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# Table of Contents –

## PRINCIPAL'S WELCOME

Liberty Elementary and Junior High Expectations  
Our Mascot and School Colors  
Our Mission Statement

## GENERAL INFORMATION

School Hours  
Absences/Attendance

## August

Arriving Late to School  
Bicycles, Skate Boards, Roller Blades  
Busing/Transportation  
Bus Changes  
Emergency Late Starts/Early Dismissals/Closures  
Leaving School During the Day

## September

New Student Registration  
Parking  
Pesticide Notification  
Pictures  
School Supplies  
Student Publicity  
Video Surveillance

## HEALTH INFORMATION

Food Allergies  
Health Screenings  
Illness

## October

### HEALTH INFORMATION (CONTINUED)

Immunizations  
Injuries  
Insurance  
Medications

## November

Medications (continued)  
Physical Education  
Student Health Update

## SCHOOL PROGRAMS AND ACTIVITIES

Academic Awards Program – Elementary  
Achievement Awards – Junior High  
After-School Activities

## November (continued)

ASB Activities (6-8)  
Athletics (TK-5)

## December

Athletics (6-7-8)  
Athletic Eligibility (6-7-8)  
Band and Choir  
Food Service Program

## January

Food Service Program (continued)  
Highly Capable Program  
Homework Policy  
Junior Boosters  
Parties  
Physical Education  
Positive Behavior Support Program - Elementary

## February

Positive Behavior Support Program – Elem (cont.)  
State Assessments  
Vending Machines  
Volunteer Program

## REPORTING AND COMMUNICATION

Family Access  
Parent-Teacher Communication  
Parent-Teacher Conferences  
Parent Visitations  
Report Cards  
Student Records

## March

### CAMPUS BEHAVIOR POLICIES

Dress Code  
Freedom of Expression  
Harassment, Intimidation and Bullying

## April

Harassment, Intimidation and Bullying (continued)  
Nondiscrimination Policy and Complaints  
LIBERTY DISCRIMINATION COMPLAINT PROCEDURE

## May

LIBERTY DISCRIMINATION COMPLAINT PROCEDURE  
Network Acceptable Use Guidelines

## June

No Weapons Policy  
Public Display of Affection  
Searches of Students and their Property  
Student Camera, Cellular and Telephone Use  
Student Lockers  
Student Possessions  
STUDENT BEHAVIOR EXPECTATIONS  
Assembly Expectations

## July

Classroom Expectations  
Emergency Drill Expectations  
Going To and From School  
Hallway Expectations  
Lunchroom Expectations  
Recess Expectations  
Restroom Expectations  
LIBERTY ELEMENTARY DISCIPLINE POLICY  
Bus Discipline

## August

Classroom Discipline - Elementary  
Progressive Discipline - Elementary  
Recess and Common Area Discipline  
LIBERTY JUNIOR HIGH DISCIPLINE POLICY  
Bus Discipline

## Other

Progressive Discipline – Junior High  
Refocus Procedures  
Tardy Procedures  
ZAP (Zeroes Aren't Permitted) Program  
EXCEPTIONAL MISCONDUCT

# Principal's Welcome

Dear Liberty Students, Parents, Guardians and Community members:

Welcome to Liberty Elementary/Junior High School! The faculty, staff, and administration know that the time our students spend here will be educational and rewarding. This red calendar and handbook is a guide for you! It will help you understand the operations of the school as well as the rights and responsibilities of our students.

Inside these pages, you will see the school calendar, schedules, health policies, bus information, progressive discipline, philosophy/consequences, dress codes, safety rules, and program information.

We ask parents/guardians to spend some time with your child reading the handbook contents. In doing so we can forge a stronger partnership between the school and our families. This partnership will ensure that we make Liberty a welcoming place to be for all students!

We are anticipating a great year ahead of us! If you have any questions, concerns or suggestions, please contact the Elementary/JH office.

