

# **LIBERTY ELEMENTARY SCHOOL PARENT HANDBOOK 2019-2020**



**2585 Liberty Road  
Lexington, Kentucky 40509  
(859)381-4979**

## LIBERTY ELEMENTARY SCHOOL

Because we believe communication between home and school is of utmost importance, we have developed the 2019-2020 Parent Handbook. We hope this resource answers any questions you may have regarding school programs and procedures.

To let us know you have received this information, please complete the form at the bottom of this page and return it to your child's homeroom teacher. Students who turn this page or an email from parent/guardian saying they have become familiar with this publication by 9/13/19, will earn a "prize". See front office to receive prize.

There is also a place on the bottom of this form for you to offer any suggestions/comments that will help us improve this resource for our students and families.

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### Parent Handbook Acknowledgement of Receipt

I have received and reviewed the 2019-2020 Liberty Elementary Parent Handbook.

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Student Name

Homeroom Teacher

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Parent/Guardian Signature

Date

Suggestions/Comments:

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# Liberty Elementary School

## Faculty and Staff

### 2019-2020

Principal:	Lisa Kear		
PGEC:	Melissa Flannery		
Child Guidance Specialist:	Bethany Dewsnap		
Mental Health Specialist:	Cydney Jackson	Margot Demaree	
Rtl & MTSS Coach:	Kara Burton		
School Bookkeeper:	Priscilla Willis		
Attendance/Registrar:	Veronica Frisby		
School Secretary:	Tammy Cooper		
FRC Coordinator:	Alaina Bailey		
Cafeteria Manager:	Kenneva Hurt		
Head Custodian:	Scott O’Hair		
Custodial Staff:	Luke Hurt	Eddie Mefford	
Kindergarten:	Melinda Caudill (SI) Jessaca Hunter Valerie Houlihan	Juliet Cohen (SI) Missi Meiners	
1st Grade:	Alyssa Weaver Susan Mullins Linda Smith	Stephanie Hatfield (SI) Maria Martinez (SI)	
2nd Grade:	Stacey Duncan (SI) Kristen Corman Dana Taylor	Marisol Martin (SI) Kenya VanLeer	
3rd Grade:	Lucia Fraile (SI) Kelly Hill (SI) Sharon Pulmano	Kelly Burris Mandy Howard	
4th Grade:	Angela Gonzales Claudia McCord (SI) Zach Jones	Allison Griffin Lori Rawlins (SI)	
5th Grade Teachers:	Wendy Cundiff Pilar Miralles (SI) Kelly White (SI)	Heather Whyte Amy Wheeler	
Gifted/Talented:	Megan Hendricks		
ELL:	Karen Fister	Tara Bowling	
Intervention:	Ryan Watts Michelle Ligon	Rosalind Richards Andrea Brown	Carolann Botkins

<b>Instructional Asst:</b>	Hattie Carter Elizabeth Leon Karla Soper	Marisol Gonzalez Shivangini Pandya Emile Gonzales	Patty Hogue Karyn Potts
<b>ACC/Diagnostician:</b>	Samantha Rhodes		
<b>Psychologist:</b>	Jamie Roig		
<b>Special Education Teachers:</b>	Heather Carrus Sheridan Phelps	Courtney Staples Jill Moore	Julie Hamlin Annette Salvadori
<b>Special Education Paras:</b>	Beth Brockman Kathe Davis Gwen Watson	Jenny Bergin Blake Wilson Jennifer Williams	Lauren Combs Diana Vanderplaats Josh Barnes
<b>Speech Pathologist:</b>	Jessica Williams	Molly Brooks	
<b>Occupational Therapist:</b>	Melissa Smith		
<b>Art:</b>	Kurt Waechter		
<b>Computer Lab:</b>	Hector Valencia		
<b>Health/PE:</b>	Susan Roberts		
<b>Library/Media Specialist:</b>	Melinda Craig	<b>Library Aide:</b>	Gerry Brooks
<b>Music:</b>	Michelle Sherman		
<b>Science Lab:</b>	Scott Peterson		
<b>Band:</b>	Amanda Herceg		
<b>Orchestra:</b>	Josh O'Leary		



## **SCHOOL CALENDAR 2019 - 2020**

August 14	<b>First Day of Classes for Students</b>
August 23	Staff Development Day No Classes for Students
September 2	Labor Day Schools and Offices Closed
October 3 & 4	<b>Fall Break</b>
November 5	Election Day No Classes for Students
November 27-29	<b>Thanksgiving Holidays</b>
December 23- Jan 3	Winter Break
January 6	<b>Classes Resume after Winter Break</b>
January 20	Martin Luther King, Jr. Holiday Schools and Offices Closed
February 17	Presidents' Day Schools and Offices Closed
March 20	Flex Professional Development Day No Classes for Students
March 30-April 3	<b>Spring Break Schools and Offices Closed</b>
May 19	Election Day No Classes for Students
May 25	Memorial Day Schools and Offices Closed
<b>May 26</b>	<b>Last Day of School for Students</b>



## Agendas/Planners

To facilitate daily communication between school and home, Liberty Elementary School provides every student with a student agenda/planner. There are different versions for primary and intermediate students. Teachers use agendas to communicate homework, daily behavior, and other important information. Please review and sign it **daily**. It is important for students to bring their agendas to school every day. If a student loses his/her agenda, we will ask you to purchase a replacement at a cost of \$5.00.



## Arrival/Dismissal

The building will open for students at **7:15 a.m. each day**. A nutritious breakfast is provided for students who choose to eat at school. Students who arrive before 7:30 a.m. will go directly to breakfast or the gym. Students who arrive after 7:30 a.m. can go to breakfast or directly to their classrooms. For the protection of our students, **all doors will be locked at 7:45 a.m. each day**. **Because instruction begins promptly at 7:45 a.m., it is imperative for students to be in their classrooms at that time.** Students arriving after 7:45 a.m. will be considered **tardy**.

School will be dismissed at 2:35 p.m. **Bus riders** will be dismissed directly to the cafeteria. All students must have their transportation tags on their backpacks to board the bus. School staff will check the students' tags to ensure they board the correct buses and check their names off on the bus manifest as they load the buses. They will give a copy of the manifest to the driver before departure. **Beyond the Bell** students will be dismissed to the cafeteria as soon as buses are loaded.

**Car riders** will be dismissed starting at 2:40 p.m. **Please do not enter the building to pick your child up during dismissal or leave your car in the car rider lane unattended.** Parents will be provided with numbered hang tags to display in their cars. Staff will dismiss students only to cars displaying correctly assigned hang tags. Drivers of cars without tags will be required to park, go into the school office, and present identification to sign out their child.

**Walkers and bike riders** will be dismissed at 2:40 p.m. to avoid as much bus and car traffic as possible.

We **DO NOT** dismiss students from the office on a regular basis. Students who are picked-up before 2:35 p.m. without a valid excuse will be considered tardy.

**THERE WILL BE NO DISMISSALS FROM THE FRONT OFFICE AFTER 2:15 P.M.**

### **Transportation Verification Forms**

At the beginning of the school year, after winter break, and any time you want to change your child's mode of transportation, you will be asked to complete a **Transportation Verification Form**. It is extremely important that the information you provide is correct and complete. We use this information to ensure each child's transportation tag is correct. This is critical in getting our students home safely each and every day.

