

Liberty Center Elementary

100 Tiger Trail
Liberty Center, OH 43532



2023-2024

Parent & Student Handbook

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Part I: Purpose

The Liberty Center Elementary School Parent/Student Handbook has been assembled to provide a quick-reference tool regarding practices, policies, procedures and programs that are common at this elementary school. A thorough review of this booklet will assist in aiding the student to adjust to his/her daily routine as well as give the family an understanding of the different aspects of the everyday school operation. Although this booklet may not answer all the questions you may have, it should answer those most commonly asked. You are always encouraged to contact or visit the school as other questions arise. Thank you for allowing your child to be an important part of Liberty Center Elementary School. We are so pleased to have you and your family as a part of our school family.

Sincerely,

Ms. Allison Postl, Principal
apostl@libertycenterschools.org
School phone: 419. 533. 2604, ext. 5401

Liberty Center Board of Education:

Neal Carter, President
Jeff Benson
Todd Spangler
John Weaver
Andi Zacharias

Liberty Center Local Schools Superintendent:

Mr. Richard Peters
419. 533. 5011
rpeters@libertycenterschools.org

Mission Statement

As adopted by the Liberty Center Board of Education, March 16, 1998

The mission of the Liberty Center Local Schools, a growing rural district, at the center of a supportive community, is to provide all individuals the framework to obtain knowledge, skills, and attitudes to become thinking, productive citizens in a competitive changing world. This is accomplished by providing a safe, technologically-rich learning environment where high expectations integrate home, student, school, and community.

Vision Statement

As adopted by the Liberty Center Board of Education, January 14, 2013

- Our shared vision is a district where all staff and community members support excellence through collaboration and shared accountability.
- All staff and community members will increase academic expectations to facilitate College and Career Readiness for our children K-12. All students will be able to problem-solve and critically think.
- All staff will be committed to lifelong learning and professional growth in order to pursue our mission of excellence. Our children are our first priority.
- All staff and community members will actively work to create a school environment where all students, staff and community members are treated with respect and valued.
- All staff and community members will actively work towards providing our students with 21st Century Facilities that can meet their needs in a changing world.

Statement Of Beliefs

At Liberty Center we believe that...

- Education is a responsibility shared among students, home, school and community.
- Students learn in different ways.
- Schools and communities that embrace change are better prepared to educate our students.
- Education will continue to be enhanced through technology.
- All children can learn.
- Motivation is essential for success.
- There is potential in everyone.
- We never stop learning.
- Learning extends beyond the classroom.
- Communication shared among students, home, school, and community is essential to enhance and support the education of our children.

Part II: Contact Information

Liberty Center Elementary School
100 Tiger Trail
Liberty Center, Ohio 43532
419-533-2604
Principal - Allison Post

Position	Last Name	First Name	Email Address
Preschool	Lantz	Megan	mlantz@libertycenterschools.org
Preschool	Goodman	Kathryn	kgoodman@libertycenterschools.org
Kinder Start Teacher	Bishop	Kathy	kbishop@libertycenterschools.org
Kindergarten Teacher	Biederstedt	Jodi	jbiederstedt@libertycenterschools.org
Kindergarten Teacher	Lamb	Abbey	alamb@libertycenterschools.org
Kindergarten Teacher	Rettig	Kim	kirettig@libertycenterschools.org
Kindergarten Teacher	Mahnke	Mackenzie	mmahnke@libertycenterschools.org
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1st Grade Teacher	Keefer	Brooke	bkeefee@libertycenterschools.org
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3rd Grade Teacher	Yungmann	Kaitlyn	kyungmann@libertycenterschools.org
3rd Grade Teacher	Merritt	Raellen	rmerritt@libertycenterschools.org
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4th Grade Teacher	Meyer	Brittany	bmeyer@libertycenterschools.org
4th Grade Teacher	Weber	Holly	hweber@libertycenterschools.org
4th Grade Teacher	McBride	Hillary	hmcbride@libertycenterschools.org
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Library	Kundo	Wendy	wkundo@libertycenterschools.org
Art Teacher (K-6)	Hill	Emily	ehill@libertycenterschools.org
P.E. Teacher (K-6)	Chapman	Traci	tchapman@libertycenterschools.org
Tech Literacy/Gifted	Bowers	Stacy	sbowers@libertycenterschools.org
Intervention	Armev	MacKenzie	marmev@libertycenterschools.org
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Intervention Specialist	Pogan	Carey	cpogan@libertycenterschools.org
Intervention Specialist	Niekamp	Annette	aniekamp@libertycenterschools.org
Intervention Specialist	Giesige	Lori	lgiesige@libertycenterschools.org
Speech/Lang. Therapist	Rachel	Norden	rnorden@nwoesc.org
Occupational Therapist	Mason	Gail	gmason@nwoesc.org
Physical Therapist	Keller	Kristy	kkeller@nwoesc.org
Psychologist	Voss	Amanda	avoss@libertycenterschools.org
Nurse	Reckner	Deanna	lnurse@libertycenterschools.org
School Counselor	Righi	Pam	prighi@libertycenterschools.org
Student Services Secretary	Saneholtz	Jeanette	jsaneholtz@libertycenterschools.org
Director of Student Services	Jimenez	Katie	kjimenez@libertycenterschools.org
Director of Special Education	Downing	Mariah	mdowning@libertycenterschools.org
Elementary Secretary	Bare	Rita	rbare@libertycenterschools.org
Principal	Postl	Allison	apostl@libertycenterschools.org

