

# Parent/Student Handbook

## 2017-2018

**Liberty** **School**



**Cr**eativity  **In**novation

12900 Amethyst Road, Victorville, CA 92392

Ph: 760-241-1520 Fax: 760-241-7674

[Liberty.vesd.net](http://Liberty.vesd.net)

Principal: Kimberly Verduzco

*The administration of Liberty School of Creativity and Innovation reserves the right to make changes to this handbook as deemed necessary in order to ensure a safe and orderly campus at all times.*

# LIBERTY SCHOOL OF CREATIVITY AND INNOVATION

Dear Parents, Guardians, and Students:

During the 2017-2018 school year, Liberty School of Creativity and Innovation will continue our tradition of excellence. We have many exciting adventures ahead of us as a school of STEAM (Science, Technology, Engineering, Arts and Math) and 21<sup>st</sup> Century Skills (creativity, collaboration, communication, and critical thinking). I am honored to be your principal, and I look forward to building stronger relationships with all of the members of our Liberty family over the school year.

Liberty School of Creativity and Innovation believes that all children can be successful learners. In order to achieve this each and every day, all Liberty students, family members, and staff follow the Liberty Lion PAWS-itive Pledge:

**The Liberty Community is committed to creating a PAWS-itive learning environment where all members practice safety, act responsibly, work together and show respect.**



#### PAWS-itive members

Pactice safety  
Act responsibly  
Work together  
Show respect



Across our campus, you will see our behavior expectations posted in all areas to help us all to show our PAWS. Through assemblies, weekly class presentations and discussions, and school events, our PAWS-itive behavior expectations are clearly understood by all Liberty community members. Students are continually recognized and rewarded both in the classroom and school-wide for showing their PAWS. At the start of this handbook, you will find the PAWS-itive behavior expectations that were sent home with your child for review and signatures in his/her back to school packet. One of the best ways you can help your child be successful is to show that you support our PAWS-itive expectations and show your PAWS as a role model to your child.)

The remainder of this handbook contains useful information about our school policies and procedures to help you throughout the school year. It is essential that the line of communication between staff, families, and students be open. Should any issue, question, or concern arise during the year, please call or email your child's teacher to set up a time to talk.

Working together, we will make this an incredible year for our Liberty children!

Sincerely,

A handwritten signature in black ink that reads "Kimberly Verduzco".

Kimberly Verduzco, Principal

# TABLE OF CONTENTS

## CODE OF CONDUCT

• PAWS-ITIVE BEHAVIOR EXPECTATIONS.....	PAGE 5-8
• PAWS-ITIVE VOICE LEVEL.....	PAGE 8
• CELL PHONES.....	PAGE 9
• VANDALISM.....	PAGE 9
• POSITIVE REINFORCEMENTS.....	PAGE 9
• CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR .....	PAGE 9
• MAJOR EDUCATION CODE OFFENSES.....	PAGE 10
• DRESS CODE .....	PAGE 11
• BICYCLES.....	PAGE 12
• ITEMS NOT APPROPRIATE AT SCHOOL .....	PAGE 12
• STUDENT RESPONSIBILITIES TO A SAFE AND ORDERLY CAMPUS.....	PAGE 12
• STUDENT TECHNOLOGY ACCEPTABLE USE POLICY.....	PAGE 13-14

## GENERAL INFORMATION

• SCHOOL CALENDAR .....	PAGE 15
• BELL SCHEDULES.....	PAGE 16-17
• OFFICE HOURS.....	PAGE 18
• CHANGE OF ADDRESS OR PHONE.....	PAGE 18
• CLASSROOM PLACEMENT.....	PAGE 18
• HOMEWORK.....	PAGE 18
• REPORT CARD SYSTEM/PARENT CONFERENCES.....	PAGE 18
• TELEPHONE USE.....	PAGE 18
• ANNOUNCEMENTS AND MESSAGES INTO CLASSROOMS.....	PAGE 18
• INCLEMENT WEATHER.....	PAGE 18
• DISTRICT CELL PHONE POLICY.....	PAGE 19
• LOST AND FOUND.....	PAGE 16
• CLASSROOM VISITS.....	PAGE 20
• WITHDRAWAL PROCEDURES.....	PAGE 20
• FIELD TRIPS.....	PAGE 20
• LIBERTY PARK.....	PAGE 20
• SCHOOL LUNCHES.....	PAGE 20
• BREAKFAST PROGRAM.....	PAGE 20
• LOST OR DAMAGED BOOKS AND MATERIALS.....	PAGE 21
• VESD SCHOOL BOARD MEETINGS.....	PAGE 21

## PARENT INVOLVEMENT

• PTO (PARENT TEACHER ORGANIZATION .....	PAGE 22
• ELAC (ENGLISH LEARNER ADVISORY COMMITTEE) .....	PAGE 22
• SSC (SCHOOL SITE COUNCIL).....	PAGE 22
• PARENT VOLUNTEERS.....	PAGE 22

# **SAFETY**

• STUDENT SUPERVISION.....	PAGE 23
• STUDENT SAFETY BEFORE AND AFTER SCHOOL.....	PAGE 23
• STUDENT RELEASE.....	PAGE 23
• DAILY DISMISSAL TRANSPORTATION.....	PAGE 23
• PARENT DROP OFF AND PICK UP PROCEDURES.....	PAGE 23
• CHILD CUSTODY/RESTRAINING ORDERS.....	PAGE 24
• SCHOOL SAFETY PLAN.....	PAGE 24
• FIRE, DISASTER, AND LOCK-DOWN DRILLS.....	PAGE 24
• BUS TRANSPORTATION.....	PAGE 24

# **ATTENDANCE/HEALTH**

• ATTENDANCE, EXCUSED/UNEXCUSED ABSENCES AND SARB FACTS.....	PAGE 25-26
• VERIFYING ABSENCES.....	PAGE 27
• TARDINESS AND EARLY DEPARTURES.....	PAGE 27
• INDEPENDENT STUDY.....	PAGE 27
• ILLNESS/ACCIDENTS AT SCHOOL.....	PAGE 27
• STUDENT MEDICATION AT SCHOOL .....	PAGE 28
• ROUTINE HEALTH SCREENINGS.....	PAGE 28
• EXCUSES FROM PHYSICAL EDUCATION/RECESS.....	PAGE 28
• LICE.....	PAGE 28

