

# **LIBERTY ELEMENTARY SCHOOL STUDENT HANDBOOK**

**GRADES PRE-K – 6**

**2019-2020**

**“Soar to Excellence”**



**Liberty School  
505 N. Park St.  
Liberty, IL 62347**

**“This manual or handbook may be changed at anytime at the sole discretion of the Board of Education and/or the Superintendent, whichever has the appropriate jurisdiction, subject only to mandatory collective bargaining requirements.”**

**VISION STATEMENT: Liberty School District will equip the whole student with knowledge, skills, and character to achieve personal success as they “Soar to Excellence.”**

**MISSION STATEMENT: Liberty Works! Liberty works to empower ALL in a caring, nurturing environment to develop individuals academically, socially, emotionally, and physically to reach their own Excellence!**

**BOARD OF EDUCATION:**

Rod Barry	President
Matt Schmidt	Secretary
E. John Clark	Vice President
Tasha Voga	Member
Julia Poulter	Member
Jeanne Krutmeier	Member
Joel Mixer	Member

**TELEPHONE NUMBERS**

Elementary School	645-3481
Superintendent	645-3433
Jr. High/High School	645-3389
Bus Garage	645-3416

**DISTRICT OFFICE**

Kelle Bunch	Superintendent
Connie Huber	Secretary
Susan Lefringhouse	Bookkeeper

**ELEMENTARY OFFICE**

Jody Obert	Elementary Principal
Michelle Duke	Elementary Secretary

## FACULTY AND STAFF

Andrea Akers	PreKindergarten Teacher
Sarah Farha	PreKindergarten Teacher
Jill Oberling	PreK Coordinator/ ECSE Teacher
Montanna Altmix	Kindergarten
Melissa Edgar	Kindergarten
Laura Meyer	Kindergarten
Lisa Spencer	First Grade
Becky Esselman	First Grade
Kim Buyck	Second Grade
Jackie Steckler	Second Grade
Kendall Moore	Third Grade
Tennille McClure-Gimm	Third Grade
Abigail Milhauser	Fourth Grade
Elizabeth Bailey	Fourth Grade
Kristen Cassens	Fifth Grade
Jennifer Scott	Fifth Grade
Brittany Cromie	Sixth Grade
Kayla Thomas	Sixth Grade
Sara Tuter	Special Education
Aimee Hannel	Special Education
Peggy Steinkamp	Special Education
Melissa Straley	Special Education
Nicole Heberlein	Special Education
Linda Schrecke	Physical Education
Krista Tenhouse	Speech Therapist/ Special Ed. Coordinator
Samantha Haley	Speech Therapist
Amy Allen	Title I/RtI
Melissa Seals	Title I/Reading Recovery
	RtI Coordinator
Alex Topel	Art
Morgan Thorsen	Music
Christina Duffy	Band
Sharon Beardon	Counselor
Denise Lucas	Nurse
Debra Kappner	Library
Annette Riley	PreKSpec Ed/RtI Aide
Michelle Girardin	PreK Program Aide
Kelly Weiman	K-3 Special Ed. Program Aide
Kristy May	K-3 One on One-Special Ed Aide
Courtney Roberts	4-6 Cross Cat Aide
Abby Wenzel	One on One Special Ed. Aide
Allen Flynn	Maintenance
Wes Geczi	Bus Maintenance

## **NONDISCRIMINATION POLICY**

It is the Board of Education's intent to offer an equal opportunity for education to all eligible students residing within the district, without distinction or preferences because of race, color, creed, sex, physical handicap, or other unlawful classifications.

Teacher Qualifications are available to the general public on the ISAB website, [www.isbe.net](http://www.isbe.net) under ELIS. Every teacher on our staff is highly qualified.

## **DISCLAIMER STATEMENT**

Not all incidents can be covered in this handbook. All incidents not covered in this handbook will be taken care of at the discretion of the administration.

## **ENROLLMENT OF NEW STUDENTS**

Students who enroll in the Liberty School District for the first time are required by law to provide either a certified copy of the student's birth certificate or a governmental documentation of their identity along with an affidavit explaining the inability to produce a copy of the birth certificate. Students must also provide a "Student in Good Standing" form from their previous school district. If necessary documentation is not received, is inaccurate or suspicious, the District must report the matter to local law enforcement authorities.

## **SCHOOL CALENDAR**

It located at the end of the handbook. It is Attachment G.

## **RESIDENCY**

When a student registers for school, residence in the district must be established. Residency may be reviewed from time to time thereafter, as circumstances warrant. Nonresident students will be charged tuition according to state and local policies.

Homeless Information – Students who are homeless may begin school without a birth certificate and records, as allowed per the Illinois School Code. However, every attempt will be made to acquire these for the child's permanent record.

## **STUDENT RECORDS POLICY**

Student records are open for parent/**guardian or students at least 18 years of age** for inspection. To insure all student records will be available for parent review, parents are asked to call in advance and schedule a meeting with the guidance counselor or building principal. The treatment of student records by the District is affected by professional ethics and by state and federal law. The school will act in compliance with the Illinois School Student Records Act.

**The District shall grant access to information included in student records to persons authorized or required by state or federal law, provided that:**

- 1. The person submits to the District appropriate identification and a copy of the authorization papers;**
- 2. The parents/guardians receive prior written notification of the nature and substance of the information to be released. The parents/guardians shall be given the opportunity to inspect, copy, and/or challenge the information. When the release of information relates to more than 25 students, the District may give prior notice through newspaper or general publication.**

**Other persons who request access to the records shall be denied access unless prior written consent is received from the parent/guardian or student except that the District shall grant access:**

- 1. To another District to which the student has transferred. In such cases the District shall give prior notice and an opportunity to the parent and student to inspect and challenge the information to be transferred.**
- 2. Pursuant to a court order. In such cases, the District shall notify the parents/guardians and student of the release of such information.**
- 3. To an employee of the District or an employee or official of the State Board of Education with a legitimate educational or administrative interest;**
- 4. For research, if the State Superintendent's permission has been given and no student or parent can be identified from the information released.**

**In cases of emergency, to protect the health or safety of a student and others and within the regulations of the State Board of Education, student records or information contained therein may be released. Under emergency circumstances, the District shall consider the seriousness of the threat, the need of records to meet the emergency, the ability of the person seeking the records to meet the emergency, and the importance of acting quickly.**

**State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:**

- 1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.**
- 2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.**
- 3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.**

4. **The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605**

**Further information can be read in attachment A at the end of the handbook. Policy information can also be located on our school website. Policies can be amended during the school year without notice.**

## **THE RESPONSIBILITIES OF STUDENTS**

Students, as citizens of the U.S., are guaranteed certain individual rights and have individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of students while maintaining an atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is valid in the educational community. There are certain special responsibilities required of a citizen who is a student in school.

1. To become informed of and adhere to reasonable rules and regulations established by local Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators, and teachers.
3. To refrain from libelous, slanderous or vulgar remarks in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and is not disruptive to the educational process.
5. To be punctual, present for, and to participate in the regular or assigned school program.
6. To refrain from behavior that disrupts the educational process.
7. To attain and maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in school and at school sponsored activities.
9. To respect and maintain school and private property in accordance with school rules.

## **THE RESPONSIBILITIES OF PARENTS**

The following is a list for parents of ways in which they can make their student more successful at school.

1. At the beginning of the year, make sure your child is properly equipped and that all physicals and immunizations are complete.
2. Know your child's class schedule.
3. Know your child's teachers and don't hesitate to contact them. When a question arises regarding any class, ***the first contact should be with that teacher.***
4. Take an interest in your child's academic progress and discuss it frequently with them.
5. Know when progress reports (Mid-term) and report cards (end of each quarter) are due and discuss them with your child.
6. See that your child is on time to school.
7. If your child is ill and cannot make it to school, call the school by 9:00 a.m. (645-3481).
8. Keep track of your child's absences and tardies, and do not allow them to frequently miss school or arrive late.

9. Provide a quiet, well lit and otherwise suitable setting at home for doing homework at a pre-set time.
10. Support your child through your attendance at open houses, parent-teacher conferences, student performances, and school support organizations.

## **ENTRANCE REQUIREMENTS**

Before a child can start school, certain requirements must be met. All pupils must be five years of age on or before September 1. The district has the right to test students from home school environments, upon registration, to determine appropriate grade level placement. A copy of a certified birth certificate is required for enrollment.

## **SPEECH/LANGUAGE SCREENING**

At the beginning of the school year, all kindergarten, 2<sup>nd</sup> grade and new students to the district will undergo a speech/language screening by the speech-language pathologist.

## **MEDICAID REIMBURSEMENT FOR ELIGIBLE PARENTS/STUDENTS**

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Liberty Community Unit District #2 or the Special Education Association will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on a parent's ability to receive Medicaid funding either now or any time in the future.

If you do not object to this release of information related to Medicaid claims for your child, do nothing.

## **SCHOOL PRAYER**

The following is a list of students' rights concerning school prayer:

1. Students are allowed to pray (e.g. reading the Bible during recess, saying grace before meals) when not engaged in school activities or instruction to the same extent they may engage in non-religious activities.
2. Students are allowed to organize prayer groups, religious clubs, etc. before school to the same extent as other non-curricular student activities group. Such student-organized groups must be given the same access to school facilities for assembling as the other non-curricular groups.
3. Students are free to pray or not pray during a moment of silence or other quiet periods during the school day. School employees may not encourage or discourage students from praying during these times.
4. Students may express their beliefs about religion in homework, artwork, and other assignments free from discrimination based on the religious content of their submissions.
5. Student speakers at graduations, student assemblies, and extracurricular activities may not be selected on a basis that favors or disfavors religious speech. Where the student retains primary

control over the content of his/her speech and it is not attributable to the school, the school may not restrict the content.

