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## ARRIVING LATE TO SCHOOL

Students arriving late to school need to be brought to the office and signed in by an adult.

## BICYCLES, SKATE BOARDS, ROLLER BLADES

Parents make the decision as to whether their child may or may not ride a bike to school, but please be aware that the roads to Liberty are well-traveled before and after school. No bicycle riding is allowed during recess, and bikes must be locked behind the school during the school day.

Roller blades, skates, skate boards, and wheeled shoes are not allowed to be used at school. They must remain in backpacks or lockers while the student is on campus.

## BUSING/TRANSPORTATION

Liberty School District operates a bus fleet that encompasses eleven routes. Bus drivers are responsible for the safety and care of all students on their buses. According to state transportation and safety laws, animals, glass, pressurized containers, and potentially hazardous objects are not allowed on school buses. Also, if you are planning a playdate, please notify the transportation department ahead of time and send a car to pick up students' gear. Finally, adults are not allowed to enter school buses, even to speak to their own children. We appreciate your cooperation in protecting the safety of our students. For complete transportation information, please consult the handbook entitled "Transportation Information for Parents," available at the office.

## BUS CHANGES

If a child is to ride a different bus, use a different stop than normal, or be picked up after school, a note advising of the bus change should accompany the child and be delivered to the office in the morning. Bus notes need to include student's name, grade, regular bus assignment, and new bus route. The office will notify bus drivers of changes. Phone calls or emails from parents advising the office of bus changes will be honored as well. Please give the office as much notice as possible. Students



Artwork by Zeek Cervantes

without notes or office notification by a parent will be sent on their regular buses to their regular stops.

## EMERGENCY LATE STARTS / EARLY DISMISSALS/ CLOSURES

In the event of a school closure, emergency late start, or early dismissal due to snow or other emergency, radio and television stations will be notified and parents will be contacted using the school's automatic email/text/phone alert system. If there are special instructions about where your child is to go on early dismissal days, please notify the office ahead of time in writing, via phone call, or email and make sure your child knows what to do. Some special points of information:

- Missed school days will be made up at the end of the year or during designated make-up days.
- If school starts late, all morning school activities will start late as well, and breakfast will not be served.
- If school closes early, all after-school activities will be canceled.

## LEAVING SCHOOL DURING THE DAY

School time is valuable instructional time. Whenever possible, please schedule medical/dental appointments outside the regular school day.

The following are state guidelines and district policies:

1. All requests for the removal of a child from school must be initiated through the office. The child will be called to the office to meet the person requesting removal. Students are required to be signed in and out. A person appearing at school to remove a child from school will be sent to the office to request the removal.
2. A parent appearing in the school office to remove a child from school must be identified by the office personnel or the principal as a parent or the legal guardian of the child whom he/she asks to remove. Identification may need to be presented.
3. A person appearing in the office with a written or verbal authorization from a parent or legal guardian to remove a child from school may have the authenticity of the authorization checked by a phone call to the child's parents or legal guardian.
4. Release of a group of pupils to attend a special non-school event will be effected by the parent of each child involved writing a note to the office authorizing the release.

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## NEW STUDENT REGISTRATION

We welcome new students to Liberty! Students moving to a location within the Liberty borders are welcome to register at any time during the school year. Students living outside the district boundaries may request to choice-in depending on space available at their grade level and other considerations. Registration papers must be completed prior to the student's enrollment, and we ask that new students entering during the school year begin attending school the day after they register so the teacher has time to prepare for the new student's arrival. Immunization records must be complete and reviewed by the school nurse prior to the student's start in school.

## PARKING

During school hours, public parking is located on the large blacktop area accessible off of North Pine Creek Road. Please do not park along the bus loop or near the football field at any time, as this area must be kept clear for buses and emergency vehicle access. Daytime access for all visitors is through the central entrance doors south of the office and gym.

## PESTICIDE NOTIFICATION

The passage of House Bill 1451 requires school districts to notify the public of pest control and herbicide use. Interested persons can register with the school district to receive notification of pesticide application or can contact us for any information on our Integrated Pest Management Plan. Our plan is available for review at the district office. The district will post notices at the application sites prior to applying. For more information call the district office.

## PICTURES

Individual pictures will be taken at the start of the school year, and class pictures are scheduled in the spring.

## SCHOOL SUPPLIES

All classrooms have certain requirements for basic supplies. A list of these materials can be obtained through the office or on the school website. Contact the teacher or principal if you need assistance purchasing supplies.

## STUDENT PUBLICITY

We occasionally take pictures of students for the district newsletter or school website, and we may post the names of award recipients as well. Please let the principal know in writing if you do **not** want your child's name or photo used for these purposes.

## VIDEO SURVEILLANCE

The district uses video surveillance in the school buildings, on busses, and on school property for the purposes of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities.

## Health Information

### FOOD ALLERGIES

Requests for food substitutions for students with food allergies must be accompanied by a licensed health care professional signature on a diet prescription form.

Due to the number of life-threatening food allergies in our school district, **NO HOMEMADE SNACKS** will be allowed in any classroom. All snacks will be checked for allergy ingredients before being distributed to students. If the food item contains an allergen or has been processed on equipment used to process that allergen, it will be returned to the student to be taken home.