# LIBERTY SCHOOL OF CREATIVITY AND INNOVATION

## PAWS-ITIVE BEHAVIOR EXPECTATIONS

	<i>Practice Safety</i>	<i>Act Responsibly</i>	<i>Work Together</i>	<i>Show Respect</i>
<b>Passing Areas</b>  <i>Voice Level 1</i>	Walk at all times.  Keep hands, feet and objects to self.  Stay on the walkways and off the handrails.	Follow school rules.  Walk directly to your next destination.  Help keep our school clean.	Encourage others to follow rules.  Help others in need.  Tell an adult about unsafe conditions.	Use appropriate voice level and language.  Use kind words and actions.  <b>Stop, look and listen when an adult is speaking to you.</b>
<b>Pit</b>  <i>Voice Level 2</i>	Keep hands, feet and objects to self.  Use the stairs one at a time.  Stay on the concrete and off the handrails.	Follow school rules.  Enter only when given permission.  Help keep our school clean.	Encourage others to follow school rules.  Actively listen and participate in activities.  Work with your team/partners during activities.	Use appropriate voice level and language.  Use kind words and actions.  <b>Stop, look and listen when an adult is speaking to you.</b>
<b>Cafeteria</b>  <i>Voice Level 2</i>	Walk at all times.  Eat your own food.  Keep hands, feet and objects to self.	Raise hand and wait to be excused.  Throw away your trash.  Sit at your assigned table.	Help keep our cafeteria clean.  Help others.	Be friendly.  Use appropriate voice level and language.  Say please and thank you to those who serve.  <b>Stop, look and listen when an adult is speaking to you.</b>
<b>Restrooms</b>  <i>Voice Level 2</i>	Keep hands, feet and objects to self.  Wash hands with soap and water.  Use toilets, sinks, and urinals as intended.	Flush toilet and wash hands.  Return to room promptly.  Carry a bathroom pass during class time.	Help keep the bathroom clean.  Tell an adult about unsafe conditions.	Give people privacy.  Use appropriate voice level and language.  <b>Stop, look and listen when an adult is speaking to you.</b>
<b>Office</b>  <i>Voice Level 2</i>	Keep hands, feet and objects to self.  Sit correctly in your chair.	Enter silently with a pass and check in.  Wait quietly to be helped.	Answer questions promptly and politely when asked.  Report situations honestly.  Ask for help for yourself or others.	Use appropriate voice level and language.  Use kind words and actions.  Give others privacy.  <b>Stop, look and listen when an adult is speaking to you.</b>
<b>Special Events and Assemblies</b>  <i>Refer to Voice Level Chart</i>	Keep hands, feet and objects to yourself.  Stay on your bottom in assigned seat.	Follow all school rules.  Look to your teacher to be dismissed.	Encourage others to follow school rules.  Actively listen and participate.	Use appropriate voice level and language.  Give others personal space.  <b>Stop, look, and listen when an adult or performer is speaking.</b>

## LIBERTY SCHOOL OF CREATIVITY AND INNOVATION

### PAWS-ITIVE BEHAVIOR EXPECTATIONS (CONT.)

	<b>Practice Safety</b>	<b>Act Responsibly</b>	<b>Work Together</b>	<b>Show Respect</b>
<b>Playground (all areas)</b>  <b>Voice Level 4</b>	Be aware of activities /games around you.  Keep hands, feet and objects to self.  Freeze then walk when the whistles blow.	Use equipment as intended.  Walk away from confrontation.  Take your belongings with you.	Help others when needed.  Look to an adult for help.  Help put equipment away.	Use appropriate voice level and language.  Play fairly and include others.  Use kind words and actions.  <b>Stop, look, and listen when an adult is speaking to you.</b>
<b>Basketball Courts</b>  <b>Voice Level 4</b>	Use kind words and actions.  Keep hands, feet and objects to self.	Play by the rules posted.  Be honest and call your own fouls.	Practice good sportsmanship: accept defeat and be a gracious winner.  Share the basketball.	Use appropriate voice level and language.  Give personal space to other players.  <b>Stop, look, and listen when an adult is speaking to you.</b>
<b>Tetherball</b>  <b>Voice Level 4</b>	Keep hands, feet and objects to self.  Stay on your side of the line.	Play by the rules posted.  Be honest.	Practice good sportsmanship: accept defeat and be a gracious winner.  Use words of encouragement towards other players.	Use appropriate voice level and language.  Wait patiently in line for your turn.  <b>Stop, look, and listen when an adult is speaking to you.</b>
<b>Library</b>  <b>Voice Level 1</b>	Walk at all times.  Carry closed books with both hands.	Enter with a Pass.  Follow library procedures.  Walk directly back to class after checking out your book  Return books on time.	Place books in correctly in their place.  Help others when needed.  Report any damaged books to teacher or librarian.	Use appropriate voice level and language.  Say please and thank you.  Treat books with care.  Choose your book in a timely manner so others get their turn.  <b>Stop, look, and listen when an adult is speaking to you.</b>

## LIBERTY SCHOOL OF CREATIVITY AND INNOVATION

### PAWS-ITIVE BEHAVIOR EXPECTATIONS (CONT.)

	<b>Practice Safety</b>	<b>Act Responsibly</b>	<b>Work Together</b>	<b>Show Respect</b>
<b>Bus</b>  <i>Voice Level 2</i>	Keep, hands, feet and all objects to self.  Enter and exit single file line.  Sit facing forward.  Keep arms and hands inside at all times. Keep aisles clear.	Keep the bus clean.  Keep all food and drinks inside of your backpack.  Take off everything you brought with you.	Speak to your seat partner only.  Encourage others to follow rules.	<b>Stop, look, and listen when an adult is speaking.</b>  Use appropriate voice level.
<b>Emergency Drills</b>  <i>Voice Level 1</i>	Keep hands, feet and objects to yourself.  Stay on your bottom in assigned seat.	Exit classrooms silently in lines.  Follow all school rules. Work on task assigned.	Encourage others to follow school rules.	Use appropriate voice level and language.  Give others personal space.  <b>Stop, look, and listen when an adult is speaking.</b>
<b>Red Gate/Blue Gate Dismissal</b>  <i>Voice Level 2</i>	Walk with an adult to your designated area.  Keep hands, feet and objects to yourself.  When dismissed, walk safely to your stopped car.	Follow all school rules.  Stay in assigned seat until dismissed by a staff member.  Face forward and listen for your name to be called.  Keep all items (including food and phones) in your backpack while you wait.	Return found items to an adult.  Encourage others to follow school rules.  Help keep dismissal area clean.	Use appropriate voice level and language.  Give others personal space.  <b>Stop, look, and listen when an adult is speaking to you.</b>
<b>Red Gate/Blue Gate Dismissal</b>  <i>Voice Level 2</i>	Walk with an adult to your designated area.  Keep hands, feet and objects to yourself.  When dismissed, walk safely to your stopped car.	Follow all school rules.  Stay in assigned seat until dismissed by a staff member.  Face forward and listen for your name to be called.  Keep all items (including food and phones) in your backpack while you wait.	Return found items to an adult.  Encourage others to follow school rules.  Help keep dismissal area clean.	Use appropriate voice level and language.  Give others personal space.  <b>Stop, look, and listen when an adult is speaking to you.</b>
<b>Walkers / Parent Walk-Up</b>  <i>Voice Level 2</i>	Walk with an adult to your designated area.  Keep hands, feet and objects to yourself.  Walk on the sidewalk and in the crosswalk.	Follow all school rules.  Keep all items (including food and phones) in your backpack while you wait.  Check out with an adult before exiting the gate.	Encourage others to follow school rules.  Help keep dismissal area clean.  Wait in designated area for siblings before getting in line to exit.	Use appropriate volume and language.  Give others personal space.  Stop, look, and listen when an adult is speaking to you.