### **Change in Transportation**

Anytime there is a change in transportation arrangements for a child, the school **must be notified in writing**. If a child is going home with another student, written permission is required from **both** families. Transportation changes will be handled through the school office. **We will not accept transportation changes over the phone.**

**NO TRANSPORTATION CHANGES WILL BE ACCEPTED AFTER 2:00 P.M.**

### **Leaving School during the Day**

Our time at school with students is invaluable, and instructional activities are planned for the entire day every day. However, we realize that circumstances may sometimes arise causing students to have to leave during the school day. If you need to pick your child up early for any reason, you must check him/her out through the school office and then wait for the child to arrive from his/her classroom. **Teachers are never to dismiss students with someone who has come to the classroom.** Students who are picked-up before 2:35 p.m. without a valid excuse will be considered tardy.

Please understand that we may be unable to recognize every parent upon sight and that we may ask for identification for your child's protection. The safety of our students is our first priority. *Children of estranged parents may be released only to the parent/guardian registered on the school records. In the event a court designates a parent/guardian to be directly responsible for a child, it is the parent/guardian's responsibility to supply the appropriate documents to the school. However, a student may be released to a person with court authority to take custody of the student. In such cases, the student's parent(s) shall be notified at the earliest opportunity.*

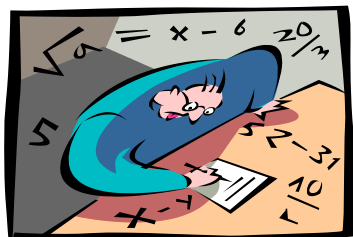
**THERE WILL BE NO DISMISSALS FROM THE FRONT OFFICE AFTER 2:15 P.M.**

### **Leaving School during the Day with Someone Other than Parent/Guardian**

An emergency card will be sent home at the beginning of the school year. At the bottom of the card, you can indicate other authorized adults with whom your child may leave school. These adults will be required to present identification in the event you want them to pick up your child. This card will be kept on file in the school office. **We will not release your child to any adult not listed on the emergency card.** If you need to add or delete names at any point during the year, you must do so in writing through the school office. **We will not accept any changes over the phone.**







## Assessment

Test	Purpose
K-PREP	To <b>determine</b> and <b>evaluate</b> effectiveness of our school in meeting state goals. Provides a snapshot of how our students are performing in relation to the <b>Common Core Standards</b> . Administered to 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> grades annually.
MAP	To <b>determine</b> students' instructional levels in Reading, Language and Math to measure academic growth from year to year. Administered to K (twice a year), 1 <sup>st</sup> - 5 <sup>th</sup> grades three times a year.
<b>READING</b> Alphabet I.D. PAST/Phonics Sight Words Concepts of Print BEAR Spelling  NSGRA	<p>To continuously <b>monitor</b> development of phonological awareness, alphabetic knowledge, and phonics skills. Administered to all K-2<sup>nd</sup> primary students at least three times a year until mastery is demonstrated.</p> <p>To <b>determine</b> student <b>independent and instructional reading levels</b> and to <b>diagnose</b> areas of reading difficulties.</p>
Team/Teacher Created Unit Tests	To <b>monitor</b> the status of student learning in <b>comparison to unit standards</b> . Administered at the end of instructional units. Important sources of information for assigning student grades.
Team/Teacher Created Formative Clsm.Assmts. (flashbacks, entry & exit slips, quizzes, etc.)	To <b>monitor</b> and <b>guide</b> student <b>learning</b> on a frequent, on-going basis in order to <b>adjust instruction</b> as necessary to meet the individual needs of each student. To provide students <b>risk-free practice</b> as they <b>learn</b> to meet instructional standards. Administered daily, weekly.
<b>FastBridge</b> Benchmark Tests  Biweekly Probes	<p>To <b>determine</b> skill deficits and <b>assist</b> in the identification of students for intervention services in Math and Reading.</p> <p>To <b>monitor</b> intervention students' progress toward mastery of fundamental skills in Math and Reading.</p>



## Attendance Procedures

In order for our students to achieve at their highest levels, it is important that they attend school regularly. School hours are 7:45 a.m. to 2:35 p.m. Students are expected to attend school **all day, every day** school is in session. Each day a student is out, school staff will contact parents by phone to verify the absence. **Written, dated excuses, signed by the parent or a physician, must be received within three days upon returning after an absence or the absence will not be excused. E-MAILED NOTES ARE NOT ACCEPTABLE.** If your child becomes ill at school and leaves early, the absence will be excused for that day only. Absences after that day must be followed by a written excuse. Medical and dental appointments must be verified by the physician's statement on letterhead stationery.

Absences will be excused with a parent note for the following reasons:

- (1) Death or severe illness in the pupil's immediate family. The number of days excused for a death will be determined by the circumstances involved and will be kept to the minimum necessary as determined by the Principal or designee.
- (2) Illness of the pupil.
- (3) Medical and dental appointments will be excused only for the time required to complete the appointment, unless specified by the doctor.
- (4) Religious holidays and practices.
- (5) Court appearance when the student's presence is required by subpoena or citation.
- (6) Cultural and educational activities as approved in advance by the Principal as qualifying for educational enhancement opportunities.
- (7) **One (1) day for attendance at the Kentucky State Fair.**

For the health and well-being of everyone in our school community, students exhibiting the following symptoms should be kept home from school:

- A temperature of 100 degrees or over
- Vomiting or diarrhea the previous evening or night
- A blistery rash, especially if accompanied by fever and a history of exposure
- Heavy nasal congestion and/or frequent cough (unless the child has a previously diagnosed chronic disorder)
- Child is diagnosed with a contagious disease

The regular school calendar allows students to be off during the summer months as well as on holidays, winter break, spring break, and teacher professional days. Therefore, **absences for family vacations when school is in session will be recorded as "unexcused"**. The school will no longer excuse these absences under "Principal Discretion". The Commissioner of Education has directed school districts to grant excuses for Educational Enhancement ONLY when the PRIMARY INTENT of the absence is educational. "The proposed activity must have significant educational value and be composed of an intensive program related to the Core Curriculum." BOE Policy 09.123 AP.23. Since classroom time is a high correlate for learning, parents are strongly encouraged to plan vacations around the school calendar.

**After a total of ten (10) cumulative full-day absences due to illness, students are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for each additional absence for the school year in order to be excused.**

When a student has three (3) unexcused absences, he/she is considered truant. **A student who has been reported as truant two (2) or more times is considered a habitual truant.** Habitual truants will be turned over to district attendance personnel for action.

A child who misses school due to an **excused** absence will be allowed to do make-up work. This work, although very important, does not fully cover or serve as an adequate replacement for all instruction which takes place during the school day. Each teacher will provide students with the opportunity to complete assignments missed due to an excused absence and communicate with the student as to when the work must be submitted. Typically the student will be given the number of days absent plus one (1) to complete the missed assignments.



## BIRTHDAY CELEBRATIONS

Birthdays are exciting events for children, and we certainly want to recognize them on their special days. Until our SBDM Wellness Policy is revised and published, parents/guardians **MUST** check with homeroom teachers to see what is allowed in each classroom. Because of serious allergies and medical conditions, each homeroom teacher may be operating on a different policy. However, parents may always provide non-edible treats such as pencils, activity booklets, stickers, bookmarks, etc.

The staff and SBDM realize this is a major issue and to be united as a school, we have formed a committee who will work to find the right balance for the entire school. Until this time, please contact your child's homeroom teacher to discuss ANY type of celebration you are considering.

