



# Parent Student Handbook



## **OUR VISION**

TO ACHIEVE EXCELLENCE IN EVERY ASPECT OF LEARNING AND DEVELOPMENT.

## **OUR MISSION**

TO BE A SAFE, SUPPORTING LEARNING ENVIRONMENT IN WHICH EVERY STUDENT IS CONTINUOUSLY CHALLENGED AND MOTIVATED TO ACHIEVE HIS OR HER MAXIMUM POTENTIAL.

## **WE BELIEVE ...**

- ... that HIGH ACADEMIC ACHIEVEMENT is the top priority for our school community and staff.
- ... in seeking EXCELLENCE in every aspect of our school and continuous improvement of all areas.
- ... that every student should continuously receive optimal VALUE from their education, even if all students don't achieve at the same level.
- ... that a SAFE, CARING ENVIRONMENT is mandatory to achieve optimal learning.
- ... that COLLABORATION AND TEAMWORK between students, parents and staff will result in the greatest degree of academic and personal success.
- ... that all students are capable of learning, and that it is every student's RESPONSIBILITY to pursue learning to the best of their abilities, and to stretch to achieve their maximum potential.
- ... that we must have the FLEXIBILITY to provide a variety of educational practices and learning opportunities to meet the needs of all learners.
- ... in providing and encouraging respectful COMMUNICATION that engages and involves individuals and creates understanding and support.
- ... in maintaining an environment that fosters CHARACTER AND INTEGRITY in all students and adults.

**LIBERTY ELEMENTARY SCHOOL**

5125 E. Marilyn Road  
Scottsdale, AZ 85254

Phone: 602.449-6200

Website: [www.pvschools.net/lbes/](http://www.pvschools.net/lbes/)

**SCHOOL HOURS**

Kindergarten ~ 6th Grade.....8:45 a.m. – 3:15 p.m.

A.M. Playground Supervision.....8:15 a.m. – 8:45 a.m.

Supervision begins at 8:15 a.m. on all playgrounds. Students are dismissed from the Mascot program at approximately 8:15 a.m. to line up with their classes behind the school. Teachers arrive outside to gather students at 8:40 a.m.

**Early Release Times Schedule for students**

Kindergarten ~ 6th Grade.....8:45 a.m. - 12:30 p.m.

- Students should arrive after 8:15 a.m. as there is no supervision until that time. Parents of students who arrive too early on a regular basis will be contacted to resolve the situation.
- Students are not permitted in the building prior to 8:40 a.m. unless permission has been given by the school administrator or classroom teacher, or if he/she is purchasing breakfast in the cafeteria.
- Students need to be lined up at 8:40 a.m. so teachers may bring their classes in at that time. Students arriving after 8:40 a.m. must check in through the school office.
- All students and parents are to use designated pick-up and drop-off areas. **There is no student pick-up or drop-off in the front Liberty parking lot.**

**STAFF**

Mrs. Darlene Baumgartner	Principal
Mrs. Amy Long	Administrative Assistant
Mrs. Rashelle Teed	Records Secretary
Mrs. Brandi Golub	School Nurse

**SCHOOL TELEPHONE NUMBERS**

Office open from 8 a.m. to 4 p.m.

Office (602) 449-6200

Nurse (602) 449-6203

## **LIBERTY STUDENT-PARENT LEARNING COMPACT**

### School Commitment

Liberty School is committed to providing a quality education to meet the needs of a diverse student body. Every learner will have the opportunity to be challenged, successful, and prepared for a future as a responsible and productive citizen. Our goal is to inspire every student to think, to learn, to achieve, and to care. Therefore, we will:

- treat each child with dignity and respect
- believe that every child can be successful
- acknowledge that parents are vital to the success of this school and its students
- assure every student access to quality learning experiences appropriate to their development, in a safe environment
- assure that teachers communicate clear expectations for performance to both students and parents

### Student Commitment

I understand that I am responsible for my learning and behavior. I will:

- be safe, responsible and respectful
- arrive at school on time each day unless I am ill
- set the goal of being the best I can be
- be responsible for my daily school and homework assignments and the materials necessary to successfully complete my homework

### Parent Commitment

We realize the importance of working cooperatively with the school. We want and expect our child to have the best possible education. We, therefore, join with Liberty Elementary School by providing an appropriate learning environment in the home and will:

- encourage our child to demonstrate respect for him/herself, school personnel, classmates, and school property
- provide adequate space and sufficient time for our child to do homework and monitor homework completion
- encourage our child to read daily
- send our child to school regularly and on time
- encourage our child's participation in extracurricular activities
- attend school functions and conferences
- encourage responsibility in completing homework, assignments and reading daily.



## **SCHOOL-WIDE STUDENT MANAGEMENT**

### Supervision

As noted in the Paradise Valley Unified School District Parent/Student Handbook, the Governing Board charges the school staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement, and maintaining a safe and appropriate learning and behavioral environment.

Students should be aware that the entire Liberty School staff, including administrators, teachers, duty aides, bus drivers, and office, custodial and cafeteria personnel, accepts the responsibility of providing a safe and successful learning environment for all. Mutual respect between students and all adults on campus is common practice and compliance with authority is expected.

### Conduct

The district Code of Conduct is online at [pvschools.net](http://pvschools.net).

It is important for teachers and administrators to understand each individual student so that discipline is fair, reasonable, and fits the circumstances. Action taken should lead to a learning opportunity. Our goal is to help students become good decision-makers in the areas of self-control and social relationships.

Student dress, personal appearance, and conduct shall support the Liberty instructional goals, as exemplified by being safe, responsible and respectful. Please refer to Student Dress section for more specific information.

### Expectations

The following rules cover behavior in the classroom, behavior around campus, and behavior on the bus. We ask you to discuss these rules with your child, as we will at school, and we ask for your support in teaching them.