Part III: Notice of Nondiscrimination and Internal Complaint Procedures

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

Part IV: Policies & Procedures Concerning Attendance, Absence, Enrollment & Withdrawal

A. Attendance Policy

One of the goals of Liberty Center Schools is to teach students to assume responsibility. Requiring students to be regular in attendance and punctual in reporting to school is one way to develop responsibility.

Attendance shall be taken at the start of the school day. Attendance for students arriving late and leaving early will be tracked and recorded to the nearest minute. All absences from school can be placed in two categories - excused and unexcused, as stated below. Cases of truancy will be grounds for referral to the Superintendent or designee for action covered under Section 3321.18 through 3321.22 of the Ohio Revised Code.

Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school, prepare for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including, but not limited to:

- 1) Notification of student absence to the parent or guardian;
- 2) Development and implementation of an absence intervention plan,
- 3) Supportive services for students and families;

- 4) Parent education and parenting programs;
- 5) Counseling, Mediation and Intervention programs available through juvenile authorities
- 6) Referral for truancy.

Excused Absences:

- A. personal illness (a written physician's statement verifying the illness may be required)
 - Requires notification from parent/guardian
 - Phone call to school on day of absences before 9:00 am
 - Written note from parent/guardian when student returns to school
 - A doctor's excuse may be required in some instances at the discretion of school administration
- B. illness in the family necessitating the presence of the child
 - Requires notification procedures as outlined for personal illness
- C. quarantine of the home
 - Requires notification procedures as outlined for personal illness and local health agencies, if applicable
- D. death in the family
 - Requires notification procedures as outlined for personal illness
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
 - Requires notification procedures as outlined for personal illness
- F. observation or celebration of a bona fide religious holiday
 - Requires notification procedures as outlined for personal illness
- G. such good cause as may be acceptable to the Superintendent

Unexcused Absences:

- Oversleeping
- Car trouble
- Missing the bus
- Shopping
- Childcare difficulties
- Out - of - school suspension
- Truancy (purposefully skipping school)
- Family errands

- Family vacations not receiving prior approval
- Failure to appropriately contact the school of an absence
- Other absences not listed as excused

Partial Day Absences

Tardies/Early Dismissals

- A tardy/early dismissal will be issued when a student is late for the start of the school day (8:00 am) or leaves before school dismissal time (2:50 pm)
- Students not in the classroom when the tardy bell rings will be considered tardy, and attendance shall be tracked and recorded to the nearest minute.
- Notifications from the parent/guardian are required for all tardies and early dismissals and should be made to the elementary office.
- Tardies and early dismissals will be classified as excused or unexcused according to the procedures for excused and unexcused absences.

Partial-Day Absences

- All partial absences that are not considered tardy or early dismissal will be tracked and recorded to the nearest minute.
- Partial - day absences will be classified as excused or unexcused according to the procedures for excused and unexcused absences.
- A student must have written notification whenever they miss a partial day and must be signed in or out of school by a parent/guardian in the school.
- Partial - day absences will be tracked and recorded to the nearest full minute for truancy purposes.

B. Attendance Coding Guidelines:

Any student arriving at school after 8:00 am must be escorted by a parent/guardian to the school office and signed into school. They are considered tardy and will be given an admit slip to enter their classroom.

C. Attendance Notification Process:

Liberty Center Schools will notify parents/legal guardians when students accumulate excessive absences. This includes sending parent notification letters from the school office, requiring a doctor's excuse for absences or possibly notifying the Henry County Court System.

D. Excessive Absences:

The law defines excessive absences as:

- Absent **38** or more hours **in one school month** with or without a legitimate excuse
- Absent **65** or more hours **in one school year** with or without a legitimate excuse.

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will meet with a school official to determine the cause of the excessive absence;
3. The district may refer the student and family to community resources as appropriate.

A 'habitual truant' as someone...

- Absent **30** or more consecutive hours **without** a legitimate excuse;
- Absent **42** or more hours in one school month **without** a legitimate excuse;
- Absent **72** or more hours in one school year **without** a legitimate excuse.

When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and

4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

E. Personal Convenience Absence/Family Vacations:

Absence from school for student and/or parent personal convenience is not provided for under the school attendance laws of the State of Ohio. A personal convenience proposed absence will be considered excused and parents are asked to complete a Vacation Form in the school office.