### HEALTH SCREENINGS

The school nurse conducts annual screenings as provided by Washington State law for vision and hearing at the required grade levels. If you have a concern regarding your student's vision or hearing, please inform the school nurse. Parents will be notified of a student's failure to meet the state standard with a recommendation for a professional referral.

### ILLNESS

If students are ill or showing symptoms of illness, please have them stay home and get better.

In the school environment, our students are in close contact with one another throughout the day. In order to prevent the spread of colds, flu, etc., please keep your sick child home. Some indications that your child should stay home are:

- a temperature of 100° or more
- a rash that is associated with a fever or itching
- consistent, runny nose
- continual moist or dry cough
- a sore throat accompanied by fever or swollen glands in the neck
- acting tired, listless, pale, irritable, confused, or lacking a normal appetite

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If your student exhibits any of these signs and symptoms at school, the school staff or school nurse will notify you and ask you to take your child home from school. Your child may return to school when they have met the criteria set by the Washington State Department of Health.

The County Health Department requires schools to report and exclude students from school when suspected of certain communicable diseases. Exclusions for various kinds of infections and illnesses are issued by the school through the nurse or the principal. The school staff and the school nurse cannot diagnose diseases. However, if we suspect a communicable disease, you will be asked to show proof from a licensed health care provider that your child has been cleared to attend school.

The following communicable disease guidelines should be followed before bringing your student back to school:

- **Lice** – Liberty School District has a “No Nit” policy. This policy requires that any student found to have head lice or nits (the egg sacs) in their hair will be sent home immediately. Parents will be expected to pick their child up from school, treat them with an approved lice removal product and comb the nits out of the hair. The student must be brought (not put on the school bus) to the office to have their head checked by school personnel before they may return to class **or ride the bus**.
- **Chicken-pox** – The student may return to class when the fever is gone and all the pox vesicles are dry and crusted.
- **Strep throat** – The student may return to class if they have been on antibiotics for at least 24 hours, have no fever, and feel okay.
- **Conjunctivitis (pink eye)** – Clearance from a physician that they may return to class or they may return 24 hours after antibiotic treatment has been started.

When sending your student back to school, please make sure that he or she is well enough to resume all normal school activities including recess and physical education.

## IMMUNIZATIONS

Students are required by state law to be fully immunized and to have records on file in the school building according to Washington State Immunization law in order to attend school. Students without the required immunization information will be denied attendance at school.

## INJURIES

As much as we try to safeguard students while they are involved in school activities, busy young people do have accidents during the course of the

school year. It is important for both the student and the parent to know the procedure that is followed when there is an accident.

The student should immediately report any injury to the staff member in charge. If first aid is needed, the student will be sent to the office. Minor bumps and bruises will be iced for ten minutes and then evaluated by the school staff or nurse. All open wounds will be washed with soap and water and covered.

If a student sustains a head bump at school, he/she will be sent to the clinic. Ice will be applied and the student watched for 15 minutes. If there are no signs or symptoms of a head injury they will be allowed to return to class. Parents will be notified via phone call or by written notice that their child has bumped their head. The note will include the signs and symptoms to watch for that indicate a worsening head injury.

For serious injuries, parents will be contacted to pick up their student for transportation to the appropriate medical care. In life-threatening situations, school staff will call 911 for emergency medical assistance and notify parents as quickly as possible of the situation. We will not wait to transport your student until you get here. The student’s health and safety is our first priority.

Bee Stings – The protocol for treating students who receive a bee sting at school who are not designated as allergic/sensitive to stings is as follows:

- The student will be sent to the clinic.
- The stinger will be removed.
- The sting site will be washed with soap and water.
- The sting site will be circled with pen to denote the current swelling.
- An ice bag will be placed over the sting site for 10-15 minutes.
- A parent/guardian will be notified of the sting to ensure that the child is not known to be allergic or sensitive.
- If there are any signs or symptoms of a worsening allergic reaction or a child complains of difficulty breathing, 911 will be called immediately.

## INSURANCE

Accident insurance is made available through a commercial agency as a service to parents and children. Brochures will be sent home early in the school year explaining coverage and pricing. The school can also provide information and assistance regarding Medicaid insurance.

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## MEDICATIONS

Washington State law requires that any child who needs to receive any oral, topical, eye medication or ear drops at school, whether a prescription or an over-the-counter medication, have a Medication Authorization Form signed by both a licensed health professional and a parent/guardian.

All medications must be brought to school by the parent/guardian and will be kept in a locked medication cupboard, with the exception of those students who have permission to self-carry their emergency medications—**limited to Epi-Pens, Benadryl and inhalers.**

Prescriptive medications must be in their original bottle with the prescription label attached.

Over-the-counter drugs (which include cough drops, ointments, throat lozenges, nasal sprays, eye drops, vitamins, Tylenol, aspirin, ibuprofen) must also be in their original, labeled container with the student's name on the bottle.

## PHYSICAL EDUCATION

Students may be excused from PE class with a parent note for one day only. A note from a licensed healthcare provider is required for any illness or injury requiring a student to not participate in PE for more than one day. This is to protect students from aggravating or re-injuring themselves.