## **HOMELESS STUDENTS**

**Students who are homeless have a right to an education. They just need to reach out the appropriate administrator to get set up in the district.**

## **INSTRUCTIONAL, LUNCH, BREAKFAST AND MILK FEES:**

**Instruction: \$65.00 (K-6)**

**Technology Fee: \$75.00**

**K-6 Lunch: \$2.60**

**7-12 Lunch: \$2.85**

**4-12 Extras: \$1.00**

**Milk/Juice: \$.35**

**Breakfast: \$1.75**

**Reduced Breakfast (K-12): \$.30**

**Reduced Lunch (K-12): \$.40**

**Locks: \$5.00 (grades 4-6)**

**Planners: \$3.75(Grades 3-12)**

Parents who cannot afford textbooks may fill out a fee waiver form and submit it to the district secretary. Questions regarding this matter should be directed to the Superintendent.

Free and reduced lunch forms are available upon request and may be filled out at any time during the school year. Charging meals is not allowed, but any student who doesn't have money to eat will be provided with an alternative meal. An alternative breakfast consists of granola bar, toast and milk. An alternative lunch consists of a peanut butter and jelly sandwich and milk. Notices are sent home once a month to notify parents of how much money is in each student's account. Parents can look on LUMEN and check their child's account balance at any time. Students in elementary/ junior high may borrow from siblings' accounts for meals. Students are encouraged to deposit money in their account prior to lunchtime. Anytime students deposit money it should be in an envelope with their name and the amount to deposit written on the envelope. Money in a student's account at the end of a given school year is automatically rolled over into his/her account for the next school year.

Free and Reduced Lunch Application and Waiver of School Fees is located in attachment E and F.

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:**

In accordance with the School Code of Illinois, before entering Kindergarten and sixth grade, law requires all students, to have a physical examination including required immunizations. Also, students new to the Liberty School District for the first time are expected to have a current physical examination.

## **ATTENDANCE – ILLNESS AND ABSENCES:**

**School Hours – 8:05am-3:10pm**

**We will load buses at 3:05pm on regular attendance days.**

**It is the responsibility of the parent to notify the main office by phone (645-3481) by 9am on the day of the absence. In the event the attendance office is not notified by a parent, contact will be**



**pursued. If contact is unsuccessful, the absence will be considered unexcused, and the parent will have two days following the absence to clarify the situation.**

Notes/phone calls from parents and guardians will be accepted for **nine excused absences for the school year**. These parental absences should follow the guidelines of excused absences. Any note from a doctor or dentist indicating an absence due to a medical condition preventing attendance will not count toward the **nine** day parental excused absences. Absences due to funeral will not count toward the **nine** day parental excused absences. Pre-arranged absences will count toward the **nine** day parental excused absences. In extraordinary circumstances the Administration can declare that absences will not count toward the nine day parental excused absences. **For each absence beyond the nine parental excused days, doctor's or dentist's note will be required indicating that the absence was due to a medical condition.** Failure to do so will result in an unexcused absence.

To be eligible to participate in extra-curricular activities, students must be in attendance the entire day unless a doctor's excuse is provided. Students will be permitted to leave school for a doctor's appointment. However, they are expected to be at school prior to the appointment unless the appointment is made for 9:30 a.m. or earlier. After the appointment, students must return to school. Remember to bring your doctor's excuse to the office.

## **TARDIES**

Tardiness to class disrupts and distracts from the planned class or activity. Students must be on time to school. School officially starts at 8:05am, therefore any student arriving after that time would be considered tardy. Any student with unexcused tardies of 5 or more will earn a lunch detention or loss of recess.

This cycle will end at the semester and the student will start over on the first day of the new semester.

## **PERFECT ATTENDANCE**

To receive Perfect Attendance, students must be in attendance every school day from 8:05 AM to 3:10 PM. Students receiving any tardies or leaving school prior to the 3:10 dismissal time will not receive Perfect Attendance. Students may arrive at school starting at 7:30 am when school is in session.

## **HOMEWORK:**

Adequate time is usually provided during the school day for students to finish their assignments. From time to time it may be necessary for students to take home work which has not been completed. There also may be special projects requiring outside work, or a need for additional reinforcement of basic skills such as math facts, reading, and spelling words. If a student is absent he/she may be expected to take home the missed work.

## **MAKE-UP AND ADVANCE ASSIGNMENTS:**

Guidelines have been established for homework requests when children are absent from school. If a student is absent, the student will be allowed to make up work missed. The rule for make-up work is one day more than the number of days missed. (One day absent – two days to make up work; three days absent – four days to make up work.) If you have a special situation, **Speak with the teacher** about an extension.

It is often difficult for teachers to “put together” assignments for absent children on the same day parent request them. If a student is only going to be ill for one day, the student may pick up assignments the day in which they return.

**Excessive Absences:**

If your student has missed 30 or more days of school, your student’s academic progress will be reviewed by the classroom teacher and administration. There is a possibility that they will be retained because of the amount of learning they have missed out on which hinders their academic growth.

**PREARRANGED ABSENCES:**

While it is understood that students need to be in school for maximum learning to take place, it is understood that in extreme cases, an absence will occur due to a special event. In those cases the parents are to contact the office to verify the dates the students will be absent. The student is responsible for picking up an arranged absence form and his/her assignments from their teacher. All missed work due to an arranged absence is due the day the child returns to school.

**USE OF SCHOOL TELEPHONE:**

Students are discouraged from using the school telephone except in emergencies because it is considered a business phone and the lines should be kept open whenever possible. When necessary we will deliver messages to the child if there is time to do so before dismissal.

**VISITORS:**

In order to insure healthy, safe, and undisturbed schools, all visitors are required to report to the Elementary Office. Visitors must carry/wear a visitor’s badge while in the building. Any parent/guardian wanting to observe their child’s classroom must follow the classroom observation policy.

**Classroom Observation Policy**

**Parents wishing to observe in classrooms are asked to please make arrangements with classroom teachers prior to their observation dates. Parents will also be asked to complete the form on page 13 and 14 of the handbook to get prior approval for the observation. A staff member will also accompany you during your observation to answer any questions you may have. The form will also be located on our webpage. If you are bringing in treats for your child’s birthday you will be allowed to stay for snack time (20 mins), if you want to stay longer you will be required to fill out the observation request form in advance. Parents are limited to a one hour observation.**

---

6:120-AP2

**Instruction**

**Administrative Procedure - Access to Classrooms and Personnel**

Access to classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14-8.02(g-5), amended by P.A. 96-657. Guidelines follow:

1. These guidelines apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child. A *qualified professional* means “an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master’s or doctoral degree candidate.” These individuals are referred to in this procedure as *visitors*.
2. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. A professional evaluator can request longer or additional observations in his or her initial request. The administrator may grant, deny, or modify the request, and the administrator’s decision shall be final.
3. Visitors must comply with:
  - a. School safety, security, and visitation policies at all times.
  - b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
  - c. Board policy 8:30, *Visitors to and Conduct on School Property*. Visitors may not disrupt the educational process.
4. If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
  - a. Observing his or her child in the child’s current educational placement, services, or program, or
  - b. Visiting an educational placement or program proposed for the child by the IEP team.
5. If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child’s performance, the child’s current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests, or assessments of the child’s educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. If one or more interviews of school personnel are part of the evaluation, the interviews must be conducted at a mutually agreed upon time, date, and place that do not interfere with the school employee’s school duties. The Building Principal or designee may limit interviews to personnel having information relevant to the child’s current educational services, program, or placement or to a proposed educational service, program, or placement.
6. Prior to visiting a school, school building, or school facility, a visitor must complete 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*. This form serves to:

- a. Inform the Building Principal or designee in writing of the proposed visit(s), the purpose, and the duration, and
  - b. Identify requested dates/times for the visit(s) to facilitate scheduling.
7. The student's parent/guardian must consent in writing to the student being interviewed by the named evaluator as part of a visit. The parent/guardian will grant this consent by completing 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.
8. The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.
9. The visitor must acknowledge, before the visit, that he or she is obligated to honor students' confidentiality rights and refrain from any re-disclosure of such records. The visitor will provide this acknowledgment and agreement by completing 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.
10. The Building Principal or designee will attempt to arrange the visit(s) at times that are mutually agreeable. The Building Principal or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.
11. If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.
12. This procedure applies to any public school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other District designee must facilitate such visit(s) when the student attends a program outside of the School District, such as at a private day program or residential program, provided it is supported in whole or in part by public funds.

### Instruction

#### **Exhibit - Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes**

Student name: \_\_\_\_\_ DOB: \_\_\_\_\_

School attending: \_\_\_\_\_ Grade: \_\_\_\_\_

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

**Parent/Guardian** *(Complete this section if the person making the request is the parent/guardian.)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: \_\_\_\_\_  
for the purpose of: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: \_\_\_\_\_

\_\_\_\_\_ for the purpose of: \_\_\_\_\_

*Observations are limited to one hour or one class period per school quarter.*

**Parent's Independent Evaluator or Other Qualified Professional** *(Complete this section if the person making the request is not the parent/guardian.)*

Name: \_\_\_\_\_ Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_

My professional training and/or licensure or certification, if applicable, is (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Teacher, certified in the areas of: _____              | Illinois certified? <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Clinical Psychologist                                  | <input type="checkbox"/> School Psychologist                              |
| <input type="checkbox"/> Licensed Clinical Social Worker                        | <input type="checkbox"/> Licensed Social Worker                           |
| <input type="checkbox"/> School Social Worker                                   | <input type="checkbox"/> Occupational Therapist                           |
| <input type="checkbox"/> Physical Therapist                                     | <input type="checkbox"/> Speech/Language Pathologist                      |
| <input type="checkbox"/> Audiologist  | <input type="checkbox"/> Psychiatrist                                     |
| <input type="checkbox"/> Registered Nurse                                       | <input type="checkbox"/> Certified School Nurse                           |
| <input type="checkbox"/> Other qualified professional (list credentials): _____ |   |

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of: \_\_\_\_\_

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

Observation of student in the following classroom(s)/setting(s): \_\_\_\_\_  
\_\_\_\_\_ Duration: \_\_\_\_\_

Opportunity to interview the following personnel believed to work with the student: \_\_\_\_\_  
\_\_\_\_\_ Duration: \_\_\_\_\_

Opportunity to interview the student.