Students are expected to come to school each day ready to learn in an environment free from distraction. Teachers expect the students to be safe, responsible and respectful.

Governing Board Policy defines Disorderly Conduct as use of profanity, obscene behavior, unsafe behavior, or any conduct which is in any way disruptive to the educational process of the school. Defiance of Authority is defined as refusing to comply with the reasonable request of school officials. Disorderly Conduct and Defiance of Authority will not be tolerated and may result in suspension or expulsion. Behavior expectations are as follows:

- Students will be courteous and respectful to other students and adults. They will use appropriate language.
- Students will travel throughout the school in a safe and orderly manner. They will carry passes when outside their classrooms without a teacher.
- Students will show respect by listening while others are speaking, working respectfully and participating appropriately.

Under district policy:

- Fighting and/or provoking a fight is prohibited on campus or to and from school. Fighting may result in suspension or expulsion.
- Rock throwing is prohibited on campus or to and from school. If a student chooses to pick up a rock, it is assumed the intent is to throw the rock. Rock throwing causes injury and may result in suspension.
- A student who is using, under the influence, or in possession of; or who, in any way, provides, gives, sells, or offers any form of alcoholic beverage, illegal or dangerous drug substance, drug paraphernalia, or look-alikes or any substance being represented as an illegal or dangerous drug, is subject to suspension or expulsion (as stated in Board Policy). Use, sale, or possession of tobacco of any kind (including cigarettes) on school property or at school events is also prohibited. Incidents involving any of the noted Forbidden Substances will result in parents being contacted and referrals to appropriate agencies.

Students will use all school materials and equipment in the manner for which they were designed. Vandalism and/or destruction of school property may result in suspension or expulsion. Parents and appropriate agencies will also be contacted and students will be responsible for damage costs.

- Any items or objects not related to the school program or that could be used in a harmful manner must be left at home. This includes, but is not limited to, guns, knives, sling shots, stink bombs, fireworks,

explosives, caps, etc. Items will be confiscated and disciplinary action will be taken, up to and including suspension and expulsion.

### Bullying

There are strict laws regarding school districts' responsibilities with regard to regulating student behavior. Under ARS §15-341.37, school districts are required to adopt and enforce procedures that prohibit the harassment, bullying and intimidation of pupils on school grounds, school property, school buses, school bus stops and at school sponsored events and activities. The new procedures must contain the following:

- A confidential process that allows pupils to report incidents of harassment, intimidation or bullying to school officials.
- A procedure for the parents or guardians of pupils to submit written reports concerning harassment, intimidation or bullying to school officials.
- A requirement that school district employees report suspected harassment, intimidation or bullying.
- A formal process for the documentation and investigation of reported incidents of harassment, intimidation or bullying.
- Disciplinary procedures for students admitting false reports of harassment, intimidation or bullying.

### **Policy Statement**

Students attending Liberty Elementary School have the right to attend school without fear or harm, threat, intimidation or harassment, and that right shall be protected.

### **Definitions**

**HARM** - Liberty students shall not kick, strike or be physically aggressive to any other person while on school grounds or during school time.

Weapons will not be tolerated at school. A weapon is defined as any object designed or intended to do harm to another person.

**THREAT** - Liberty students shall not threaten to harm any other person for any reason while on school grounds and/or during school time. This includes direct or indirect suggestion or harm for any reason.

**EXTORTION** will not be tolerated at school. Extortion is defined as demanding something of value in exchange for protection from harm.

**INTIMIDATION** - Intimidation is defined as any activity that frightens another student or makes a student unhappy or uncomfortable in the school setting.

**HARASSMENT** - Harassment is defined as bothering or annoying another person physically, verbally or visually. This includes the use of offensive language, symbols, gestures, touching, etc. or any unwanted sexual advances.

**BULLYING** - Unsafe, Disrespectful, or Irresponsible behavior towards another student(s) more than once.

Unsafe behavior includes: being aggressive / overpowering a weaker student • hitting • tripping • pushing • shoving • slapping • kicking

**Consequences.** Consequences will be consistent with existing consequences present in the Liberty and Paradise Valley Unified School District discipline policy. A referral may also be made to the school nurse, psychologist and/or the

***Disrespectful behavior includes:*** name calling • teasing • threats • gossip / rumors • intimidating • taunting • spitting • damaging / vandalizing student's property • negative comments regarding someone's clothes, hair, etc.

***Irresponsible behavior includes:*** excluding someone from a game • changing the rules of a game to hurt someone • watching bullying take place and not doing anything • agreeing with the bully • not reporting when you or someone else is bullied • laughing when bullying takes place

***Positive, teachable behaviors for our students:***

- **Being Safe:** keeping hands and feet to self • being aware of personal space • using equipment appropriately,
- **Being Respectful:** encouraging others with positive comments • refusing to listen to or spread rumors • giving compliments,
- **Being Responsible:** cooperating to set rules before playing a game • inviting / allowing others to join a game or activity • learn how to stop bullying • learn how to report bullying to the proper authority • learn how to say no to bullies • empathizing with others,

school social worker for the victim and perpetrator(s) in cases involving sexual misconduct. The psychologist shall determine if counseling or related services are necessary. If you have reason to believe a child is being harassed, please contact your child's teacher or a school administrator immediately.



## **ACCIDENT INSURANCE**

The school sends home information concerning the purchase of accident insurance. The school is not acting as the agent, nor does it carry any accident insurance on students. Therefore, parents are encouraged to evaluate this coverage. The cost is low and there are several options available.

