonable and acceptable ratio of students per teacher for each disability category. The applicable ratios shall be specified in a regulation accompanying the district policy on class size.
12. The discipline of exceptional students, and unevaluated students suspected of having a qualifying disability, is to be conducted in such a manner as to comply with FAPE and requirements of the IDEA.



The Superintendent is authorized and directed to establish procedures for the development and administration of the necessary programs, and to document district compliance with the law and this policy. Such procedures will be made available to staff members and to parents as necessary to ensure compliance.

### **SECTION 504 OF THE REHABILITATION ACT of 1973 (Policy IHBA)**

Section 504 prohibits discrimination against persons with disabilities by school districts receiving federal financial assistance. It is the responsibility of the district to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services or programs in order that such students may receive the required free and appropriate education. [29 U.S.C. § 794 Section 504]. Section 504 ensures a child with a disability has equal access to an education. This means an education that is comparable to the education provided to students without disabilities.

A student who may need special services or programs within the intent of Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one (1) or more major life activities; or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

Students may be eligible for accommodations under the provisions of Section 504 even though they do not require services pursuant to the Individuals with Disabilities in Education Act (IDEA). Students who are identified as individuals with exceptional needs, according to IDEA criteria, are not addressed under this policy. The needs of such students are provided for under Policy IHB and its regulations and under state and federal laws and regulations.

### **ANIMALS IN SCHOOL (Policy IMG)**

In accordance with the American's With Disabilities Act (ADA), an appropriately certified service animal means any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Service animals do not include other species of animals, whether wild or domestic or trained or untrained.

The Liberty Elementary School District shall not discriminate against individuals with disabilities who use service animals if the work or tasks performed by the service animal are directly related to the individual's disability. Work or tasks include assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities and helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks.

Animals may be brought into the classroom for educational purposes. They must be appropriately and humanely cared for and properly handled. Any person who wishes to bring an animal into the classroom must receive prior permission from the principal.

### **INSURANCE (Policy JLA)**

The Liberty Elementary School District does not carry student medical insurance. Parents are responsible for medical expenses for pupils injured on school premises. Even with the best safety precautions, there is an element of risk to children during normal school activities such as recess and physical education. Parents are encouraged to consider the adequacy of their medical insurance.

Please contact the school health office for information regarding purchasing health insurance for your child.

## **L.E.A.P. LIBERTY ENRICHMENT ACADEMIC PROGRAM**

### **Hours of Operation**

Morning: 6:30 a.m.—Start of the regular school day.  
Afternoon: Dismissal time—6:30 p.m.  
School in-service days and breaks: 6:30 a.m.—6:30 p.m. Additional charges applied.

The program is not available on national holidays.

Information on before or after school care can be found on the District website and is available in the front office. Applications for enrollment are available on the District website. For more information please contact the District office at 623-474-6623 or visit [www.liberty25.org](http://www.liberty25.org).

## **LOST AND FOUND PERSONAL PROPERTY (Policy ECAD)**

The Liberty Elementary School District assumes no responsibility for student's personal items that are lost or stolen on school property or at school sponsored events. Students are discouraged from bringing costly, fragile or irreplaceable items to school that cannot be secured by the owner.

Found articles should be taken to the lost and found area at the school. Unclaimed articles will be given to charity during the school year. Lost articles may be claimed before or after school or during lunches. Consider placing identification marks on your personal belongings.

## **MOVE ON WHEN READING**

In 2010, the Arizona Legislature passed a law that requires students to demonstrate reading proficiency by the end of third grade in order to be promoted to the fourth grade. ARS 15-704, also known as "Move On When Reading," states "school districts shall provide annual written notification to parents of pupils in kindergarten programs, first, second, and third grades that a pupil who obtains a score on the reading portion of the State test that demonstrates that the pupil is reading far below the third grade level will not be promoted from the third grade." This law affects all students in kindergarten, 1st, 2nd and 3rd grade.

## **PROMOTION – REQUIREMENTS (Policy IKE)**

Liberty Elementary School District is proud of its rigorous academic standards. The district has an obligation to be sure that every student is adequately prepared to be successful in successor grades, and we are careful when considering promotion or retention. If a teacher is considering retention of a student, the parent will be kept informed throughout the process. Many factors are considered, including age of the student, work habits, maturity, acceptance of responsibility, ability to perform to the academic standards of the grade, and attendance. If a child is in jeopardy of not being promoted, the parents will be contacted throughout the school year.

## **RETENTION (Policy IKE)**

When circumstances indicate that retention is in the best interest of the student, the student will have individual consideration, and decisions will be made only after a careful study of facts relating to all phases of the student's growth and development. The student's academic achievement level and mental ability are important, but physical and social characteristics are also important factors. A decision should be based on sufficient data collected over a period of time and motivated by a desire to place students in school programs where they will be the most successful.

No decision for retention will be made without parent involvement. The final recommendation to retain will be made by the teacher. Consultation with the principal, other staff members, and the involvement of parents in all steps of the retention process are vital.

## **SAFE SCHOOLS THREAT ASSESSMENT**

Every case of a threat is taken seriously. Every instance of threatening behavior will be examined individually. It is recognized that a screening of such cases may reveal no potential for harm is evident or evidence that warrants a full assessment. Local law enforcement may be involved with such cases.

## **SITE COUNCILS**

Site councils are organized groups of parents, staff members, community leaders, and administrators who meet regularly to provide input and support of the school's goals. Our community is strongly encouraged to attend site council meetings. If you are interested in joining the site council or attending the monthly meetings, please contact the school office.

## **STUDENT BADGES/ID'S**

Beginning in the fall of 2022, the District will be providing students with identification badges. The badges for each student assist with safety and security on campus as well as efficiencies with food service, transportation, library book checkout and student check-in at the sign-in kiosk. Students will be required to have their identification badge visible at all times. In the event that students are late to school they will scan their student id badge to check-in to school. Food services have student specific barcodes which communicate with our management system Primero Edge. In addition, at some point during the 2022-2023 school year transportation will have RFID scanners, enabling school sites and transportation personnel to ensure bus riders are on board on their assigned vehicles. The RFID system communicates with synergy and is accessible by school personnel as soon as students board and disembark from district provided transportation. The District will provide one student identification badge at no cost. Replacement badges will be \$5.00.