I will need more than one hour or one class period for my visit for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

Student records, as noted in the attached, signed Authorization to Release Student Record Information.

**Acknowledgement** *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of 6:120-AP2, *Access to Classrooms and Personnel*, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

\_\_\_\_\_  
Individual Requesting Access Signature

\_\_\_\_\_  
Date

**Parent/Guardian Verification** *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, \_\_\_\_\_, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**School Visit by Registered Sex Offender**

In order to attend a school function or event, the registered sex offender must request in writing permission to attend the event from the principal.

## STUDENT LOCKERS

All school property, including, but not limited to, desks and lockers, is owned and controlled by the school district and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide general administrative inspections of school property (e.g., searches of student lockers) without notice to or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials, which provides for unannounced dog searches of student lockers for illegal materials. Students should have absolutely no expectation whatsoever of privacy for student lockers. This also includes physical education lockers.

In grades 3, 4, 5 and 6, students are provided lockers in which to store needed school materials and outdoor clothing. Students are not permitted to paste or tape materials in school lockers, but these items may be held in place with magnets. These lockers are inspected periodically to insure only appropriate articles are stored in the lockers. They may be inspected at any time deemed necessary by the administration. It is required to purchase a lock through the school at \$4.75. **This lock is the only lock permitted on the school lockers. Other locks will be removed.** This lock may be used every year afterwards. If it is lost, the student needs to purchase a new lock from the school. No open beverages of any kind are permitted in lockers.

## FIELD TRIPS

Field trips for elementary students are taken to aid in teaching and learning specific subject. In most instances field trips are used to enhance the learning of students and were as a continuation of the learning taking place in the classroom. All field trips must be approved by the principal and superintendent and must be shown to promote learning objectives for children.

The following will apply to all field trips:

1. Parent permission will be obtained for all field trips.
2. Adults on field trips are limited to room parent unless more adults are requested by the teacher for extra supervision. There are some trips that do not require any extra adult supervision.
3. Students, who have been chronic behavior, absent, and truant problems may, upon teacher recommendation and office approval, be restricted from field trips.
4. All overdue material from the library must be returned or paid prior to trip participation.
5. All fees and book rental must be reconciled by the date of the field trip (or a payment schedule established) for participation.
6. This is a school function. All school policies are in effect.
7. Students are to travel to and from the trip on school transportation. Students may ride home with only their parent after prior arrangements have been made.
8. Any student that has earned two or more in-school detentions or an out of school suspension during the school year will not be allowed to go on the end of the year field trip.

### **Distribution of Non-School Sponsored Publications**

All publications that are not school sponsored must be approved by administration.

## **SCHOOL INSURANCE:**

All students are covered against medical expenses for accidents that occur while attending regular school sessions. This coverage includes travel time for traveling from residence to attend regular school sessions up to one hour before and after regular classes. 24-hour coverage is available. Forms are in the office.

## **DRESS CODE**

The primary responsibility for student dress, appearance and grooming rest with the parents and the students. However, the administration accepts full responsibility for maintaining safety and order in Liberty School. Therefore, the administration retains the right to regulate dress and hairstyles when such styles present a health or safety hazard or substantially disrupt the educational process. Caps and hats will not be worn in the building. Shirts or other clothing advertising alcoholic beverages, tobacco, drugs, or with obscene words will not be permitted. Other types of inappropriate clothing are halter and tank tops, midriffs and short shorts. The bottom of the blouse, top or shirt should be long enough that it could be tucked in. Tops with spaghetti straps or with exaggerated armholes will not be permitted when undergarments are necessary.

The principal will have the final determination as to what constitutes health or safety hazard or a substantial disruption of the educational process.

There are times when hats, gloves, and heavy coats are required for elementary students if they are going outside.

## **REPORT CARDS AND MID-TERMS**

Reports cards will be issued each quarter for students in grades K-6

Mid-term reports will be sent home by your child's teacher approximately half way through the quarter for those students who are in danger of failing **or are receiving D grades in any subject areas.** Communication from your child's teacher is encouraged during the quarter when suspicion of failing is evident. We also encourage you to contact your child's teacher anytime you have questions.



## **STUDENT GRADING:**

In grades K-2, a specialized reporting system has been developed. Student will receive an S (satisfactory), N (Needs to Improve), P (Progressing but below grade level), U (unsatisfactory) for expected skills and behavior.

The following grading scale will be used in grades 2-12.

### District-wide Grading Scale:

93-100	A	4.0
91-92	B+	3.5
84-90	B	3.0
82-83	C+	2.5
73-81	C	2.0
71-72	D+	1.5
65-70	D	1.0
64 & below	F	0

## **RETENTION:**

Students failing three or more subjects in grade 2-6 may be retained at the discretion of the teacher and administration with parent input for the next school year. Students in grades K-1 may be retained at the discretion of the teacher and administration with parental input. Students failing two subjects and below average grades in other subjects (D's) may be retained at the discretion of the teacher and administration with parent input. The IEP team will determine retention for students with an IEP.

## **TESTING:**

Liberty Community Unit School District utilizes a variety of testing programs to help in the education of our students. In addition to the regular classroom testing programs we use the following:

All students in grades K-6 are given the Star360 assessment, which is a universal screener, three times a year.

All students in grades 3-6 will be given the PARCC (Partnership of Assessment of Readiness for College and Careers) Test. The PARCC is given at grades 3, 4, 5 and 6 it measures student proficiency against the state standards.

## **PARENT / TEACHER CONFERENCES:**

Parent/Teacher Conferences are held annually in October.

It is through parent/teacher conferences that the home and the school can find ways of working together for the benefit of the child. In addition to the formal parent/teacher conferences parents are encouraged to contact teachers when they have concerns. This can be done by making appointments with the teacher. Please call to indicate when you need a conference.

**Potential learning opportunities/services offered that could be discussed at conference/any other time during the school year:**

1. 504/Special Education Services – Speech and Language Services, Occupational Therapy, Physical Therapy, Behavior Intervention Plans, Staff Support, Counselor/Social Work time , Check –in and Check – out, home bound or hospital tutoring.
2. Response to Intervention in Math and Reading.
3. Title 1 services in Reading as we are a Title 1 school.
4. English Language Learner or Bilingual services.
5. Promotion in reading and math starting in 5<sup>th</sup> and 6<sup>th</sup> grade based on state assessments, district universal screener and teacher recommendation based on grades and work ethic.

All opportunities/services are based on those that qualify. All curriculum used will be based on the Illinois Learning Standards.

**STUDENT BUS RIDERS**

The following rules govern student conduct on school buses. All children and parents should review these rules and be aware that all bus riders while on the bus are under the jurisdiction of the School Bus Driver. Pupils should obey the driver respectfully and promptly. Failure to obey the rules could result in loss of riding privileges. Parents will then be responsible for transportation to and from school. The administration may request an immediate parent/student conference if the bus violation is deemed serious.

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Stay in your seat while the bus is moving.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep your hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Keep your conversation to students around you. No loud or unruly behavior will be tolerated.
9. Be absolutely quiet when approaching a railroad crossing stop or a stop sign.
10. Treat the bus equipment as you would valuable furniture in your home.
11. Assist in keeping the bus safe and sanitary at all times. No food or drink is allowed on the bus except in special cases.
12. Animals will not be permitted on the bus.
13. Keep books, packages, coats, and all other articles out of the aisles.
14. Be courteous to fellow pupils and the bus driver.
15. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop.
17. Notes or phone call to the school office is required if the student is to stop anywhere other

than regular stop. Students who are riding home with other students are also required to have a note or permission as per phone call. Permission must be obtained from the school office prior to approval and a bus pass will be issued to the student. **Notes or phone calls should be received before 10am for AM PreK changes and 2pm for Elementary/PM Prek Students.**

18. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where you may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Bus drivers will be holding periodic emergency bus drills. Obey the bus driver's instructions.
20. Observe the same regulations and rules on other trips under school sponsorships as you observe between the home and the school. Respect the wishes of the chaperone appointed by the school.
21. Student misbehavior will be reported to the office. Repeated misbehavior will result in loss of riding privileges. Parents will then be responsible for transportation to and from school.
22. Never tamper with the school bus or any of its equipment.

Students who receive a written warning for misbehavior on the bus/van may receive consequences that range from the following depending on the seriousness of the issue and prior interventions used with student:

- Conference with administrator
- Parent called by administrator or bus driver
- Lunch detention/s
- Bus Suspension from one(1) to five(5) days off the bus

Note: All school buses have surveillance cameras that can be accessed by administration. Parents may not view due to HIPAA. These tapings are used in student behavior issues.

### **EMERGENCY SCHOOL CLOSINGS – EARLY DISMISSALS:**

In case of inclement weather, parents are asked to listen or watch the following radio or television stations. No announcement on these stations means that school is in session and buses will be running their regular bus routes.