## **ATTENDANCE IS REQUIRED**

It is the belief of the Governing Board that public education is important in today's society. The attainment of academic excellence requires attendance on a daily basis. Arizona State Law (A.R.S. § 15-802) requires attendance at school. A parent or legal guardian failing to do so may be guilty of a Class 3 misdemeanor (A.R.S. § 15-802(c)) A child who is habitually truant may be found to be an incorrigible child. (A.R.S. § 8-201(13)).

District policy states: "Any absence due to a student's participation in a religious exercise, observance or instruction shall be excused if the parent/guardian gives prior written consent to the school office." If your child will participate in a religious exercise, observance, or instruction, please send a written note to the school office before the scheduled absence.

***To have a child excused, call the records secretary at (602) 449-6200 before 10 a.m. on the day of the absence.***

In order to have a child released from school early you must come to the office and sign the student out. Students will be released only to their parents or designated representative. This designation must be in writing. Do not go to the classroom teacher.

A request to have a child excused from classes early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to the parents/guardian with identification unless the school has been notified in writing by the parents/guardian that they have granted permission for someone else with identification, and listed on the child's emergency card, to pick up their youngster.

August 10, 2015

Dear Parent/Guardian:

School attendance is not only a good habit, but state law requires it. Arizona State Law (15-802.E, 15-803.) requires every person who has custody of a child between the ages of six and sixteen years shall make sure the child attends school for the full time school is in session unless unable to attend due to illness or another legitimate reason.

To encourage and improve school attendance, Liberty Elementary School has implemented a truancy program in partnership with Maricopa County Juvenile Court. This truancy program is called C.U.T.S. (Court Unified Truancy Suppression). We will be tracking attendance very closely. Your child is expected to be at school every day, unless there is an excused reason not to be. An absence is defined as a minimum of one missed class period per day. An unexcused absence will count as a truant day as defined by law. A student is "**habitually truant**" if he/she has **five or more unexcused absences** from school. A student that is **absent more than ten percent (18 days)** of the required number of school days per year is considered to have "excessive absences" **whether the absence is excused or unexcused.**

When a student has **five** or more unexcused absences or **19** excessive absences (excused OR unexcused), the student can be cited to the CUTS Program through the Juvenile Court. **The hearing will be held at the Juvenile Court Center.** A parent or legal guardian must be present with the student at the time of the hearing. Consequences at the hearing may include the following: required attendance of the parent and the child at an education class (to be held on Saturdays), work hours assigned to the child, counseling, etc. The parent will be assessed a \$50 Diversion Fee. Failure to complete these consequences may result in suspension of your child's driver's license, or inability to get a driver's license until their 18<sup>th</sup> birthday and/or formal court proceedings. It is the parent's/guardian's responsibility to ensure their child's attendance in an approved academic setting. If you fail to take the necessary steps to provide your child with appropriate education you may receive a citation. If convicted, it is a Class 3 misdemeanor punishable by jail time and/or fine.

The education of your child is extremely important to us. This program is another way that Liberty Elementary School is working with the community to ensure a quality education for all students. Please note that the school also reserves the right to have a CUTS Officer speak at Orientations and Assemblies, as well as to individual groups of students regarding the importance of school. If you have any questions or concerns, please feel free to contact Liberty Elementary School at 602-449-6200.

Thank you for your support regarding this program.

Darlene Baumgartner

Principal

## ADMISSION TO SCHOOL

A child must reach age five prior to September 1 to be eligible for kindergarten. Likewise, a child must reach age six prior to September 1 to be eligible for first grade.

Children who have not received all of the required immunizations may be enrolled in school if the required immunizations are obtained within 15 days of enrollment.

## BICYCLES

For safety reasons, as recommended by the Phoenix Police Department, students in kindergarten through second grade ARE NOT PERMITTED to ride bicycles to school. Only students in Grades 4-6 (and Grade 3 during the second semester) may ride their bicycles to school. Upon arrival, students are required to walk their bikes on and around the school campus, and on all sidewalks. Students in grades 3 through 6 riding bicycles must remember they do so at their own risk and they must obey all traffic rules and Liberty bike policies. The school assumes no liability for loss or damage to a bike.



- Bicycles must be parked in bike racks, located on the southeast end of the school.
- Bicycles must be locked when not in use.
- Bicycles must not be ridden on school grounds or parking lots BEFORE or AFTER school.
- Bike riders must wear a bike helmet when riding to and from school.

## BIRTHDAYS AT LIBERTY

Your child's birthday will be recognized in class for grades 1-6. Birthdays may be honored with special privileges and perks in the classroom. **We ask that you do not provide the class any treats, cakes, cookies or other food items.** You can imagine the time (and calories) we are able to save by observing this simple guideline. By celebrating birthdays in this way, we maximize learning time throughout the day. Also, we are doing our part to keep our children healthy. Be sure to talk to your child's teacher if you have any other questions about how birthdays are observed at Liberty.

Themed class activities, festivals and celebrations at special times of the year are the time to bring in store-packaged food items.

**Kindergarten families**, please follow the guidelines that were provided on the first day of school regarding birthdays in the classroom.

## BREAKFAST AND LUNCH PROGRAMS

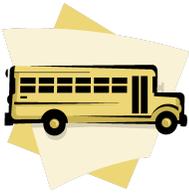
Breakfast is available in the Multipurpose Room each day from 8:15 a.m. to 8:45 a.m. for \$1. Lunch, including milk, is \$2.25. Milk only is 25¢. Snacks are available for an additional 25-75¢. Students are encouraged to pay into their lunch accounts before school, Monday through Friday, not at lunchtime.

When paying by check, please make check payable to Liberty Cafeteria, indicate the teacher's name, and when paying for more than one student, please indicate how money should be divided. To pay online, go to [ezschoolpay.com](http://ezschoolpay.com)

### ***Cafeteria information***

When a student comes home with a stamp on their hand this will mean they have only one lunch left on their lunch account or they will be out of money. If the family would try to keep up with these lunch accounts it would be appreciated and help the cafeteria system proceed smoothly.