Students will be allowed up to 5 excused vacation days with their families as long as the proper forms are filed prior to the student missing school. Additionally, students are required to get assignments two days ahead of the planned absence or at the teacher's discretion. All assignments are to be completed and turned in upon the student's first day back from vacation. All tests and quizzes must be made up within three days upon returning to school. **The five days vacation shall count as time absent, and will still factor into the overall absences hours for the student.** It is the student's responsibility to make-up any work missed during an absence.

F. Make-Up Homework Request:

When absent from school, it is the responsibility of the student and parents to request make-up homework. Excused absences from school do not excuse students from making up missed work. You have one day for each day of excused absences to make up the work you have missed. Requests should be made by 11:00 a.m. the day of the student absence. This will ensure that the teacher has ample time to prepare for that request. Arrangements to pick up student homework are the responsibility of the parent/legal guardian. Make-up homework can be picked up in the school office after 3:00 p.m. or sent home with a sibling. Please be aware our school offices close at 4:00 p.m.

G. Child Custody:

The staff and administration will rely on the most recent certified (court stamped) copy of any order or decision in the child's file regarding custody allocation of parental rights and responsibilities. Parents/legal guardians should provide the school office with a certified (court stamped) copy of any court document addressing custody and/or allocation of parental rights.

H. Enrollment:

The District provides free education to District residents between the ages of 5 through 21 who do not possess a diploma. Students who do not legally qualify as residents may be required to pay tuition as established by law and Board Policy. Students who live out of district may apply for open enrollment. See Open Enrollment.

A student is considered a resident of the District if he/she resides with a parent, a grandparent with either power of attorney or caretaker authorization affidavit or a person or government agency with legal custody whose place of residence is within the boundaries of the District.

A parent or legal guardian must register the student and present the following documents:

- Official birth certificate with a raised seal or passport
- Social Security card
- Immunization records
- Photo I.D. of Parent/Custodial Parent/Guardian
- Proof of residency is required as per Board policy
- All documents related to custody, if appropriate
- When applicable a copy of the student's special education records (IEP and ETR)
- When applicable, a copy of the student's 504 Plan
- When applicable, a copy of the student's gifted records (WEP).
- Our district will request records from the previous school of attendance after the student is registered.
- **All students must complete an approved kindergarten program prior to enrolling in 1st grade.**

Kindergarten and Kinder Start Registration Information:

- To be eligible for kindergarten, a student must be five years of age on or before August 1 of the year in question.
- At the present time, chronological age is the primary determining factor for admittance to kindergarten.
- Students who become 5 years of age after August 1 but before January 1 are eligible for early entrance testing. Exceptions may be made if test results prove that the student is academically and socially advanced for kindergarten, since they would be considered grade acceleration.

- All students must complete the kindergarten screening process.
- The entering student must have a thorough physical examination before being allowed to attend school. Diphtheria-Pertussis-Tetanus (D.P.T.) and Hepatitis B shots, measles and vaccine for polio are compulsory for entrance in school.

I. Student Withdrawal or Transfer:

If your family is changing its place of residence, be sure to notify the school office of your new address. All of your student's records will be transferred from the present school directly to the school district to which you will be moving upon receipt of a written request from the new school.

Before leaving the school district, it will be necessary for you to get the student's report card, withdrawal slip and personal possessions on the last day from Liberty Center Elementary; as well as, submit payment for any outstanding fees and return any school property. You must sign a release of records form at the new school before we can forward any information.

Part V: Policies & Procedures Concerning Arrival/Dismissal & Transportation

A. Arrival To & Dismissal From School:

Elementary school hours are 8:00 a.m. - 2:50 p.m. **All students are expected to arrive at school between 7:40 a.m. - 8:00 a.m. Students arriving earlier will be unsupervised outside of the building.**

Students will be dismissed in the following manner:

- Car riders will be dropped off AND picked up on the east side of the building in the car rider loop at door 2.
- Bus riders will be dismissed from the north side of the building, at door 16, where the buses are located.
- Walkers will be dismissed from door 1.

All changes in transportation, childcare, etc. should be provided in writing on the morning of the day of the change. **Messages will not be delivered to a teacher regarding a student's dismissal after 2:00 p.m. unless it is an emergency.**

B. Tardy Drop Off / Early Pick Up:

When dropping off a tardy student, after 8:00 a.m., please escort the student into the main office to sign him/her into school. **A parent MUST accompany students** or an individual designated by a parent to sign the student into school on the appropriate school form. When picking up a child from school prior to the end of the day, parents must report to the school office and sign them out of school. We will then dismiss students from their classrooms.

C. Bus Rules of Conduct:

Rules of conduct for student bus passengers are necessary for safe operations. It is the responsibility of the custodial parent/guardian to supervise the student at the bus stop. Students should wait until the bus comes to a complete stop before entering the street, if the bus and student are on opposite sides of the street, students wait until a signal from the driver is given indicating that it is safe to cross.