Please do not call the school with inquiries concerning cancellation of school, our phone lines need to remain open. When the schedule is changed, notification will be given for broadcast by radio stations. Generally notification of students, teachers, bus drivers, and other personnel will be given via the radio stations. All of the stations place school closings as early as possible and often thereafter. The announcement of school closings or special bus routes will be made on the following radio stations:

WTAD	930AM	WQCA	100.9FM	WGEM	1440AM
KGRC	92.9FM	HMO	1070AM	KIDS	98FM
WGCA	FM	KHQA	Channel 7	WGEM	Channel 10

## **LIBERTY STUDENT CODE OF CONDUCT**

### **DISCIPLINE PHILOSOPHY:**

We believe that students learn best in an atmosphere of mutual respect and self-discipline. We expect students to conduct themselves in an orderly manner so that optimum learning is possible. We recognize that each student has a right and responsibility to clearly know what is expected of him or her. In the best interest of students, there are age appropriate rules and consequences. The purpose of these consequences is to promote a positive change in behavior and/or attitude.

Due to the range of students in the school (PreK-6) consequences, when necessary, are determined by the age and maturity level of the child.

Students are expected to be courteous in action and speech, respectful and honest. When student behavior is not acceptable, some consequence will be discussed and enacted. In most cases the classroom teacher handles the situation. A consequence may range, but is not limited to, reduction in playtime, a call to parents, a parent-teacher conference, **student reflection** or time spent after school. If none of the suggested methods have corrected the misbehavior, the teacher may refer or bring the student to the office. In addition to the consequences already mentioned, the school may use a lunch detention, after school detention, suspension (in or out-of-school), or a recommendation for expulsion from school.

Liberty School has surveillance cameras located throughout the building and school grounds that can be accessed by administration. Parents may not view due to HIPAA. These tapings are used in student behavior issues.

### **SCHOOL CODE:**

The Liberty Board of Education has established a uniform discipline code for all students attending Liberty Junior / Senior High School. Infractions are grouped according to the seriousness of the offense. Each disciplinary action category gives a range of penalties, which may be issued and are not all-inclusive. The disciplinary action to be taken does, however, provide the student with a basic understanding of the seriousness of the offense. Disciplinary actions may increase based on the circumstances of the incident and the success of prior interventions, or the offense is judged to be of a serious enough nature to warrant the assignment of the maximum consequence by the principal. It should be understood that not all disciplinary situations are covered. The principal will use his/her judgment as to what the penalties shall be in those situations not explained in this handbook. Furthermore, when students violate school rules and regulations, which also violate state laws or city ordinances, a complaint may be signed by the administration with the Adams County Sheriff's Department.

## **DEFINITION OF RESPONSIBILITIES**

A student is responsible for his/her actions. If one of the offenses stated in the Student Code of Conduct occurs at a school activity, either at school or away from the school campus, whether during the school day or outside the school day, the consequences listed in the Code of Conduct will apply.

## **EXPLANATION OF PENALTIES**

### **Conferences**

Conferences may be held between students, parents, teacher and/or administrators. A conference is scheduled in order to explain and/or discuss past, present or future problems. In this way, all persons concerned will have a better understanding of what is expected, and be able to clear up any misunderstandings. Parents are encouraged to telephone or to come to school at any time if there are questions.

### **Detention**

This is the act of detaining students for a period of time. This may occur during the lunch hour or after school as determined by the instructor. The number of detentions depends upon the offense and previous misconduct occurrences and success of prior interventions.

Parents will be notified in advance if a student is serving a detention for offenses other than tardies and unprepared for class. For unprepared detentions, parents will receive their copy of the discipline after the detention has been served. Detention may be issued by teachers as well as administration. During the detention the student will be required to do schoolwork or possible clean-up duties depending on the behavior the student displayed to earn the detention.

## **RESTITUTION**

This is the act on the part of the student of restoring and/or replacing something damaged or taken. For example, a student who damages school or another student's property may be required to replace or repair such damages.

## **DETENTION/SUSPENSION**

This is an administrative imposed absence from attending classes.

(There are two types of suspension: In-School Detention: A student is required to be at school but does not attend class. The student is allowed to make up all work missed during his/her absence. All homework, class work, tests, etc are to be completed and turned in on the same day as other classmates. Out of School Suspension: A parent or guardian is responsible for the student's supervision. The student is responsible for getting his/her homework assignments and turning them in on the day they are due for credit. Duration of In -School Detention or Out of School Suspension The length of this consequence will be determined by school authorities and will affect the seriousness of the offense committed as well as previous discipline problems. Parents and guardians will be notified in writing of the action taken. Students who are placed on suspension may not loiter or appear on school property or at any school-sponsored activity at home or away on the days the suspension is being served. If a student should be suspended on a Friday and the following Monday, that student cannot attend nor participate in any school activity at home or away from school which occurs on that Saturday or Sunday.

## **APPEAL OF SUSPENSION**

Students have the right to appeal a suspension. A student needs to notify the school authority in writing within 48 hours that he/she is appealing his/her suspension. The student along with his/her parent(s) will meet with the superintendent and principal.

## **EXPULSION**

The Liberty Board of Education may expel. Expulsion shall take place after parents have been requested to appear at a hearing with the Board of Education to discuss their student's behavior. The minimum length of an expulsion is eleven school days. During this time the student is not allowed to attend school, be on school property, nor attend or participate in any school activities or functions at home or away from school.

## **GENERAL CONDUCT POLICIES:**

The following is a list of behavioral expectations for our students:

1. The use of illegal drugs, or look alike, on the school grounds will be the cause for immediate suspension from school. Parents will be notified. A report will be filed with the proper authorities. A recommendation for expulsion to the Liberty School Board will be forthcoming.
2. Tobacco usage ,any look alike substance or E – cigarettes possession of such a substance on school grounds is not permitted and will be grounds for immediate suspension.
3. Students are not permitted to climb the trees or fences of the school property.
4. Fighting, rough play, tackle football, and snowball throwing is not permitted.
5. Articles, which are dangerous to the students, may not be brought to school. Such items may include, but are not limited to: firearms, knives, bats, or anything that could be construed as a weapon or something harmful to another person. Bats ok during ball season.
6. No glass bottles of any sort are permitted in school. Student may bring plastic water bottles to school as long as it is cleared through their teacher.
7. Students are not permitted to take food items from the cafeteria to the playground, locker, or classrooms during the school day without permission of the teacher or supervisor.
8. Students are not permitted to ride bicycles on the school grounds from 8 a.m. until 3:10 p.m. All bicycles are to be parked in the bicycle rack area during school hours.
9. Students are to show courtesy and respect to one another. Vulgar, indecent, or offensive language will be grounds for disciplinary action. Teasing or bullying of a student by another or others will not be tolerated. Bullying is unwanted, aggressive behavior among all people that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
10. Students are expected to show respect and courtesy to parents, staff, and other adults.
11. Students are to address staff members by their proper titles.

## **DISRUPTIVE BEHAVIOR**

In instances where a student is disrupting a class, the teacher has the discretion to remove the student to a time out area or to the office for the remainder of the period. In instances, the teacher **or an administrator** will contact the parents to explain why the student was removed.

In instances where a student displays threatening or abusive behavior towards the teacher or another student, the teacher must remove the child to the office for the remainder of the day and the teacher must notify the parents before the student re-enters the classroom.

Additional instances of disruptive or threatening behavior will result in more formal discipline through the office. In all cases of a serious problem, the principal may increase the disciplinary action.

Any act, comment, remark or statement either verbal, nonverbal, or written which could in any way be interpreted as a threat to the safety of any person shall subject the student to disciplinary action up to and including expulsion. This includes all such acts: Comments, statements or remarks, lack of intent (“It was a joke”) shall not be a defense to disciplinary action.

## **Search and Seizure**

Read attachment B at the end of the handbook.

## **SEXUAL HARASSMENT, HARASSMENT, BULLYING, AND DISCRIMINATION**

*It is the policy of Community Unit School District #2 to maintain learning and working environment that is free from sexual harassment, harassment and bullying. No employee or student of the district shall be subjected to sexual harassment, harassment and bullying nor shall any employee or student of the district be subject to sexual harassment, harassment and bullying on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.*

It shall be a violation of this policy for any member of Community Unit School District #2 staff to harass/bully another staff member or student through conduct of a sexual nature or conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment/bullying within his or her school or office.

Any District student who is determined, after an investigation, to have engaged in sexual harassment, harassment or bullying will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment, harassment or bullying will likewise be subject to disciplinary action up to and including suspension and expulsion.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment, harassment or bullying will be subject to disciplinary action up to and including discharge.

Any person making a knowingly false accusation regarding sexual harassment, harassment or bullying will likewise be subject to disciplinary action up to and including discharge.

Definitions:

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;

Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;

Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Sexual harassment, may include, but is not limited to the following:

Verbal or written harassment or abuse

Pressure for sexual activity

Repeated remarks to a person with sexual or demeaning implications including jokes

Unwelcome touching

Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

Harassment/bullying on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;

Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;

Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Harassment/bullying may include, but is not limited to the following:

Verbal, physical, or written harassment or abuse

Repeated remarks of a demeaning nature

Implied, or explicit threats concerning one's grades, job, etc.

Demeaning jokes, stories, activities, directed at a student or employee



Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Sexual Harassment, Harassment, Bullying And Discrimination Reporting Procedures:

Staff and/or students who feel they have been harassed/bullying or who feel they have witnessed incidents of harassment/bullying are encouraged to contact the Equity Coordinator or any other staff member.

Employees and students are advised that all reports will be kept as confidential as is possible and that retaliation will not be tolerated.

In all cases, and regardless of the individual remedial measures that have been undertaken, the administration representative to whom the complaint has been referred shall provide the Superintendent with a complete written report of each complaint. This report must be submitted within ten (10) days of the date the complaint was first filed with the administration representative. Such reports shall include at a minimum:

- \* the date of receipt of the complaint,
- \* identification of the complainant,
- \* identification of the party or parties and the actions complained of, including all relevant background facts and circumstances,
- \* a statement detailing the scope of the investigation that had been undertaken and the result thereof, and
- \* a statement of corrective measures pursued, the date such measures were undertaken and the results achieved, and where possible, a written statement signed by the complainant detailing the conduct complained of.