## LIBERTY SCHOOL OF CREATIVITY AND INNOVATION

### PAWS-ITIVE BEHAVIOR EXPECTATIONS

	<b>Practice Safety</b>	<b>Act Responsibly</b>	<b>Work Together</b>	<b>Show Respect</b>
<b>Walkers / Parent Walk-Up</b>  <i>Voice Level 2</i>	Walk with an adult to your designated area.  Keep hands, feet and objects to yourself.  Walk on the sidewalk and in the crosswalk.	Follow all school rules.  Keep all items (including food and phones) in your backpack while you wait.  Check out with an adult before exiting the gate.	Encourage others to follow school rules.  Help keep dismissal area clean.  Wait in designated area for siblings before getting in line to exit.	Use appropriate volume and language.  Give others personal space.  <b>Stop, look, and listen when an adult is speaking to you.</b>
<b>Parent Pick-up/ Drop-off Lanes</b>  <i>Voice Level 2</i>	Be aware of your surroundings.  Follow traffic signs and staff directions.  Enter/exit cars on the curb side only.	Follow traffic patterns.  Plan enough time to drop off and pick up your children.  Use cell phones at appropriate times.	Be patient.  Pull all the way forward.  Keep lanes open.	Use appropriate voice level and language.  Respect staff and other drivers.  Use kind words and actions to set a good example for students.

### PAWS-ITIVE VOICE LEVELS

In order to help insure that our campus is a PAWS-itive learning environment, we have established the following Voice Level Chart. Community members are asked to use the appropriate voice level at each area of campus. Please see the specific voice level for each location in the matrix above.

 <b>Liberty PAWS-itive</b>  <b>Voice Levels</b> 
<b>4 Outside/Playground</b>
<b>3 Presenter</b> (Everyone can hear you)
<b>2 Table Talk/Formal Normal</b> (Only your small group can hear you)
<b>1 Whisper</b> (Only 1 person can hear you)
<b>0 Silent</b> (No one is talking)

## **LIBERTY SCHOOL OF CREATIVITY AND INNOVATION PAWS-ITIVE BEHAVIOR EXPECTATIONS (CONT.)**

### **CELL PHONES (BDP 5131)**

Students may carry cell phones but they must keep them **turned off** and **in their backpack** while on school grounds. If they are seen out of the backpack or in use on campus at anytime they will be confiscated and held in the office for a parent to pick up. **The school is not responsible for stolen or lost cell phones.**

### **VANDALISM (BDP 5131)**

Students are expected to treat school materials, equipment, and facilities with care and respect. Parents/guardians are responsible for the full amount of all damages caused by their child at school. This includes the cost of labor and repairs. In the event that such vandalism occurs, the Victor Elementary School District will appraise the damage and cost of repair, and bill the parents/guardians of the child.

### **PAWS-ITIVE REINFORCEMENTS**

In the classroom, all teacher behavior plans include opportunities for students to earn recognition and/or privileges for showing your PAWS. School-wide assemblies and activities are held regularly to recognize and reward positive behavior and good citizenship. Students can also earn “PAWS-itive” tickets from adults when they exhibit PAWS-itive behavior at school. “PAWS-itive” tickets are placed into various drawings for rewards throughout the school year. Students can also earn positive communications to parents from staff members. Every adult at school looks for the opportunity to praise students for their appropriate conduct.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

If a student does not follow our PAWS-itive Behavior Expectations, the teacher will document the behavior and assign consequences according to the classroom and school-wide behavior plans.

In order to make students accountable for their actions, teachers, noon duty supervisors, and administrators may use the following consequences:

- Verbal conference/coaching
- Time-out in a designated classroom (per teacher behavior plan)
- Loss of recess, free time, or other privileges
- Parent contact
- Teacher suspension of student to another classroom
- Conference with teacher, parent, and student, which may result in parent-student-teacher contract
- Referral to Student Study Team
- Referral to the Office

Noon Duty Supervisors may have students sit in assigned outdoor areas during lunch recess as a way to bring about improved behavior.

## **LIBERTY SCHOOL OF CREATIVITY AND INNOVATION PAWS-ITIVE BEHAVIOR EXPECTATIONS (CONT.)**

### **MAJOR EDUCATION CODE OFFENSES**

If the student commits a major offense (see Major Education Code Offenses Below), he/she may be sent to the office on a referral. A student may be suspended from Liberty School of Creativity and Innovation for 1-5 days and may also be subject to placement or expulsion for violation of the State Education Code 48900:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence on another person.
3. Possessed, sold or furnished a firearm, knife, explosive or other dangerous object.
4. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance.
6. Caused or attempted to cause damage to school property or private property.
7. Committed robbery or extortion.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco products.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers or school officials.\*
12. Knowingly received stolen school or private property.\*
13. Engaged in an act of hazing or bullying, including electronic means.\*
14. Possessed an imitation firearm. \*
15. Harassed, threatened or intimidated a witness.\*
16. Committed or attempted to commit sexual assault or battery.\*
17. Sexually harassed another student through any unwelcome physical, verbal, or nonverbal behavior that makes the student uncomfortable.\*
18. Committed an act of hate violence defined as willfully injuring, intimidating, defacing, damaging or destroying real or personal property because of any person's race, color, religion, disability, gender or sexual orientation.\*
19. Created a hostile environment or engaging in harassment, threats or intimidation, sufficiently severe or pervasive to disrupt class work, create disorder or invade the rights of pupil or group of pupils by creating a hostile environment.\*

*\*Subject to suspension, placement, expulsion in grades 4-6<sup>th</sup> grade*

Per California Education Code 48915, a student shall be suspended for 1-5 days from Liberty School of Creativity and Innovation and be subject for placement or expulsion for the following violations:

1. Serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of a controlled substance
4. Robbery or extortion
5. Assault or battery upon any school employee.

## LIBERTY SCHOOL OF CREATIVITY AND INNOVATION

### PAWS-ITIVE BEHAVIOR EXPECTATIONS (CONT.)

#### DRESS CODE (BdP 5132)

The VESD Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. (BdP5132). Students who violate dress code will be sent to the office and may call home for a change of clothing. If a change of clothing is not available, the student may be required to sit in the office for the entire day.

1. **OVERSIZED CLOTHING SHALL NOT BE WORN. SAGGING OF PANTS IS NOT ALLOWED.** Pants must be worn at the natural waistline. Belts must be worn with pants that are loose fitting. We want to ensure that students can safely participate in PE and recess activities.
2. **NO HANGING BELTS OR CHAINS.**
3. **SKIRTS AND SHORTS MUST BE OF APPROPRIATE LENGTH.** Skirts and shorts should be no shorter than your fingertips when you are standing straight with arms by your side. These should be worn when appropriate for the weather. It is advisable that shorts be worn under skirts/dresses for PE/playground activities.
4. **SAFE FOOTWEAR MUST BE WORN AT ALL TIMES.** NO sandals, high-heeled shoes, flip-flops, soft-soled slippers, open toed shoes, backless shoes, steel-toed shoes, or shoes with wheels. They are a hazard and unsafe footwear for PE and playground activities.
5. **CLOTHING** that contains symbols or accessories that contain gestures, pictures or wording that are profane or obscene and/or refer to violence, drugs, alcohol, tobacco, the occult or gangs are not permitted. Clothing that promotes hate or intolerance is not permitted.
6. **GANG-RELATED CLOTHING MAY VARY FROM MONTH TO MONTH.** No articles of clothing related to a group or gang, which may provoke others to acts of violence or intimidate by fear of violence shall be worn on campus or to any school activity.
7. **HATS:** Hats may be worn outside for sun and weather protection. Baseball caps must be worn facing forward only and may not be worn backwards or sideways. Hats are to be removed when indoors.
8. **JEWELRY** that may be considered a safety hazard or used as a weapon is not permitted.
9. **CLOTHING MUST BE MODEST IN APPEARANCE.** Clothing that is too tight, too revealing, or too loose to reveal the body should not be worn. Undergarments may not show. Bare midriff, open back, off the shoulder, see-through shirts, tube tops, spaghetti straps, oversized tank tops, strapless tops, or swimwear are not allowed.