The bus driver has the authority, granted by the Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards, or use any other classroom techniques of maintaining order and discipline on the bus. Bus rules of conduct are included below. It is the responsibility of parents to review these rules with their child. Any behavior which causes a driver to stop, reprimand, or any behavior which causes a driver to report a student to the principal may be regarded as endangering the health, safety and welfare of other students and the bus privilege will be denied.

1. Students must sit down immediately upon entering the bus and REMAIN SEATED throughout the route. Students are not to change seats while the bus is in motion.
2. No loud or shrill noises or boisterous conduct, which may distract the driver, is permitted. Students are not permitted to talk or make noise of any kind when the bus attempts to cross at a railroad crossing.
3. All parts of the body must be kept inside the bus at all times.
4. No obscene language or gestures are allowed. No profanity of any kind, whether towards students or adults, will be tolerated.
5. No littering in or out of the bus is permitted.
6. Students are not permitted to throw objects or use objects such as a water gun on the bus.
7. No inappropriate display of affection is permitted.

8. Eating or drinking on the bus is prohibited. (This includes gum chewing.)
9. Refusing to follow the directions of the bus driver or failing to comply in the spirit of cooperation will not be permitted.

D. Consequences for Bus Misconduct

In order to ensure the safe operation of school buses and to ensure consistent enforcement throughout the Liberty Center District, the following procedures shall be followed when it becomes necessary to take disciplinary action because of misconduct aboard a school bus.

- **PINK CARD:** This notice must be signed by the parent or guardian and returned to the bus driver
- **BLUE CARD** Indicates a pattern of behavioral concerns on the bus. A continuation of the pattern may lead to a white card and a possible removal from the bus.
- **WHITE CARD** This notice indicates that the student may be denied bus riding privileges for a specified length of time. The actual number of days will depend on the type of violation that has been committed.

Note: If school officials deem the offense serious enough, any of the preceding steps may be superseded and the next step enforced, and permanent loss of bus privileges may result.

E. Bus Drop Off:

In order to ensure the safety of younger students in grades K-3 bus drivers have been instructed not to drop off children where it is unclear if there is an adult at home. Parents are expected to ensure there is supervision in the home, so young children can enter the home and be safely supervised.

F. Bus Passes:

Since some of the buses are filled to capacity, students are not permitted to ride certain buses to stay overnight with a friend or to attend a party. If there is a situation where no one will be at home, then permission will be given to ride another bus for that evening only if a note has been brought to the office explaining the circumstances. The student will then be given a bus pass.

G. Field Trips:

As part of the educational services of the school, students are sometimes taken on field trips. A written permit from the parent **MUST** be obtained for each child before the child is allowed to accompany his/her class.

Due to liability issues, a staff member leading/chaperoning a trip may not take their children on the trip, nor may siblings of school children on the trip go on the field trip. Students must ride to and from field trips on the school bus.

H. Security:

All school entrances are kept locked during the school day. Visitors wishing access must use the camera and buzzer system to request admittance. Visitors then report to the office to sign in and get a badge- ***you will need a state issued ID in order to enter the building.*** There are cameras throughout the building in order to monitor other entrances, hallways, and the auditoria.

Part VI: Student Health & Medication

A. Emergency Medical Forms:

To protect the health and safety of the students, a current emergency medical form is required. All students must have an Emergency Medical form on file in the nurse's office. Students riding the bus must have an Emergency Medical form on file with the bus driver as well. It is the responsibility of the parent/guardian to be sure the emergency contact information is up-to-date. Children who become ill at school can better be cared for at home. Ultimately, the care of a sick child is the responsibility of the parents/guardian.

B. Health Regulations:

School Responsibility:

- Students who become ill in school are removed from the classroom and the parents are contacted. It is the parent's responsibility to keep emergency phone numbers current and make timely arrangements to pick up their child if the child is sick.
- Parents/Guardians are notified in case of serious injury. First aid only is given. Subsequent care is the responsibility of the parent.
- A program of vision screening is conducted each year in grades K-4. Any apparent deviations from normal is reported to parents/guardians according to the mandated requirements of the Ohio Department of

Health. The state mandates that students in kindergarten, first grade, third grade and fifth grade be screened.

- School employees are not allowed to administer any medication without specific permission of the Board of Education. Copies of the school policy will be provided upon request and are also available on the district website.

Parent Responsibility:

- Section 3313.712, Ohio Revised Code, requires that yearly, parents complete and sign an emergency medical authorization for each student. These are given to students at the beginning of the school year and must be returned as soon as possible.
- Students must be immunized to enter school and dates of such immunizations, showing compliance with the Ohio Department of Health mandates, must be on file in the student's record within 14 days of starting school. If your child does not receive immunizations, there is a immunization waiver that must be filled out and on file in the office.
- **Parents/Guardians are required to pick up their ill students when the school calls.** It is recommended that you prepare now with a "Plan B" for when your child becomes sick at school and has to be picked up or is sick and has to stay home until completely recovered.
 - Returning your child to school after an illness: after having a fever, must be **fever-free for 24 hours** without taking Tylenol, Motrin type medication to reduce the fever; after vomiting or diarrhea, must be 24 hours since the last episode.