Sincerely,  
Alex Saywers  
K-8 Principal  
(509) 245-3211, ext. 7-2218  
[asaywers@libertysd.us](mailto:asaywers@libertysd.us)

*The dates and times contained in this calendar were planned up to a year in advance and could change. Please watch the newsletter, the school website ([www.libertysd.us](http://www.libertysd.us)) and other school notices for updates and final confirmation of school events.*

## LIBERTY ELEMENTARY AND JUNIOR HIGH EXPECTATIONS

At Liberty we practice the 3 B's:

- Be Safe
- Be Kind
- Be Responsible

## OUR MASCOT AND SCHOOL COLORS

**Mascot:** Knights

**Colors:** Red and Black



## OUR MISSION STATEMENT

"Liberty School District will provide a safe, nurturing and rigorous learning environment maximizing each student's potential today, with tomorrow in mind."

### We believe:

- Teachers, parents, and community share the responsibility for the support of the school's mission and are accountable for student learning.
- Each student is a valued and respected individual with unique physical, social, emotional, and intellectual needs.
- All students can learn, achieve, and succeed.
- Students learn best when they are actively engaged in the learning process.
- Schools should be safe, caring places for students and staff.
- It is vital to stay current with the skills our students will need to be successful beyond high school.
- All students deserve our highest expectations.

## General Information

### SCHOOL HOURS

|             | <u>Drop off</u> | <u>Start school</u> | <u>Dismissal</u> | <u>Early Release</u> |
|-------------|-----------------|---------------------|------------------|----------------------|
| Elementary  | 8:00 a.m.       | 8:20 a.m.           | 2:55 p.m.        | 11:55 a.m.           |
| Junior High | 8:00 a.m.       | 8:14 a.m.           | 3:05 p.m.        | 11:55 a.m.           |
| High School | 8:05 a.m.       | 8:14 a.m.           | 3:05 p.m.        | 12:05 p.m.           |

Student supervision begins at 8:00 a.m., and 9:00 a.m. on Late Start Days.

Students in grades 6-8 may participate in school activities or stay after school for school-sponsored games/events without a parent chaperone as long as they have permission from parents and a plan with the principal. Notes are required for any bus changes. Students staying after school must be under supervision of a staff member or designee, and school rules will apply.

### ABSENCES/ATTENDANCE

Parents are asked to call the school before 9:00 a.m. if your child is going to be absent. According to Washington State Law, the school is required to notify parents once a student has received an unexcused absence, and to file a petition in juvenile court once a student has seven unexcused absences in one month or ten in one year. In the event of a medical appointment, please provide an excuse note from the doctor's office.

## 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. **No food is allowed on buses.**



## 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 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.

## 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 must be completed prior to the student's enrollment, and we ask that new students entering during the school year begin attending school no sooner than the day after they register so the teacher has time to prepare for the new student's arrival. Immunization and health records must be complete and reviewed by the school nurse prior to the student's start in school. Registration can be accessed via the school website or in-person.

## 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

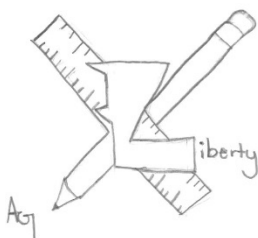
The passage of House Bill 1451 requires school districts to notify the public of pest control and herbicide use. Interested persons can register with the school district to receive notification of pesticide application or can contact us for any information on our Integrated Pest Management Plan. Our 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 buses, 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.

## 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

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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 and principal 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 incomplete 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 (TK-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.**

Students are registered for athletics via the athletic paperwork page on the school web site and must have a current physical (physicals are good for two years).

## 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. **For the 2024 - 2025 school year, all TK-8 student meals will be free.**

### Regular Price:

|                |           |      |                |
|----------------|-----------|------|----------------|
| Breakfast..... | TK-8..... | FREE | including milk |
| Lunch .....    | TK-4..... | FREE | including milk |
| Lunch .....    | 5-8 ..... | FREE | including milk |

### Reduced Price:

|                |           |      |                |
|----------------|-----------|------|----------------|
| Breakfast..... | TK-8..... | FREE | including milk |
| Lunch .....    | K-3 ..... | FREE | including milk |
| Lunch .....    | 4-8 ..... | FREE | including milk |

Milk separately TK-8: ..... FREE

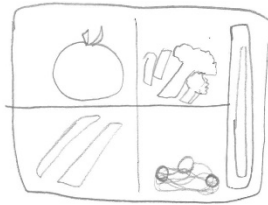
### Adults:

|                |        |                |
|----------------|--------|----------------|
| Breakfast..... | \$3.40 | including milk |
| Lunch .....    | \$5.15 | including milk |

Our school uses a computerized system for collecting and tracking money for breakfasts and lunches. 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 lunch money drop-box at the office.
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 Lunch Money funds.