Students on the free or reduced lunch program may also receive a free breakfast. Please obtain forms from the school office if your family is interested in applying for this program.



## **BUS RULES and TRANSPORTATION**

The District Transportation Dept. is responsible for bus schedules, bus stops, and items lost on the bus. Any questions, please contact the District Transportation office at (602) 449-2251.

Don't lose your riding privilege! Repeated violations of bus policy will result in bus suspensions. All passengers are under the authority of the bus driver and shall observe the following rules:

- Obey the bus driver's instructions and directions.
- Bus aisles/emergency exits shall remain clear of all objects.
- Stay properly seated with your back against the seat back, your legs facing forward and all parts of your body out of the aisle.
- Keep head, hands, feet and objects to yourself and inside the bus.
- Talk quietly, use respectful language – no profanity.
- No eating or drinking on the bus (water in plastic bottles is acceptable).
- Animals, insects, skateboards, glass containers, weapons/dangerous instruments, tobacco, alcohol or drugs are not permitted.
- No student has the right to interfere with the safety, well-being or learning of others.

**Bus riders drop-off.** Students who ride the bus to school will be dropped off in the Bus Loading Zone on 52nd Street and should then walk to the playground at the back of the school.

## **CELL PHONES**

**Students** – Electronic devices, such as cell phones often interfere with the orderly operation of the school and may cause a disruption to the learning environment. Cell phones are to be turned off and put away between the hours of 8:15 am-3:15 pm, this includes the duration of before/after school activities (i.e. Recess, Enrichment Classes, Mascot Club, etc.). Students are not to use their phones during these hours unless given expressed permission by school staff to communicate with parents/guardians. In addition, for student safety, students will practice cell phone etiquette and refrain from using their phones until they have exited the building at the end of the day.

**Parents & Visitors** – The use of cell phones on campus is a distraction to the learning environment and they often interrupt instruction. Please turn off or silence your phone while on campus.

## **CHANGE OF RESIDENCE, TELEPHONE NUMBER AND EMAIL ADDRESS**

So that our files may contain accurate information, please contact the front office if your phone number, email address or your home address change to update your child(ren)'s file(s). All parents should have a telephone number and email address on file where they may be reached during the school day.

## **COMMUNICATION WITH STAFF**

In order to ensure the very best in service and communication to our community, please make an appointment with a teacher or staff member prior to your visit. Your child's teachers will be able to meet your needs most effectively and meet other professional obligations with a scheduled appointment.

You are also encouraged to contact teachers and staff members by email. All email addresses are listed on the Staff Contact page of the Liberty Elementary Website.

## **DRESS FOR SUCCESS**

The way we dress at Liberty makes us proud to be a Patriot. We display cleanliness, good grooming, neatness, and modesty - important standards of appearance. The dress code below is one approach we take to be respectful, be safe, and be responsible.

"Students' dress, personal appearance, or conduct shall not disrupt nor distract from instructional procedures, school sanctioned social functions, or the disciplinary control of the teachers." (Paradise Valley School Board Policy).

*The school enforced dress code is as follows:*

- Students are expected to be well-groomed and appropriately dressed for school and school activities. The following guidelines will help students dress appropriately at Liberty:
- Shoes must be worn at all times for health and safety reasons. We encourage close-toed shoes for recess in order to reduce the chance of a foot injury while out on the playground. Close-toed shoes are REQUIRED in order to participate in PE for safety reasons.
- Attire which attracts undue attention to the wearer and causes disruption in the school is not acceptable. T-shirts which advertise alcoholic or tobacco products or have objectionable language or suggestive pictures on them are not allowed in the school setting.
- Hairstyles or hair colors or anything else that might draw undue attention is not acceptable.
- Clothing must fit properly. Clothing must cover underwear and straps. Shorts and skirts must be at thumb tip length.
- Clothing must adequately cover the body. Tops must have 3-finger width of material covering shoulders, or a t-shirt underneath.
- Belts should be appropriate size and fit.
- Clothing, jewelry or other personal items must make positive and appropriate statements.
- Students must wear clothing, jewelry, and hair in a manner that will not be hazardous to their health or safety.
- Chains or spikes of any kind are not permitted.
- Hats or head coverings may not be worn in the building. Hats may be worn on the playground in order to protect the face from the sun.
- Parent requests for exceptions (for religious, health-related or other reasons) to dress code policies shall be submitted in writing to the school administration. Parent may appeal a building level administrator's decision regarding dress code to the area assistant superintendent for instructional support or designee at district office, and such requests will be reviewed on a case-by-case basis.

Decisions as to the appropriateness of dress rest with the Principal. A student who dresses inappropriately for school activities will call home for a change of clothes or be given a change of clothes by the school nurse.

## **DROP-OFF AND PICK-UP LOCATIONS AND RULES**

**(Map included in the back of the handbook.)**

### **Drop-off locations**

- Parents may drop students off in designated areas on Marilyn Rd and direct them to walk around the school to the back playground.
- The driveway behind the school is closed to vehicle traffic in the morning, as this is the location where students line up for class. Students will line up in their designated classroom spots at 8:40 a.m. Students may be dropped off at either end of the driveway and directed to walk to the back playground.
- Kindergarteners and their siblings may be dropped off at the Kindergarten driveway. An adult supervises this drop-off area, and a Duty Aide is also assigned to supervise the Kindergarten playground until the start of school. As this playground is for Kindergarteners only, siblings may proceed to the back playground. Please do not park your car in the Kindergarten driveway in the morning, or stop any longer than necessary to safely let your child(ren) out of the car. As a courtesy to other parents, please pull as far forward as possible in order to prevent the back-up of cars behind you.