**Notification of Sexual Harassment, Harassment, Bullying and Discrimination Policy:**

Notice of this policy will be circulated to all schools and departments of Community Unit School District #2 and incorporated into parent, teacher, and student handbooks. Training sessions on this policy and the prevention of sexual harassment, harassment and bullying shall be held for teachers and students in all schools on an annual basis.

Middle School/High School Principal (Equity Coordinator).....	645-3389
Elementary Principal (Alternate Contact).....	645-3481
Elementary Counselor (Alternate Contact).....	645-3481
Superintendent.....	645-3433

Sex Abuse Education occurs through presentations made by Quanada and Advocacy Network for Children in grades Pre-K through 6<sup>th</sup> grade.

Please also read attachment C at the end of the handbook for further information on this topic.

*Student Behavior will be reviewed at the end of the year by a team of staff and parents.*

## **LUNCHROOM BEHAVIOR**

Misbehavior in the cafeteria is not an acceptable behavior. Students are expected to be courteous and show respect in the cafeteria. Students are also expected to use proper table manners during lunch. Talking is permitted in the lunchroom, but yelling or screaming is not acceptable. Throwing food will not be tolerated. Violators will be punished.

During elementary lunch grades K-6 line up in 5-minute intervals.

Sixth Grade	11:00-11:25
Kindergarten	11:00-11:25
First Grade	11:05-11:35
Second Grade	11:10-11:40
Third Grade	11:15-11:45
Fourth Grade	11:25-11:55
Fifth Grade	11:30-12:00

## **PLAYGROUND GUIDELINES AND REGULATIONS:**

This is a summary of the guidelines and regulations. A more detailed list is given to each student and parent at the time of registration.

1. Students must follow the supervisors' directions and instructions. There will be no talking back to supervisors.
2. Students must stay inside playground boundaries. They may not go outside the fences or past the yellow bus line to get a ball without permission. They must have permission to go back into the school building to get a coat or to go to the bathroom.
3. Playground equipment is kept in the wooden shed. All equipment must be properly used. Students are responsible for returning any equipment taken from the shed.
4. Grades K-6 may not bring toys from home. No hard balls (baseballs), bats, or footballs will be allowed.
5. No fighting, hitting or spitting will be allowed. No tackle football, keep away or any similar game will be allowed. Tag games or basketball games becoming too rough will be stopped.
6. Students will not be allowed to pick up, kick or throw objects that are on the ground. Bark chips, snow and ice may not be picked up or thrown.
7. No radios, tape recorders, boom boxes, gameboys, disc players or items with headphones/earphones will be allowed.
8. Specific areas of the playground will be designated for play depending on the weather conditions. Unpaved areas may be determined too wet for play.
9. Supervisors will determine if the large playing field may be used. PE classes have priority in its use.
10. Students will be instructed about the use of each playground area during the first week of school.
11. All injured must be reported to the supervisors immediately. Students may be sent to the school nurse.

12. Outdoor recess will be held when wind-chill and/or temperature are/ is higher than 20 degrees. Cold weather will require the wearing of coats, hats and gloves. Supervisors may ask students to return to the building to get a coat or hat.
  13. The time out area near the shed and along the south side of the school building will be used at the direction of the supervisors. Students may receive time outs for any length of time for any actions that are considered by the supervisors to be inappropriate.
  14. Foul language, cursing, inappropriate slang words and name-calling will not be allowed. Time outs, loss of recesses and additional consequences will be assigned as punishments.
  15. Students must line up quietly at the end of recess and enter the building quietly. Not doing this will result in students being taken out of the lines and being sent in last.
- Playground supervisors will report to classroom teachers about the behavioral observations of students during recess. Students with behavioral difficulties occurring on the playground will risk having the mark of unsatisfactory (U) reflected on their report card.

### **CELL PHONE USAGE**

Students in PreK through 6<sup>th</sup> Grade are not to bring/ have personal electronic devices in the classroom. (Cell Phones, Tablets, Ipods, Computers, etc.) They are not to be visible or to be used in the building. They are to be housed in the student's locker. Cell phones are not to be used anywhere in the building during the school hours of 8am to 3pm. They are not to be used inappropriately or to be used as cameras during the school day as we don't want any inappropriate pictures being taken or sent. Students may bring cell phones to events outside of school hours, such as athletic events or dances.

A student not following the policy will receive the following consequences:

The phone will be confiscated. The phone will either be returned to student after school or the parent will be contacted to pick it up. The student may also receive a detention or suspension.

No electronic pagers are allowed on school premise.

### **OTHER ELECTRONIC DEVICES**

Liberty CUSD #2 is not responsible for the loss or theft of any electronic device brought to school.

### **ACCIDENT REPORTS**

Students are responsible to report an injury or accident within 24 hours to the nurse, principal, coach or sponsor in order for an accident report to be completed. Forms to report accidents are in the office.

### **BUILDING USAGE**

All events sponsored on other than the regular school hours are to be placed on the official calendar as early as possible. Events will be placed on the official calendar only after permission to hold the event has been obtained from the principal. All calendar event entries must be for a definite scheduled event. No group may place indefinite dates on the official calendar unless preplanning of any event requires holding of tentative dates for early decision regarding actual scheduling. Also, the superintendent must give approval and notification given to the head cook before any group can use school kitchen facilities.

Events planned at times not served by a janitor must insure arrangements are made to assure proper building clean up and control. A janitor is regularly employed on all school nights, Monday through

Friday, until 11pm. Saturday, Sunday, or holiday dates must be scheduled well in advance and under the general specifications as follows:

- A. Money making events are expected to pay for any formal police surveillance deemed Necessary for the event by administration and sponsors whether on regular nights or on Saturday, Sunday, or holidays.
- B. Clubs, classes, teams, or other groups using the building on off-janitor hours must:
  - 1. Notify administration in writing of the planned use far enough in advance to allow for gate security and other necessary precautions to be taken through the use of regular custodial help.
  - 2. Plan for control of entrances and halls to assure proper security and care of the building.
  - 3. Sponsor or person in charge should be familiar with electric switches, heating controls, plumbing valves, or other control details in the area to be used.
  - 4. Clubs, classes, or other groups must reimburse the school district for any custodial salaries in excess of the regular custodial working hours which are incurred by the district as a result of the event or activity.
- B. Saturday may be used for practice for school sponsored activities. The coach or sponsor of the event must supervise the activity and the following regulations followed:
  - 1. Attendance of members of the team or group may not be required
  - 2. Members of practicing groups may not be dropped for the event for nonattendance

Scheduling of events is to be far enough in advance to allow proper gates and other controls to be in effect.

Sponsors or coaches must take full initiative for complete control of the premises since no other employee will be on the school premises. This basically means completing a follow up inspection of the building, cleaning the building, and making sure all doors are locked and all students have left the building.

- C. Sunday may be used for practice for school sponsored activities only if prior permission is obtained from the superintendent.
- E. Wednesday nights are reserved for church activities.
  - 1. Wednesday night activities of any kind must end and the building cleared by 6:30.
  - 2. Any Wednesday schedule must be cleared through the administration.

## **BUS INFORMATION**

It is the policy of the school district to use school buses for the transportation of students participating in extracurricular activities under the following conditions:

- A. Bus usage within Adams County and within the area of any conference, tournament agreement, competition, or display area by any department is accepted as a routine matter.
- B. The Board of Education delegates authority to the administration of request for extracurricular usage in which the bus would return the same day.
- C. All other requests for transportation not listed in items one and two above will be referred to the Board of Education for a decision.

## **EXTRACURRICULAR INFORMATION for 5<sup>th</sup> and 6<sup>th</sup> grade students**

The Liberty School District believes extracurricular activities are a vital part of the total educational program. The participation in extracurricular programs and activities is voluntary and a privilege. All Students are encouraged to participate in any activities in which they are interested.

Students participating in extracurricular activities are not only representing themselves but are also representing their school and community. Because of this added responsibility, it is important that those participating meet individual standards or expectations. The Liberty Board of Education has therefore developed policies and regulations for those students participating in extracurricular activities. This will insure consistency and provide guidelines as to what is expected from all students wishing to participate in any and all extracurricular programs. The Liberty School District will provide financial assistance, lodging, travel, and meals for students who have earned the privilege through competition at district and/or sectional levels or representing District school sponsored organizations at state competitions the same as they have done for athletic teams in the past. In special situations where distance or time of competition in sectionals would make it difficult for the individual/team to perform, assistance with lodging, travel, and meals will be considered.

Financial assistance is limited to those contestants that have earned a first or second in district and/or sectional competition. Travel, lodging and meals will in all cases be accomplished in the most cost-effective manner and must be approved by the principal and superintendent.

Financial assistance will not be provided students who are not competing at the sectional or state level.

## **EXTRACURRICULAR DEFINITION**

Extracurricular refers to those school activities in which no academic credit is issued to participating students. School activities considered extracurricular may include but are not limited to those listed in this handbook. Extracurricular activities are divided into two categories: athletic, and non-athletic.

## **EXTRACURRICULAR ELIGIBILITY: ATHLETIC AND ORGANIZATIONAL**

**This information applies to Fifth and Sixth Grade Students involved in athletics.**

### **Attendance**

a. Students may not attend or participate in any school activities such as practices, functions, or events if they have not been in school attendance all day the day of activity unless a doctor's excuse is provided or it is a verifiable emergency which includes but is not limited to the following:

Attendance at a funeral

Court appearance

Special appointments over which the student or parents have no control

Students will be permitted to leave school for a doctor's appointment. However, they are expected to be at school prior to the appointment unless the appointment is made for 9:30a.m. or earlier. After the appointment, students must return to school. Remember to bring your doctor's excuse to the office.