C. School Nurse:

The role of the school nurse is to support student success by the promotion of the health and safety of individual students, as well as the promotion of wellness in the school community as a whole.

His/her predominant tasks include collaborating to assist students with chronic health challenges, conducting health screenings and assessments with appropriate health care referrals, providing direct care for acute illness or injury, maintaining accurate records of immunization, implementing measures for the control of communicable diseases, and by providing teaching and training to school personnel as needed.

D. Immunizations:

In order to safeguard the school community from the spread of certain communicable diseases and in accordance with the Ohio Revised Code, upon enrollment to the Liberty Center Local Schools, students must provide written documentation of vaccination against the following diseases: Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, and Varicella. These requirements will be in accordance with the Immunization Summary for School Attendance as established by the Ohio Department of Health, Immunizations must be in compliance for your child's age and grade level. Immunization clinics are available at the Henry County Health Department. - 419-599-5545. The Henry County Health Department, at various times during the elementary and middle school years, provides booster shots for these diseases.

E. Medication:

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. **If not possible, the parent/guardian shall fill out the Authorization for Medication or Treatment form available in the office prior to any medication given at school by the nurse.** The medication also must be brought in by an adult. **Please do NOT send medication with students to school.**

Medications will be given in accordance with administrative guidelines, board policy, and the Ohio Revised Code. All prescription or non-prescription medication that needs to be taken at school must be stored in the nurse's office in its original container with the student's name on the container and taken in the presence of the nurse or office personnel. Proper paperwork and doctor signature are also required. (See **Appendix 3** at the end of the handbook for proper forms.) It is the student's responsibility to come to the nurse's office for their medication. By law students can carry an inhaler with them at school. However, students may not carry an inhaler and other emergency medication until the proper paperwork is on file in the nurse's office. **(See Appendix 3.)**

- Form 5330 F1 "Authorization for Prescribed Medication/Drug or Treatment" should be filled out completely and **signed by a physician.**
- Form 5330 F3, "Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication" should be filled out completely and **signed by a physician.**
- Form 5330 F4, "Authorization for the possession and Use of Epinephrine Auto-injector (Epi-Pen)" should be filled out completely and **signed by a physician.**

These forms (along with the prescription drug or drugs) are to be on file in the nurse's office prior to the actual administration of or supervised use of said drugs.

1. **Students are not to possess any medications.** Emergency medication, such as an epipen or inhaler, shall be in a student's possession only if the student has prior written permission from his/her parent AND physician and has the appropriate form on file in the office (Form 5330 F3 and F4). All other medication must be administered through the office.
2. An appropriate person appointed by the building principal will supervise and secure the proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist. Aspirin must be treated as a prescription medication because of its link to Reye's Syndrome.
3. Written permission on the appropriate form must be received from the parent or guardian of the student, requesting that the School District comply with the physician's order.
4. The designated individual must receive and retain a statement, which complies with O.R.C. 3313.713 and is signed by the physician who prescribes the drug. These forms are available in each school and **MUST** be sent with prescription medication.
5. The parent, guardian or other person having care or in charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician changes. Whenever possible, prescription medicine and signed permission forms should be delivered to the school office by the parent/guardian.
6. No employee who is authorized by a Board of Education to administer a prescribed drug and who has a copy of the most recent physician's statement will be liable in civil damages for administering or failing to administer the drug, unless she/he acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
7. Non-prescription medication (i.e. Tylenol, Advil, Caladryl, cough drops, etc.) must be brought to the office when the student first enters the building. Medication shall not be brought by the student on the bus. In order for the non-prescription medication to be dispensed at school, it must be accompanied by a completed and signed form. These forms are available from the office and in the appendix of this handbook. All faxed

orders must be followed by the original form within three (3) days or the medication will not be given.

8. No person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis or religious convictions, to administering the drug.
9. All medication must be transported by a parent or adult to and from school.

F. Communicable Disease:

The Board of Education seeks to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have his/her status in the district examined by an appropriate panel of resource people and that the rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

The control of the spread of communicable diseases is essential to the well-being of the school community and to the efficient operation of schools. Communicable diseases include scarlet fever, other strep infections, hepatitis, whooping cough, mumps, measles, influenza, and others as designated by federal or state health authorities.

To protect the health and safety of students, school personnel, and the community at large, Board of Health regulations which pertain to communicable disease are followed. A child who has been diagnosed with a bacterial infection such as strep throat, skin or eye infections, must be on antibiotic therapy for 24 hours before returning to school. A child should be without a fever (temperature of 100°F or greater) or have not vomited or had loose stools for 24 hours before returning to school. On the recommendation of the school nurse, any student who appears to be ill or who has been exposed to a communicable disease may be excluded from the classroom, the building, or isolated within the school.