**Pick-ups.** Kindergarten car pickup begins at 3 p.m. Other grades dismiss at 3:15 p.m. and it is important that you pick your child up in a timely manner. If you are going to be late, please call the office at 602-449-6200 to inform them and your child of the situation. Students who have not been picked up by 3:30 pm will be brought to the front office to call their parents. If parents cannot be reached, we will call the emergency contacts in your child's file. If this is not successful, we will contact the police department. Please be aware that the front office closes at 4 pm.

All parents who pick up their students by car should use the car pick up area. Parents enter the driveway on the north side of the school on Marilyn. There is no student pickup in the Liberty parking lot. If you use the Sunrise North parking lot, you must park and meet your children.

Overflow pickup areas:

- Parents may park in the Sunrise North parking lot and meet their student on the Liberty campus. The pickup of students is not allowed in the Sunrise North parking lot or the driveway to the North parking lot. Parents using the North parking lot must park and meet students on the Liberty campus.
- South side of Marilyn along Sunrise Middle School (by the baseball / track fields) and for Eastbound traffic only
- South Sunrise parking lot off Acoma
- West side of 52nd Street pickup / drop-off turnout (southbound traffic only). Because of congestion, this area is not recommended as a regular pickup area. Liberty buses use this area for student pickup. For student safety, double-parking along 52nd street is not permitted; violators will be ticketed by police.

**Parking lots** are meant to accommodate parking for parents who wish to enter the school, walk a child to the playground, or wait with a child until the start of school. They are not for drop-off / pick-up.

The one exception is the Sunrise Middle School parking lot which is the safest area to drop off students. Students can enter the Liberty playground from the Sunrise Middle School parking lot through a gate along the fence. Please do not pass the gate/drop-off zone unless you plan to park and walk with your child to the playground.

## **ELECTRONIC DEVICES**

Electronic devices or toys often interfere with the orderly operation of the school and may cause a disruption to the learning environment. School rules may prohibit such items as cell phones, iPods, audio devices, electronic games or any other electronic devices. Unless previously authorized by the school's administration or designee, students are not to use personal electronic devices for the purpose of taking pictures or video footage of others at school, on the bus or at school-related activities/events. The school is not responsible when these items are lost or stolen.

The student use of an e-book reader (such as Kindle, Nook) in class is left to the discretion of the classroom teacher and the administration.

## **FIELD TRIPS**

Field trips are part of the regular school program. However, because they are off campus activities a student who has demonstrated inappropriate behavior at school may be denied permission to participate. Before a student may attend a field trip a written permission slip signed by a parent or legal guardian is required. Supervision by school personnel will be provided on all trips. To defray the cost of the trip, students are asked to pay a nominal fee. The Liberty PTO may provide scholarships to those who need financial assistance to offset the cost.

## **HOMEWORK POLICY**

We believe strongly that homework is a valuable learning activity. Among its many applications are skill reinforcement, self-discipline, responsibility, wise use of time and an opportunity for parents to observe what the student is learning in school. Assignment of appropriate homework is encouraged, and the Governing Board will support teachers in the application of sanctions to ensure that students do not ignore their homework assignments. Homework should be seen as an opportunity to make mistakes and to learn from these misstates. As such, every assignment need not be used for grading purposes, but every assignment turned into a teacher should be acknowledged.

Communication between teachers and parents regarding homework is considered essential. Parents should consult with individual teachers as to the expectation and how parents may help in this effort.

## **INFINITE CAMPUS GRADEBOOK**

Infinite Campus is the school's online grade book that is accessible from home. Your child's teacher can provide log-in information regarding Infinite Campus.

## **HONOR ROLL AND PRINCIPAL'S LIST**

- 4th, 5th, and 6th graders have the opportunity to be on the Liberty Honor Roll each quarter.
- The Honor Roll: all As and/or Bs (nothing lower), no Ns or Us, and no minuses in Special Areas.
- Principal's List: all As, no Ns or Us, and no minuses in Special Areas.

## **ITEMS PROHIBITED AT SCHOOL**

Non-school related items can be disruptive and/or unsafe in the classroom and on the playground. Therefore the following items are prohibited at school: iPods, CD players, cassette players, radios, video games, skateboards, roller blades, baseball cards, firecrackers, pop caps, stink bombs, knives, candy, gum, hard balls, bats, toys, pagers, trading cards, etc. Cell phones must remain off and stowed in the backpack during school hours. The school assumes no liability for loss or damage to such items. If necessary the items will be confiscated by the administration or teacher and returned to the parent.

Motorized scooters, skateboards, rollerblades, heelies and mopeds are prohibited on school grounds.

## **LOST AND FOUND**

The school cannot assume the responsibility for your losses. However, we will make every effort to help locate lost articles when reported. Further, there is a lost and found box in the Multipurpose Room that houses lost articles that have been turned in. At the end of each semester any unclaimed items are donated to a local charity.

## **MESSAGES**

The office staff will only deliver emergency messages to students during the school day. Please relay information to students regarding pick-up, after school activities, or other personal messages prior to the school day. We strive to maintain an interruption free learning environment in Liberty classrooms.

## **NOTARY SERVICES**

Liberty's Records Secretary is able to notarize any school related documents for our families. She is not able to notarize personal documents.

## **PARENT/TEACHER CONFERENCES**



Individual parent-teacher conferences are scheduled for parents of all students, kindergarten through 6th grades, at the close of the first and second quarter. At these conferences, the teachers will discuss the student's progress report with the parent. Conferences will be held during the second and third quarters of school. See the school calendar for exact dates.

A conference with a teacher or staff members may be requested at any time by a parent.

Appointments should be arranged between the teacher and parent. Parents are encouraged to confer with their child's teacher. For conferences with the principal or psychologist, please contact the school secretary to arrange an appointment. Keep the lines of communication open all year; don't wait until parent conference time to discuss a problem or question.