## **STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES (Policy JII)**

A complaint/grievance may be raised regarding one (1) or more of the following:

1. Violation of the student's constitutional rights;
2. Denial of an equal opportunity to participate in any program or activity for which the student qualifies not related to the student's individual capabilities;
3. Discriminatory treatment on the basis of race, color, religion, sex, age, national origin, or disability;
4. Harassment of the student by another person;
5. Intimidation by another person;
6. Bullying by another person;
7. Concern for the student's personal safety.

The accusation must be made within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint/grievance. The complaint/grievance shall be made only to an administrator or other professional staff member. That person shall elicit from the student the particulars necessary for the complaint/grievance to be investigated. When the initial allegation is submitted in a manner other than on the prescribed form, the particulars of the complaint/grievance must be written on the form as immediately as possible after receipt of the complaint/grievance. The professional staff member may assist the student in completing the complaint/grievance form. The student should sign and date the form; however, unsigned forms are to be processed in the same manner as a signed form.

## **STUDENT DISCIPLINE (Policy JIC)**

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, students are expected to obey all rules and regulations adopted by the Governing Board, and to obey any order given by a member of the faculty or staff relating to school activities.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in [15-341](#), involves a deadly weapon or dangerous instrument or that could pose a threat of death or serious injury to employees, students or others on school property.

The authority of the Superintendent to establish regulations covering students may be delegated to principals for their individual schools.

[LESD Discipline Matrix](#)

## **STUDENT INTERROGATIONS, SEARCHES AND ARRESTS (Policy JIH)**

**Interviews** - School officials may question students regarding school incidents or matters without limitation. The parent will be contacted if an interviewed student is then subject to discipline for a serious offense. A student may decline at any time to be interviewed by the School Resource Officer (SRO) or another peace officer.

**When child abuse or abandonment of a student is alleged:** If a department of child safety worker or peace officer enter the campus requesting to interview a student attending the school, the school administrator shall be notified. Access to interviews shall be granted when the child to be interviewed is the subject of, is the sibling of, or is living with the child who is the subject of an abuse or abandonment investigation. The personnel of the district shall cooperate with the investigating department of child safety workers or peace officers. If a student is taken into temporary custody in accordance with A.R.S. 8-821, the department of child safety worker or peace officer may be reminded to notify the student's parent of the custody, pursuant to A.R.S. 8-823.

The department of child safety worker or peace officer shall be requested to establish proper identification and complete and sign a *Form for Signature of Interviewing Officer*. Six (6) hours following the relinquishment of custody by the school, school personnel may respond to inquiries about the temporary custody of the child and may, if considered necessary, call the parent.

**Abuse or abandonment is not alleged:** If a peace officer enters the campus requesting to interview a student attending the school on an issue other than upon request of the school or for abuse or abandonment, the school administrator shall be notified. If the officer directs that parents are not to be contacted because the interview is related to criminal activity of the parent(s)/guardian, the school official shall comply with the request. Unless these circumstances exist, the parent will be contacted and will be asked if they wish the student to be interviewed. If the parent consents, the parent will be requested to be present or to authorize the interview in their absence within the school day of the request. Where an attempt was made and the parent(s) could not be reached or did not consent within the school day of the request, the peace officer will then be requested to contact the parent(s) and make arrangements to question the student at another time and place.

**Safety of the student population is of concern:** When a peace officer is present on the campus to interview students at the request of school authorities due to concerns for the safety of the students in the school population, parent contact shall only be made if a student is taken into custody or following the determination that the student may be subject to discipline for a serious offense. The SRO, present at the request of the school for the continued maintenance of safety and order, may interview students as necessary regarding school-related issues as determined by school officials. Parents will be contacted if the student is to be taken into custody or if the student is subject to discipline for a serious offense.

**Search/Seizure:** The administration has the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the District for storage (e.g., lockers, desks) of personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. STUDENTS HAVE NO REASONABLE EXPECTATION OF PRIVACY. Lockers, desks, storage areas, backpacks, pockets, purses, etc. may be inspected at any time with or without reason, or with or without notice, by school personnel utilizing proper authorities JIH-E(1). For instance, the school may allow trained drug-sniffing dogs onto campuses as a cautionary procedure.

**Arrest:** When a peace officer enters a campus providing a warrant or subpoena or expressing intent to take a student into custody, the office staff shall request the peace officer establish proper identification, complete, and sign a *Form for Signature of an Arresting Officer or Interviewing Officer*. The school staff shall cooperate with the officer in locating the child within the school. School officials may respond to parental inquiries about the arrest or may, if necessary, explain the relinquishment of custody by the school and the location of the student, if known, upon contact by the parent.

## **STUDENT RECORDS - DESIGNATION OF DIRECTORY INFORMATION** **(Policy JR)**

During the school year, District staff members may compile non-confidential student directory information specified below.

According to state and federal law, the below-designated directory information may be publicly released to educational, occupational or military recruiting representatives without your permission. If the Governing Board permits the release of the below-designated directory information to persons or organizations who inform students of educational or occupational opportunities, by law, the district is required to provide the same access on the same basis to official military recruiting representatives for the purpose of informing students of educational and occupational opportunities available to them, unless you request in writing not to release the student's information without your prior written consent.

If you do not opt out of releasing the below-designated information, then the district must provide military recruiters, upon request, directory information containing the students' names, addresses and telephone numbers.

If you do not want the below-designated information about your son/daughter to be released to any person or organization without your prior written consent, you must notify the district through the school administrator in writing of that fact, either by marking the appropriate box on the *Acknowledgements & Verifications Form* accompanying this handbook or under separate cover. If the school district does not receive this notification from you within the prescribed time, it will be assumed that your permission is given to release your son's/daughter's designated directory information listed below:

- The student's name.
- The student's address and telephone number.
- The student's date and place of birth.
- The student's photograph.
- The student's grade level.
- The student's participation in extracurricular activities.
- The student's weight and height if a member of an athletic team.
- The student's honors and awards received.

- The names of parents/guardians of the student.

This information may also be used to compile such things as: newsletters, yearbooks, newspapers, articles, programs (dramatic and athletic), web pages, social media postings, applications for scholarships and honors, and responses to military recruiters.

**Please Note** – School yearbooks are considered a source of Directory Information. If you do not give Liberty Elementary School District permission to release Directory Information on your child, your child's class photo will not be published in his/her school's yearbook.