Please do not send flowers, balloons, etc. to the school. To protect instructional time, they will remain in the office until dismissal. In addition, bus riders are not allowed to take these items on the bus.

**Important Note:** To be sensitive to our students' feelings, you or your child may not distribute invitations to a birthday (or any other type of) party at school **UNLESS** the whole class is invited.

## Bullying



*"A person is being bullied when he or she is exposed, repeatedly, and over time, to negative actions on the part of one or more other persons." — Dan Olweus*

Bullying involves:

- A pattern of **repeated** behavior, rather than a single act
- Intentional** actions
- An imbalance of **power**

Bullying can take many forms and can have devastating consequences. It can mean hurting someone physically by hitting, pinching, or kicking. It can also mean just being unkind to someone by teasing, calling names, or talking about someone in a negative way to others. **Basically, bullying is doing ANYTHING that causes someone else to feel bad or to be afraid. Even an unfriendly look can be considered bullying.**

In accordance with the Fayette County Public School Code of Conduct, a zero-tolerance, anti-bullying policy is in place. This policy is a tiered approach that involves Prevention and Character Education, Classroom Intervention, Referral to Principal, Referral to Liberty Intervention Team, and Disciplinary Action. Communication with parents/guardians is involved at each tiered level. If the bullying persists, parents/guardians are required to attend conferences with the principal, teacher and possibly other school staff to address this issue.

We want Liberty Elementary to be a safe place for everyone and a place where children and adults look forward to coming each day. Bullies at Liberty Elementary will face serious consequences.



## Bus Discipline

Our students' safety is our first priority! Therefore, when a bus driver makes a referral to the school administration, it is taken very seriously.

Students are required to behave responsibly on school buses to permit the driver to drive safely without distraction. Students are required to comply with rules posted on the school buses. The bus driver has direct supervision over the student riders. Misconduct reports covering unacceptable student behavior shall be made by the driver to Administration at the school. Unacceptable behavior may include, but is not limited to, violations of bus riding rules posted in the bus and **student conduct at bus stops**.

The school bus driver, upon observing a rule violation, will first instruct the student to correct the behavior. If the behavior is not corrected, the driver may request immediate removal of the student from the bus. Students removed from the bus in this manner may be transported by another bus back to the school or to the transportation terminal. In either case, the parent/guardian is notified to pick up the student and a misconduct report is prepared by the driver and provided to school administration. **All Fayette County school buses are equipped with video recorders with sound. Tapes may be used to document events and responsibility for actions that occur on the bus.**

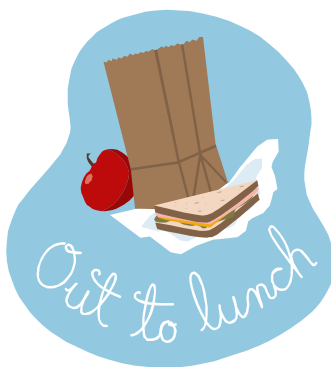
Bus Discipline Options				
	Conference With Administrator	Warning Letter	Bus Suspension	Loss of Riding Privileges
First Report	*	+	+	+
Second Report	*	*	+	+
Third Report	*	*	+	+
Fourth Report	*	*	*	+

\*Required Action      + Optional Response

School administration may suspend bus privileges for up to ten (10) days. The School Director may withhold privileges up to the remainder of the school year. When a student is suspended from the bus, it is the parent's responsibility to get him/her to school on time, each day.

Bus evacuation drills will be conducted for all school bus riders at least four (4) times per school year and for all students riding school buses on field or athletic trips. These drills consist of an orderly use of the available exits on the bus and are designed to familiarize students with the proper safety procedures to be followed in case of an emergency.

All elementary students are required to have one or more dismissal tags attached to their backpacks. These vinyl-encased tags indicate the mode of transportation normally used by the students. All tags must contain the bus stop where the students are to get on/off the bus. **Students are permitted to leave the bus only at their designated bus stops. Any request to leave the bus at another stop must have a pass signed by the school Transportation Captain.** Blue kindergarten tags must also contain the name, address, parent, phone, school, teacher, bus number, bus stop and **authorized receiver(s)**. School staff will ensure that students are placed on the correct buses by checking off each student on the Bus Manifest as they board the bus. When all students are on board, the school staff will give the bus driver a copy of the manifest. If you need to change your child's mode of transportation, you will need to complete an updated **Transportation Verification Form** in the school office.



## Cafeteria/Meals

Liberty Elementary will offer breakfast and lunch daily to all students, staff, and visitors. The menu for these meals is prepared and available on a monthly basis. This menu can be found on our school website where you have the option of printing a copy for your home.

If your child brings lunch from home, please make sure he/she brings it with him/her in the morning. We have an increasing number of lunches dropped off in the front office resulting in a disruption of instructional time. This year we are changing our procedures to eliminate these interruptions. Any lunch brought after the instructional day has begun will be held in the front office. Students will not be notified by the front office but will be expected to pick these up on their way to lunch.

**MySchoolBucks** is the software program to use to put money on a breakfast/lunch account. Current meal account balances transfer for August's start of school. Families will receive instructions on how to set up an account with MySchoolBucks. Then you can:

- Check cafeteria balances and purchases
- Receive alerts on low balances in a child's account
- Set up automatic payments

**Bank it:** Deposits in any amount may be made to a student's personal account, thus reducing the chance that meal money will be forgotten, lost or stolen. While students can still pay as they go through the line, advance payment will speed transactions and allow the lines to move more quickly. All students have personal accounts regardless of paying status.

**Charge it:** Students are encouraged to pay in advance for food purchases. Any child who forgets or loses his/her money may charge a meal. A letter will be sent to home to notify parents/guardians, who then is expected to pay in full. If a student's charges reach the amount equivalent of two lunches and two breakfasts, a nutritious snack of a plain cheese sandwich and a milk will be provided. If a child has food allergies, other provisions will be made.

Meal prices for the 2019-2020 School Year are as follows:

Breakfast		Lunch	
Students	\$1.35	Students	\$2.50
Adults	\$2.50	Adults	\$4.50
Milk	.60	Milk	.60

**Note:** Students who qualify for reduced price meals will now eat at no cost. Their families will not be charged for the student's meals because the reduced fee has been waived for this school year.

Students are allowed to charge up to the cost of two (2) breakfasts and two (2) lunches - \$7.00 for paid lunch students or \$1.70 for reduced lunch students. Once that amount has been reached, they will no longer be allowed to charge. **Students will be provided with a nutritious snack** until charges are paid. The cafeteria will send home regular notices of meal charges through the classroom teacher.

**Per our SBDM Wellness Policy, we do not allow students or parents to bring in any food or beverage items from outside food/beverage restaurants.**

**Lunchtime visitors are always welcome. However, with over 700 students, we need your assistance to make sure everyone is comfortably accommodated. Please sit only at our "Guest/Family Tables" with your child. Sorry no friends!**

## Child Guidance

My name is Bethany Dewsnap and this is my 5<sup>th</sup> year at Liberty as the School Child Guidance Specialist. I serve as part of the instructional program and I provide classroom guidance on a scheduled basis to homeroom classes. Guidance lessons will relate to school climate and student development.

The understanding and carry-over of practices taught in guidance are vital to the success of our school and students. Together with our Mental Health Specialists, we will arrange for small group and individual guidance sessions, assist with truancy issues and child protection concerns. I am here to assist student, families and teachers as needed.

I also coordinate the 504 Program at Liberty.