## LIBERTY SCHOOL OF CREATIVITY AND INNOVATION PAWS-ITIVE BEHAVIOR EXPECTATIONS (CONT.)

### BICYCLES

It is recommended that children do not begin riding bicycles to school before reaching 4<sup>th</sup> grade. Students riding bicycles will follow these safety rules:

1. Ride to/from school but not on school property.
2. Use caution when riding where walkers are present and when crossing streets.
3. Wearing a helmet as required for bike riders by California law.

### ITEMS NOT APPROPRIATE AT SCHOOL

Due to the dangerous nature of scooters, skateboards, and roller blades, students are not allowed to use them on their way to or from school, nor while at school.

A student may not bring personal property items to school without specific permission from the teacher or principal. This includes, but is not limited to, the following items: gum, candy, toys, iPods, MP3 players, sports equipment, electronic devices, pens or watches that make noises or have distracting functions, live animals, or pets.

Any special items to be shared or brought for display purposes must be approved by the child's teacher.

Any type of weapon (including toy and pellet guns), or dangerous objects including laser pointers, fire crackers, poppers, matches, or lighters are never to be brought to school and may result in suspension and/or expulsion for the student.

### STUDENT RESPONSIBILITY TO A SAFE AND ORDERLY CAMPUS

Students who are aware of impending unsafe situations, threats, or know of students who have brought inappropriate objects to school are expected to notify their teacher or other adult on campus **immediately**. Students may be held accountable for not informing an adult of an impending situations or dangerous/inappropriate objects at school.



**Overview.** Internet access will enhance innovative education for students by providing them with unique resources. Students will be able to communicate with people all over the world. They will be able to obtain the most current information and news from leading educational and research institutions. They will be able to participate in academic discussion groups on a wide variety of topics ranging from culture, to science, to the environment, to music, to politics, etc.

**Student Access to Computer/Network/Internet.** Computer/Network/Internet access is provided to all students for educational and instructional purposes. Each District computer with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the Federal Children's Internet Protection Act (CIPA). The District makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

**Supervision and Monitoring.** The use of District owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that all students are secure and in conformity with District policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**Netiquette.** Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online it can sometimes be shared and spread in ways you never intended. Verbal or written language that is considered inappropriate in the classroom is also inappropriate online.

**Cyberbullying.** Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. Students should understand that instances of Cyberbullying created when not at school or after school hours can potentially result in disciplinary action at school.

**Parent/Student Financial Liability.** If a student damages school property, parents are liable for the cost of the damage.

**Digital Learning Environments.** Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for use of educational software tools and applications. Parents wishing to deny access to these curricular resources must do so in writing to the site principal indicating their child should be denied access to these tools.

Parent/Guardian Initials \_\_\_\_\_

Victor Elementary School District

Victor Elementary School District believes that all students should have access to technology when they act in a responsible, purposeful, courteous and legal manner. Internet access and other online services available to students and teachers offer a multitude of learning tools and global resources. Our goal in providing these services is to enhance the educational development of our students.

Acceptable uses of technology are devoted to activities which support teaching and learning. The following items constitute our agreement about the use of technology in the schools of Victor Elementary School District.

Using the computer correctly and responsibly is very important. I promise to follow these rules:

1. I promise to only work on the programs and web pages that my teacher tells me to use.
2. I promise to ask for help if I don't know what to do.
3. I promise to tell my teacher if I read or see something on the computer that is inappropriate or makes me feel uncomfortable.
4. I promise never to give my name, picture, address, phone number, or the name of my school out on the internet.
5. I promise never to use the computer to be hurtful to others.
6. I promise to only use my assigned vesd.net account.
7. I promise not to copy anybody's online work without properly giving credit to the author.
8. I promise to not intentionally damage computers or computer systems.
9. I promise not to do any other activities not appropriate in the classroom.

I will sign my name to show that I will follow these rules.

Student Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

I have read this Acceptable Use Agreement and have discussed it with my child.

Parent/Guardian Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VICTOR ELEMENTARY SCHOOL DISTRICT  
2017-18 SCHOOL CALENDAR**

Board Approved  
1/18/2017

Mon	Tue	Wed	Thr	Fri
3	4	5	6	7
10	Holiday	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Mon	Tue	Wed	Thr	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
Opening Contract	Contract	Contract	1st Day	Min Day
21	22	23	24	25
				Min Day
28	29	30	31	

Mon	Tue	Wed	Thr	Fri
				1
				Min Day
4	5	6	7	8
Holiday				Min Day
11	12	13	14	15
				Min Day
18	19	20	21	22
				Min Day
25	26	27	28	29
				Min Day

Mon	Tue	Wed	Thr	Fri
2	3	4	5	6
Min Day	Min Day	Min Day	Min Day	Min Day
9	10	11	12	13
Non Stu/Tea				Min Day
16	17	18	19	20
				Min Day
23	24	25	26	27
				Min Day
30	31			

Mon	Tue	Wed	Thr	Fri
		1	2	3
				Min Day
6	7	8	9	10
				Holiday
13	14	15	16	17
				Min Day
20	21	22	23	24
FB	FB	FB	Holiday	Holiday
27	28	29	30	

Mon	Tue	Wed	Thr	Fri
				1
				Min Day
4	5	6	7	8
				Min Day
11	12	13	14	15
				Min Day
18	19	20	21	22
				Min Day
25	26	27	28	29
Holiday	Holiday	WB	WB	Holiday

Opening Day  
August 14

Contract Days  
August 14-16

First Day School  
August 17

Holidays  
July 4  
September 4  
November 10, 23, 24  
December 22, 25-26, 29

January 1 & 15  
February 16 & 19  
March 30  
May 28

Fall Break  
November 20-22

Winter Break  
December 27-28  
January 2-5

Spring Break  
March 26-29

Non Student/Non Teacher Days

October 9  
January 8

Parent Conference Weeks

October 2-6  
March 19-23

End of 1st Trimester  
November 10

End of 2nd Trimester  
March 2

Last Day School  
June 5

Snow Day  
June 6

Mon	Tue	Wed	Thr	Fri
1	2	3	4	5
Holiday	WB	WB	WB	WB
8	9	10	11	12
Non Stu/Tea				Min Day
15	16	17	18	19
Holiday				Min Day
22	23	24	25	26
				Min Day
29	30	31		

Mon	Tue	Wed	Thr	Fri
			1	2
				Min Day
5	6	7	8	9
				Min Day
12	13	14	15	16
				Holiday
19	20	21	22	23
Holiday				Min Day
26	27	28		

Mon	Tue	Wed	Thr	Fri
			1	2
				Min Day
5	6	7	8	9
				Min Day
12	13	14	15	16
				Min Day
19	20	21	22	23
Min Day	Min Day	Min Day	Min Day	Min Day
26	27	28	29	30
SB	SB	SB	SB	Holiday

Mon	Tue	Wed	Thr	Fri
2	3	4	5	6
				Min Day
9	10	11	12	13
				Min Day
16	17	18	19	20
				Min Day
23	24	25	26	27
				Min Day
30				

Mon	Tue	Wed	Thr	Fri
	1	2	3	4
				Min Day
7	8	9	10	11
				Min Day
14	15	16	17	18
				Min Day
21	22	23	24	25
				Min Day
28	29	30	31	
Holiday				

Mon	Tue	Wed	Thr	Fri
				1
				Min Day
4	5	6	7	8
	Min Day / Last Day	Snow Day		
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

# LIBERTY SCHOOL OF CREATIVITY AND INNOVATION

## REGULAR BELL SCHEDULE 2017-18

### REGULAR SCHOOL HOURS:

Breakfast: 07:30 a.m. - 08:15 a.m.  
 Grades 1-6: 08:25 a.m. - 02:40 p.m.  
 TK/Kinder Ext. Day: 08:25 a.m. - 01:15 p.m.