## **STUDENT RIGHTS AND RESPONSIBILITIES: PREAMBLE (Policy JI)**

Liberty Elementary School District has implemented restorative practices into the student discipline philosophy. The purpose of student discipline is to ensure that appropriate behaviors are learned in the school setting and students are equipped with problem solving skills in all areas of their lives. LESD wants to ensure that students have maximum access to their education as possible. Restorative practices incorporate problem solving skills and allow for more consistent reinforcement of expected behaviors. The purpose of this handbook is to ensure consistency in discipline consequences district-wide. Each discipline referral will be investigated on a case-by-case basis to ensure just and fair application of these guidelines. The district superintendent, the hearing officer and the Governing Board have the discretion to impose a consequence they consider most appropriate for the particular infraction and surrounding facts.

When a student is referred to the principal/designee for a discipline infraction, the administrator conducts a conference with the student(s). The administrator may then, depending upon circumstances, contact the parent/guardian by phone. If the administration is unable to reach the parent/guardian at the time of the conference, he/she will continue to conduct the investigation in a timely manner.

For office referrals, a parent/guardian will be notified of disciplinary consequences..

The extent of the due process required will depend upon the severity of the violation and the related action. Campus administrators may use their on-campus reassignment program as a disciplinary action, in lieu of off-campus suspension on designated infractions. In instances of violations that require off-campus suspension, parents and students will be required to have a reunification conference with the administrator and teacher (if appropriate).

Liberty Elementary School District does not tolerate drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion.

There are a variety of consequences for misconduct. Depending on the seriousness of the situation, there may be more than one action for a single event. Nothing in the Discipline Guidelines is intended to restrict the district from imposing more or less severe consequences if, in the discretion of the district, the severity of harm, danger, damage or the potential for harm, danger or damage warrants it, or if one incident involves more than one violation. In addition, long-term suspension or expulsion may be imposed based upon the facts for a particular behavior.

The district has entered into agreements with various governmental agencies whereby the district has agreed to cooperate fully with the governmental agency when a student commits an act in violation of the law.

**Please Note:** *Federal privacy laws prohibit the district from naming students involved in disciplinary violations and from revealing the consequences of those violations to the parents of other students.*

## **STUDENT RIGHTS: BEHAVIOR EXPECTATIONS (Policy JI)**

The Governing Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, and free expression and association in accordance with these guidelines.

The rights established for each student include both individual and group responsibilities; respect for the rights of others, obedience to properly constituted school authority, and compliance with the rules and regulations of this district.

**Behavior Expectations:** A positive learning environment in our schools and a good state of student conduct starts with students, parents and staff having knowledge and understanding of the basic standards of acceptable conduct. In order to assist everyone in the pursuit of a quality education, the district has established guidelines designed to ensure a safe environment for all students and staff in our schools. For these guidelines to be most effective, it is vital for the family, the school and the community to work together. Students are responsible for their own actions. Students whose actions are in violation of school/district guidelines will be expected to accept the appropriate consequences. We are proud of our students and strive to see that all students learn through school experiences to recognize the essential worth of each individual. Students are expected to respect the rights and property of others, along with demonstrating high standards of personal integrity. This includes their time at school, as well as, going to and from school, at a bus stop and at school-sponsored events. The student may be disciplined for off-campus behavior that affects the school or the district in any way. To meet these goals, we enlist the support of our community.

Students are expected to be students of good character by being trustworthy, responsible, fair, caring, respectful, and displaying good citizenship. We expect students to respect themselves, respect others, and be responsible for their actions. Each class will set their classroom rules. Copies of these rules will be posted in the classroom and parents will receive a copy.

School expectations include the following:

1. Follow directions given by staff the first time.
2. Keep hands, feet, and objects to yourself.
3. Be ready to learn with the necessary materials.
4. No swearing, teasing, fighting or use of obscene gestures.
5. Return completed class work and homework in a timely manner.

The following are **not** allowed at school:

1. Hardball or tackle football, "street" basketball, or excessive contact during soccer and other sports or games;
2. Throwing stones or other objects;
3. Tripping, shoving, fighting, hazing, bullying or other disturbances;
4. Climbing on fences, buildings, ledges or swinging gates;
5. All powered vehicles, including go-karts, powered bikes, mini-bikes, motorcycles, three- or four-wheelers;
6. Dogs, horses, or other pets without permission of the teacher and the principal;
7. Gum or food on the playground;
8. Electronic devices such as iPod, cameras, electronic games or other personal equipment;
9. Selling (except approved fund-raising items), trading, gambling, or stealing;
10. False activation of emergency devices, false reporting, bomb threats, or arson;
11. Knives, chains, or firearms of any kind or size; or any instruments that could be used as a weapon or a simulated weapon;
12. Cigarettes, e-cigarettes, matches, lighters, tobacco and any explosive devices;
13. Alcohol/Drugs or drug paraphernalia.



## **STUDENT DISCIPLINE: RESTRAINT AND SECLUSION (Policy JLDB)**

**Restraint and Seclusion:** A.R.S. 15-105 permits the use of restraint or seclusion techniques on any pupil if both of the following apply:

1. The pupil's behavior presents an imminent danger of bodily harm to the pupil or others.
2. Less restrictive interventions appear insufficient to mitigate the imminent danger of bodily harm.

District reporting and documentation procedures will be followed when a restraint or seclusion technique has been used on a pupil. The use of restraint or seclusion is not to be limited, by policy or practice, to students with disabilities.

## **STUDENT RIGHTS: EXPULSIONS (Policy JKE)**

Expulsion is the permanent exclusion of a student from school and school activities, unless the Governing Board reinstates the student's privileges to attend school. Each recommendation for expulsion shall be delivered to the superintendent. A recommendation for expulsion may be made before, after, or in conjunction with a long-term suspension hearing, if one is to be held. If the superintendent concurs with the recommendation, it shall be forwarded to the Governing Board. Students facing expulsion will be notified of the proceedings and steps associated with such action. Policy JKE is subject to change depending on annual updates to policy from Arizona School Board Association policy advisory.

## **STUDENT RIGHTS: REMOVAL OF STUDENTS FROM SCHOOL SPONSORED ACTIVITIES (Policy JKDA)**

The principal of a school has the right to investigate all school violations and may speak to any student including those having knowledge of or directly/indirectly involved in the violation.