## Civility

"District employees" per Board of Education policy 10.21 "shall be courteous and helpful in interacting and responding to parents, visitors and members of the public. In turn, individuals who come on to district property or contact employees on school or district business are expected to behave accordingly. Specifically, actions that are discouraged and may warrant further actions include, but are not limited to:

1. Cursing and use of obscenities.
2. Disrupting or threatening to disrupt school or office operations.
3. Acting in an unsafe manner that could threaten the health or safety of others.
4. Verbal or written statements or gestures indicating intent to harm an individual or property.
5. Physical attacks intended to harm an individual or substantially damage property.

Employees who fail to observe these standards in their own behavior shall be subject to appropriate disciplinary measures."



## Discipline

At Liberty Elementary School, we believe that students learn best in a safe, structured, and orderly environment. To accomplish this goal, we have developed a school-wide discipline plan based on the CHAMPs philosophy. CHAMPs is a pro-active, positive, and instructional approach to behavior management. CHAMPs teaches students the expectations for their behavior in the classroom and in common areas. The CHAMPs acronym stands for:

**C**onversation – appropriate voice level

**H**elp – how to obtain assistance

**A**ctivity – description of learning session (small group, centers, assembly, etc.)

**M**ovement – if/how/when students are allowed to move about

**P**articipation – how students are expected to take part

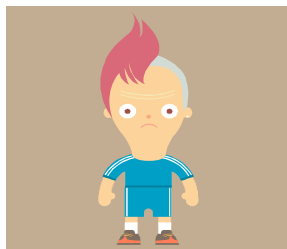
An integral component of this approach is clearly communicating the expectations for each activity and modeling the expected behavior. Teachers re-teach and practice appropriate behaviors when necessary as an alternative to more punitive or exclusionary methods of correction.

A copy of the Student Code of Conduct for FCPS will be sent home in the First Day Folders. We ask that you review it carefully, sign, and return the back sheet to your child's teacher. Grade level teams have developed their classroom behavior systems to work with our school-wide plan. You will receive additional information about the plans from your child's homeroom teacher.

### Serious Offenses

In the event that a student's behaviors are of a serious nature (fighting, forgery, vandalism, assault, bullying, theft, etc.), the teacher will make a referral to school administration. The administrator will conference with the student and assign a disciplinary action in accordance with the FCPS Student Code of Conduct. This may include **in- or out- of school suspension**. The Student Code of Conduct document is sent home annually and/or can be viewed online at [fcps.net](http://fcps.net). Parents will be notified by phone and/or letter of the disposition.

If a student consistently does not respond to classroom and school level reteaching and consequences, the teacher will refer the student to the Liberty Intervention Team (LIT). The LIT will work with the teacher and parent to develop an intervention plan to address the behavioral concerns. In the event interventions are unsuccessful, the LIT may recommend a special education referral.



## Liberty Elementary School Student Dress/Appearance Code

Appropriate dress and appearance go hand in hand with school success. We expect Liberty students to come to school neatly dressed and well groomed. Students should dress so they are prepared for the current weather conditions. The following descriptions are considered “appropriate dress and appearance” for all students:

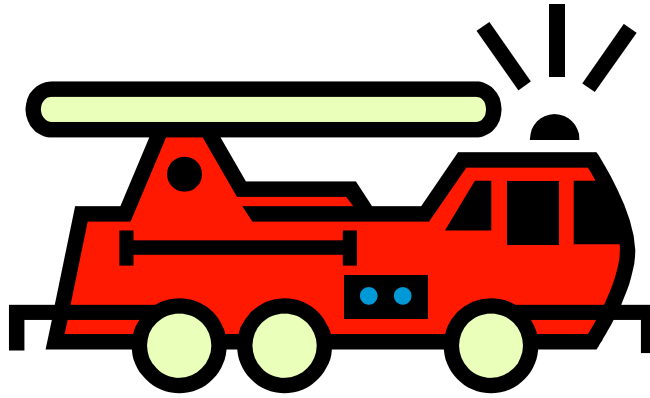
- Pants, jeans, sweat pants or reasonable length shorts. Should fit comfortably and allow student to sit on the floor with ease and without exposing skin.
- Dress, skirt or skort of reasonable length (with arms at side, length of clothing must be at or below fingertips)
- Shirt, top, t-shirt, sweatshirt or sweater (all must be long enough to cover tummy and rear when sitting), no cut-outs in the back (athletic shirts)
- Tank top (straps must be at least 3-finger width)
- Appropriate footwear (tennis shoes are required on gym days, field trips, and field day and are strongly recommended for daily wear)

The following items are **NOT ALLOWED** to be worn, shown or used:

- Extreme/distracting hairstyles (i.e. Mohawks, colored hairsprays or dyes)
- Backpacks with wheels
- Spaghetti strap tops, muscle shirts, halter tops, cropped tops, tube tops, bare backs, bare midriffs, bare shoulders, bare chests
- Baggy or sagging pants that expose under clothing
- Clothing representing inappropriate activities including drugs, alcohol, tobacco, sex, gangs or violence
- Head coverings, bandanas, etc. including decorative headbands with ears, unicorns, etc. on wires
- Unsafe or distracting accessories (i.e. large jewelry, heavy make up or make up inappropriate for the age of the child)
- Any items deemed inappropriate by the school administration

Students who come to school in violation of the dress/appearance code will be given a warning and their parents/guardians will be notified. When available, the student will be loaned acceptable replacement clothing from the Family Resource Center and will be expected to return the item/s during that school week.





## Drills

In order to ensure the safety of Liberty Elementary School students in the event of an emergency situation, a variety of drills are conducted regularly:

- **Fire** – Practice fire drills are held monthly throughout the school year. Students are trained to exit the building through designated exits in a quiet and orderly manner. Fire drill routes are posted in each classroom.
- **Severe Weather/Tornado** – Students are instructed to move quickly and quietly to a secure area and how to duck, cover, and hold a safe position in case of severe weather. Severe weather procedures are posted in each classroom.
- **Earthquake** – Students are instructed in safety procedures in case of an earthquake. Students learn established procedures to follow both inside and outside the school building.
- **Lock-Down** – Students learn the proper procedures in the event an intruder gains access to the school building. This training emphasizes remaining quiet and calm and carefully following adult direction. This annual drill is conducted in cooperation with the FCPS Department of Law Enforcement and the local police.



## Emergency Cards

Every student **MUST** have a completed, signed emergency information card on file in the school office. It is extremely important that we are able to contact you immediately if your child is injured or ill or in the case of an early dismissal due to weather. Please complete the last section thoroughly and carefully. We will **NOT** release a child to anyone who is not listed on the card. Notify the school office in writing or in person if addresses or phone numbers change throughout the year.

## Extracurricular Activities

Liberty Elementary School offers limited activities for extracurricular student participation.