### RECESS SCHEDULE: (Recess 12 Minutes)

TK/K: 11:45 a.m. - 11:57 a.m.  
 K/K-1: 12:00 p.m. - 12:12 p.m.  
 Grade 2, SDC K-3: 09:50 a.m. - 10:02 a.m.  
 Grade  $\frac{2}{3}$ , 3: 01:30 p.m. - 01:42 p.m.  
 Grade 4-5, 5, SDC 4-6: 10:22 a.m. - 10:34 a.m.  
 Grade 6: 10:48 a.m. - 11:00 a.m. (Mighty Milers/ PE – 10:38-10:48) - Black Top  
 Grade 1: 01:50 p.m. - 02:02 p.m.  
 Grade 4: 02:00 p.m. - 02:12 p.m.



### STRUCTURED PE SCHEDULE: Grass/Blacktop/Park/Pit/MPR

Grade K-1, 1: 09:00 a.m. - 09:20 a.m. M-Th (K-1 Playground #2), Fridays inside  
 09:20 a.m. - 09:40 a.m. M-Th (K-1 Playground #2), Fridays inside  
 Grade  $\frac{2}{3}$ , 5, 4-6 SDC: 10:02 a.m. - 10:22 a.m. M-Th 08:30 a.m. - 8:45 Mighty Milers F  
 Grade  $\frac{2}{3}$ , 3: 09:45 a.m. - 10:00 a.m. Monday - Thursday (including Mighty Milers PE)  
 09:00 a.m. - 09:40 a.m. Friday  
 Grade 4: 09:15 a.m. - 09:45 a.m. M-Th (including Mighty Milers PE)  
 Grade 2, K-3 SDC: 01:15 p.m. - 01:40 p.m. M-Th (including Mighty Milers PE)  
 Grade 6: 09:00 a.m. - 10:00 a.m. Friday (Clark/Thomas in pit, Nunemaker/Fox Park)

### REGULAR LUNCH SCHEDULE: (40 Minutes)

Playground	Transition	Cafeteria	Grade	Teachers
10:15-10:35	10:30-10:35	10:35-10:55	TK/K	K#1 Playground - O'Malley, Wheeler, Norton K-1 Playground #2 - Gonzalez, Foreman
10:35-11:15	10:45-10:55	10:55-11:15	K, K-1	K#1 Playground - Bragg, Laszlo K-1 Playground #2 Clapper, Hammond, Jordan
10:55-11:10	11:10 - 11:15	11:15-11:35	1	K-1 Playground #2 - Naranjo, Graff, Gabler Big Kid Playground - Cox, Luke, Williams (Grass/Sand)
11:15-11:30	11:30-11:35	11:35-11:55	2, K-3 SDC	Anaya, Bike, Correia Ladao, Peticolas,, Rath
11:35-11:50	11:50-11:55	11:55 - 12:15	$\frac{2}{3}$ , 3	, Bunch, Campbell, Dale, TBD, Hall, Tolentino
11:55 - 12:10	12:10-12:15	12:15-12:35	4, $\frac{2}{3}$	Barles, Morentin, Nelson, Shaner, Tatera
12:15 - 12:30	• 12:30-12:35	12:35 - 12:55	5, , 4-6 SDC	Canchola, Castillo, Grefsrud, Martin, Morean
12:35 - 12:50	12:50-12:55	12:55 - 1:15	5,6	Clark, Fox, Nunemaker, Thomas

## **MINIMUM DAY LUNCH SCHEDULE:** (30 minutes)

<b><i>Playground</i></b>	<b><i>Transition</i></b>	<b><i>Cafeteria</i></b>	<b><i>Grade</i></b>	<b><i>Teachers</i></b>
09:45-09:55	9:55-10:00	10:00-10:15	TK/K	K#1 Playground - O'Malley, Wheeler, Norton K-1 Playground #2 - Gonzalez, Foreman
10:00-10:10	10:10-10:15	10:15-10:30	K, K/1	K#1 Playground - Bragg, Laszlo K-1 Playground #2 - Clapper, Hammond, Jordan
10:15-10:25	10:25-10:30	10:30-10:45	1	K-1 Playground #2 -Naranjo, Graff, Gabler Big Kid Playground - Cox, Luke, Williams (Grass/Sand)
10:30-10:40	10:40-10:45	10:45-11:00	2, K-3 SDC	Anaya, Bike, Correia, Ladao, Peticolas,, Rath
10:45-10:55	10:55-11:00	11:00-11:15	$\frac{2}{3}$ , 3	Bunch, Campbell, Dale, TBD, Hall, Tolentino
11:00-11:10	11:10-11:15	11:15-11:30	$\frac{4}{5}$ , 5	Barles, Morentin, Nelson, Shaner, Tatera
11:15-11:25	11:25-11:30	11:30-11:45	5 SDC	Canchola, Castillo, Grefsrud, Martin, Morean
11:30-11:40	11:40-11:45	11:45-12:00	6	Clark, Fox, Nunemaker, Thomas

(No Additional Recess on Minimum Days)

# GENERAL INFORMATION

## OFFICE HOURS

Monday – Thursday 8:00 a.m. – 3:30 p.m.

Friday 8:00 a.m. – 2:00 p.m.

## CHANGE OF PHONE NUMBERS AND ADDRESSES

Please notify the office immediately if there are any changes in your phone number or addresses. It is essential that we have your current information to keep you updated and for your child's safety.

## CLASSROOM PLACEMENT

Student classroom placement is a decision made carefully by our team to ensure that each classroom is balanced and able to serve the needs of all students. Should you have concerns about your child's class placement, please discuss your concerns with your child's teacher. If your concerns are not resolved, please contact our school secretary to set up an appointment with the principal and teacher so that we can address your concerns as a team.

## HOMEWORK

The purpose of homework is to reinforce classroom learning and ensure student mastery. Parents are encouraged to provide a place for your child to be able to complete their homework without disruption, to discuss the homework with their child, and to offer support whenever possible. Please speak with your child's teacher about individual class homework policies, questions, or concerns. Homework varies in every class and grade level.

## REPORT CARD SYSTEM/PARENT CONFERENCES

Our first parent conference of the school year in October is a goal setting/progress report meeting with the student, parent, and teacher. The first report card is sent home after the close of the first trimester. Our second report card is sent home in the spring during and parent conference week in March. Our third report card is sent home on the last day of school.

We encourage parents to attend conferences and maintain close communication with your child's teacher. There should never be any surprises on the report cards. If you have questions or concerns at any time during the by note, phone, or email to set up a time for discussion.

**Please note that during both parent conference weeks, school will dismiss Monday-Friday at 12:49 p.m.**

## TELEPHONE USE

Students may not use the office telephone for personal calls. Student use of the office telephone is restricted to urgent situations or emergencies. Permission must be obtained from office staff prior to using the phone.