## **PARENTAL RIGHTS AND RESPONSIBILITIES**

Parents or legal guardians of a student being considered for an evaluation for possible placement in special education must be fully aware of their legal rights under IDEA, Education of the Handicapped Act, and Arizona State Board of Education Standards for Public School and State Supported Institutions.

Paradise Valley Unified School District assumes the responsibility of informing parents of their due process rights pertaining to evaluation and placement procedures for special education programs and services. As a participating parent, you must be made aware that informed consent is required.

This information is available through our school office or the Special Education Department. [www.pvschools.net](http://www.pvschools.net)  
Copies available.

### **PTO – Parent Teacher Organization**

Our school has an excellent PTO. Elected officers help the organization perform tasks that make Liberty School a better part of your family's life. Parents are encouraged to join and participate in our school through the group. Your time and effort show your children you really care about their education.

### **PROGRESS REPORTS**

Written grades and/or progress reports to parents of students in grades one through six will be issued every 9-10 weeks. Kindergarten, P.E., art and music written reports shall be issued at the close of each semester and conferences will be held with parents as scheduled or as needed. Grades are available online via Infinite Campus.

### **SCHOOL COUNCIL**

The Governing Board of the Paradise Valley Unified School District believes in many areas of school administration, decisions are best made by those most closely involved or affected by the decisions. As a result, every school in the district has a School Council. The primary focus of Liberty's School Council is directed toward the benefit of the students in general and the school and community as a whole. At Liberty, the School Council is composed of two parents, two teachers, one classified employee, and the school principal.

School Council meetings are open to the public. Notices of meetings are posted in the office and published in the school newspaper. Minutes of the meetings are also available.

### **STUDENT PLACEMENT**

Students are placed in classrooms based upon a variety of factors: ability level, boy/girl ratios, number of students, social factors, etc. New students to Liberty are placed on a tentative basis until an appropriate placement can be determined.

Students are placed in the Spring of each year for the following school year. Parents may elect to provide the school with information that would aid in the selection of a successful classroom environment for their child(ren). Please be advised that we do not accept requests for specific teachers.

### **SCHOOL NURSE – HEALTH MATTERS**

A registered nurse is assigned to each school on a full time basis. It is imperative that you notify the nurse if your child has epilepsy, asthma, heart disease, diabetes, vision or hearing problems, allergies, a physical or mental disability, etc. This will help the school staff better serve your child.

#### ***General Information***

The Health Center at school is not a primary care facility like a doctor's office and may not be used as such because the nurse is not allowed by law to make a diagnosis, prescribe treatment, or administer medication without a doctor's order. First-aid and medical care provided by the school nurse are primarily for illnesses or injuries that occur during the school day. School is a healthy environment! The nurse's major responsibility is to maintain that environment and give each child the best opportunity to learn through health education, health assessments, identification of health problems, the making of appropriate referrals and follow-up, and altering the school environment to meet special health needs.



#### ***Health Center Hours***

Health Center hours have been instituted at Liberty. Any situation that can wait will be attended to during designated morning and afternoon hours. Emergencies will be seen immediately.

### ***Immunizations***

Arizona State Law ARS §15-803 states that children must have immunization information on file at school. It is the responsibility of the parent/guardian to furnish the school with the month and year of each immunization and initiate having the child receive any needed immunizations. Your child may not attend school until needed immunizations are given and documentation is presented to the school nurse. If immunizations are against your personal beliefs, you must complete, sign, and return an exemption statement to the school.

### ***Illness/Emergency***

School is no place for a sick child. Please do not send your child to school if he/she has diarrhea, vomiting, fever, rash, deep cough, or a communicable disease such as chicken pox, strep throat, pink-eye, etc. Children should be free of fever (below 100 degrees) for 24 hours before returning to school. If you are unsure of your child's symptoms, please call the school nurse before sending him/her to school. You will be notified if your child becomes ill enough to be removed from school, sustains more than a minor injury, or has an emergency. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. Children are not permitted to walk home when ill or injured per district policy.

### ***Health Screenings***

Age / grade level appropriate health screenings (e.g., height / weight, vision, hearing, blood pressure, scoliosis) are done each year. You will be notified should the nurse detect a possible problem.

### ***Emergency Cards***

The student emergency cards must be COMPLETED, SIGNED AND RETURNED no later than the 5th day of school. Please make sure you have answered ALL questions, as we do not keep emergency cards from the previous year. In addition to parents phone numbers, at least two emergency contacts should be listed. Medications and health conditions sections should be completed. (If none, so indicate.)

### ***Medication (Paradise Valley District Policy)***

Under circumstances when it is necessary for a child to take medication during school hours, the following requirements must be met:

- Students may not keep medication with them. (Diabetes with insulin pumps are an exception)
- Prescription medication must be in the original container with a current prescription label.
- Over-the-counter medication must be in the original container. Appropriate dosage as stated on the label will be dispensed.
- There must be written permission from the parent/guardian to administer medication to the child. Dosage, time, dates to be given and name of medication must be stated. A separate medication form needs to be completed for each medication.
- Medications are expected to be brought to school by the parent / guardian.
- Inhalers cannot be kept on the child's person unless the student is in the 5th or 6th grade and has given a written doctor's order to the nurse. (For severe asthma only.)
- It is recommended that liquid medicines that require refrigeration be left in the Health Center during the dates to be dispensed. Ask your pharmacist for a second container to be kept at school.
- If medication needs to be given during a field trip, please provide the nurse with an extra labeled pharmacy bottle.
- Medications brought to school and not meeting necessary requirements will not be dispensed by the nurse and will be locked in the office until a parent/guardian verifies the medication and follows

the procedure or takes it home. Cough Drops must be handed in to the Nurse or teacher to dispense due to choking hazard.