The administration may deem an excuse verifiable.

### **Conduct**

The high school Code of Conduct governs the behavior of students away from school. There may be student behaviors that occur away from school and not at a school activity that coaches and sponsors believe reflect upon the organization or team, or individual. The Expectations and Consequences hereafter referred to as Expectations, for extracurricular activities that govern participation in these activities and will be determined by persons sponsoring and coaching these activities. There will be a common core of Expectations for athletic teams and for non-athletic

organizations. While the coaches and sponsor may, if the activity warrants addition, add to the common core of Expectations, they may not delete from this common core.

Two committees one with membership of all coaches and one with ownership of all sponsors will review the Expectations governing extracurricular participation. The committees will report their findings to the principal for consultation and then to the Board on or before the May meeting of the Board of Education for consideration by the Board.

Coaches and sponsors will distribute and explain the Expectations to the students before the start of the activity and require students to sign, date, and return a statement acknowledging that they have received and understand the Expectations which govern participation in extracurricular activities.

**Organization Requirements, By-Laws, and Constitution:**

Students who are participating in a non-athletic activity must abide by the laws and constitution of the particular organization. The by-laws and constitution may be on the local, state, and/or national level/.

### **Band and Chorus**

Band and chorus students will be governed by extracurricular policies that differ somewhat since these activities are extracurricular but also a class in which a grade is earned. Band and chorus members

will not participate in competition events if they are on the weekly ineligibility list. Their final grade will

be lowered by one full letter for each event missed. However these students will participate in competition

events if they have failed the previous semester and are not on the weekly ineligibility list.

### **Health Examinations**

Health examinations are required prior to the first practice of all participants in extracurricular athletics. Health examination cards are available at the school office and must be on file in the athletic director's office before participation in practices or games will be allowed.

### **Illinois High School Association / Illinois Elementary School Association**

Students participating in extracurricular athletic activities must meet all standards and guidelines as required by the IHSA and the IESA. In areas where standards and guidelines of the Liberty Community Unit No 2 Board of Education exceed those of the IHSA and IESA, those of Liberty will prevail. Information is also available on CPR and AED for parents on the IHSA website at [www.ihsa.org](http://www.ihsa.org). There is also information in regards to concussions and head injuries. This will be covered with athletes and parents through a meeting. The district also provides training to coaches on CPR , AED and Concussions.

**Scholastic Requirements** Academic eligibility is a very important part of any successful athletic program. We adhere to the

policies of the IHSA (Illinois High School Association) and the IESA (Illinois Elementary School Association). Students must be doing passing work in all subjects to be eligible to participate in athletics or in any other extra-curricular activity that pertains to interscholastic competition. This means, students must be passing all of their courses to be eligible.

Weekly eligibility checks will be conducted. Teachers will turn grades in by the end of the day on Thursday (Junior High) and by 9:00a.m. Monday of each week. If a student is found to be ineligible, their ineligibility will begin on Monday and extend through Saturday. Students will be notified Friday or Monday of their eligibility for the coming week.

Eligibility will also be checked each quarter and semester. If at the end of a quarter, a student is found ineligible that student will not be allowed to participate in athletics the first week of the following quarter. If a high school student is found to be ineligible at the end of a semester he or she will be ineligible to participate in athletics for the following semester. Junior high eligibility is figured on a weekly basis.

## **STUDENT ATHLETIC GUIDELINES**

### **Purpose**

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire and discipline. Without the pursuit of these, the athlete can in no way do justice to himself/herself or the school. The athlete must discipline himself/herself to be a good citizen and student in order to achieve athletic excellence. In order for the pursuit of athletic achievement and the character training of young persons, the following Athletic Policies need to be understood by student athlete, parents and school.

### **Attendance**

All team members of each sport will attend all scheduled practices and meetings. If circumstances arise whereby the student cannot attend a practice or meeting, the coach must be notified prior to the practice or meeting missed by parental contact, phone contact or written statement from the parent or guardian. Three unexcused absences from practices, games or meetings will result in removal from the team.

### **Excused Absence**

The following instances will be excused absences in all Liberty athletic endeavors:

Illness

Doctor Appointment

Other School Activity/Athletic Contest

Church Related Obligations

### **College Visit**

### **Funeral**

### **MEPS Testing**

It should be noted that each coach may/or may not excuse other instances as he/she sees fit.

### **Jobs**

The athlete shall not obligate himself/herself to a job that interferes with practice time or regular competition time.

### **Eligibility**

To be eligible for athletics, the athlete must be in compliance with the Liberty Unit # 2 policies concerning extracurricular activities found in the student handbook. These policies are concerned with attendance and scholastics.

If a 5<sup>th</sup>, 6<sup>th</sup> grade or junior high athlete is on the failing list, he/she will use practice time to get extra help in the class he/she is failing. After receiving help, he/she will report to a designated area to continue working on that subject. If a high school athlete is on the failing list, he/she will follow the coach's instructions as to receive help or reporting to practice.

If an athlete is on the failing list three times in one season, he/she will be removed from the team.

### **Dual Sport Participation**

Liberty athletes will be allowed to participate in two sports simultaneously. It should be understood by the athlete and his family that participation in two sports at the same time is difficult at best. On days when both sports are in competition, the coaches will determine which sport the athlete will participate in. The amount of quality playing time is dependent upon ones abilities and participation in practice.

## **ATHLETIC/ORGANIZATIONAL TRANSPORTATION GUIDELINES**

Students involved in Liberty District #2 athletic/organizational competition/field trips will be transported to events in school district vehicles. School personnel will drive these vehicles. Students who are unable to use school district transportation may be taken to the event by their parent/guardian only if they have received permission by the administration prior to the event. If this permission is granted, the parent/guardian must deliver his or her child directly to the coach/sponsor. If the parent/guardian does not bring his or her child directly to the coach/sponsor, the student will not be allowed to participate in the event. Also, if there is an admission charge to the event, the student will have to pay, as he or she is not considered with the team/organization at that particular event.

Only parents/guardians may sign their son or daughter out after the event. Students without parental permission who do not ride the bus/van home from an event will not be allowed to participate in the next scheduled event or contest.

Students who receive a written warning for misbehavior on the bus/van will generally receive the same consequences for all bus riders. However, the administration may accelerate or alter for individual circumstances.

Use of private vehicles and non-school district personnel drivers (e.g., parents) may be used.

Events that are solely for the purpose of bringing organizational members together in social setting do not have to use a district vehicle to transport students.

Events that are not organized by school personnel do not have to use a district vehicle to transport students.

All transportation, other activities or events will be approved by administration.

### **ACTIVITIES (Jr. High – High School)**

Student activities that are considered extracurricular are separated into two categories: athletic and non-athletic. The following activities are available for students:

#### ATHLETIC

Girls:

Golf (fall): Varsity

Cross Country (fall): JH, JV, Varsity

Volleyball (fall): JV, Varsity (winter): JH

Basketball (winter): 5,6, JH, JV, Varsity

Softball (fall): JH (spring): JV, Varsity

Track/Field (spring): JH, Varsity

Cheer Leading (Winter): JH, Varsity

Boys:

Golf (fall): Varsity

Cross Country: (fall) JH, JV, Varsity

Basketball: (winter) 5, 6, JH, JV, Varsity

Baseball: (fall) JH (spring) JV, Varsity

Track/Field: (spring) JH, JV, Varsity

#### NON-ATHLETIC

All Students:

Student Council JH, HS

FFA, Future Farmer of America

FCCLA, Family, Career and Community

Leaders of America

Quiz Bowl: JH, HS

National Honor Society: Juniors and Seniors

### **LIBRARY/MEDIA CENTER**



The library is an extension of the classroom. It is to be a quiet place in which students can study or look for reference materials. The following rules apply to all students using the library.

1. Students must maintain a quiet or studious atmosphere with no eating or drinking in the library.
2. Refusal to leave the library when requested by the librarian for undesirable behavior or violation of the library rules will result in loss of library privileges for a minimum of ten school days. Also, additional penalties may be issued depending upon the action committed.
3. Reference or library materials not checked out which are found in a student's possession outside the library will be subject to a fine of not less than \$5.00 per item plus the loss of library privileges for a minimum of ten school days.
4. Students found defacing or mutilating library materials will be subject to a fine, loss of library privileges, as well as, possible suspension.
5. All overdue library books must be turned in at the end of each semester.
6. Students will be responsible for replacement costs of any lost library books.

### **LOST LIBRARY MATERIALS**

Students will be responsible for the replacement cost of any lost library materials. If lost library materials have been paid for, they are no longer the property of the school district. The charges paid for found materials will not be refunded.

### **Pesticide Spraying**

This is notification that Liberty Schools use pesticides to reduce and prevent pests on school grounds. There will be pesticide spraying on the first Monday of each month. This will be done after school hours.

### ***ASBESTOS REMOVAL***

*There is asbestos in the school building which has been contained. Nothing is removed without proper care and disposal per OSHA standards.*

### **EMERGENCY PROCEDURES**

Earthquake procedures – Students are to be instructed to drop to the floor and seek cover under furniture. As soon as appropriate, the same procedures for a fire drill will be implemented to evacuate the building. Teachers may use discretion about this as PA systems may be damaged, delaying announcements.

Fire, Tornado, Bomb, Lockdown and Active Shooter drills:

The district has in place emergency procedures to be taken by all students in case of a fire, tornado, bomb, lockdown or active shooter. Students are to take a very serious attitude when these drills are being conducted. In case of evacuation, students will be taken to St. Brigids and Liberty Christian Church. Parents listen to the radio and television for instructions for dismissal. Please do not call the school and tie up the phone lines.