## ANNOUNCEMENTS AND MESSAGES INTO CLASSROOMS

In our continued effort to eliminate interruptions during classroom instruction, the public address system or telephone in the classrooms will only be used for general, school-related announcements or urgent messages that cannot be handled in another matter.

If you need to get a message to your child during the school day, you may leave it with the office staff and messages will be delivered toward the end of the school day. Messages called in after 2:10 p.m. on a regular day (12:14 p.m. on a minimum day), may not be delivered to your child's classroom before dismissal.

Although we understand that special circumstances may occasionally come up, we urge you to insure that your child has needed information prior to coming to school.

## INCLEMENT WEATHER

During severe weather or periods of poor air quality, please listen to the local radio stations Y102 102.3, KATJ, 100.7, or KIX 106.5 for school closure information.



## Victor Elementary School District – BP 5131 (c)



### **Possession/Use of Cellular Phone and Other Mobile Communications Devices**

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Except with prior consent for health reasons, students shall not possess or use on school campus personal electronic signaling devices including, but not limited to, pagers, cellular/digital telephones for voice usage, digital imaging, or text messaging or other mobile communications devices such as digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers.

These types of devices are prohibited from all school sites, busses and school activities (on campus during the school day). Limited exceptions may be made on an individual basis by site administrators for good and sufficient reason. Students found in violation of this policy may be disciplined on a first offense and will have their device confiscated and returned to the parents. If there is a second/subsequent offense, the device will be confiscated and returned at the end of the school year.

Non photo enabled, non internet enabled basic cell phones that are powered off may be in the possession of students for life threatening emergency use only during the school day. These devices must remain powered off and stored out of sight while on the bus, and on campus during the school day. If seen by school or bus personnel, the device will be confiscated and returned to parents on a first offense and kept to the end of the year on a second/subsequent offense and the student may be disciplined. For a first offense, the student will lose the privilege of possessing a basic cell phone for emergency purposes for the remainder of the school year. For a second offense, anytime thereafter, the student will lose the privilege permanently.

Permissible uses for a non photo enabled, non internet enabled basic cell phone are limited to:

- Life threatening emergency situations anytime
- On campus before and after the official school day
- At the conclusion of field trips after return to campus if after the school day
- At sporting or other events on campus after the school day
- Anytime with the specific limited permission and supervision of a site administrator

In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures.

### LOST AND FOUND

Please label all personal items that your child brings to school (e.g., jackets, hats, binders, backpacks, etc.) If items are missing, please ask your child to check the lost and found rack. Small articles found on school property (e.g., jewelry, glasses, wallets, etc.) are kept in the school office. During school breaks, unclaimed articles will be donated to charitable organizations.

### CLASSROOM VISITS

To protect our children, state law and VESD board policy AR 1250, requires that all persons not employed or enrolled as a student must report their presence and purpose of their visit to the school office immediately upon arriving at school. Visitors and volunteers must have arranged/scheduled classroom visits with school staff, show id, sign in, and wear an id badge at all times while on campus.

Liberty is a closed campus in the interest of providing a safe and secure environment for students and staff.

### WITHDRAWAL PROCEDURES

Please notify the school office two days in advance when students are transferring out of Liberty School of Creativity and Innovation. All library books and textbooks must be returned and all outstanding charges paid by the student's last day. Student records will be forwarded upon request from the new school.

### FIELD TRIPS

Field Trips are used to enhance the study of many of our units of study and/or STEAM projects. A notice will be sent home whenever your child's class is going on a trip. Your child will not be permitted to go unless the parent or legal guardian has signed a district permission slip. All permission slips must be turned in the day prior to the trip. Hand written notes or phone calls are not acceptable forms of parental authorization.

### LIBERTY PARK

Our school has a joint use agreement with Liberty Park. Therefore, the park is considered an extension

of our campus. Teachers may utilize the park from time to time with their class for Physical Education or other classroom activities. These park visits do not require a permission slip.

### SCHOOL LUNCHES

School lunch is offered daily for \$2.00. Milk bought separately costs \$0.40. Advance purchase is recommended to minimize lost of forgotten money. Checks should be made payable to Victor Elementary School District. Meals may also be prepaid online utilizing the link, "My Lunch Money" on the Liberty Website. Call the school office for your child's identification number in order to pay online.

There is no borrowing money for lunch. Students who go through the lunch line without money or a lunch will be given a sandwich and milk at no charge to help get them through the day. Students who bring a lunch do not have access to a microwave oven.

Applications for assistance from the National School Lunch Program are available in the school office and on the Liberty and Nutritional Services websites. If you think you may qualify for free or reduced priced meals, please complete an application. Applications must be completed each year.

### BREAKFAST PROGRAM

Our cafeteria opens daily at 7:30 a.m. and breakfast is served until 8:15 a.m. **Students who participate in the breakfast program are not allowed to arrive on campus before supervision is available at 7:30 a.m.**

The school breakfast program is offered daily at a cost of \$1.25 and additional milk may be purchased for \$0.40. If your child qualifies for the free or reduced lunch, the same status will apply for breakfast.

**Children will not be allowed into the cafeteria or on campus in the morning unless they are eating a breakfast.** All other children will not

be admitted to campus until 8:00 when we have adult supervision.

## GENERAL INFORMATION (CONT.)

### LOST OR DAMAGED BOOKS AND MATERIALS

It is the student's responsibility to take care of school property. Even if books are accidentally misplaced, the school must seek payment. Parents must pay for books or school property checked out or assigned to their children that are lost or damaged. If school property is checked out by your child and it is not returned or damaged, you will be sent home a form noting the name of the book(s) or description of materials damaged, and the amount due.

When a lost book is found or returned, the district will be refund you the amount paid. If you have questions about materials you are being asked to pay for or concerns about payment options, please contact your child's teacher or the Library Media Clerk.

### VESD SCHOOL BOARD MEETINGS

The Victor Elementary School District Board of Trustees holds most of their regular board meetings on the first and third Wednesday of each month at 7:00 p.m. the district office. Agendas and locations for each meeting are posted in the Liberty Office. Special board meetings are sometimes called and agendas are always posted at least 72 hours prior to the meeting. Should you wish to be placed on the agenda, please call the district office at 760-245-1691. Board meeting information, including agendas, minutes, and schedules, can be located on the district website @ vesd.net.



# PARENT INVOLVEMENT

Parent involvement is key to student success! Our goal is to tremendously increase parent involvement at Liberty this year. We know that it is challenging in this day and age with our busy schedules, so we offer many ways that you can show your support. Hopefully one works for you. Be sure and check out the parent bulletin board in the office, look for opportunities for involvement on our school website and/or newsletters, or come to a **COFFEE WITH KIM on the first Wednesday of each month to visit with the principal over breakfast!**

## LIBERTY PTO

Our PTO (Parent Teacher Organization) is a wonderful way for you to get involved in supporting your child's education and help to build our school community! Our PTO meets once each month to plan school events and ways to raise funds for school activities, materials, and programs. If you are interested in becoming a member, please call or visit the school office and leave a message for the PTO leadership.

## SSC (SCHOOL SITE COUNCIL)

Our School Site Council consists of 10 members, five of whom are elected parent representatives. This advisory group provides valuable input regarding the budget, curriculum, and programs at our school. Meetings are usually held on the last Thursday of every month from 3:00-4:00 p.m. Agendas are posted at least 72 hours prior to the meeting. All parents are encouraged to attend. However, childcare is not provided.