Student Technology Leadership Program (STLP)		Students meet regularly. Includes LEGO Club, Video Club. The Mission of the Student Technology Leadership Program (STLP) is to advance the individual capabilities of students; to motivate all students; and to create leadership opportunities through the use of technology. Club members participate in district and state STEM fair competitions.
Science Club	3 <sup>rd</sup> -5 <sup>th</sup>	The Science Club is open to 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> graders who meet once a week to explore and investigate various facets of the environment including: energy conservation, water quality, green space, health and safety, and solid waste. This motivated team of students takes part in the Kentucky Green and Healthy School inventories and uses the information to implement various improvement projects around the school. Students will be selected based on application.
Girls on the Run	3 <sup>rd</sup> -5 <sup>th</sup>	Girls on the Run® is a life-changing, experiential learning program for girls. The program combines training for a 3.1 mile running event with self-esteem enhancing, uplifting workouts. The goals of the program are to encourage positive emotional, social, mental, spiritual and physical development. Cost per person is \$150; some scholarships available.
Cub/Boy Scouts Daisy/Brownies/Girl Scouts		Numerous troops meet after school. Information will be sent home on how to join.
Cross Country Team Track and Field		3 <sup>rd</sup> – 5 <sup>th</sup> (exception can be made by coordinator) 1 <sup>st</sup> – 5 <sup>th</sup> graders
Governor's Cup Competition		5 <sup>th</sup> graders (few exceptions can be made per teacher coordinator, Lori Rawlins)

**As the school year progresses, additional Extracurricular Activities may become available. Please watch for flyers to be sent home and/or Liberty e-News.**



## Family Resource Center

The mission of the Family Resource Center (FRC) is to enhance students' abilities to succeed in school by developing and sustaining partnerships that promote:

- **Early learning and successful transition to school**
- **Academic achievement and well-being**
- **Graduation and transition into adult life.**

The (FRC) provides referral services for childcare options, community agencies, and social service agencies. It also offers educational and recreational opportunities for both parents and students. Our center coordinator is Alaina Bailey. The center is open Monday through Friday during school hours and can be available for later hours upon scheduled request. The direct telephone line to the Family Resource Center is 859-381-4896.

Some of the activities supported by the FRC are: clothing center, holiday assistance, social emotional learning, middle school transition, basic needs provision, family nights, nutrition classes, mentoring programs, teacher appreciation, and community outreach.



## Field Trips

Various groups and classes sponsor visits to educational sites away from school grounds throughout the school year. These trips are arranged solely for the educational value and benefits involved. Therefore, the purpose of the trip must be to enhance the teaching and mastery of core content. Field trip permission slips signed by the students' parents or legal guardians are required. No verbal or phone permissions will be accepted. The students are under the teachers' jurisdiction while on field trips and are subject to all rules and regulations of Liberty Elementary School.

All **chaperones** attending a field trip must be on the approved volunteer list for Liberty Elementary School. The Volunteer Background Check Request Form is now in an electronic format. Volunteers must fill out their requests on-line at: <https://webapps.fcps.net/volunteer/>.

**If you wish to have your child ride with you to a field trip location, you will be required to sign him/her out in the school office as if they are leaving school.**

## **First Day Folders**

Every student will be given a "first day folder" to take home on August 14, 2019. It will be filled with a variety of information, permissions, and forms we must have on file at the school. Emergency cards, free/reduced lunch applications, permission to audio/video tape, health clinic information, school calendars, and much more are included. Please review all of the information carefully, complete all forms, and return them to school no later than August 30, 2019.

## **School Nurse**

**School Clinic: Liberty Elementary School**

**Nurse: Carol Jung, R.N.**

**Phone: (859) 381-4979 Ext. 23012**

**Fax: (859) 381-3468**

There will be a nurse in the clinic daily from approximately 9:00 a.m. – 1:00 p.m.

Teachers can call the school nurse and send students to be checked for a variety of reasons: headaches, stomachaches, fever, cough, rash, injury, etc. It is a great service we have here at Liberty for our students to be able to see a nurse.

*Healthy Kids Learn Better!*



## Homework

Homework refers to assignments or activities which students are asked to complete outside of school. This includes unfinished class work and other specific assignments students are asked to complete beyond the regular school day. Liberty Elementary School believes regular homework that is monitored and tied to solid instructional practices is critical to improving student achievement and developing good work and study habits. Teachers will use student agendas/planners and their classroom web sites to communicate homework assignments. Homework is never to be used for disciplinary purposes.

All students will have a nightly independent reading assignment. The amount of time will vary with the age and developmental level of the student. Students are required to record this in a reading log, and we ask parents to sign the log to verify the assignment was completed.

Students should expect to spend approximately ten (10) minutes per year in school each night on homework in addition to their nightly reading assignment. Teachers don't typically assign homework on weekends or over holidays.

For example:

<b>K –</b>	<b>10 minutes</b>	<b>1st –</b>	<b>20 minutes</b>
<b>2<sup>nd</sup> –</b>	<b>30 minutes</b>	<b>3<sup>rd</sup> –</b>	<b>40 minutes</b>
<b>4<sup>th</sup> –</b>	<b>50 minutes</b>	<b>5<sup>th</sup> –</b>	<b>60 minutes</b>

***The above suggested times DO NOT apply to students in the Spanish Immersion program. Students in the program may require additional time to complete homework in Spanish and English.***

If your child is spending more than the recommended time on daily homework, please contact the teacher. This could indicate that the assignment is too difficult, or the student is not making good use of in-class time to complete work.

To help your child develop good homework habits, we recommend the following:

1. Establish a **regular schedule** each day for homework.
2. Provide a **quiet location** with a table or desk and good lighting.
3. Place necessary school **supplies** (paper, pencils, crayons, glue, etc.) in an easily accessible location.
4. It's acceptable to **check** the work for completeness and correctness and to explain misconceptions, but **never** give the student answers or do the work for them. The teacher needs to see where the student is experiencing difficulty, so he/she can adjust instruction.

**Please note: Students and/or Parents are NOT allowed to return to the classroom after dismissal for any reason including forgotten books or assignments. Classrooms are locked for safety and security reasons. Thank you for your understanding and cooperation.**

## Medical Information

All medication to be given at school must be in the **original prescription bottle** and **clearly labeled** with the student's name, name of the medication, and instructions. We cannot dispense any over-the-counter medications such as cough remedies and pain or fever reducers. Before any medication can be administered, parents/guardians must sign a written authorization in the school office.

Head lice are a common problem in public settings. Unfortunately, many parents perceive the school to have lice rather than the children. The truth of the matter is that the majority of head lice transmissions occur through person-to-person contact. Therefore, the best way to prevent children from getting lice is to teach them not to share combs or brushes, clothing (especially hats and coats), and stuffed toys.

If a child gets head lice, Liberty Elementary School will follow all Health Department protocols. Students must be treated at home and checked by school personnel before returning to class. The Family Resource Center and the Health Department can provide lice shampoo if you cannot afford to purchase it.

## Out-of-Area Students

Fayette County Public Schools has set the following criteria for out-of-area requests:

- 5<sup>th</sup> grade option for students who move during or at the end of 4<sup>th</sup> grade and wish to remain at Liberty.
- Families moving in to Liberty's district prior to October 31<sup>st</sup> may begin attending Liberty at the beginning of the school year.
- Students who move during the year may request to finish the current school year.
- Students who live within walking distance of the school (one mile or less crossing no major highways) but are not districted to attend Liberty.
- Students of school employees.
- Students who have siblings already enrolled in Liberty.

**Parents with out-of-area students are now required to sign a yearly contract stating they understand the conditions of out of area placement. If at any time these criteria are not met, parents will be asked to enroll their student in their home school.**

Unfortunately, we have had instances where parents have provided incorrect information to the school regarding the student's primary address (short-term leases, counterfeit leases, friends/relatives addresses, etc.). Upon discovery, parents will be instructed to immediately enroll the student in their home school.