### **NETWORK AND INTERNET POLICY–INSTRUCTIONAL PROGRAM**

Instructional Resources, Instructional Materials, Computer Assisted Instruction

### Expectation of Privacy

All electronic files are property of the Liberty Community Unit School District #2. As a user of the Liberty School's electronic network and the Internet the user needs to be aware that electronic files, including email, are backed up regularly and are possibly never really deleted. Further, routine monitoring of the network, email and the Internet and the usage thereof, is performed on a regular, random basis by the system administrator and all files including those on removable media that have been attached to the Liberty Community Unit #2 School District's network are subject to review at any given time. Therefore, there can be no expectation of privacy on behalf of the user.

### Computer Use Expectations

The authorized access by students to the files and data of network users, modifying or deleting software/data, leaving messages involving intimidation, threats, coercion, taking selfies on ipads or holding the computer inappropriately will be dealt with under the Student Code of Conduct as determined by the principal.

### Access to the Internet

The School Board's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual School Board members and administrative staff members shall be treated like teachers. "Internet" includes all information accessed by Internet sites, E-Mail, on-line services and bulletin board systems.

Students enrolled in the Liberty School District may have access to the internet. This is a privilege that will be removed if the student is found to abuse or misuse the intent for which it is designed. Students who attempt or succeed in obtaining or viewing material considered to be of adult content will be disciplined.

As outlined in the Board Policy, students must have a **USER AGREEMENT AND PARENTAL PERMISSION FORM** signed and on file in the office. The following actions are not permitted:

1. Sending or displaying offensive message or pictures.
2. **Taking pictures of staff and/or posting it on any form of social media without their approval. (Phones should not be used as a camera during the regular school day.)**
3. Using obscene language.
4. Harassing, insulting, or attacking others.
5. Damaging, computers, computer systems, or networks.
6. Violating copyright laws.
7. Using another's password or login information.
8. Trespassing in another's folder, work, or files.
9. Using the network for commercial purposes.

Again, violations may result in a loss of access as well as disciplinary or legal action.

The Authorization of Internet Access Form and Homepage Waiver Form are at the back of this handbook. Students and Parents must sign before access will be permitted. Parents must sign the Homepage Waiver Form before their child's picture or school related project may be used on the Liberty School Homepage.

### **Curriculum**

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum

### **Authorization for Internet Access**

Each teacher must sign the District's Authorization for Internet Access as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted use.

The failure of any student or teacher to follow the terms of the Authorization for Internet Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Letter Parent(s)/Guardian(s) Regarding student Use of the Internet:

Dear Parent(s)/Guardian(s),

We now have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- A. Limited electronic mail communications with people all over the world
- B. Information from government sources, research institutions, and other sources
- C. Discussion groups
- D. Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC)

With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization For Internet Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of privilege to use this resource as well as other appropriate disciplinary action. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access. Parents

should recognize that students may have access to inappropriate material during unregulated use.

Please read and discuss the Authorization for Internet Access with you child. If you agree to allow your child to have and an Internet account, sign the Authorization form and return it to your school.

### **Authorization for Internet Access**

Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted access. School Board members and administrators are treated like teachers for the purposed of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signatures(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

The failure of any student to follow the terms of the authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Terms and Conditions**

#### **Acceptable Use**

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Student and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material and removable media such as floppy disks, thumb drives, compact discs and DVD's, etc., including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Access to student social networking passwords and websites for violations of school rules or procedures – Read attachment D at the end of the handbook.**

#### **Internet Safety**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person received prior permission

from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

**Privileges-** The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.

**Unacceptable Use-** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:

Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;  
Unauthorized downloading, installation, or implementation of software, regardless of whether it is copyrighted or virus free;

Downloading copyrighted material for other than personal use;

Use of file sharing software such as Kazaa, Imesh, Morpheus, WinMX, etc.;

Using the network for private financial or commercial gain;

Wastefully using resources, such a file space; ink or toner, paper or network bandwidth;

Hacking, attempting or gaining unauthorized access to resources or entities;

Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;

Using another user's account or password; including but not limited to teachers' usernames and passwords;

Posting material authored or created by another without his/her consent;

Posting anonymous messages;

Using the network for commercial or private advertising;

Use of streaming video or audio sites for entertainment purposes only, e.g., music videos, radio stations, etc.

Use of removable media such as floppy disks, thumb drives, compact discs, DVD's's, etc. without express, per instance, permission from a teacher, or Network administrator.

Use of web-based email services such as Hotmail, YahooMail, webmail, Linux based email servers, etc;

Use of instant messaging services, or utilities such as MSN Messenger, YahooChat, ICQ,

Send Mail, Windows messaging, etc.

Tampering with operating system settings, physical connections, bypassing, or attempting to bypass, security measures or filtering, or otherwise rendering a computer, printer, or any other technology equipment or the network to a diminished capacity, or useable.

Use of telnet or other remote access utilities;

Sharing information about one's own username and password, or information about someone else's;

Using a computer without teacher supervision;

Accessing web-based gaming sites of any nature, action, puzzle, gambling, etc.;

Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material, and

Using the network while access privileges are suspended or revoked.

Network Etiquette- You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Be polite. Do not become abusive in your messages to others

Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

Do not reveal the personal address or telephone numbers of students or colleagues.

Recognize that electronic mail (E-Mail) is not private. People who operate the system have access to all mail. Message relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in any way that would disrupt its use by other users.

Consider all communications and information accessible via the network to be private property

No Warranties- The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your

own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification-** The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

**Security-** Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempted to log-on to the Internet as a system administration will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism-** Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer virus.

**Telephone Charges-** The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minutes surcharges, and/or equipment or line cost.

**Copyright Web Publishing Rules -** Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from both the parent/guardian and student.

**Parents-** Parents agree to be responsible for any financial obligation of their students

**Use of Electronic Mail**

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document.

Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Use of the School District's electronic mail system constitutes consent to these regulations.

Students, parent(s)/guardians(s), and teachers need only to sign this Authorization for Internet Access once while enrolled or employed by the School District.

I understand and will abide by the above Authorization for Internet Access. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and claims arising from by use, or inability to use the Internet.

DATE: \_\_\_\_\_

User Signature: \_\_\_\_\_

(Required if the user is a student)

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees,



agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

DATE: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_  
Please Print

Parent Signature \_\_\_\_\_

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Liberty CUSD #2, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Liberty CUSD #2 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of the directory information is to allow the Liberty CUSD #2 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports' activity sheets such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Liberty CUSD #2 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1<sup>st</sup> of each school year. Liberty CUSD #2 has designated the following information as directory information:

- Student's name
- Student's address
- Grade level

## **Sexual Abuse:**

Staff and students receive instruction on recognizing and avoiding sexual abuse. For anyone that volunteers at Liberty School. We check the state and national sex offender registries before allowing

access to our school. The websites checked are: <http://www.isp.state.il.us/sor/> or <https://www.nsopw.gov/> .

### ***VOLUNTEER POLICY***

State in the handbooks that "As required by law, all volunteers in a school must complete the volunteer form and will be checked on two web-sites indicated on the form to insure they are safe to be around students. This is a great way to protect our children. The form must be completed on anyone wishing to volunteer."

## **Liberty Volunteer Application**

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Personal Physician \_\_\_\_\_ Phone \_\_\_\_\_

Emergency Adult Contact \_\_\_\_\_ Phone \_\_\_\_\_

Criminal Conviction Information: Are you a child sex offender? Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, list all offenses.

Offense

Date

Location

\_\_\_\_\_

If requested, are you willing to consent to a criminal history records check? \_\_\_ Yes \_\_\_ No

Are you now or have you ever been a school volunteer?  Yes  No

If yes, at which school? \_\_\_\_\_

Do you have students at our school(s)? If so, please list:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Name \_\_\_\_\_ Grade \_\_\_\_\_

Which schools are you interested in volunteering in?

Liberty Elementary  Liberty Junior High  Liberty High School  Any/all schools

How would you like to volunteer?

#### **Building**

- Making copies
- Organizing/Filing
- Decorating bulletin boards
- Maintenance/Janitorial
- cafeteria

#### **Large Group**

- Playground/Cafeteria monitor
- Arranging for speakers/assemblies

#### **Classroom**

- Assisting teachers

#### **Individual Students**

- Tutoring

- Sharing personal experience
- Providing an educational project
- Classroom celebrations/parties
- Mentor/Lunch Buddy

Other (Please list) \_\_\_\_\_

When would you like to volunteer?

- On a regular basis (set day/time)
- On a regular basis, but flexible
- Occasionally as needed and my schedule permits

**Waiver of Liability**

Liberty Community Unit School District #2 does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance by the School District and to document the volunteer’s acknowledgment that they are providing volunteer service at their own risk.

**By your signature below:**

You acknowledge that Liberty Community Unit School District #2 does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer’s unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer’s supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer’s supervised or unsupervised service to the School District.