The principal of a school may remove a student from a school-sponsored activity if the principal determines that the student has violated a provision of the student discipline policies, rules, and/or regulations or if the principal determines that such removal is in the best interest of the activity or in the best interest of the school as a whole.

The principal also may remove a student from a specific position, such as officer, editor, or captain of an activity, without removing the student from the entire activity.

For the purpose of this policy, activity is defined as any school-sponsored athletic activity; or any school sponsored club, such as yearbook, newspaper, student government, drama, music, honor society, or any other organization or class of a similar nature.

## **STUDENT RIGHTS: SUSPENSION (Policy JKD)**

A student may be removed from contact with other students as a temporary measure. The authority to suspend a student for up to ten (10) days, after an informal hearing is held, rests with the superintendent. This authority may be delegated to other administrators. If a danger to students or staff members is present, the administrator may immediately remove the student from school, with prior contact with the parents and with a notice and hearing following as soon as practicable. In all cases, except summary suspension where a clear and present danger is evident, the student shall remain in school until applicable due process procedures are instituted. In no instance shall students be released early from school unless parents have been notified. No appeal is available for a short-term suspension.

## **STUDENT VIOLENCE/HARASSMENT/INTIMIDATION/BULLYING** **(POLICY JICK-EB)**

The Governing Board believes it is the right of every student to be educated in a positive, safe, caring, and respectful learning environment. The Governing Board further believes a school environment that is inclusive of these traits maximizes student achievement, fosters student personal growth, and helps a student build a sense of community that promotes positive participation as citizens in society.

To assist in achieving a school environment based on the beliefs of the Governing Board, bullying in any form will not be tolerated.

**Bullying** - Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that

1. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property;
2. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm;
3. occurs when there is a real or perceived imbalance of power or strength, or may constitute a violation of law.

Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to

1. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyber-bullying;
2. exposure to social exclusion or ostracism;
3. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and damage to or theft of personal property.

**Cyber-Bullying** - Cyber-bullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other district-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment** - Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation** - Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm to person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.

Students are prohibited from bullying on school grounds, school property, school buses, at school bus stops, at school-sponsored events and activities, and through the use of electronic technology or electronic communication equipment on school computers, networks, forums, or mailing lists.

Disciplinary action may result for bullying which occurs outside of the school and the school day when such acts results in substantial physical, mental, or emotional negative effect on the victim, while on school grounds, school property, school busses, at school bus stops, or at school-sponsored events and activities, or when such act(s) interfere with the authority of the school system to maintain order. All suspected violations of law will be reported to local law enforcement.

Students who believe they are being bullied or suspect another student is being bullied should report their concern to any staff member. School personnel are to maintain appropriate confidentiality of the reported information.

Reprisal by any student directed toward a student or employee related to the reporting of a case or a suspected case of bullying shall not be tolerated, and the individual(s) will be subject to the discipline set out in applicable district policies and administrative regulations.

Students found to be bullying others will be disciplined up to and including suspension or expulsion from school. Knowingly submitting a false report under Policy JICK or this exhibit shall subject the student to discipline up to and including suspension or expulsion. Where disciplinary action is necessary pursuant to any part of this policy, relevant district policies shall be followed.

Law enforcement authorities shall be notified any time district officials have a reasonable belief that an incidence of bullying is a violation of the law.

### **Reporting Incidents of Bullying/Harassment/Intimidation**

A student who is experiencing bullying, harassment, intimidation or believes another student is experiencing bullying, harassment, or intimidation is to report the situation to the principal or another school employee. A school employee who becomes aware of or suspects a student is being bullied, harassed or intimidated shall immediately notify the school administrator. School personnel shall maintain confidentiality of the reported information.

The initial notification of an alleged incident may be provided verbally. A detailed written description of the incident and any other relevant information must be provided on form(s) made available by the school and submitted to the principal within one (1) school day of the verbal report. Should the principal be the employee who observes, is informed of, or suspects a student is experiencing bullying the principal shall document the incident or concern in writing. Failure by an employee to report a suspected case of bullying may result in disciplinary action up to suspension without pay or dismissal pursuant to Board Policies GCQF and GDQD.

Reprisal by any student or staff member directed toward a student or employee related to the reporting of a case of bullying or a suspected case of bullying, harassment, or intimidation shall not be tolerated, and the individual(s) will be subject to the disciplines set out in applicable District policies and administrative regulations.

At the time a student reports alleged bullying, harassment, or intimidation the principal shall provide to the student who has allegedly been bullied, harassed, or intimidated a written copy of student rights, protections and support services available to the student and shall notify the student's parent(s)/guardian(s) of the suspected incident of harassment, intimidation or bullying.

The principal shall investigate *all* reports of bullying, harassment, or intimidation. If the principal determines that bullying, harassment, or intimidation has occurred, discipline will be administered pursuant to Board Policies JK, JKD, and JKE. Regardless of the outcome of the investigation the principal will meet with the involved students to review the findings of the investigation. Subject to the restrictions of the Family Educational Rights and Privacy Act (FERPA) set out in Policy JR, the parent(s) or guardian(s) of the involved students shall also be informed of the findings of the investigation.

## **STUDENT TEACHERS, INTERNS (POLICY LDA), GUEST TEACHERS (POLICY GCC)**

As part of encouraging a healthy working relationship with the neighboring colleges and universities, Liberty Elementary School District is committed to providing college students aspiring to become highly qualified teachers opportunities to observe or student teach in the district. All student teacher interns are required to hold a *Fingerprint Clearance Card* and such documents are maintained at the district office prior to the student teacher intern being assigned to a classroom.

Guest teachers are a valuable part of ensuring quality education in all classrooms when the regular teacher is out. All guest teachers must possess a substitute teaching credential and *Fingerprint Clearance Card* on file prior to substituting in classrooms.

## **SUPERVISION BEFORE-AND-AFTER SCHOOL HOURS**

School personnel supervise school grounds at least 15 minutes before classes begin in the morning, during the school day when students are participating in scheduled school activities and at least 15 minutes after dismissal. As a result, students should not be dropped off, or be on campus, before or after the designated time as indicated by each individual school's bell schedule. Parents needing extended child care may request information about the L.E.A.P. program. Because staff is not available for extended child care after school hours, students are expected to be picked up at the designated dismissal time.