## Parent Visitation/Teacher Conferences

Parents are always welcome at Liberty Elementary School! However per district policy, if you plan to visit the classroom, we ask that you check with the teacher in advance to arrange a convenient time and that you limit your visit to no more than one hour. **All visitors must check in with the office before going to a classroom or any other part of the building.** For the safety of our students, it is necessary that office personnel know who is in the building at all times.

It is critical to your child's education that you stay in close contact with his/her teacher. However, we ask that you not drop by unexpectedly to see a teacher during school hours. This takes time away from instruction. In addition, please do not expect to have an unscheduled meeting with your child's teacher in the morning when you bring your child to school. It is imperative that the teacher be able to focus all his/her attention on students when they are in the classroom

In order to accommodate parent work schedules, each teacher will offer at least one evening conference option per school year. Please watch for conference dates coming from your child's teacher.

As these dates approach, classroom teachers will be sending home sign up information. However, please feel free to schedule a conference at any time. **Please communicate with the teacher in advance to determine a time to meet that is convenient for both of you.** Each teacher has a planning period and will be happy to call you or have a conference with you during that time if the meeting has been scheduled in advance. For your convenience, the teacher planning schedule is located on the last page of this Handbook. After-school conferences can also be arranged.

**Tips for making the most of your parent/teacher conference:**

- As a parent, you should expect an honest, thorough, and clearly stated appraisal of your child's performance in school. Open communication between parents and teachers is key.
- Prepare for the conference by thinking about what you want to accomplish during the meeting. Write down all of your questions and work through them at the conference.
- Don't be afraid to ask questions. No concern is too trivial.
- Bring any papers or assignments your child brought home that created problems or confusion.
- Ask how other children seem to perceive your child as a peer and a group member.

Make sure that you feel all of your questions are answered, as well as that you and the teacher have settled on appropriate learning strategies to support your child. If necessary, decide on a specific time to get back together to check on the progress of your child.

**Parties**

Each classroom may have two parties during the school year per board policy. These parties may not begin until 1:45 p.m. on the designated day and are to be limited to 30 minutes unless they have an educational goal objective that is approved in advance by the Principal. **Every minute of instructional time is essential.** Teachers may ask you to volunteer your time or donate refreshments for the parties. There is no obligation on your part. However, the teachers and students will be most appreciative if you wish to do so.

**Important Note:** To be sensitive to our students' feelings, you or your child may not distribute invitations to a birthday (or any other type of) party at school UNLESS the whole class is invited.



## Phone Calls

The telephone is to be used for official school business. Children will not be allowed to use the school phone unless there is an emergency. Parents should not call the school and ask that we deliver messages to students except in emergency situations. We make efforts to screen students' needs to call parents, especially at work. Please help us by making good decisions concerning the urgency for your children to contact you during the day.

**There is no reason for students to bring cell phones to school.** They are disruptive, distracting, and subject to theft. If a student has a cell phone out during the school day, a teacher or staff member will confiscate it and send it to the school office until a parent/guardian comes to pick it up. The school is **NOT** responsible for cell phones that are lost or stolen.

To protect instructional time, teachers are only able to accept parent phone calls during their planning periods (see teacher planning schedule on last page of this Handbook) and after school. Office staff has been instructed to forward all calls to voice mail during the instructional day.

## Gifted/Talented

Kentucky's gifted education guidelines define gifted children as a category of "exceptional children" who possess demonstrated or potential ability to perform at an exceptionally high level in one or more of five recognized areas of giftedness: **General Intellectual, Specific Academic, Creative and Divergent Thinking, Leadership, Visual and Performing Arts.**

Children become eligible for gifted services at the third grade level. Eligibility for gifted services is determined by a child's needs, interests, and abilities. A variety of formal and informal measures are used, with each area having specific measures applicable to that area. These measures may include: testing data, checklists, performance data, teacher/parent nominations, and other valid, reliable data.

The **Primary Talent Pool** consists of primary students who exhibit characteristics and behaviors of high potential learners. These students are selected using informal measures which may include: teacher observation, inventory checklists of behaviors specific to gifted categories, primary screening instruments, and continuous progress data. **Participation in the Primary Talent Pool does not guarantee gifted identification and/or services at the fourth grade level.**

GT students receive services in two ways. They are cluster grouped in homerooms with teachers trained to meet their specific emotional and academic needs and they receive services through pull out or collaboration with our district assigned Gifted and Talented Resource teacher.





## Report Cards

Report cards are sent home 3 times annually. The reporting dates for the 2019-2020 school year are **November 14, February 26, and May 29**. Teachers will send midterm reports to parents of all students not performing up to grade level expectations. Primary report cards are marked to indicate progress toward or mastery of standards. Intermediate students receive letter grades. With each report card, special area teachers will include a newsletter highlighting the activities and content covered that quarter. Report cards must be signed by the parent or guardian and returned to school in a timely manner.



## SBDM Council

The purpose of the Liberty Elementary School Site-Based Decision Making Council is to ensure high levels of academic achievement for all students. The Council is made up of teacher and parent representatives. Public meetings are held at Liberty Elementary on the third Wednesday of each month in the conference room at 3:00 p.m.

The members of the 2019-2020 Council are:

Lisa Kear	Principal	Chairperson
Gina Parsley	Parent	
Jenny Staton	Parent	
Claudia McCord	Teacher	
Stephanie Hatfield	Teacher	
Ryan Watts	Teacher	

## Meeting Schedule:

August 21, 2019  
September 18, 2019  
October 16, 2019  
November 20, 2019  
December 18, 2019  
January 15, 2020  
February 19, 2020  
March 18, 2020  
April 15, 2020  
May 20, 2020  
June 17, 2020

Parents are invited to attend all meetings.



## School Closings

If you have any questions concerning school closings due to snow or other events, please turn to Channel 13 or any local television or radio station to see if there is an announcement of delayed openings (may be 1 or 2 hours) or closings. Channel 13 will receive information regarding delays or closings first and roll the announcement in English and Spanish no later than 5:30 a.m. Please do not drop your child off at school when the parking lot is empty and/or when there is an indication of inclement weather.

In some cases, severe weather hits during the school day and necessitates an early dismissal. In such cases, school employees must notify parents, by phone, to confirm the method of dismissal for their child. **IF SCHOOL PERSONNEL CANNOT REACH A PARENT BY PHONE, THE CHILD WILL NOT BE DISMISSED.**



## School Pictures

Individual student school pictures are taken every fall. These are also the pictures used for the annual yearbook. Group pictures are taken in the spring. Notices will be sent home in advance giving details about dates and costs.

## School Property

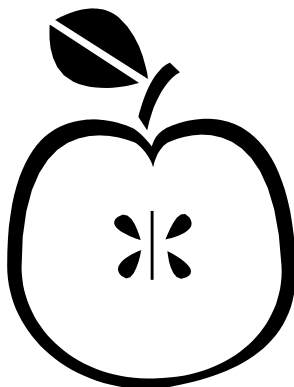
Students shall be held responsible for damage to school property. Any pupil, organization, or group of students that destroys, defaces, damages, or removes school property shall be subject to disciplinary action and liability for the cost of restoring the property.

In addition, when there is reasonable belief that violation has taken place, the Principal shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves damage to school property. For the purpose of determining when to make this report, damage to school property shall refer to instances involving: (1) intentional harm, and (2) damage beyond minor loss or breakage, excluding normal wear and tear.