\_\_\_\_\_  
Volunteer Name (please print)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

-----  
-----

For School Use Only

General Description of assignment(s):

- Mentor/Tutor (one-on-one)
- Assisting with academic programs
- Supervising students
- Cafeteria
- Assisting in the main office
- Maintenance/Janitorial assistance
- Other: \_\_\_\_\_

Name of supervising staff member \_\_\_\_\_

Child Sex Offender List checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory)

Statewide Sex Offender List checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory)

**To be completed by the building principal/secretary:**

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a criminal history records check would be prudent?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If “yes,” and provided the individual authorized the criminal history records check, please provide the following:

Date check was requested \_\_\_\_\_ Date check received and reviewed \_\_\_\_\_

Reviewed by (please print) \_\_\_\_\_

Signature of reviewer \_\_\_\_\_ Date \_\_\_\_\_

# MEDICAL INFORMATION

## Physical, Immunizations, Vision and Dental Examinations:

Illinois law requires the following for all children attending a public or private school: 1) Physical Exam on an IL Certificate of Child Health Examination form within 1 year of the 1<sup>st</sup> day of entering Pre-K, Kindergarten, 6<sup>th</sup> grade and 9<sup>th</sup> grade. In addition, a Physical is required on all new students transferring into Illinois from outside the State or country. 2) Immunizations - proof against and screening for preventable communicable diseases, as required by the rules and regulations of the Department of Public Health. Students must have the Physical and Vision Exam done with proof provided by the beginning of the school year in order to be admitted. Physical exams must be completed and on file by October 15. If a student does not comply with the requirements of this law by October 15 of the current school year, such students shall be excluded from school until proof of having received the required health examination and immunizations are presented to the District. All new registrants shall have 30 days following registration to comply with the health examination and immunization regulations. 3) Vision Exam - by a licensed ophthalmologist or optometrist after October 15<sup>th</sup> of the year prior to entering Kindergarten. 4) Dental Exam within 18 months prior to May 15<sup>th</sup> of the school year for those entering Kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> grade. Dental exams are due to be on file prior May 15<sup>th</sup>. A student may be exempted from these requirements on religious or medical ground if the student's parents/guardians present to the Superintendent a signed statement detailing the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

\*All forms are available on the school website @ [www.libertyschool.net](http://www.libertyschool.net) under "Forms".

## Vision and Hearing Screening

Vision and Hearing Screenings are conducted each school year by Certified Vision and Hearing Technicians. Grades routinely screened for Vision are Pre-K, Kindergarten, 2<sup>nd</sup> and 8<sup>th</sup> grades. Hearing is routinely screened for Pre-K, Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> grades. In addition, Special Education students from all grades and students new to the district are screened for both Vision and Hearing. Students will also be screened when referred by parent or teacher. Children who wear glasses or children who are under care of an eye doctor are not screened.

The purpose of the Vision and Hearing Screenings is to identify children who *may* have a Vision or a Hearing problem. Those children are then referred to the appropriate doctor. Please note that Vision screening is a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a Vision examination report is not on file at the school for your child, then your child in the mandated age /group will be screened.

## Contagious Diseases and Conditions

For the protection of all students and staff, the following guidelines should be followed:

1. Never send an obviously sick child to school.
2. A child with a severe sore throat, severe cough, earache, vomiting, more than 1 episode of diarrhea, or fever of 100 or higher within the past 24 hours, or an undiagnosed rash should not be sent to school.
3. A child with a known communicable disease (chickenpox, impetigo, strep, scabies, ringworm, etc.) should not be sent to school without the specific written approval of a doctor or a licensed health care provider.
4. Parents are encouraged to use common sense and good judgment when determining whether to send a child who has been ill with a cold or flu back to school.

Students who become ill at school should tell the teacher immediately. If a student becomes ill in the lunchroom or on the playground, the child should notify the monitor. The school must have a current emergency number to call in case a parent cannot be reached during the school day. Once the parent has been contacted, the child will need to be picked up from school within an hour unless otherwise arranged with the school nurse.

**Please notify the school nurse if your child is diagnosed with a communicable disease, severe injury, or has surgery. The purpose of this is to protect your child, so the nurse can send notices to parents when a number of cases of a disease are reported (eg. Strep, Mono, Flu etc.), help make any needed accommodations in the case of an injury or surgery, and keep your child's health record current.**

### Chronic Communicable Diseases

The District places a high priority on the need to prevent the spread of chronic communicable diseases. It is the intention of the Board of Education to promote the health and safety of its' students, staff, and the community, while assuring that no student or staff member is unnecessarily excluded from the available educational opportunities or his/her employment. Any person, including but not limited to students, parents, guardian, and staff, shall report to the superintendent any circumstances giving rise to a suspicion or belief that a student or staff member suffers from a chronic communicable disease.

### Pediculosis (commonly known as head lice)

It is the policy of the Liberty School District that students shall not be permitted to attend school when they have head lice or head lice eggs (nits) in their hair. Students that have either live lice or nits will be removed from class and parents will be called. The child may not be transported by school bus. The child will be sent home and must have all nits removed before returning to school. Other children living in the same household found with lice and or nits are checked immediately. Children are to be checked upon re-entry to school. The student returning to school must verify that treatment was performed. The student must be retreated seven to ten days after the first treatment. With continued and repeat infestations, absences may be coded "unexcused" if it is felt that parents are not taking the necessary steps to alleviate the problem. All students will be inspected on an "as needed" basis throughout the school year by the school nurse, principal or other school personnel. Recurrent cases will be referred to DCFS.

### Accident Reports

Students are responsible to report an injury or accident within 24 hours to the principal, nurse, coach or sponsor in order for an accident report to be completed. Forms to report accidents are in any of the offices. **A copy of all Accident Reports shall be submitted to the Health Nurse within 24 hours of reporting. One copy is to go in the students health records.**

### Emergency Information Card

This form must be completed at the **beginning of each school year for every child**. It is of up most importance that we have this information for your child's safety, to keep your child's record up-to-date and in case of emergency. **Please notify the school nurse of any changes in the information on this form (including phone number changes) throughout the year.** \*A copy of this form can be found in this Handbook with the forms or on the school website at [www.libertyschool.net](http://www.libertyschool.net) under "Forms".

### Medication Policy

Please refer to the Form section of this Handbook for the \*Medication Administration Policy. You will also find a copy of the \*School Medication Authorization Permit here. Both of these forms are also available on the school website at [www.libertyschool.net](http://www.libertyschool.net) or from the school nurse. A separate form is needed for each medication and every time there is a change such as a change in dose.

If you should need to bring a medication to your child during the school day, please come to the nurse's office. She will page your child to come to her office and the medication can then be given under her supervision. This is for everyone's protection.

## Medication Administration Policy

Whenever possible, all medication (prescription and non-prescription) should be given at home.

**However, if students must take medication at school, the following guidelines must be followed:**

1. Prior to prescription and non-prescription medication (including Tylenol, cough drops and cough syrup) being administered to any student at school, a School Medication Authorization Form must be completed in full. This is necessary to comply with the guidelines of the Illinois State Board of Education and the Department of Public Health.
2. An adult must bring the medication to the school nurse or principal. It should not be sent to school with a student. The bus driver may transport medication from the parent to a school authority.
3. All medications must come in the original container from the store along with a completed School Medication Authorization Form. (Extra forms are available from the office or can be printed from the school website: [www.libertyschool.net](http://www.libertyschool.net)) The parent and the doctor must both sign this form. For your convenience, we can fax the permit to your doctor for his signature. Any change in student's dosage requires a new permit. Parents may ask the pharmacist for a duplicate prescription bottle so that one can be kept at home and the other at school.
4. Medication must be labeled with the child's name, medication name/dosage, administration route (by mouth, to skin or inhaler), the date and the doctor's name.
5. The School Nurse or a designated school employee will dispense all medications. Students are NOT to carry medication on their person or keep it in their locker for themselves or others. Asthma inhalers and Epi-Pens may be carried on the prescribed student only if the Physician and Parental Authorization for Self-Administration of Asthma Form are completed prior to self-administration.
6. Except in extreme situations, it is the student's responsibility to go to the nurse's office to take medication. The nurse may take the medication to the student when she deems it necessary due to his/her age or condition.
7. On field trips, a certified staff member will be designated to safely store medication and with the assistance of the classroom teacher will supervise the student's self-administration of his/her medication.
8. All medications must be stored in a locked cabinet.
9. All health care provider authorizations will automatically expire at the end of the school year and are subject to renewal in the succeeding year.
10. Liberty CUSD #2 has Standing Orders for Epi-Pen and Epi-Pen Jr. (for severe allergic reactions), Albuterol Inhaler (for asthma symptoms), Glucagon Injection (for treatment of severe low blood sugar symptoms), Triple Antibiotic Ointment (for treatment of minor skin cuts and scrapes), and Anti-Itch Gel (for treatment of temporary relief of itching and pain associated with minor skin irritations). These orders are signed by a physician.

This policy is for the protection of all students. Thank you for helping keep our children safe. If you have any questions, please call 645-3433 and ask for the nurse.

***\*School Medication Authorization Form on the reverse side.***

5-30-12 Medication Administration Policy

**SCHOOL MEDICATION AUTHORIZATION FORM**

Name of Student \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Liberty Unit School District #2 \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Part I: Licensed Prescriber's Statement

1. Name/type of medication \_\_\_\_\_
2. Dosage/Amount to be given \_\_\_\_\_
3. Route of Administration \_\_\_\_\_
4. Frequency/times to be administered at school \_\_\_\_\_
5. Duration (week, month, indefinite, etc.) \_\_\_\_\_
6. Discontinuation Date \_\_\_\_\_
7. Intended effects of medication \_\_\_\_\_
8. Expected side effects \_\_\_\_\_
9. Diagnosis requiring medication \_\_\_\_\_
10. Other medication child is receiving \_\_\_\_\_
11. Time interval for re-evaluation \_\_\_\_\_
12. Known allergies to Medication \_\_\_\_\_

---

Licensed Prescriber's Signature \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_  
Date \_\_\_\_\_

Note: Students may independently administer their own inhaled medication if ordered to do so by the physician and they have the written permission of his/her parent/guardian. Physician and Parental Authorization for Self-Administration of Asthma Medication forms must be completed by the physician and the parent/guardian prior to self-administration.

Part II: Parent/Guardian Request/Approval

I hereby request and give my permission for the above named school to administer the medication prescribed on this form to my child

---

Parent/Guardian Signature \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_  
Date \_\_\_\_\_

***\*PLEASE READ THE MEDICATION ADMINISTRATION POLICY ON THE REVERSE SIDE.***