## STUDENT HEALTH UPDATE

At the beginning of each school year, parents are required to provide the school with pertinent health and emergency contact information. This includes identifying pre-existing health conditions such as asthma, food allergies, bee sting or bug bite allergies, diabetes, seizures, or cardiac or orthopedic conditions that may require medications or emergency treatment at school. Under the Washington State Life Threatening Health Conditions law, **before a student with a serious pre-existing medical condition may enter school**, parents must identify the condition for the school nurse, an emergency care plan must be drawn up and signed, and all emergency medications and supplies must be in the school building. Until the Student Health Update is completed, signed by a parent and reviewed by the school nurse, a student may not participate in extracurricular sports or field trips.

## School Programs and Activities

### ACADEMIC AWARDS PROGRAM – ELEMENTARY

To encourage K-5 students to achieve proficiency in math, reading, or keyboarding those who meet their grade-level goal will earn an award and be

recognized at their lunchtime in front of their peers by the principal, and have their photo posted on the bulletin board. For grade-level specific goals, please contact your child's teacher.

### ACHIEVEMENT AWARDS – JUNIOR HIGH

Students are recognized quarterly for maintaining a grade point average qualifying them for the honor roll. Students earn high honors for a 4.0 GPA and honor roll recognition for earning a 3.5-3.99 GPA. Academic and character students of the quarter from each grade level are selected by faculty and recognized at the end of each quarter at a special awards assembly.

### AFTER-SCHOOL ACTIVITIES

Liberty Junior High participates in various athletic and academic after-school activities. Liberty runs two activity buses that depart the Junior High at 5:30 p.m. and the High School at 5:45 p.m. These buses do not follow regular bus routes. Only students who are supervised by a Liberty School staff member or designee may stay after school. Junior high athletic games usually start at 4:00 p.m., but check the most recent schedule on the Liberty web page.

- Students in grades K-5 need parent permission and supervision to stay after school to watch games. These students need to be at the activity with their parents and must be directly supervised by their parents at all times.
- Students in grades 6-8 may stay for after-school games with parent permission. They must be in the designated and supervised area at all times (starting right after school). Students who fail to follow the above guidelines may lose the opportunity to stay after school for extra-curricular activities.

### ASB ACTIVITIES (Grades 6-8)

Students in grades 6-8 who have not received an intervention slip, more than two ZAPs (Zeroes Aren't Permitted) or current outstanding ZAPs, or three refocuses in the past 30 days may participate in an ASB activity decided on by the student council. These activities are a reward for the students who have been good citizens. Required fees for these trips are paid by ASB funds raised by students. ASB cards are required for all students in grade 6-8 because all participate in ASB activities. Students may purchase these cards for \$30 at the school office. Please notify the principal if you are unable to pay any school fees.

## ATHLETICS (K-5)

Liberty Youth Sports, including soccer, flag football, tackle football, wrestling, basketball, and baseball are organized and staffed by parents and volunteers at Liberty. Information about these programs can be obtained under the "Athletics" link on the Liberty website or by contacting the Liberty athletic director.

## ATHLETICS (6-7-8)

Beginning in grade 6, Liberty sponsors volleyball, football, wrestling, girls' basketball, boys' basketball, baseball, softball, and boys' and girls' cross-country and track and field. Students in grade 6 are allowed to participate in all sports except for junior high football.

The emphasis in school-sponsored sports programs is skill building and the development of a competitive culture for transitioning to high school. **The ASB charges a \$20 sports/activities fee to help cover the cost of equipment, uniforms, and officials. Participants are also required to purchase an ASB card for \$30. Please notify the principal or secretary if these fees are a burden for your family.**

## ATHLETIC ELIGIBILITY (6-7-8)

A student must have and maintain a minimum grade point average of 2.0 with no F's to be eligible to participate in athletics, and/or any extracurricular sponsored activity. Grades will be checked at each mid-term, quarter, and semester grading period. Students who become academically ineligible will be continually checked weekly, until the next grading period (mid-term, quarter, or semester) to ensure that they are maintaining appropriate grades.

- If a student falls below 2.0 GPA or has any F's at midterm or quarter grade check, he/she will be placed on athletic/activity probation starting on Tuesday following the grade check. The probation period will be for one week.
- If the student falls below a 2.0 GPA or has any F's at the semester grade check, the probation period will be for two weeks.
- If the grade point average is between 1.5 and 1.9 or there is an F at grade check, the student may practice, but cannot compete or participate starting on Tuesday following the grade check. The probation period will be for one week, and if it occurs at the semester grade check, the probation period will be for two weeks.
- Grades will be checked each Monday, and if the student has a 2.0 GPA on a subsequent grade check with no F's, he or she will regain eligibility on the following Tuesday. Probation or suspensions remain in place until the grade point is brought back to the minimum 2.0 GPA with no F's.
- If a student falls below a 1.5 GPA at midterm or quarter grade check, he/she will be suspended from practice and competition for one week starting on Tuesday following the grade check.
- If a student falls below a 1.5 GPA at the semester grade check, he/she will be suspended from practice and competition for two weeks.