Any pupil, organization, or group of pupils that steals or willfully or wantonly destroys, defaces, or damages the **personal property of school personnel** on school property, off school property, or at school-sponsored activities shall be subject to suspension or expulsion from school. (KRS158.150)

Any pupil, organization, or group of pupils participating in activities that destroys, defaces, damages, or steals the **personal property of students** shall be subject to disciplinary action. (KRS 405.025).

**Parents shall be liable for property damage caused by their minor children. (KRS 405.025)**



## Snacks

If your child's homeroom teacher asks for snacks to be donated for a certain event, please follow the explicit request from the teacher.

Only healthy, nutritious snacks are allowed. Below is a list of suggested healthy snacks:

Cereal Mixes	String Cheese	Cheese and Crackers	Graham Crackers
Animal Crackers	Fig Bars	Fresh Fruit	Low Fat Granola Bars
Cereal Bars	Nutri-Grain Bars	Pretzels	Popcorn
Raisins	Dried Fruit	Pumpkin Seeds	Soy Nuts
Sunflower Seeds	Fresh Vegetables/Dip	Yogurt	

**Due to the number of students with nut allergies (peanut and tree nut), please do not send products containing them.**

**Please note: Parents who deliver snacks to school should take them to the school office. Office staff will see they are delivered to the classroom promptly.**

## Special Area Classes

At Liberty Elementary, we offer a variety of special area classes to teach core content and to provide our students with a variety of creative and performance activities. Students at all levels will participate in Art, Computer, Music, Health/PE, Chinese and Science Lab.



### Music

All children love music! At Liberty Elementary, we take that natural enjoyment and run with it. We will sing, play games, dance, and play a variety of instruments. We have Orff instruments (xylophone-type instruments played with mallets) that we use frequently. Every child will learn how to read music, including rhythms and staff notation. Our goal is that every child develops knowledge of music and a life-long appreciation of various musical styles from different times and different cultures. We also have a variety of opportunities for students to perform. Students may join the orchestra starting in 4<sup>th</sup> grade or the band in 5<sup>th</sup> grade.

All students participate in a collaborative, integrated dance unit each year taught by the special area teachers. Students learn a variety of types of dances in a cultural context. Students will perform some of these dances at the “Picnic with the Arts” in May.

4<sup>th</sup> and 5<sup>th</sup> grade level will have an opportunity to participate in an “in-school” production during the school year. We look forward to entertaining you!

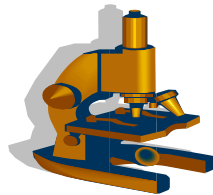


### Health/Physical Education

The primary goal of the Liberty Elementary physical education program is to develop an overall appreciation that movement combined with healthy choices is a critical part of becoming well-adjusted mentally, physically, and socially. The concepts and activities introduced are designed to develop your child's confidence and ability. All activities are aligned with state core content standards and planned to help each child develop life-long health and fitness skills.

It is very important that your child dress appropriately for physical education and dance. **Tennis shoes are a must!** For safety reasons, a child will not be allowed to participate in the class activities without them. **We recommend parents send a pair of tennis shoes that remain at school so students never have to miss physical education.** Please label the shoes clearly with your child's name. The classes earn team stars and when a child forgets his/her shoes, the class will not earn a star. After classes earn enough stars, they get a “free day” which allows them to use their choices of equipment for one class period. If a child dresses inappropriately three (3) times, they no longer keep their class from getting stars, but they will not participate in the “free day” activities.

Please be watching for: dance unit, bowling, step aerobics, disc golf, Skatetime, Picnic with the Arts, field day and more!



## Science Lab

The K-5 Science Lab focuses on a hands-on, minds-on approach to learning. Using inquiry-based process skills and the scientific method students are actively engaged in investigations that target key ideas in life, earth and physical science. *The Next-Generation Science Standards were unanimously approved by the Kentucky Board of Education on June 5, 2013.*

The lab incorporates a variety of research-based science modules including those from FOSS (FULL OPTION **SCIENCE** SYSTEM). This approach promotes teamwork and collaboration and accommodates various learning styles. It fosters the development of process skills and builds a firm content base. Students have the opportunity to apply science as they engage in problem-solving and relate concepts to real-life situations.

### The science lab curriculum is designed to meet the following goals:

- Develop student understanding of key science concepts and process skills increasing their scientific literacy
- Engage students in active construction of knowledge through exploratory experiences
- Encourage problem-solving through experiences in the natural environment
- Strengthen student learning by allowing time for questioning, communicating, collaborating, and reflecting
- Spark curiosity and develop positive attitudes about science
- Bridge science concepts to current social and environmental events
- Integrate science with math, technology, language arts, and social studies

These goals are carried out following a learning cycle that typically includes four or five phases.

1. **Focus/Engage:** Students describe what they know about a topic and what they would like to know more about. Often they are given a “hook” to rouse curiosity and to trigger student generated questions.
2. **Explore:** Students engage in explorations of science phenomena collecting data along the way in their Science Notebooks. Students often work in small groups where focused discussions are encouraged as that is a valuable part of the learning process.
3. **Reflect/Explain:** Students use their science notebooks to organize their data, discuss and analyze their results, and summarize key points during a whole-class discussion.
4. **Apply/Extend:** Students are presented opportunities to use what they have learned in new ways and in real-life applications.
5. **Evaluation:** Students are evaluated in terms of formative and summative assessments. Formative assessment is ongoing and takes varied forms. Summative assessments are typically given at the end of a unit and are usually in the form of a multiple-choice test and open-response question (ORQ). ORQs require students to think and communicate in written form about a science concept which ultimately helps children become more scientifically literate.



## **Visual Arts**

In our visual art curriculum, the elements of art: line, shape, color, form and texture, and the principles of design: emphasis, pattern, balance and contrast are the structural organizers our students use to create meaningful works of art. Our students experience a wide variety of two-dimensional media and processes, including crayon and pencil drawing, collage, painting and paper and yarn weaving. Three-dimensional media and processes such as clay and paper mache, and the subject matters of landscape, portrait and still life are also part of our curriculum.

Studying the historical and cultural stylistic periods in the arts offers students an opportunity to understand the world past and present and to learn to appreciate their own cultural heritage. Our students study the art from the cultures of the Native Americans, traditional Appalachians, and West Africans and the arts and crafts from the Colonial American period. The arts have played a major role throughout the history of humans. As the result of the power of the arts to communicate on a basic human level, they continue to serve a variety of purposes in society. Our students learn that art is used for artistic expression to portray specific emotions or feelings, to tell stories in a narrative manner, to bring meaning to ceremonies, rituals and celebrations and for artistic objects with a functional purpose. Students experience the arts in a variety of purposes through their own creations and through those of others. The more students understand, the greater their ability to produce, interpret or critique artworks from other artists, cultures and historical periods.

## **Library**

The goal of the Liberty Elementary Library is to encourage the enjoyment of reading and to develop independent library media users. Although Library is NOT considered a special area class and it is not in the 6-day rotation of specials, classes are given regular "Library" times every week. The library media center is open every school day from 7:15 A.M. to 2:35 P.M. Students and classes may use the library media center as needed for research and recreational reading. Individuals, small groups, or whole classes may visit the library to borrow materials and gather information on topics of interest.

The media center is staffed by a full-time library media specialist and a part-time library clerk. Library volunteers are needed on a regular basis and are much appreciated.

The library collection is regularly updated and currently consists of about 12,000 books in addition to other media. The collection includes fiction and nonfiction selections with a balance between new books and more classic titles. Items are chosen according to a collection development policy in order to support the school curriculum and encourage students to read for pleasure.