G. Head Lice:

Pursuant to Board Policy and its commitment to protecting and improving the health of students, the Board approves the following procedures in dealing with pediculosis (head lice) control:

1. The Board authorizes random checks for pediculosis by the school nurse.
2. When a case of pediculosis (whether nits in any stage of development or head lice) is identified, the school nurse shall:
 - A. Phone the parent or other responsible authorized adult as shown on the emergency medical form;
 - B. Notify the principal who shall exclude the student from the classroom immediately and until the student is lice-free, not including nits;
 - C. Check school-age siblings, classmates, and students of the same grade level as infected student;
 - D. Instruct families of the three options for obtaining pediculosis shampoo; family physician, county health department, and over the counter remedies;
 - E. Conduct regular follow-ups after an infected student's return to school to ensure that the student remains lice-free for a minimum of two weeks.
3. When the principal is notified by the school nurse that a student has pediculosis, he/she shall:
 - A. Immediately exclude the student from school. No student with identified nits in any stage or with head lice shall be permitted to remain in the classroom. Such students
 - B. shall be held in an isolated area until parents or those named on the emergency medical form come to take the student home. No student with identified nits in any stage of development or with head lice shall be permitted to ride the school bus.
 - C. Re-admit the student to the school and the classroom only after release by the school nurse, or pursuant to #4 below.
4. Parents who prefer to seek release for re-admission from their county health agency may do so. Such release shall specifically state that the student is free of all nits in any stage of development and of all head lice. The school nurse shall continue periodic checks on the student until the student has been completely free of nits and head lice for a minimum of two weeks.

PART VI: School Fees, Reports, and Communications & Visitation

A. Parent Teacher Conferences:

Parent-teacher conferences will be held in November. The dates and times are posted online on the district calendar. We hope that all parents will visit their child's teacher(s) during the conference times. Such conferences are a great help in promoting better understanding between the parent, the child, and the school. Parents are welcome at all times of the school year to make arrangements to visit with their child's teacher. When requesting a conference, please give the teacher sufficient notice. Only by working together, can we do the best for our children.

B. Classroom Visitation:

Individuals entering classrooms can distract from the normal learning environment. We work incredibly hard to preserve optimal learning environments for our students. If requesting such a visit, a valid reason for such a visitation will need to be presented to the building principal for approval so that we can keep non-routine visits to a minimum.

We do realize that there may be opportunities, which will require school and home to work closely, sometimes requiring presence during the school day. Volunteerism often brings adults into our school environment, however, non-routine visits to our classrooms are discouraged.

Any person or organization seeking to take photographs or make audio and/or video recordings of students or a school activity that is not a public event must obtain prior permission from the Principal.

C. Complaints:

The Board of Education believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

Level 1	Teacher	419-533-2604
Level 2	Principal	419-533-2604
Level 3	Superintendent	419-533-5011
Level 4	Board of Education	

D. Messages:

The office CANNOT guarantee that messages for students called in after 11:30 a.m. will be delivered. **Only emergency messages should be called into the office.** Please send notes with your child in the morning for arrangements for the day (including bus passes, students signing out early, etc.).

E. School Fees:

Schools fees for each grade level are as follows:

- Grade level fees: \$50
- Fourth Grade fees: \$55

F. Telephone Use:

Office phones are for emergency calls only. An emergency does not include forgotten homework, lunch money, materials, etc. Students will not be permitted to call their parents during school hours.

G. Distribution of Materials:

According to Board Policy 5723 Students Rights of Expression. Any student/parent wishing to distribute or display non-school material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- A. name of the student or organization
- B. date(s) and time(s) of day of intended display or distribution
- C. location where material will be displayed or distributed
- D. the grade(s) of students to whom the display or distribution is intended

The principal should either approve the material or indicate how it violates the guidelines listed in Board Policy 5723 Students Rights of Expression. If permission to distribute or display the material is denied, the student/parent shall have the opportunity to make necessary revisions and/or deletions.

H. Visitors and Volunteers

Visitors:

Parents are encouraged to be an active part of their child's education. At Liberty Center Elementary there are many opportunities to become involved in the classroom, school and family events as well as a volunteer in many capacities such as in the classroom or as a member of the PTO. Periodically throughout your child's school career you will be asked to provide feedback on our school and its programming, as well as how we can work together to best meet the needs of your children.

All visitors should first seek permission to visit the building, contact students, or talk with personnel from the principal. If you are interested in scheduling a meeting, conference or making an appointment, please give at least one day's advance notice. Sometimes tests are given and we do not want to hinder the performance of any child. If you would like to visit your child's room, please adhere to this policy:

1. Sign in at the office and get a visitors badge.
2. When visiting to observe or help in a classroom, please do not bring other children. This has a tendency to distract the class.
3. If you want to help the teacher, please make arrangements with the teacher when planning your visitation. Volunteers are welcome to spend up to one day a week in the classroom. Additional days will need to be cleared by the Elementary Principal or Superintendent.
4. Visitors wishing to observe classrooms must seek prior approval with the principal. The administration reserves the right to deny visitation to anyone.