- Grades will be checked each Monday and if the student has at least a 1.5 GPA, but not a 2.0 GPA, he/she may return to practice, but may not compete, starting Tuesday following the grade check.
- If the grade point average becomes a 2.0 or higher with no F's on the Monday check, the student's eligibility will be regained Tuesday following the grade check.
- Academic suspensions will include spring practices/games until the last day of school.

## BAND AND CHOIR

Students in grades 5-8 are eligible to participate in the Liberty band, and those in grades 7-8 may participate in choir. Students participate in concerts, competitions, and local parades. The district has some instruments available for student use. Please contact the music teacher if interested.

## FOOD SERVICE PROGRAM

Breakfast and lunch are prepared and served daily.

### Regular Price:

Breakfast.....	K-12 .....	\$1.55	including milk
Lunch .....	K-4 .....	\$3.05	including milk
Lunch .....	5-8 .....	\$3.30	including milk
Lunch .....	9-12 .....	\$3.45	including milk

### Reduced Price:

Breakfast.....	K-8 .....	FREE	including milk
Lunch .....	K-3 .....	FREE	including milk
Lunch .....	4-12 .....	FREE	including milk

Milk separately:..... \$ .60

### Adults:

Breakfast.....		\$3.10	including milk
Lunch .....		\$4.95	including milk

Our school uses a computerized system for collecting and tracking money for breakfasts and lunches. We call the system "Bank-a-Meal" because it works like a checking account at the bank. Here is how it works:

1. If you have more than one student attending Liberty, you may make one payment, as meal accounts are family accounts and will be shared by all siblings regardless of school building. Please let the office know if you do not want to use a family account.
2. Payments may be made in the following ways: checks made payable to Liberty with the student names noted on the "for" line, cash in an envelope clearly marked with the student's name, or with debit or credit card via the

"e-Funds Online Payments" link on our website (a per-payment convenience fee will be charged).

3. There is a designated Bank-a-Meal drop-box at the office. Payments must be turned in prior to 11:00 a.m. in order for the funds to be reflected on the food service computers.
4. Receipts for payments will only be given upon request.
5. When your student eats school breakfast or lunch, the cost of the meal is deducted from the account. If your student does not eat a school meal, the account is not charged, and the money remains in the account for future use.
6. When the account is running low and it is time to make another payment, your student will be given a verbal reminder and a low-balance alert will be sent to the primary guardian's email address. Parents can also sign up separately to be alerted via email when the balance reaches \$5 or less. This option is available under "Account Info" in Family Access. If parents have questions about their child's food service activity, an account summary can be printed at any time upon request.
7. Money remaining in the account at the end of the school year will carry over to the next year. Parents of students withdrawing from school may request a refund of remaining Bank-a-Meal funds.

We encourage you to deposit as much money as possible at one time. To help you decide how much to send, you may multiply the price of your child's meals by the amount of days for which you wish to pay.

Parents are welcome to join their students for lunch at any time. Please remember to sign in at the office and obtain a visitor's pass upon entering the building.

Meal charges are allowed, but this privilege will be blocked once the account reaches a balance of -\$50.00. Please alert the school if you do not want your child to be able to charge meals.

Account balances and activity can be viewed any time online via Family Access, or parents may call the office to check the balance of the account.



Artwork by Alex Tobeck

## HIGHLY CAPABLE PROGRAM

The needs of highly capable students in Liberty School District are met by each teacher, working in cooperation with parents, in the classroom and through special programming offered by the school. Information regarding student identification will be provided annually.

## HOMEWORK POLICY

Homework is an extension of the learning experience. The involvement of parents in providing a positive study environment enhances student success. Please work with your child's teacher if questions arise.

## JUNIOR BOOSTERS

Liberty has a strong and active booster organization that has provided many hours of time and money to help support Liberty schools. We encourage your participation and involvement in any Liberty Junior Boosters activities. The Junior Boosters club meets several times throughout the year.

## PARTIES

Time is set aside for elementary classroom parties for Halloween and Valentine's Day. Teachers will typically post volunteer sign-up sheets at Open House / Parent Night for parents interested in planning activities, providing treats or helping out.

## PHYSICAL EDUCATION

Physical education is a required part of the curriculum unless your child has a doctor's excuse. We require that each student in grades 7-8 wear a Liberty PE uniform and appropriate gym shoes. Uniforms can be purchased at the school office. Assistance with this fee is available in case of financial hardship. Students in grades K-8 are required to have a pair of tennis shoes that will not mark the floor. All physical education classes will be co-educational to comply with federal and state regulations. Extracurricular activities will be made available to boys and girls in compliance with W.I.A.A. regulations.



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## POSITIVE BEHAVIOR SUPPORT PROGRAM – ELEMENTARY

**SMILE Tickets:** SMILE stands for Self Managers In Liberty Elementary. Students in grades K-5 are given SMILE tickets for being caught doing good or out-of-the-ordinary deeds. Any adult in the school can and will give SMILE tickets. Each Friday, a limited number of awards are given in each classroom by drawing tickets sometime during the day.