The Accelerated Reader Program is utilized to promote and monitor student independent reading. Teachers and students set individual Accelerated Reader goals together each grading period. Students read selected books and take computerized quizzes over the books. The library currently owns about 5000 Accelerated Reader quizzes and more quizzes are purchased regularly. Accelerated Reader books in the library are labeled with a bright green dot on the spine. Students may take AR quizzes using any of the school computers.

Students may come to the library with a pass from their teacher at any time to return and check out library materials. Students are encouraged to select fresh library books frequently and to have appropriate reading material readily available. Kindergarten and first grade students may check out one book at a time. Second, third, fourth, and fifth graders may check out two books at a time. The regular loan period for materials is two weeks, but students may renew materials as desired and no overdue fines are charged.

Students are responsible for returning books in good condition. If a book is damaged or lost, students are asked to pay the cost of replacing the book. If the book is later found, a refund will be issued. Adults can help children by reminding them of upcoming library visits and providing a safe place to store library materials.



## Chinese

This is Liberty's second year to offer Chinese to our students. The purpose of this special area class is to familiarize students with key phrases and a deep understanding of the Chinese culture.

## Computer Lab

Every kid enjoys technology! It is everywhere in our lives and here at Liberty we will not only have fun, but also will get ready for the future. In the computer lab, students will learn basic skills (mouse control, typing, logging in/out...), adapt easily to different internet environments and platforms, create their own tutorials and videos, edit pictures and create presentations, and develop key skills for the future based on collaborative work and coding.

Computers are fun and entertaining, but they are also tools. That is why students will work on projects centered around their interests, promoting interaction and collaboration and also merging other subject areas content.

Internet safety and digital citizenship are a top priority in the classroom as well as out of school. Students will learn about social networking, personal safety, online behavior and cyberbullying, making sure these appropriate habits are in their minds at all times when they use technology now and in the future.

In addition, Spanish Immersion students will receive their computer lab lessons in *español*.

We look forward to an amazing school year!

## Special Education

Special education at Liberty Elementary integrates specially designed instruction within the general education curriculum to meet the unique needs of students identified with disabilities under federal law. This program may include instruction in the general education and/or special education classroom, collaboration between the general education and the special education teachers, education in the community, specialized assistance in physical education, and/or related services such as speech, language, occupational therapy, physical therapy, or vocational preparation.



## Speech-Language Services

Liberty Elementary School currently employs one full time and one part time Speech-Language Pathologist. This staff provides speech and language therapy for students who are identified as having a speech and language impairment through the special education process. These services are provided for a variety of disorders and in a variety of settings. Some students receive services in the classroom as a collaborative model, while others receive services in the speech and language resource room in a small group setting. The speech-pathologist collaborates with classroom teachers on modifications and interventions for daily classroom instruction. Some of the services provided by the speech language pathologist are for articulation (speech sound production skills), language skills (understanding spoken language and being able to express wants and needs), and fluency (stuttering). All services in the school setting are focused on the academic impact they have for each student. Therefore, the Speech Pathologist must work closely with the teachers and parents to insure academic success. The Speech-Language Pathologist also conducts hearing screenings annually for all students in grades K-3 and any 4<sup>th</sup> and 5<sup>th</sup> grade student with an IEP. If you have concerns regarding your student's speech and language abilities or hearing you can request the Speech-Language Pathologist complete a screening. For additional information you may contact our Speech-Language Pathologist or refer to The American Speech-Language Hearing Association at [www.asha.org](http://www.asha.org).



## Toys/Games/Electronics

When students are at school, we want every minute of their attention to be focused on learning! Toys, Silly Bandz, video games, collector cards and/or coins, iPods, MP3 devices, etc. distract students' attention from instruction and are not allowed at school. If a student brings any of these items to school, it will be confiscated, labeled and held until the last day of school. Please help your child understand this rule and monitor his/her backpack to see they remain at home.

**Important Note:** Many of these items are expensive. We do not have lockers or any other secure locations where these items can be safely stored during the school day. The school is **NOT** responsible for these items if they are lost or stolen.





## Volunteering

We love volunteers! Parents are welcome to volunteer to help children learn and succeed by giving their time and sharing their talents. KRS 161.044 states that all volunteers who have contact with students on a scheduled and/or continuing basis or who have supervisory responsibility for children must submit to a criminal records check. Therefore, all volunteers are required to complete the Volunteer Background Check Request. You can fill out your request on-line at: <https://webapps.fcps.net/volunteer/>. All volunteers will also be required to sign a **Statement of Confidentiality**.

## **19-20 TEACHER PLANNING SCHEDULE**

<b>8:00-8:50</b>	<b>5<sup>th</sup> grade</b>
<b>9:00-9:50</b>	<b>4<sup>th</sup> grade</b>
<b>9:50-10:40</b>	<b>3<sup>rd</sup> grade</b>
<b>10:45-11:35</b>	<b>2<sup>nd</sup> grade</b>
<b>11:35-12:30</b>	<b>Lunch/Planning for Special Area Teachers</b>
<b>12:30-1:20</b>	<b>1<sup>st</sup> grade</b>
<b>1:25-2:15</b>	<b>Kindergarten</b>

## **19-20 LUNCH SCHEDULE**

<b>10:40-11:05</b>	<b>Caudill, Cohen</b>
<b>10:45-11:10</b>	<b>Meiners, Hunter</b>
<b>10:50-11:15</b>	<b>Weaver, Houlihan</b>
<b>10:55-11:20</b>	<b>Mullins, Smith</b>
<b>11:00-11:25</b>	<b>Martinez, Hatfield</b>
<b>11:05-11:30</b>	<b>Wheeler</b>
<b>11:10-11:35</b>	<b>Whyte, Cundiff</b>
<b>11:15-11:40</b>	<b>White, Miralles</b>
<b>11:25-11:50</b>	<b>Gonzales, Griffin</b>
<b>11:30-11:55</b>	<b>Rawlins, McCord</b>
<b>11:35-12:00</b>	<b>Jones</b>
<b>11:40-12:05</b>	<b>Taylor, Corman</b>
<b>11:45-12:10</b>	<b>Duncan, Martin</b>
<b>11:50-12:15</b>	<b>VanLeer, Pulmano</b>
<b>11:55-12:20</b>	<b>Howard, Burris</b>
<b>12:00-12:25</b>	<b>Hill, Fraile</b>

## **19-20 Recess Schedule**

<b>10:50-11:10</b>	<b>White, Miralles</b>
<b>11:10-11:30</b>	<b>Hunter, Meiners</b>
<b>11:15-11:35</b>	<b>Houlihan, Caudill, Cohen</b>
<b>11:20-11:40</b>	<b>Weaver</b>
<b>11:25-11:45</b>	<b>Mullins, Smith</b>
<b>11:30-11:50</b>	<b>Hatfield, Martinez</b>
<b>11:40-12:00</b>	<b>Whyte, Cundiff, Wheeler</b>
<b>12:00-12:30</b>	<b>Gonzales, Griffin, Jones</b>
<b>12:30-12:45</b>	<b>Fraile, Hill</b>
<b>1:00-1:20</b>	<b>Taylor, Corman, VanLeer</b>
<b>1:05-1:25</b>	<b>Martin, Duncan</b>
<b>1:30-1:45</b>	<b>McCord, Rawlins</b>
<b>2:05-2:25</b>	<b>Burris, Howard, Pulmano</b>