## **TECHNOLOGY**

Liberty Elementary School District is committed to providing technology-rich classrooms at each of our schools. Liberty Elementary School District continues to enrich our student's education experience through access to multiple technological resources including but not limited to projectors, interactive whiteboards, student response systems, laptops, desktops, document cameras and tablets. Wireless access at all campuses and the district office allows our students and staff to utilize the web as a teaching and learning resource. Liberty Elementary School District strives to maintain adequate and relevant technology resources for students and staff. In alignment with this effort, maintaining and purchasing new devices is a top priority.

Liberty Elementary School District encourages parents and community to visit their local school to learn more about the resources available and the amazing way teachers and students are interacting with technology. The district looks forward to continued success with technology and providing resources to enhance learning for teachers and students!

**Expectations for Using Liberty District Technology** - Technology can be a wonderful educational tool. Liberty Elementary School District is proud to be able to provide various technology tools for use at school. Responsibilities come with the privilege of use, and some uses are not allowed.

All technology devices distributed during distance learning and online learning remain the property of Liberty Elementary School District. Students and parents are to ensure that district property be cared for and all aspects of the technology user agreement be followed. Students who have elected to do in-person learning, should not take technology away from their campus without the expressed permission of district personnel.

In the event of a school closure after in-person learning resumes, students will be permitted to take their technology devices home to avoid disruption in their education. If technology is removed from a campus inadvertently, it should be returned the very next school day. In such instances, all expectations of use are still applicable.

Students will be held responsible for any damage caused to technology that result from misuse or negligence.

The following fees may be assessed in the event of lost or damaged equipment – including labor costs. Other damage not listed may be assessed if found due to misuse or negligence.

Broken keyboard	\$35.00
Broken screen	\$65.00
Full replacement	\$300.00

No stickers or markings are allowed on technology.

**Student Responsible Uses** - Students will:

1. Use technology to support personal educational objectives consistent with the educational goals and objectives of the school district.
2. Follow all district and classroom policies, procedures and guidelines when using technology.
3. Keep usernames and passwords private.
4. Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
5. Treat others with respect and use appropriate language in all electronic interactions with others.
6. Immediately tell a teacher or other adult staff member if they receive an electronic comment or communication that makes them feel uncomfortable, or if they accidentally access inappropriate materials, pictures, video, or websites.
7. Abide by all copyright and trademark laws and regulations. Respect the work and intellectual property rights of others, and will not intentionally copy, damage, or delete another user's work. Students will properly cite their sources when they use someone's information, pictures, media, or other work in their own projects and assignments.
8. Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
9. Respect the privacy of others. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
10. Not use the network in any way that would disrupt the use of the network by others.
11. Respect the District filter in place designed to protect the students from accessing inappropriate material. Students will not knowingly attempt to access sites that are blocked. Not attempt to harm, modify, add, or destroy software or hardware nor interfere with system security.
12. Understand that inappropriate use may result in cancellation of permission to use the electronic information services and appropriate disciplinary action up to and including expulsion for students

**Unacceptable Behavior And Uses** - Students may not use district technology resources to:

1. Find, create, or send information to spread lies or misinformation; or harass, harm, or bully others.
2. Gain unauthorized or inappropriate access to district technology resources.
3. Use, retrieve, store, or send improper language, pictures, or other digital content.
4. Cheat, including getting or giving answers to tests; searching for and/or copying answers or information on the internet or other electronic resources; copying and submitting someone else's information or assignment as their own; or conducting other similar forms of electronic cheating.
5. Violate copyright or licensing agreements.
6. Access inappropriate or blocked resources in any manner.
7. Share or post any personally-identifiable information about themselves or others that could help someone locate or contact them. This includes a student's full name, home or school address, phone number, parent or guardian names, or school name.
8. Modify the operating system, add restrictions, remove security profiles, or vandalize district technology resources.

**Personal responsibility** - Students will report any misuse of the Electronic Information Services to the administration or system administrator, as is appropriate. The student understands that many services and products are available for a fee and will acknowledge personal responsibility for any expenses incurred without district authorization.

**Network etiquette** - Students are expected to abide by the generally acceptable rules of network etiquette. Therefore, the student will:

1. Be polite and use appropriate language. Students will not send, or encourage others to send, abusive messages.
2. Respect privacy. Students will not reveal any home addresses or personal phone numbers or personally identifiable information.
3. Avoid disruptions. Students will not use the network in any way that would disrupt use of the systems by others.
4. Observe the following considerations:
  - a. Be brief.
  - b. Strive to use correct spelling and make messages easy to understand.
  - c. Use short and descriptive titles for articles.
  - d. Post only to known groups or persons.

## **TECHNOLOGY USE AGREEMENT (Policy IJNDB)**

The Children's Internet Protection Act, 47 U.S.C. 254

District technology resources are provided for students/users as tools for academic purposes only as determined by the district curricula. Access is a privilege, not a right. Students are responsible for appropriate behavior/communication during use of district technology resources. Files stored on district servers are not private. Communications are public and often uncensored and students may come in contact with materials that are controversial or inaccurate. The district is not responsible for the accuracy or appropriateness of information retrieved, or for lost, damaged or unavailable information.

The following are examples of inappropriate behavior regarding use of technology:

1. Sending, accessing, downloading or displaying offensive messages or pictures;
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging computers, systems or networks;
5. Violating copyright laws and regulations;
6. Using passwords of others or sharing passwords with others;
7. Trespassing in others' folders, work or files;
8. Employing the network for commercial purposes;
9. Providing personal information, i.e., names, addresses, phone numbers, card numbers, etc.;
10. Circumventing or attempting to circumvent the security measures in place including the Internet filter.

### **Sanctions**

1. Violations of the above may result in a loss of access
2. Violations of the above may be subject to disciplinary action including expulsion/dismissal
3. When applicable, law enforcement agencies will be involved

By not signing the *Acknowledgements & Verification Form*, be aware your child may:

1. Observe other students using the Internet;

2. Witness classroom teachers using the Internet as an instructional tool;
3. Witness other campus staff using the Internet for instructional purposes.

## **TRANSPORTATION / BUS SERVICES (Policy EEAA)**

The Liberty Elementary District Governing Board authorizes the administration to provide regular school transportation to and from school for the following categories:

1. Students with disabilities who require transportation, as indicated in their respective individual education plan, or accommodation plan.
2. Students living within a one-mile radius of the school where hazardous or difficult routes exist;
3. Students who are residents within a school attendance area and who live more than one mile from school.