**Citizen of the Month:** One student is chosen from each classroom for the months of September through May based on the character trait of the month. Certificates are given at the monthly awards assembly, and students' pictures are displayed in the front hall and district newsletter.

**“E” for Excellence Award:** Students may be recognized for exceptional effort in the pursuit of excellence. Any staff member can nominate a student for this award. Certificates are given at the monthly awards assemblies.

## STATE ASSESSMENTS

Students in grades 3-8 participate in state-required testing each spring. These tests usually take place in April and May. Notification is sent home to parents ahead of time, and score reports are sent home with students the following fall. To help students perform to the best of their ability on the tests, please make sure your child eats breakfast and receives adequate sleep during testing. To minimize make-up testing, please schedule doctor and dentist appointments outside the testing window if possible.

## VENDING MACHINES

The junior high vending machines are open to students in grades 6-8 after lunch is served. Items purchased before school meals are served may be held until the end of the day. Students in grades 5 and below may use the machines if they are staying for a supervised after-school activity. Drinks and snacks are to be consumed either in the cafeteria or outside (food and drinks in bottles are allowed in the gym during after-school events only). Open drinks other than water are not allowed in classrooms, hallways or the gym.

## VOLUNTEER PROGRAM

Many teachers utilize parent volunteers in their classrooms on an individual basis. If you are interested in working in the classroom on a regular scheduled basis, please contact your child's teacher. All volunteers must complete a background check prior to working with students. Forms can be obtained at the office or on the school website.

## Reporting and Communication

### FAMILY ACCESS

All parents have 24/7 online access to their students' grades, attendance, meal accounts, fee management, and other school information via Family Access at [www.libertysd.us/familyaccess](http://www.libertysd.us/familyaccess). Contact the school office to request your login and password. Families can also access children's Google Classroom. Contact your child's teacher for more information on their Google Classroom.

### PARENT-TEACHER COMMUNICATION

We encourage you to share questions or concerns about your child's education. Teachers are available during the school day to schedule conferences or respond to questions. Since many of our teachers have family commitments, we request that you contact teachers during their scheduled working hours, 7:50 a.m. to 3:20 p.m. The Liberty staff has made a commitment to respond to telephone messages and e-mails within 24 hours whenever possible. If you are having difficulty communicating with staff, please contact the building principal.

### PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice yearly and as needed throughout the year. These conferences are important because they provide you and your child's teacher an opportunity to compare notes and exchange information about someone who is very important to you both—your child.

### PARENT VISITATIONS

Parents are encouraged to volunteer and take part in special classroom activities to which parents are invited. Visitors to our campus are asked to check in at the office immediately upon arrival on the premises. At the office you will be given a sticker identifying you as an authorized visitor. If you wish to observe in your child's classroom, arrangements must be made ahead of time with the teacher and principal, who will then arrange a time with the teacher.

### REPORT CARDS

Current grades for students in grades 6-8 can be viewed at any time online via Family Access. Midterm grade reports are given to students in grades 6 through 8, and report cards are sent home and posted to Family Access for all students each quarter. Students in grades K-5 will receive trimester report cards. Phone calls or e-mail communications to parents are also encouraged.

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to inform parents of their child's progress. The more contact there is between school and parents, the better the school can meet the needs of each child.

## **STUDENT RECORDS**

Student records are the property of the district, but shall be made available in a timely manner to parents upon request. All information related to individual students shall be treated in a confidential manner. Requests to review student records should be directed to the building principal.

## **Campus Behavior Policies**

These policies apply to both on-campus activities as well as school-sponsored events held off-campus.

### **DRESS CODE**

We request that students dress appropriately for the weather and in a manner that does not interfere with the educational setting of the school. When the temperature is below 32 degrees Fahrenheit, arms and legs must be covered for students in grades K-2 during recess. If you have specific questions please contact the office.

- Hats may be worn inside as well as outside at recess. Individual teachers may set their own expectations within each classroom.
- Clothing must adequately cover the body and all undergarments. All clothing must also cover the torso from armpits to mid-thigh (thumb length).
- Shorts and skirts must be at least thumb length while standing with arms fully extended.
- Inappropriate or distracting clothing is not permitted as this may be disruptive to the education process.
- Clothing or accessories that are potentially dangerous, such as sharp items or heavy chains, may not be worn or carried at school.

### **FREEDOM OF EXPRESSION**

Students shall enjoy the privilege of free verbal and written expression, provided such expression does not disrupt the operation of the school. The principal has the authority to monitor student verbal and written expression. Students who violate the standards for verbal and written expression shall be subject to corrective action or discipline.

### **HARASSMENT, INTIMIDATION AND BULLYING**

Liberty School District is committed to providing a positive and productive environment free from discrimination, including harassment or sexual harassment, intimidation and bullying. The district prohibits harassment of students, employees and others involved in school district activities. Patrons desiring a copy of the full text may request a copy at the school office. Violations should be reported to the adult in charge or through a form available at the office and will be handled through the regular school discipline policy.

Bullying occurs when a student or students are exposed, repeatedly over time, to negative actions on the part of one or more students. Bullying exists when there is intentional harm-doing through a repeated negative action over time and there is a perceived imbalance of power.