I. Volunteers:

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. Interested volunteers should contact the building principal or classroom teacher.

All volunteers need to display appropriate behavior at all times. In accordance with R.C. 109.575, all volunteers who work or apply to work unsupervised with children on a regular basis may/will be required to provide a set of fingerprints at any time so that a criminal records check can be conducted. If a criminal records check is conducted, it will be done as a condition of initial or continued service as a volunteer.

J. Classroom Parties:

Room parties are held during the last hour of the school day. The teacher is in charge of arrangements and has the final approval of any plans. The first consideration is the welfare of the children.

Part VIII: School Rules/Discipline & Safety Procedures

A. Authority of Teacher:

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. State law vests teachers, substitute teachers, bus drivers and administrators with complete authority at all times. Students are expected to respect those in authority whether inside the classroom, on the campus, or at school-sponsored activities. Students failing to follow directives from any teacher, substitute teacher, and/or administrator will be subject to disciplinary action.

B. Child Abuse Reporting

Incidents of actual child abuse must be reported as required by law. Each case is then investigated by the Henry County Job and Family Services. Any parent having personal or family difficulties, causing children to be physically or mentally abused or harmed, should request and obtain assistance.

C. Emergency Closings & Delays:

The policy for closing the Liberty Center Schools due to bad weather is as follows: If it is deemed necessary to call off school, the first announcement will be made on the following radio/television stations at 7:00 a.m.

Radio:

WNDH - NAPOLEON FM 103.1
WMTR - ARCHBOLD FM 96.1

TV:

WTOL - CHANNEL 11
WTVG - CHANNEL 13
WNWO - CHANNEL 24

The school's website is also updated with school delays and closings. You can check that at www.libertycenter.k12.oh.us **There will not be anyone at the school to answer your phone calls, so please do not rely on calling the school for this information.**

D. School Messenger:

School Messenger Parent Notification System will be used to alert families about upcoming events, weather delays, cancellations, absenteeism, lockdowns and/or relocations. Please keep your email address and phone number current with the office to ensure you receive your messages.

E. Drug Free Schools:

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroids, and dangerous controlled substance as defined by state statute, or substance that could be considered a “look-alike” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the school principal and counseling office whenever such help is needed.

F. Emergency Drills:

Emergency drills will be conducted to meet state requirements. These drills are held at regular intervals throughout the school year and include fire drills, tornado drills, and lockdowns. The designated locations for drills are posted in each classroom. Students are expected to know the location of emergency exits and to comply with emergency procedures and directions given during all fire and tornado drills.

G. FERPA Rights:

Parents have the right to inspect and review his or her child’s educational records, the right to seek to amend the records, the right to consent to disclosures of personally identifiable information from records (except in certain circumstances) and the right to file a complaint with the Office regarding an alleged failure by the school to comply with FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, D.C. 20202-5920 Phone: 1-800-USA-LEARN (1-800-872-5327)

H. Prohibition Against Harassment, Intimidation & Bullying:

In accordance with applicable law, employees of the Liberty Center Local School District Board of Education are expressly prohibited from engaging in harassment, retaliation against a person for opposing or reporting harassment, or aiding or abetting harassment of any student or employee.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes, but is not limited to, sexual flirtations, advances or propositions, continued repeated verbal abuse of a sexual nature, display of sexually suggestive objects or pictures, demanding sexual favors accompanied by implied or overt threats, or any other offensive or abusive physical or verbal contact.

Harassment may be gender-based but not non-sexual in nature. Such harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her gender and that (1) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Such harassment may include epithets, slurs, negative stereotyping; or threatening, intimidating or hostile acts that relate to gender; or written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere in the board's premises, or is circulated in the workplace. This includes acts that purport to be "jokes" or "pranks" but which are hostile with regard to gender.

Allegations of sexual harassment or gender based harassment should be made to the district Superintendent. The administrator will review the complaint within 10 working days, if possible. If harassment has occurred, the student may be liable for discipline up to and including suspension/expulsion or, in the case of employee's suspension without pay and /or termination of employment.

Title IX Reporting: Liberty Center Schools is committed to providing a learning environment free of sexual misconduct and discrimination. Any report of sexual misconduct or discrimination may be made in person, by phone, by email, and by regular mail 24 hours per day.

Richard A. Peters, Superintendent & Title IX Coordinator
Liberty Center Schools
100 Tiger Trail
Liberty Center, OH 43532
Phone: 419-533-5011
Email: rpeters@libertycenterschools.org

Katie Jimenez, Director of Student Services & Title IX Coordinator
Liberty Center Schools
100 Tiger Trail
Liberty Center, OH 43532
Phone: 419-533-5011
Email: kjimenez@libertycenterschools.org

I. Recess:

Weather permitting, all children are expected to participate in outside recess. Therefore, students should dress according to the weather forecast, including coats, hats, gloves, boots, etc. On days of inclement weather, there will be inside recess. Students who need to be excused for an extended time from recess will need a written recommendation from the doctor. Students will go outside unless the temperature is below ten degrees fahrenheit (including windchill).