All students eligible for transportation have the right to safe and efficient transport. Riding a school bus is a privilege and the district is not required to provide transportation. The Governing Board requires students to conduct themselves on the bus, prior to boarding the bus, and leaving the bus in a manner consistent with established standards for classroom behavior. Bus misconduct may result in suspension from the bus, and/or school, and/or discipline consequences for behavior on any other school property. Students who have their bus privileges suspended are expected to be in attendance at school as per the state's compulsory attendance law.

The bus is an extension of the school setting with all rules of behavior for the school in effect on the bus. Disorderly conduct or refusing to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation. Bus drivers will make every attempt to ensure that students are familiar with the bus rules.

The driver of a school bus is legally responsible for the orderly conduct and safety of all passengers being transported. All passengers are under the authority of the school bus driver (ADOT R17-9-104). A bus driver has the same authority as a teacher in the classroom. If there is a serious violation or safety concern on the bus, the driver may bring the bus to the school or the district transportation facility where there is additional adult supervision.

**Transportation Notice to Parents of Preschool, Kindergarten, and Children with Special Needs** - Pre-school, Kinder and some students with special needs MUST have an adult or an older sibling at the bus stop in order to disembark the bus. If there is no one to receive the child, the driver will notify the transportation supervisor and return the student to school. Drivers will always err on the side of caution and return a child to the school where an authorized adult can be contacted to pick the child up.

**Bus Loading and Unloading** - The bus loading and unloading area at school is a place where safety is of the utmost importance. The designated school bus loading and unloading areas are reserved for that purpose. The Arizona Department of Public Safety mandates that during the time of loading and unloading, each school must assure that the area is restricted to school buses and those involved with the loading and unloading process. Other vehicles and persons are not permitted in the school bus loading/unloading zone. When dropping off and/or picking up students in private cars, parents must use locations designated for this purpose at each school. Contact the school office for information on designated drop-off/pick-up areas.

1. Students are expected to load and unload the bus at the bus stop assigned to them by the transportation department. Stops are assigned based on the closest, safest stop within walking distance from their residence. In the event a parent/guardian would like the bus stop changed, please contact the transportation department.
2. Students are expected to be at the bus stop 10 minutes prior to the scheduled pick-up time. Parent or guardian will be responsible for transporting students who miss the bus.



3. Line up when the bus is approaching. Stand a safe distance (10 feet) back from the curb or street. DO NOT push or shove while waiting in line for the bus.
4. Wait until the bus has stopped moving before walking towards or crossing in front of the bus. Always check traffic when it is necessary to cross the street.
5. Enter and exit the bus in an orderly manner. Always use the handrail. Stay away from the Danger Zone (10 feet on all sides of the bus.) NEVER cross behind the bus.

### **Transportation Rules While Riding the Bus**

1. Students are expected to follow the driver's/aide's instructions at all times.
2. Upon entering the bus, go to the assigned seat quickly and quietly. Do not move or change seats without the driver's permission. Sit facing the front of the bus. Refusal to sit in the assigned seat constitutes insubordination and may result in suspension of bus privileges.
3. Remain in your seat and face the front of the bus until the bus comes to a complete stop.
4. Stay seated at all times while the bus is in motion.
5. Be courteous to the driver and fellow students by talking in a normal talking voice. The bus driver needs to be able to concentrate on the road.
6. Fighting, loud and/or vulgar language, or any display of disrespect will not be tolerated.
7. Do not operate any driver's controls, emergency equipment or open windows without the driver's permission.
8. Students should obtain permission before putting windows down. When the windows are down, at no time shall a student extend any body part or throw anything out of a bus window. Throwing anything inside or out the window of the bus may result in suspension from the school bus.
9. Respect bus property. No littering or vandalism. Parents will be charged for bus damage caused by a student. Any type of vandalism to our buses will not be tolerated and will result in suspension and restitution to the school district.
10. No eating, drinking, or chewing gum allowed.
11. Conform to the same behavior/rules as required on school campuses and in classrooms.

Disciplinary measures will be handled as deemed appropriate for any action that endangers the safety and well being of others on the bus and at the bus stops.

**Permission to Ride a Different Bus** - Students are required to ride their assigned bus. If a student needs to ride another bus due to an emergency, parents must write a note and submit it to the school office. The school will then complete the appropriate form that allows the student to board the bus. Transportation may be unable to accommodate your request if there is not sufficient space available on the bus requested. Please do not assume that because a note was sent with your child they will be able to ride another bus. If your child needs to ride a different bus, please contact the transportation department to ensure that this request can be accommodated. Unless students have a bus pass, he/she is only authorized to ride the assigned bus and get off at the assigned bus stop.

**Prohibited items** - Items that are prohibited on the school bus at all times include glass, live animals (except service animals), permanent markers, energy drinks, balloons, skateboards, tobacco, alcohol, drugs or any controlled substances and/or drug paraphernalia, spray perfume, cologne, and deodorant or other scented products that might cause breathing problems when sprayed in close quarters. Also, if your child is in band, the following instruments are not allowed on the bus during travel to and from school: tuba, baritone saxophone, baritone/euphonium, and certain percussion kits (depending on size). Sports equipment not allowed may include: balls such as soccer and basketball, bats, or other long sticks or clubs used as sports equipment.

If a student tries to board the bus with any of the listed items, the bus driver will deny entrance to the bus and it will be the parent's responsibility to transport.

**Seating Charts** - Seating Charts are required for every route. They assist the drivers by decreasing student discipline problems, holding students accountable for their area, decreasing vandalism and expediting

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accountability during an emergency. Copies of seating charts are maintained by the bus driver and in the transportation office. Bus drivers reserve the right to move students to different seats as deemed necessary for the safety of all students riding the bus.

If a student does not arrive home at the expected time, please call the transportation office at 623-474-6645 or 623-474-6646 to make sure the buses have not been delayed.

## **TRANSPORTATION DISCIPLINE PROCEDURES**

**Bus Suspensions/Expulsions Due Process** - In disciplinary cases, each student is entitled to due process. This means students:

1. Must be informed of accusations against them;
2. Must have the opportunity to accept or deny the accusations;
3. Must have explained to them the factual basis of the accusations;
4. Must have an opportunity to present an alternative factual position if the accusation is denied.