### ***Physical Education (P.E.) Excuses***

A written parental excuse is required if your child cannot participate in P.E. class for three classes or less. If your child is unable to participate in P.E. for more than three classes or if excuses are frequent, a written doctor's excuse is required. A doctor's release is required for a child to participate in P.E. following surgery or serious injury.

## **SECURITY: VISITORS AND VOLUNTEERS**

All parents, visitors and volunteers must enter through the front doors of the school building. State law requires visitors to first report to the school office, sign the register and obtain a visitors badge. For school security and safety, at no time should the back or side doors of the school be used for public entry. Please use only the front entrance of the school before, during, and after school. Office staff is unable to retrieve items after a teacher has secured the classroom for the day. Forgotten books, homework, and personal items cannot be retrieved until the next school day.

## **TELEPHONE**

The school telephone is primarily for business use. Students will not use the office or classroom phone for personal calls except in emergency and with staff permission. Children will also not be permitted to use the phone after school for checking on going home with a friend.



### **TEXTBOOKS and LIBRARY BOOKS**

All textbooks are loaned to students free of charge. However, students are responsible for lost and damaged books and will be expected to pay for them. Students are urged to take good care of books to avoid an assessment at the end of the year.

Library books must be returned before any students go on vacation or withdraws from school. Parents are financially responsible for books that are lost or damaged beyond repair.

## **VOLUNTEER PROGRAM**

Liberty Elementary School needs your time and talent. As a volunteer, you assist our staff and students in achieving their educational goals.

If you can help in any way, please notify the office or classroom teacher to obtain a Volunteer Handbook.

### ***Volunteer expectations***

1. Review the Volunteer Handbook (available in the front office).
2. Complete the volunteer application and submit to school office.
3. Sign a Volunteer Agreement annually as long as your child continues to attend the same school where the agreement was signed.
4. Sign in at each visit and receive a volunteer badge.
5. Wear the volunteer badge so it is visible at all times throughout each visit.
6. Must remain in sight of certified staff at all times.
7. Sign out at the end of each visit and return the volunteer badge.

### ***Chaperone expectations***

Any individual (parent, stepparent, legal guardian, grandparent, relative) who wishes to attend an overnight field trip or attend a daytime field trip out of the sight of certified staff must adhere to the procedures outlined in this section prior to participating on the field trip. **Background check and fingerprinting are required.** Once cleared by Human Resources, fingerprinting may not be necessary on a yearly basis. Please see the Liberty front office if you have questions.

1. Review the Volunteer Handbook (available in the front office).
2. Complete and sign a Volunteer Application and Agreement and submit to school office.
3. Undergo a criminal background check and fingerprinting prior to the field trip.

4. Sign in at the office at the beginning of the field trip.
5. Sign out at the office at the conclusion of the field trip.

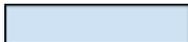
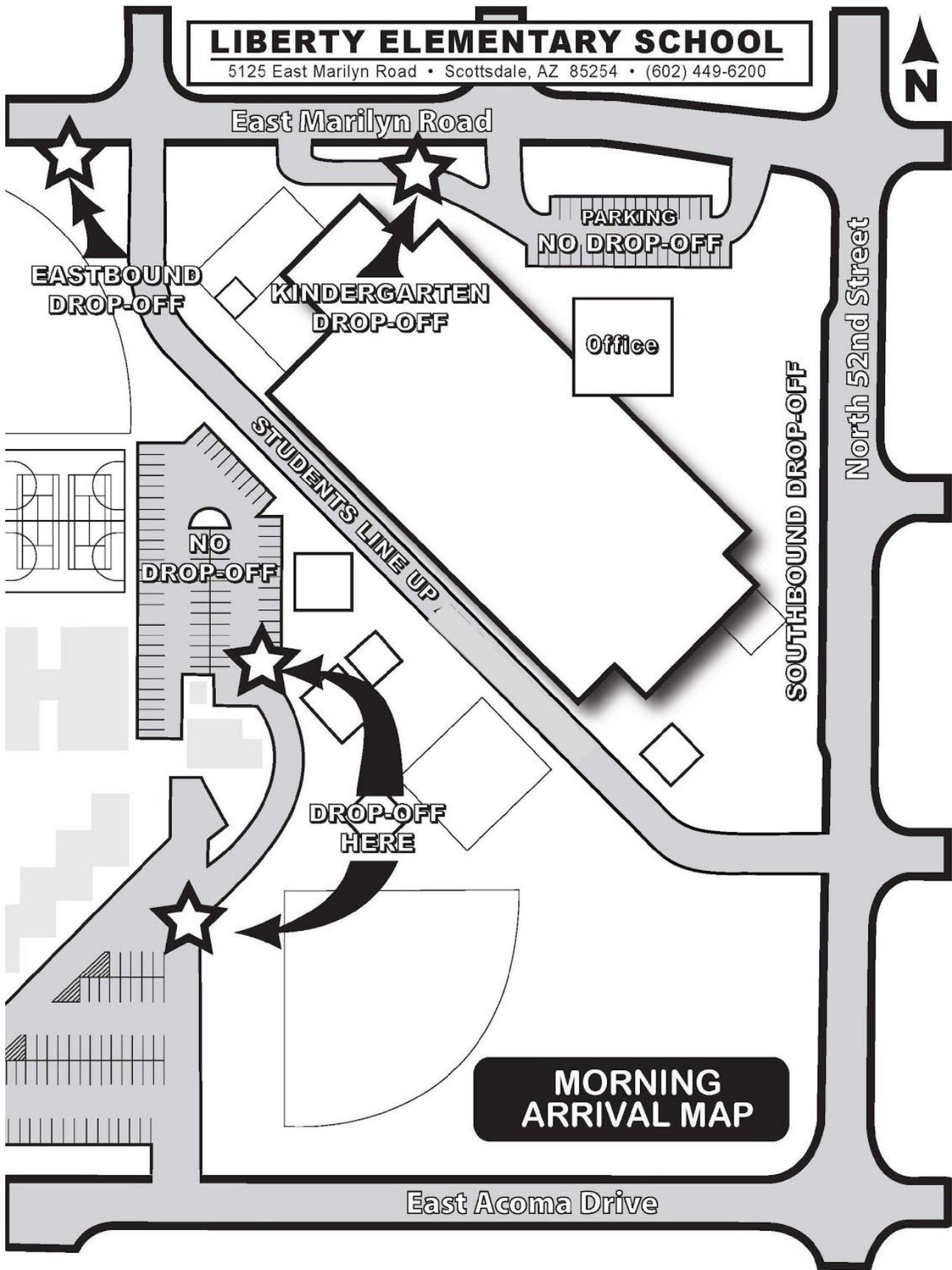
#### **WITHDRAWAL/TRANSFER FROM SCHOOL**