State law RCW 28A.300.285 defines Harassment, Intimidation, or Bullying as an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Ways to report an incident:

- Fill out a Harassment/Intimidation/Bullying Complaint Form;
- Share concerns with an adult;
- Go to <https://liberty-wa.safeschoolsalert.com> for several reporting options.

### **NETWORK ACCEPTABLE USE GUIDELINES**

The Liberty School District has instituted a set of safeguards in order to provide the safest and best possible access for students to the network. These include firewalls, filters, bandwidth shaping, and an acceptable use policy designed to follow CIPA guidelines. Users are expected to follow the guidelines and are responsible for their actions while on the network. Parents who do not wish for their child to have Internet access at school must fill out a form, which can be obtained at the office. All school device use is monitored and can be viewed by staff.

### **NO WEAPONS POLICY**

No weapons—real or pretend—are allowed at school. To maintain the safety of the school setting, Liberty maintains a strict no-weapons policy; look-alike weapons are included in this policy. Some exceptions may be approved by the principal for Halloween or class plays. Violations will be handled in a manner determined to be appropriate by the principal according to the school discipline policy and state law.

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## **PUBLIC DISPLAY OF AFFECTION**

School is essentially a student's place of work. As a result, public displays of affection such as hand-holding, prolonged hugging or bodily contact, and kissing are considered a violation of the school's public display of affection policy and are not allowed.

## **SEARCHES OF STUDENTS AND THEIR PROPERTY**

A student shall be free from searches of his/her clothing and other personal property unless there is reasonable suspicion to believe that something is concealed that may be of immediate danger to the student or to others or that violates school rules or regulations. Student lockers and desks are the property of the school district, and school officials retain the authority to inspect them. When school officials believe that items which violate school rules or the law are concealed in a locker, desk, or backpack they shall inspect the locker, desk, or backpack.

## **STUDENT CAMERA, CELLULAR AND TELEPHONE USE**

Students in junior high may use cellular phones only during approved times (during lunch, between passing periods, and before or after school). Phones should be turned off and put away when not in use to deter from any disruption. Student use of the office telephone to contact parents will be allowed in necessary circumstances as determined by the office staff. School cameras may be used for approved school-related activities such as yearbook with staff permission, however cell phone cameras are not allowed to be used to protect student and staff privacy. Students using cell phones or cameras in violation of this policy will have the device confiscated. Elementary students may use cell phones or devices on busses, but they must be kept in backpacks and turned off during the school day. First violation: the device will be returned to the student at the end of the day. Second violation and beyond: a parent must pick the device up from the office.

## **STUDENT LOCKERS**

Students in grades 6-8 will be assigned a hall locker and 7-8 may also receive a PE locker. Students in grade 6 who are participating in sports may also receive a PE locker for their equipment. Lockers are the property of Liberty Schools, and administration reserves the right to inspect lockers. No personal locks are allowed on school lockers except in extenuating circumstances approved by the principal.

Students shall be responsible for the care and cleaning of their lockers. All decorations must be neat, removable, and appropriate for school. Students may only decorate the inside of their lockers, the outside must remain free of

decorations. Students will be responsible for removing all items and cleaning lockers at the end of the school year.

Students are responsible for locker security. It is recommended that students do not keep money or valuables in their lockers. The school accepts no responsibility for lost or stolen items.

## **STUDENT POSSESSIONS**

Personal possessions are brought to school at the student's own risk.

Students should not bring expensive or breakable possessions to school, nor should students bring toys or items that would interfere with the school's educational environment. Students may not buy/sell items to/from each other at school; this needs to be done outside of school with parents involved. Students should not bring laser lights or cigarette lighters to school, and the spraying of colognes or perfumes in public areas is not allowed. Trading or collectible cards are not allowed during the school day.

Music players and electronic games may be used only before or after school, during inside recess, and during lunch for junior high students only. Music and games need to be rated "E for Everyone" or the equivalent.

## **Student Behavior Expectations**

### **ASSEMBLY EXPECTATIONS**

- Be Safe
- Be Kind
- Be Responsible

### **CLASSROOM EXPECTATIONS**

- Each teacher will establish behavior guidelines and consequences appropriate for the individual classroom. This information will be shared with students and parents at the beginning of the school year.

### **EMERGENCY DRILL EXPECTATIONS**

- Listen for instructions when alarms sound.
- Check hallways before exiting or locking classroom
- Exit as directed in a calm, orderly, and quiet manner.
- Go to assigned area; if away from regular classroom, go outside and check in with an adult staff member.
- Junior high students between class periods should line up with their homeroom class and listen for instructions.
- Follow directions of the adult in charge.

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- Re-enter the building in an organized fashion when the building supervisor authorizes reentry.

## GOING TO AND FROM SCHOOL

Students must follow all school and bus safety rules on the bus and at the bus stop. The handbook entitled "Transportation Information for Parents" contains all transportation information. Bus drivers will send lists of complete bus rules home with each student at the beginning of the school year and will review the rules as needed throughout the year.

- When entering and leaving the building, walk on the yellow path.
- Students should go directly to the buses at the end of the day.
- Students arriving early to school must wait in the foyer until students are released from the buses.
- Students being picked up after school must wait in the foyer and be signed out by the person with whom they are leaving.
- Students are not to leave the school grounds during the day without office permission.