Drivers will discuss infractions with students and then report the misconduct to the transportation supervisor. Based on the misconduct, the transportation supervisor may report the incident to the site principal for disciplinary action. If the transportation supervisor and/or principal decide that the alleged misconduct warrants a consequence of a bus suspension, notice shall be provided to the parent/guardian that the student is being disciplined, the incident and infraction, and the dates of consequence. All parents/guardians are entitled to a meeting at their request.

In the case of severe misbehavior, the supervisor will decide if the alleged misconduct is sufficiently serious so that the consequence should be a bus suspension in excess of ten (10) days, the parents/guardians may request a hearing within 48 hours to appeal the decision to the transportation supervisor. The transportation supervisor will conduct a hearing at which a reasonable amount of time will be given to allow all parties to present written and verbal information related to the decision. After the appeal, the transportation supervisor will make the final decision.

District video cameras may be on the bus. Cameras are used by the district primarily for aiding student discipline and safety on the buses.

### **[Transportation Discipline Matrix](#)**

Suspension from the bus may also result in other disciplinary consequences. All suspensions start only after parent contact. Every attempt will be made to contact the parent by phone. If unsuccessful, written notice will be mailed and/or sent home with the student. Transportation suspensions are progressive. The transportation department will work with the principal to resolve issues and determine consequences.

Students are afforded due process/appeals of disciplinary action. Contact the transportation department for details at 623-474-6645 or 623-474-6646.

All of the above rules, policies and procedures are in place to ensure that your child has a safe ride. Safe transportation is a cooperative effort among our school district, parents, and our students. If you have any questions regarding the transportation program, call 623-474-6645.

**Emergency Bus Evacuations** - In the event of an emergency on the school bus, the bus driver will give students direction as to what actions, if any, they should follow. Two times each year all Liberty Elementary School District students, even those who do not use the buses daily, are given bus evacuation practice drills at their schools. During these drills, students are given instruction on bus safety and taught correct evacuation procedures.

## **VALUABLES (Policy ECAD)**

Valuables may NOT be brought to school. The school is not responsible for any loss or damage to personal property stored, installed or used on school premises. This includes, but is not limited to, jewelry, money, toys, sports equipment, games, iPads, cell phones, and laptops.

## **VANDALISM (Policy ECAC)**

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

Students who destroy school property through vandalism or arson, or who create a hazard to the safety of other people on school property, may be referred to law enforcement authorities. Such students who are caught vandalizing school property shall be subject to disciplinary action, including but not limited to suspension and expulsion. A conference with the student's parents will be required. Parents are liable for the willful destruction of property by a minor in their custody or control.

The principal will establish a system through which students and members of the school community can report any instance of vandalism or suspected vandalism.

## **VICTIM ASSISTANCE**

Liberty Elementary School District is committed to providing a safe and orderly environment where students can focus on learning. Sometimes students make inappropriate choices that interfere with the learning of others. The following information is provided to assist students who are victims of bullying, threats, intimidation, verbal or physical abuse, or any other action by another person that interferes with safety. Parents are encouraged to review this information with their child.

**TELL an ADULT** - Whenever a student feels bullied or threatened, he/she should tell a parent, teacher, counselor, health aide or other school employee immediately. The most important step a victim must take to stop bullying is to report it. Students should not wait to see if someone else notices the bullying. *Always tell someone you trust and who can help you.* If you can't tell them in person, then write a note explaining the situation. If you're afraid to tell your parents, then confide in grandparents, teachers, brothers or sisters, or another adult you trust.

You should tell them:

1. **What** happened to you and what did **you** do?
2. **Who bullied you** and **who saw** it happen?
3. **Where it happened** and **how** it happened?
4. **Write down everything** that happened to you.
5. **Get help from a person in authority.** It's the job of teachers or counselors to help stop the bullying. If you're uncomfortable, then take someone along. You can tell the authorities when the bully is not around. If you're being physically bullied, then ask to keep your name confidential. If the bullying is physical, **see the school health aide.**

Students should report an incident of bullying to any adult on the school campus. The person contacted will inform the school administration and an investigation will begin. Consequences for bullying are outlined on later pages of this handbook.

## **VISITORS (Policy KI)**

Parents are encouraged to visit the schools. All visitors to any school must report to the school office upon arrival. For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such a visit so as to avoid any conflicts with the school schedule.

In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.

No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. Neither will any person be allowed to conduct or attempt to conduct any activity on school premises that has not had prior approval by the principal.

Anyone who is not a student or staff member of the district schools, and is in violation of this policy, may be asked to leave the property of the district. Failure to comply with the lawful directions of district officials or of district security officers or any other law enforcement officers acting in performance of their duties, and failure to identify oneself to such officials or officers when lawfully requested to do so is against district regulations. Failure to obey such instructions may subject the person to criminal proceedings applicable under law.

A visitor is an individual who attends a school on sporadic occasions and for small increments of time. A visitor typically visits a school to meet with staff, pick up students during the school day or perform temporary, contractual and/or guest teacher service in which they receive payment.

Examples of a visitor include, but are not limited to, a district employee from another location, substitute and temporary employees, third-party contracted personnel, parents picking up students, meeting with teachers, or bringing classroom treats.

Individuals who are visiting a school, but not volunteering, do not need to be a registered volunteer. All visitors need to follow the school's sign-in procedures.

- **Visitor Responsibility**

1. Sign in at the kiosk in the front office by scanning driver's license.
2. Visitors will be asked to complete the required fields using the kiosk.
3. A temporary badge will be printed for your visit.
4. Wear the badge/sticker so it is visible at all times during the visit.
5. Sign out at the kiosk and the end of the visit.
6. Do not perform volunteer services.

- **School Responsibility**

1. Ensure visitor scans identification (driver's license) at the kiosk.
2. Ensure visitor receives a temporary visitor badge/sticker.
3. Ensure the visitor does not perform volunteer services.

## **VOLUNTEERS (Policy IJOC)**

A volunteer is defined as an individual who serves without pay for over ten (10) hours a year in a designated, approved assignment in the District. Volunteers can make valuable contributions to the students and educational programs of the District. A volunteer program is approved subject to suitable rules, safeguards, and regulations as developed by the Superintendent. The use of volunteers is encouraged in the District; however, the integrity of the instructional program and environment must always be maintained.