## ELAC (ENGLISH LEARNER ADVISORY COMMITTEE)

Our English Learner Advisory Committee is an energetic group of parents of English Learners. This advisory group provides valuable input regarding the budget, curriculum, and programs at our school with special attention to the needs of our English Learner students and their families. Meetings are usually held on the third Thursday of

## VOLUNTEERS

We love volunteers at Liberty! In order to volunteer on campus or chaperone field trips, VESD Board Policy requires all individuals to attend a volunteer training each school year and complete a volunteer application. Trainings are scheduled throughout the year.

As part of the volunteer application, a copy of your driver's license is required. Per district policy, names of all perspective volunteers are searched on the Megan's Law website. Once cleared, volunteer names will then be submitted for board approval.

Small children may not be brought into the classroom unless the classroom teacher has approved it ahead of time. Children are not allowed in the workroom, staff lounge, or staff restrooms.

## FIELD TRIP CHAPERONES

Teachers may invite volunteer-trained and board approved parents to accompany the class when extra supervision is necessary. Siblings of students will not be permitted to go on field trips. All school rules and dress codes apply to all students while on field trips. Parent volunteers will be expected to support the teachers and our Code of Conduct with all students.



every month from 8:45-9:45 a.m. Agendas are posted at least 72 hours prior to the meeting. Meetings are conducted in both English and Spanish.

# SAFETY

## STUDENT SUPERVISION

All Liberty staff share the responsibility of monitoring the conduct and safety of the students on their way to and from school and on the school campus. Students are expected to respond quickly, obediently, and courteously to the any adult providing supervision. All rules of conduct apply to student behavior from the time a student leaves his/her home/parental supervision until he/she returns home, and are subject to the **Code of Conduct**.

## STUDENT SAFETY BEFORE AND AFTER SCHOOL

Developing good safety practices going to and from school is essential. Instruction begins at 8:25 a.m. and students should not arrive on campus before 8:00 a.m. unless they are participating in the school breakfast program. Adult supervision is not provided before 8:00 a.m. except for students in the breakfast program.

Upon dismissal, walking students are required to go directly home unless attending an after-school academic program. Students who are picked up by an adult must meet the adults at their assigned gate. Students **may not wait at the park as there is no supervision**.

Students may not stay after school for after-school events/programs without a signed permission slip from a parent/guardian.

## STUDENT RELEASE

During school hours, parents/guardians must present staff with photo I.D. before a child will be released to them. New emergency cards must be completed each school year. Students will only be released to the adults you listed on the current emergency card.



## DAILY DISMISSAL TRANSPORTATION

In your back-to-school packet sent home on the first day of school, you were required to communicate how your child will go home from school each day. Your child's teacher will adhere to this every day in order to ensure the safety of your child.

If your child will be going home differently than you have specified, you must send a signed note to your child's teacher. A student may not verbally notify his/her teacher or the office staff of a change in plans. Without a note, the student will be required to go home as usual.

## PARENT DROP OFF AND PICK UP PROCEDURES

In order to assure student safety, parents must remain with their children until they are safely on campus. Students may only cross the street without a parent when there is a crossing guard at the crosswalk. Students should never be encouraged to cross the street away from the crosswalk, or to walk through the traffic in the parking lot. This is very dangerous!

When students are being dropped off in front of the school, parents are required to pull all the way forward in the parent drop off lane by the curb before allowing their **child to exit on the curb side only**.

Likewise, when picking your child up at the ir assigned gates, you must pull all the way forward in the parent **pick up lane by the curb** to pick up your students. **Passing is not allowed**.



# SAFETY (CONT.)

## CHILD CUSTODY/RESTRAINING ORDERS

If you have special custody, visitation, and or restraining orders for your child, it is important that you bring a copy of the official court-ordered documentation. **Without court documents with a judge's signature on file at the school, the non-custodial parent may legally sign out and remove his/her child from school.**

## SCHOOL SAFETY PLAN

Liberty School of Creativity and Innovation has a comprehensive School Safety Plan that is reviewed and updated annually. This plan includes what to do in the event of a fire, earthquake, or bomb threat. It includes lockdown procedures for potentially dangerous situations on our campus or in the surrounding community.

The health and safety of our students is our highest priority. We practice specific situations in drills throughout the year. Staff members are assigned to teams to carry out specific duties. Food, water, safety, and first aid supplies are stored on campus. Safety procedures are discussed and practiced in the classrooms as well.

Our custodians clean and inspect all rooms and the grounds of the facility each day. All staff members report any potential safety problem to the day custodian or an administrator.

## FIRE, DISASTER, AND LOCK-DOWN DRILLS

Students will be taught what to do in case of any natural disasters like earthquakes or fires and other possible dangerous situations. Drills are practiced once a month and are indicated by the school alarm system and/or an administrative announcement.

Our intent is not to frighten our students, but rather to prepare and practice evacuation and safety procedures in the event they need to be used.

## BUS TRANSPORTATION

Busing is provided for students who live in the bus area of our district quadrant. It is important that students and parents understand that riding a school bus is a privilege that can be revoked when serious misconduct occurs or when discipline occurs repeatedly. Should a child lose their bus privileges, parents will not be excused from their legal responsibility to ensure their child attends school each day.

Students are expected to behave on the bus the same way they would behave in the classroom. Instructions given by the bus driver must be followed. The bus driver is responsible for students from the time they can be visually identified at the bus stop, while riding the bus, and until they are delivered to their destination.

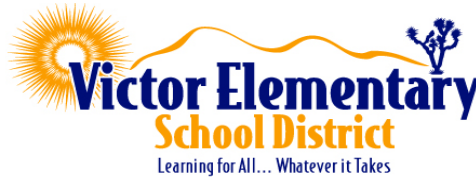
Students are expected to follow the PAWS-itive Bus Expectations at all times (see page 7).

In addition, the following Bus Stop Rules are in place:

1. Be considerate of the property at and near the loading area. Parents will be held liable for any damage to property done by their child.
2. Line up in an orderly manner in preparation for boarding the bus.
3. Stand back from the bus until it has come to a complete stop.
4. Live animals and insects, contained or otherwise, are not permitted on a school bus (by law).

A link to the detailed pamphlet of bus rules and conduct is available on our Liberty website. Click on the link, "Student/Parent Transportation Handbook."

# ATTENDANCE/HEALTH



## Attendance Fact Sheet

### EVERY DAY COUNTS!

California Education Code Section 48260 (a): Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

### **TRUANCIES AND UNEXCUSED ABSENCES**

Reasons NOT acceptable for being absent from school are considered truancies or unexcused absences. **Truancy occurs if a student is absent for any of the following:**

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Going to work with parent or other person.</li><li>2. Trip out of town, or outing somewhere (non bereavement purposes).</li><li>3. Too tired or sleepy to go to school.</li><li>4. Personal problems.</li><li>5. Refused to go to school.</li><li>6. Woke up late.</li></ol> | <ol style="list-style-type: none"><li>7. Waiting for service or repair people to arrive.</li><li>8. Bus not available or missing bus.</li><li>9. Baby-sitting, taking care of other family members.</li><li>10. Participating in a student demonstration off campus.</li><li>11. Leaving school grounds without authorization.</li><li>12. Forgot to call the school, or turn in the note.</li><li>13. Any reason not included in the "Excuses Absences" portion of this pamphlet.</li></ol> |
|---|--|

### **ACCEPTABLE REASONS FOR EXCUSED ABSENCES**

1. Personal illness (school may require doctor's note and will require doctor's verification if school deems absences are excessive).
2. Quarantine directed by health officer.
3. Personal medical appointment.
4. Attendance at funeral services of a member of the student's immediate family or any relative living in the immediate household of the child (limited to 1 day in the state and 3 days out of state).
5. Exclusion for medical reasons (not to exceed 5 school days).
6. Personal court appearance (requires verification).
7. Observance of a religious holiday or ceremony (recommend 3 days advance notice to school).
8. Religious retreat (limited to 4 hours per grading period).