## HALLWAY EXPECTATIONS

- Students should conduct themselves in a safe and orderly manner at all times.
- During congested times and when rounding corners, stay to the right side of the hallway.
- Keep voices quiet and use school-appropriate language.

## LUNCHROOM EXPECTATIONS

- Students should conduct themselves in a safe and orderly manner at all times.
- Enter quietly and use classroom-volume voices.
- Keep eating area clean and pick up before leaving.
- Asking or bothering other students for food is not allowed.

## RECESS EXPECTATIONS

- Respect self and others' rights, feelings, and property.
- Play safely and make safe choices.
  - Keep hands and feet to yourself.
  - No throwing or kicking of unsafe objects such as pine cones, rocks, or snowballs.
  - Use of profanity or obscene gestures is not allowed.
  - Everyone can be included in group games.

## RESTROOM EXPECTATIONS

- Students are encouraged to use the restroom between class periods or during scheduled class breaks.
- Use restrooms appropriately and leave them clean.

## Liberty Elementary Discipline Policy

### BUS DISCIPLINE – ELEMENTARY

Bus driver referrals will be turned into the principal and handled on a case-by-case basis. Discipline from bus referrals may include a suspension from riding the bus or loss of other privileges.

### CLASSROOM DISCIPLINE – ELEMENTARY

- **Refocus Time** is available for all staff to use for disruptive classroom behavior. This program is designed to intervene with classroom disruption at a low level. When a student interferes with the classroom climate, he or she is asked to go to a location in the classroom or in an adjoining room, where the student completes a sheet to process his or her behavior with the help of a staff member. Students are required to make up missed work.
- **Parent-teacher communication:** If a student is disruptive at Refocus Time, receives multiple Refocus Time slips, or the teacher deems it necessary, the teacher will contact the parents by telephone. If the pattern continues, a parent-teacher-student conference will be scheduled to determine a plan for the student. Alternatives could be designed such as individual contracts or reward systems. If you would like to be contacted earlier in the process, please notify your child's teacher.
- **Conference with administration:** If progress is not made, the teacher will schedule a meeting to include the principal, teacher, parent and student to determine the next course of action and notify the parents that suspension from school is a possible option. The plan is improved or revised with help from other team members if needed.
- **Opportunity Room:** The Liberty School District has established an Opportunity Room which may be utilized with parent permission as part of the student behavior plan developed above. The Opportunity Room is a staffed time-out location where students process their behavior with a staff member. In cases of substantial disruption or potential violation of student safety, the principal may designate an Opportunity Room placement for a student for a specified period of time. Parents will also be contacted.
- **Intervention Slips:** For serious or repetitive behavior issues, an intervention slip may be used. Students who receive these go to the Opportunity Room at the next available recess for processing. (See section below for steps followed with multiple intervention slips.)

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## PROGRESSIVE DISCIPLINE – ELEMENTARY

- In cases of exceptional misconduct, a combination of short- and long-term suspensions or expulsion may be used at the discretion of the administration.

## RECESS AND COMMON AREA DISCIPLINE

- **Immediate staff interventions:** For minor behavior infractions, students may be benched for a period of time specified by the staff member. Students may also lose their recess privileges as determined by Liberty staff.
- **Intervention slips** will be issued for violations of safety or another person's rights.
- **Structured recess may also be used.**

## Liberty Junior High Discipline Policy

### BUS DISCIPLINE – JUNIOR HIGH

Bus driver referrals will be turned into the principal and handled on a case-by-case basis. Discipline from bus referrals may include a suspension from riding the bus or loss of other privileges.

Referrals given on **activity bus routes** may result in loss of activity bus privilege.

### PROGRESSIVE DISCIPLINE – JUNIOR HIGH

The following sequence of minimum actions will be taken. The intervention slips will accumulate over the course of the year.

#### STAFF INTERVENTIONS

**Step one – Warning:** The staff member will talk with the student and document the behavior.

**Step two – Parent contact:** The staff member will talk with the student and parents will be contacted either by telephone or by mail. An assigned lunch detention may also be issued. This interaction will be documented.

#### ADMINISTRATIVE INTERVENTIONS

For infractions requiring administrative intervention, each infraction will be documented and a referral issued to the office. The principal will confer with the student, contact parents and notify staff of the action taken. The principal has the right to repeat or skip steps if necessary to impact student behavior. In cases where a student is not able to be successful under the regular school discipline program, an individualized discipline program may be developed for that student.

**Step three:** Principal conference, loss of the ASB activity, and assigned lunch in the Opportunity Room.

**Step four:** After-school detention.

**Step five:** A combination of short- and long-term suspensions or expulsions may be used at the discretion of the administration.

### REFOCUS PROCEDURES – JUNIOR HIGH

Refocus time is available for all staff to use for disruptive classroom behavior. This program is designed to intervene with classroom disruption at a low level. When a student interferes with the classroom climate, he or she is asked to go to a location in the classroom or in an adjoining room, where the student completes a sheet to process his or her behavior under the supervision of a staff member for a brief duration. Students are required to make up missed work.