Volunteers may be used in the school to:

- Support and enhance the instructional program and delivery.
- Enrich the curriculum and broaden student learning opportunities by adding a voice of experience or background knowledge.
- Provide students with extra personal attention.
- Assist students of varying abilities.
- Provide teachers with more time to work with students.

Volunteer applicants, who are not parents of students in the District, shall be fingerprinted for the purpose of background screening at District expense. District will maintain records of fingerprinted volunteers and require volunteers to be fingerprinted by the District every three (3) years.

Volunteers shall work under the direct visual supervision of staff members except under circumstances approved by the site administration in writing, with the concurrence of the Superintendent. Volunteers may be assigned to work only with staff members who request assistance. Parent or non-parent volunteer chaperones for overnight trips must have a fingerprint clearance card.

According to the family Education Rights and Privacy Act (FERPA), only the teacher may have access to student records. Volunteers must keep confidential matters within the classroom and/or school.

Volunteer Application Process:

1. Parent, guardian or a community member expresses interest for volunteering (school or district office)
2. Complete an application.
  - a. Online: Log in to the District website - [www.liberty25.org](http://www.liberty25.org) Click on the District Services tab, Click on Human Resources, Click on the link for Volunteers, Inside the Volunteers page, click on the link to complete the Volunteer Application, Click Submit or click on the following link: [Volunteer Application](#)
  - b. Paper: If Volunteer does not have access to a computer, paper application forms will be available at either the school or District Office.
3. Human Resources will review and screen each Volunteer application prior to sending to site Principals for approval.
4. Upon submission, receipt, and review of the **online** Volunteer application, Human Resources will distribute to site Principals for approval. If a **paper** application is submitted at the school site, front office staff must scan the copy to the District Office Support Specialist at the District Office.
5. Volunteers will be notified by the District Office Support Specialist regarding the next steps (fingerprinting, handbook review, training, and ID badge picture). When possible, larger groups will be organized and fingerprinting, handbook review, and training will take place at the District Office.

Volunteer Training: The District Office Support Specialist will schedule a monthly training for new Volunteer applicants (see Volunteer tab on the District website). Additional trainings may be possible when necessary. Applications for volunteers are available on the district website under the Human Resources tab for those interested in performing essential duties outlined above.

So as to not distract from the teaching and learning of the classroom, volunteers should arrange for a childcare provider to babysit their younger children when volunteering at school. Brothers, sisters and other young adults are never permitted to visit unless a parent or an emergency contact over the age of 18 accompanies them.

## **APPENDIX A: DEFINITIONS**

**Behavior Contract**- a written agreement between a school official, student and often a parent, which includes how the student will behave and what the appropriate consequence or reinforcement, will be for compliance or noncompliance.

**Bodily Injury** – means 1): a cut, abrasion, bruise, burn, or disfigurement; 2): physical pain; 3): illness; 4): impairment of the function of a bodily member, organ, or mental faculty; or 5): any other injury to the body, no matter how temporary.

**Bodily Injury. Serious** – means bodily injury which involves 1): a substantial risk of death; 2): extreme physical pain; 3): protracted and obvious disfigurement or; 4): protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

**Community Service** - unpaid work that benefits the school, neighborhood, or community in meaningful ways by providing necessary and productive labor, ideally providing students with an opportunity to learn a variety of skills and give back to the community in meaningful ways.

**Contraband** – Items stated in school policy as prohibited because they may disrupt the learning environment. Items such as, but not limited to poppers, rolling papers, bullets, shotgun shells, buzzers, candy cigarettes, rings that squirt water.

**Dangerous Items** – possession of an item that could cause death or serious physical injury (examples include but are not limited to: air-shot gun, B.B. gun, knife, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter, simulated knife, taser or stun gun, tear gas).

**Discipline Hearing** – an official meeting that is held to gather facts about a disciplinary action imposed on a student. This hearing is often done with a designated disciplinary hearing committee, one or more hearing officers, or Governing Board.

**Detention** – a form of punishment in which students are made to stay in class or other location at a break or at school, outside of normal school hours

**Disruption** – students engage in behavior causing an interruption in a class or activity. Disruption includes, but is not limited to, sustained loud talking, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.

**Expulsion** - the permanent withdrawal of the privilege of attending a school unless the Governing Board reinstates the privilege of attending school.

**Incident** - an event that occurs on school grounds or at a school-sponsored event that disrupts the orderly functioning of a school or classroom. Incidents range from minor problem behaviors to criminal acts and typically result in referral for disciplinary assessment. An incident is described by the violation(s) that occurred, the people involved, and the date, time and location of the occurrence.

**In-School Suspension** - at the discretion of the building level administrator, students may be assigned ISS for various infractions. Students assigned to an ISS remain in a classroom/ specified location the entire school day or for a specified period. The student will work on school assignments while supervised by a staff member.

**Look-Alike Drugs** - any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

**Off-Campus** - includes, but not limited to cyberspace, school bus stop, on the school bus, other modes to and from school, other off-campus areas or events.

**Offender** - an individual that commits a violation. An offender can be a student or non-student and may or may not have a relationship with the school.

**On-Campus** - includes, but not limited to administrative offices, cafeteria, classrooms, hallways, corridors, stairs, locker rooms, restrooms, library, media center, computer lab, auditorium, gymnasium, bleachers, and gym floor.

**Organization** - an athletic team, association, order, society, corps, cooperative, club or similar group that is affiliated with an educational institution and whole membership consists primarily of students enrolled at that educational institution.

**Out-of-School Suspension** - instances in which a child is temporarily removed from his/her regular school for disciplinary purposes to another setting (home, behavior center).

**Privileges-Loss of** - as a one-time consequence, the student is not a recipient of privileges including but not limited to attending school sponsored events, participating in extracurricular activities, lunch recess, field trips.

**Privileges-Suspended** - for a specified period of time, the student is not a recipient of privileges including but not limited to attending school sponsored events, participation in extracurricular activities, lunch recess, field trips.

**Provocation** - the use of language or gestures that may incite another person or other people to fight. This includes provoking, knowingly watching or encouraging a fight.

**Restitution** - providing an equivalent replacement or compensation for damages or loss of personal or District property.

**Threat Assessment** - a process that involves identifying, assessing and managing individuals that might pose a risk of violence.

**Vandalism/Destruction of Property** - any destruction or damage of District, school or personal property on school grounds or during school-sponsored activities.

**Verbal Abuse** - statements that intimidate, threaten, berate or otherwise harm another person.