We encourage you to deposit as much money as possible at one time if you are paying for lunches. 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.

## 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. The Junior Boosters can be reached at [juniorboosters@libertysd.us](mailto:juniorboosters@libertysd.us).

## 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 athletic apparel and appropriate gym shoes. Assistance with athletic wear for PE is available in case of financial hardship. Students in grades TK-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.

## POSITIVE BEHAVIOR SUPPORT PROGRAM – ELEMENTARY

**SMILE Tickets:** SMILE stands for Self Managers In Liberty Elementary. Students in grades TK-8 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.

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**“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 their child'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 and quarter grade reports are posted in Family Access in grades 6 through 8, and report cards are mailed home and posted to Family Access for all students each semester. Students in grades K-5 will receive trimester report cards, and TK parents will receive trimester assessment scores. Phone calls or e-mail communications to parents are also encouraged 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.

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## 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 AND NONDISCRIMINATION POLICY AND COMPLAINTS

#### Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

#### What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

#### How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report. If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Jerrad Jeske 509-624-4415, [jjeske@libertysd.us](mailto:jjeske@libertysd.us) that supports prevention and response to HIB.

#### What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

#### What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response. When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days.

This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s HIB webpage or the district’s *HIB Policy [3207] and Procedure [3207P]*.

### **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

*To review the district’s Nondiscrimination Policy 3210 and Procedure 3210P visit [libertysd.us](http://libertysd.us).*

### **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault. Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district’s Sexual Harassment Policy 3205 and Procedure 3205P, visit [Libertysd.us](http://Libertysd.us).*

### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### **What can I do if I’m concerned about discrimination or harassment?**

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator:

Jerrad Jeske, Superintendent, S 29818 North Pine Creek Rd. Spangle WA, 99031 509-624-4415, [jjeske@libertysd.us](mailto:jjeske@libertysd.us)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

Kyle Dodge, Title IX E 6404 Spangle-Waverly Rd. Spangle WA 99031 509-245-3229 [kdodge@libertysd.us](mailto:kdodge@libertysd.us)

Concerns about disability discrimination:

Section 504 Coordinator:

Cyndi Clements, Counselor, S 29818 North Pine Creek Rd. Spangle WA 509-245-3211 [cclements@libertysd.us](mailto:cclements@libertysd.us)

Concerns about discrimination based on gender identity:

Cyndi Clements, Counselor, S 29818 North Pine Creek Rd. Spangle WA 509-245-3211 [cclements@libertysd.us](mailto:cclements@libertysd.us)

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

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### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

### **I already submitted an HIB complaint – what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

### **Who else can help with HIB or Discrimination Concerns?**

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

### **OSPI School Safety Center (For questions about harassment, intimidation, and bullying)**

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

### **OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)**

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

**The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.**

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

**In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:**

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

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To review the district's Gender-Inclusive Schools Policy 3220 and Procedure 3220, visit [www.libertysd.us](http://www.libertysd.us).

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Cyndi Clements, Counselor, S 29818 North Pine Creek Rd. Spangle WA 509-245-3211 [cclements@libertysd.us](mailto:cclements@libertysd.us)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

## **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.

## **PUBLIC DISPLAY OF AFFECTION**

School is 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 buses, 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

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collectible cards are not allowed during the school day. Student possessions that are in violation of school rules or are a distraction to school instruction as determined by school staff may be confiscated and asked to be picked up by a parent.

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**

- Students should sit at their designated area with teacher supervision.
- Students will look for the “Give me five” cue from the assembly presenter to turn off voices and focus on the presenter.
- Students shall keep voices off and practice good audience member expectations.
- Students will cheer or clap at appropriate times, keeping all cheers positive.
- Students shall exit in an orderly manner following teacher directions.