### TARDY PROCEDURES – JUNIOR HIGH

The office will be notified of each tardy of less than five minutes. Students who are more than five minutes late for a class will be considered truant and will be given a referral slip. The following sequence of minimum actions will be taken until a 60-day tardy-free period is maintained:

**1st tardy:** Check in at the opportunity room.

**2nd tardy:** One lunch detention assigned.

**3rd tardy:** Two lunch detentions assigned, parent notified.

**4th on:** One day after-school detention assigned for each tardy.

Students must check in to the Opportunity Room at lunch every time they receive a tardy. Detention time will be doubled for failure to report; failure to check in for the first tardy will result in a lunch detention assigned. Detention must be repeated if detention rules are not followed. In case of excessive tardies, the student, parent, teacher, and counselor or administrator will meet to develop a plan to help the student get to class on time.

### ZAP PROGRAM – JUNIOR HIGH

ZAP stands for Zeros Aren't Permitted. The concept is simple: complete your work or be ZAPped. If a student doesn't complete an assignment or fails to dress down and participate in PE without an excuse, the student is assigned a ZAP with the following consequences:

**ZAP 1-2:** Assigned lunch in the Opportunity Room to complete the missing assignment. The student will serve lunch detention each day until the assignment is completed. A student who does not complete the assignment within 3 days will be assigned after-school detention on Thursday afternoon until the assignment is completed.

**ZAP 3+:** Assigned lunch in the Opportunity Room plus loss of next ASB activity (accumulated ZAPs are reset after each ASB activity).

Students who serve after-school ZAP detention will miss the athletic game or practice on the day of their detention. Students who do not serve their ZAP detention because of parent refusal will miss the game or practice on the day they would have served in detention and lose their ASB activity.

For students who continue to accumulate ZAPs, meetings with parents and staff may be held to generate additional individual alternatives. Parents are also welcome to attend a day of classes with their child (please schedule with the principal ahead of time) to monitor work habits.

Students can earn one ZAP day-late pass each quarter by accomplishing some criteria set by teachers (e.g. turning in all start-of-school paperwork). Parents can excuse an assignment in case of a family emergency. The student needs to present the parent note in lieu of the assignment.

## Exceptional Misconduct

These are examples of exceptional misconduct as established by the district ad hoc committee. The following guidelines establish a range of corrective actions that may be imposed as a consequence of exceptional misconduct. These guidelines may be adjusted at principal discretion.

Exceptional Misconduct	Severity	Action Options
Possessing/using tobacco, liquid nicotine or vaping products	Minimum	Short-term suspension
	Maximum	Long-term suspension (90 day)
Possessing &/or using alcohol, illegal chemical substances*	Minimum	Short-term suspension
	Maximum	Expulsion
Threatening or verbal abuse, fighting or fighting words	Minimum	Short-term suspension
	Maximum	Expulsion
Setting fire or damaging school property or devices	Minimum	Short-term suspension
	Maximum	Expulsion
Possessing &/or using weapons or explosive devices	Minimum	Short-term suspension
	Maximum	Expulsion**

\* This includes illegal drugs as well as items purported to be drugs or used as drugs.

\*\* According to RCW 28A.600.420, possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal with notification to parents and law enforcement. Look-alike weapons are included in this policy in a manner determined by the principal.

WAC 180-40-290 through WAC 180-40-305 cover provisions for emergency removal of students from classes, as well as emergency expulsion from school when "an immediate and continuing danger" or "an immediate and continuing threat of substantial disruption of the educational process" exists.

## Liberty Discrimination Complaint Procedure

Under state law (WAC 392-190-060), school districts must annually inform all students, parents, and employees about the district's sexual harassment and discrimination complaint procedures.

### COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT

#### What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

#### What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

#### How do I file a complaint about discrimination?

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to resolve your concerns.

#### Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

### **Step 2: Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

### **Step 3: Complaint to OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

*E-mail:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

*Fax:* (360) 664-2967

*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200

Complaints cannot be filed with OSPI unless they have already been raised with the school district and appealed, as outlined in Steps 1 and 2 above, or if the school district did not follow the correct complaint and appeal procedures.

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI's Equity and Civil Rights Office at (360) 725-6162/TTY: (360) 664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

## **NONDISCRIMINATION POLICY AND COMPLAINTS**

Liberty School District does not discriminate on the basis of sex, race, religion, creed, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal in its programs, employment, and/or activities. The district will provide equal access to school facilities to the Scouts of America and all other designated youth groups. District programs will be free of sexual harassment.

The following employees have been designated to handle inquiries regarding the nondiscrimination policies:

Jerrad Jeske, Civil Rights Compliance Coordinator  
(509) 245-3211 ext. 7-2213, [jjeske@libertysd.us](mailto:jjeske@libertysd.us)

Kyle Dodge, Title IX Coordinator  
(509) 245-3229 ext. 7-1221, [kdodge@libertysd.us](mailto:kdodge@libertysd.us)

Mandy Spears, Section 504 Coordinator  
(509) 245-3211 ext. 7-2215, [mspears@libertysd.us](mailto:mspears@libertysd.us)



Artwork by Emily Collinson