*Truant, unverified, unexcused, excessive excused absences or tardies affect the student's education and increase the chances for failure. Tardies interrupt the classroom and interfere with the learning environment for all students.*

# ATTENDANCE/HEALTH (CONT.)



## Truancy Notification to Parents/Legal Guardians

### UNEXCUSED ABSENCES\*

3 unexcused absences	1 <sup>st</sup> Notice	Truancy Letter	Failure to improve child's attendance will result in a conference with a school designee. **
6 unexcused absences	2 <sup>nd</sup> Notice	Conference Notification (SART meeting)	School site will attempt to contact parent/guardian to schedule meeting with the School Attendance Review Team (SART) to review truancy problem to avoid further measures. **
9 unexcused absences	3 <sup>rd</sup> Notice	Subject to summons to appear at the <u>Student Attendance Review Board (SARB)</u> .	Student classified as habitual truant. Family will be placed on a contract with school. <u>Citation may be issued to appear in court and penalties may apply.</u>  Additional absences will result in a referral to the district attorney's office.

### EXCESSIVE EXCUSED ABSENCES\*

5 excused absences	Excessive Excused Notice	Parents are encouraged to keep excused absences to a minimum. Additional excused absences may trigger continued notification.
10 excused absences	Excessive Excused Notice - Subject to summons to appear at the Student Attendance Review Board (SARB).	Additional absences, without a valid written medical excuse will trigger intervention by school personnel, whereby all additional absences will be considered unexcused.

\*Copies of all notices are placed in student's cumulative file. If the pupil transfers, the record may be forwarded to any school receiving the pupil's school records.

# ATTENDANCE/HEALTH (CONT.)

## ATTENDANCE AND VERIFYING ABSENCES

Doctor and dentist appointments should be scheduled for after the school day or during afternoons of minimum days. If it is unavoidable that your child be off campus for an appointment during school hours, please plan to bring him/her to school for at least a portion of the day.

All student absences must be verified. This can be done several ways:

- Submit a note to the office or teacher the day your child returns to school with the reason for absence and all absence dates listed.
- Email your child's teacher school with the reason for absence and all absence dates listed.
- Call the office to verify the absence each day that your child is absent or on the day they return.
- Submit a doctor's/dentist's note when your child returns to school that confirms an appointment or reasons for absence.

## TARDINESS AND EARLY DEPARTURES

Frequent tardies and/or leaving school before the end of instruction disrupts the learning process and the environment. This will leave gaps in your child's education that are difficult to make up. Students with excessive tardies and early pick-ups may be referred to the SARB Board.

## INDEPENDENT STUDY

If you plan to have your child out of school for 5 or more days, please talk with your child's teacher about Independent Study. Contracts must be completed and approved by the principal three days in advance of your child's planned absence.

If your child's doctor recommends that your child be out of school for more than five days due to severe illness, please bring doctor note and contact the school office immediately for an independent study contract. Contracts MAY NOT be backdated or completed after the child returns

Provided all work is done according to the plans provided by the teacher and returned on the first day back from independent study, your child will receive credit for days attended. Partial work will result in no credit, and the time out will be reported as days absent.

## ILLNESS/ACCIDENTS AT SCHOOL

If a child becomes ill or injured at school and requires parent contact, the office personnel will consult the emergency form. A call will be made and information relayed. In the event that the parent and/or emergency contact(s) are not readily available and immediate medical attention is required, paramedics will be called. Attempts to notify the parent will continue. It is very important that you provide up-to-date emergency contact information to our office. If you have any change in work, cell, home, or other emergency contacts, please call the office immediately.

A child will be excluded from school if:

- vomiting or excessive coughing occurs
- a fever of 99.6 or higher develops
- an injury is sustained or a student exhibits symptoms of a contagious illness which require skilled medical attention.

*(Early release for these reasons will be verified as an excused absence. Other reasons will be documented as an unexcused absence.)*

Evidence of treatment (medication/prescription) will be required for children having pink eye, scabies, scarlet fever, ringworm, or impetigo before they can return to school.



# ATTENDANCE/HEALTH (CONT.)

## STUDENT MEDICATION AT SCHOOL

Following state legislation, Victor Elementary School District has policies in place to regulate medication and safeguard the health and well-being of all students. The following must be strictly enforced:

1. Medication (prescription or over-the-counter) must be brought to school by the parent or guardian – NOT THE STUDENT or any other minor child.
2. Medication must be in a container with the child's name and the physician's prescription dosage on the label.
3. The parent or guardian and the physician must sign an appropriate school form authorizing designated school personnel to administer medication prescribed by the physician.
4. We realize some students occasionally forget their morning medication. If this occurs, we cannot accept permission by telephone to administer the medication. The parent or guardian must come to the school to administer the child's medication.
5. If there is a change in dosage of medication, a new medication form must be signed by the parent or guardian and the physician.
6. Medication will be kept and administered in the school office by the school health attendant or designated school personnel.
7. A new authorization form must be completed by the child's parent or guardian and physician on an annual basis.

All medications must be picked up by the parent or guardian by the last day of the school year. Medications left in the office will not be kept over the summer and will be disposed.

## ROUTINE HEALTH SCREENING

On an annual basis, Victor Elementary School District conducts student health screenings for vision and hearing by qualified, authorized VESD personnel. The results are placed in the student's health record. Vision screening may be waived at

the request of the parent/guardian as long as the school is given a certificate from a qualified doctor or optometrist with the results of an examination of a student's visual acuity and/or color vision, per VESD Board Policy 5141.3. Students may also be weighed and measured annually. These results are also posted in the student's health record.

## EXCUSES FROM PHYSICAL EDUCATION/RECESSES

Elementary children are required by Education Code to participate in Physical Education. In order for a child to be excused, he/she must present a written excuse from the parent or doctor. A doctor's note is required in order to excuse a child from P.E./Recess for more than 3 days.

If your child has a chronic condition that would keep him/her from participating in P.E. please notify the office and your child's teacher in writing and submit the doctor's note stating the specific limitations.

Students with casts or on crutches will not be allowed on the playground for recess or P.E. Other activities will be arranged to accommodate your child.

## LICE

One of the most common problems on any elementary school campus is head lice. Our primary concern in dealing with head lice is that they are easily transmitted from one student to another, and unless an infected student has all nits (egg sacs) removed, the lice will most likely return. For these reasons, we recommend that students not share hats, hairbrushes, hair accessories, jackets, etc.

As recommended by San Bernardino Department of Health and per VESD Board Policy, students with head lice will be sent home and **cannot return to school until office staff determines that the student is completely nit-free** and clears them to return to class.

Thank you parents and students  
for taking the time to read and  
review this handbook.  
Let's make 2017-18 the