### **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.
- 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 arriving late must be signed in by the adult dropping them off.
- 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.

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# Liberty Elementary Discipline Policy

## BUS DISCIPLINE – ELEMENTARY

Bus drivers will follow a progressive discipline approach in responding to behavior infractions on the bus.

These steps will be:

1. The driver will warn the student of the infraction and explaining the appropriate behavior.
2. The driver will attempt moving the student to a different seat, if possible, to minimize the behavior.
3. The driver will issue a minor infraction form that needs to be signed by the parent and returned.
4. The driver will contact the student's family to notify them if the behavior has not improved.
5. The driver will write a bus referral which will be turned in to the transportation director. A meeting with the family and the bus driver may be scheduled. Bus referrals will be handled on a case-by-case basis.
6. A bus suspension may be issued.
7. A meeting with the transportation director, driver, and principal may take place if a school suspension is needed or other interventions need to take place because the behavior has not improved.

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.
- **Minor Infraction Slip:** If, after multiple refocuses in a short period of time, or at teacher-discretion, a minor infraction slip may be issued to the student to be sent home. The teacher will complete the form and send it home with the student. If it does not come back signed the next school day, the teacher will make a phone call home to discuss the behavior. The teacher will collect and document returned forms.

- **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, email, or through a Parent Contact Minor Infraction slip. 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 may be 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. Students will also serve lunch and recess detentions in this room when it is deemed necessary.
- **Intervention Slips:** For serious or repetitive behavior issues, an intervention slip may be used. Consequences for receiving an intervention slip could include a loss of recess, being placed on structured recess, having to complete community service, or other agreed upon discipline as determined by the teacher or administrator issuing the intervention slip. (See section below for steps followed with multiple intervention slips.)

## 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.
- **Structured recess may also be used which consists of students being restricted to one area of the playground for a specified length of time.**
- **Intervention slips** will be issued for violations of safety or another person's rights.

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# Liberty Junior High Discipline Policy

## BUS DISCIPLINE – JUNIOR HIGH

Bus drivers will follow a progressive discipline approach in responding to behavior infractions on the bus.

These steps will be

1. The driver will warn the student of the infraction and explaining the appropriate behavior.
2. The driver will attempt moving the student to a different seat, if possible, to minimize the behavior.
3. The driver will issue a minor infraction form that needs to be signed by the parent and returned.
4. The driver will contact the student's family to notify them if the behavior has not improved.
5. The driver will write a bus referral which will be turned in to the transportation director. A meeting with the family and the bus driver may be scheduled. Bus referrals will be handled on a case-by-case basis.
6. A bus suspension may be issued.
7. A meeting with the transportation director, driver, and principal may take place if a school suspension is needed or other interventions need to take place because the behavior has not improved.

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 30-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 (6<sup>th</sup> and 7<sup>th</sup> Grade Only)

ZAP stands for Zeros Aren't Permitted. The concept is simple: complete your work or be ZAPped. **This program does not apply to 8<sup>th</sup> graders as we are**

**working to get them ready for high school and beyond.** 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 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 and are not all inclusive of what can be deemed exceptional misconduct.

| <b>Exceptional Misconduct</b>                                | <b>Severity</b>    | <b>Action Options</b>                                  |
|--|--------------------|--|
| Possessing/using tobacco, liquid nicotine or vaping products | Minimum<br>Maximum | Short-term suspension<br>Long-term suspension (90 day) |
| Possessing &/or using alcohol, illegal chemical substances*  | Minimum<br>Maximum | Short-term suspension<br>Expulsion                     |

|  |                    |                                      |
|--|--------------------|--------------------------------------|
| Threatening or verbal abuse, fighting or fighting words, serious physical aggression | Minimum<br>Maximum | Short-term suspension<br>Expulsion   |
| Setting fire or damaging school property or devices                                  | Minimum<br>Maximum | Short-term suspension<br>Expulsion   |
| Possessing &/or using weapons or explosive devices                                   | Minimum<br>Maximum | Short-term suspension<br>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 removal from school when "an immediate and continuing danger" or "an immediate and continuing threat of substantial disruption of the educational process" exists.