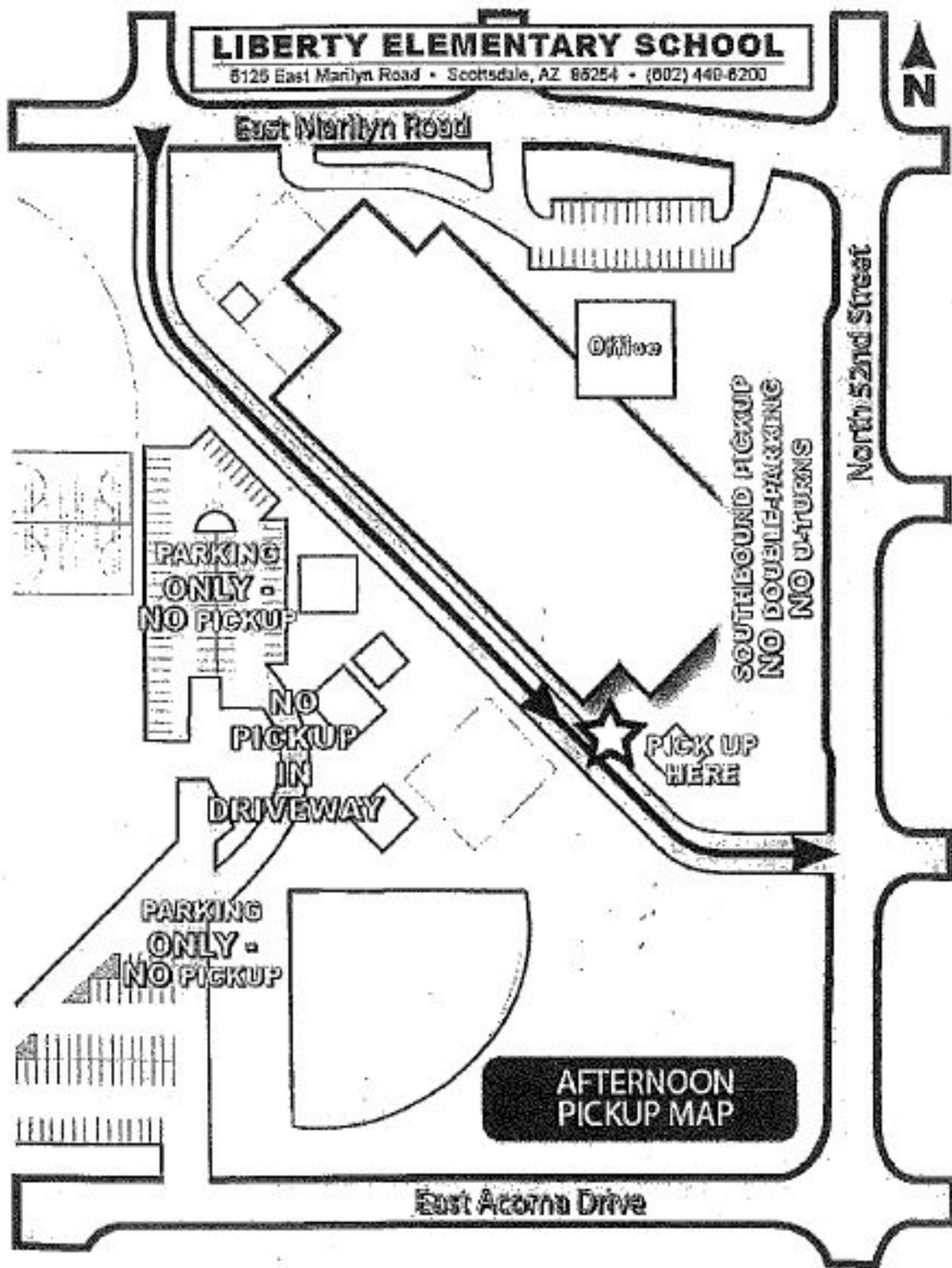
Parents should notify the school office in writing or by telephone at least two days prior to the student's last attendance day. The records secretary will then prepare a withdrawal form for the parents to sign and take to the new school.

All school materials loaned to the student must be returned. Items that are lost or damaged must be paid for by the parents before school records will be forwarded to the new school.

# LIBERTY ELEMENTARY SCHOOL

5125 East Marilyn Road • Scottsdale, AZ 85254 • (602) 449-6200





**Please sign and return this page to your child’s classroom teacher by the end of their first week of school. Thank you.**

By signing below, our family acknowledges that we have read, understand and will abide by the school-wide expectations, procedures, and guidelines presented within this handbook and within the Paradise Valley Unified School District Parent-Student Handbook.

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Name of Student

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Student Signature/Date

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Supportive Parent Signature/Date