J. Recess Rules

Students will arrive at the cafeteria after they have attended recess, weather permitting. If the weather is such that the students are to be inside, they are to be in classrooms or an announcement will be made as to where they will be. This means ALL students are to be outside when the weather permits. A student just recovering from an illness may stay in if he/she brings a note from home to the teacher explaining why he/she needs to stay inside. Should this be a prolonged period (exceeding two days) they should have a doctor's note stating that the child is healthy enough to be in school, but not outside. Elementary students are not to leave the school grounds for any reason. All students are responsible to the teacher or playground aide that is on duty - whether or not that teacher is their grade level teacher. When on the playground, students are expected to play an organized game, play on playground equipment, or engage in casual conversation with friends. No outside equipment such as roller skates, bikes or skateboards are permitted on the playground during recess.

K. Equipment/Materials/Building:

If a student intentionally breaks or mars walls, partitions, desks, tables, lockers, textbooks, windows, or other school property; it will result in replacing a broken or damaged item and/or disciplinary action. Damage to books or other school materials outside of normal wear and tear will result in a fine to replace the damaged goods.

In all cases, any replacement, repair costs, or fine not paid will result in a grade card not being issued.

L. Student Code of Conduct:

Any conduct which causes or is likely to cause disruption or interference with a school activity or educational purposes of the school, or which endangers or interferes with the health, safety, or well being, or with the rights of other students or school personnel is strictly prohibited. Violations may result in various forms of discipline including suspension or expulsion. This Student Code of Conduct applies while a student is in the custody or control of the school; on school grounds or closely proximate thereto; while at a school sponsored function or activity or on school-owned property; or provided transportation vehicles. In addition, this Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is connected to activities or incidents that have occurred on district owned or controlled property; is reasonably related to the health and safety of other students and/or school employees; is directed at a district official or employee or the property of the official or employee; or such conduct would unreasonably interrupt the educational processes of the Liberty Center Local Schools.

Any behavior that is disruptive to school purposes will make the student liable for discipline whether or not the behavior is specified below. The Board has "zero tolerance" of violent, disruptive, or inappropriate behavior by its students or community members. The Board's policy of nondiscrimination extends to students and the general public applies to race, color, national origin, citizenship status, religion, sex, economic status, age or disability.

ACCEPTABLE STANDARDS OF BEHAVIOR

In Assemblies:

1. Give the person in charge of the program your utmost cooperation.
2. Be attentive regardless of the nature of the program.
3. Treat all participants as your guests.
4. Give applause only at such times as are appropriate and in good taste.
5. Wait for directions from the person in charge before leaving.

In Classrooms:

1. Be in your seat and ready to work before the bell rings.
2. Abide by the rules of the classroom teacher at all times; the instructor is in complete charge of the class.
3. The teacher will signal the end of class.

In Hallways and traffic areas:

1. No running in the hallways.
2. Do not block corridors, traffic ways or stairs with conversation groups.
3. Keep voices at a normal conversation level.
4. Please be courteous and move quietly when changing classes. Stay to the right side of the halls and stairs. DO NOT RUN OR PUSH! Please keep locker visits to a minimum.

On Field Trips:

A student may not be eligible to attend a field trip, even if it is academically related, if there are concerns about the student's behavior, academics or attendance.

The types of conduct prohibited by this code are as follows:

Disruptive/Insubordinate:

1. Tardiness
2. Truancy
3. Skipping class
4. Inappropriate public display of affection

5. Dressing or appearing in a fashion deemed inappropriate, including but not limited to that which either (1) interferes with the student's safety, health, or welfare, or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) is not in accordance with the vocational requirements of a specific program.
6. Failure to comply with rules or directions of teachers, student teachers, aides, bus drivers, principals, or other authorized personnel.
7. Any infraction or refusal to comply with the rules and regulations of the school.
8. Persistent disobedience, insubordination, or other misconduct pertaining to any rules or regulations governing student conduct.
9. Stealing, causing damage to, or destroying school property or private property on school premises or private or public property on school premises.
10. Failure to comply with minimum personal grooming guidelines as established by students, teachers, and administrators.
11. Refusal or failure to comply with State or local attendance laws.

Disorderly:

1. Illegal or unauthorized entry to school facilities.
2. Forgery or falsification of school-related information or documents, or information on correspondence directed to the school.
3. Academic misconduct, including but not limited to, cheating, plagiarism, and transmission of unauthorized academic information.
4. Copywriting infringement and unauthorized copying.
5. Subject to lawful exercise of First Amendment Rights, participation in any activity or conduct which substantially disrupts or materially interferes with or is likely to disrupt or interfere with any school function, activity or purpose, or that creates a reasonable likelihood of interference with the health, safety or well-being of the rights of other students.
6. Smoking, possession, or use of tobacco products.
7. Gambling

8. Use or display of obscenity or profanity, including but not limited to obscene gestures, signs, pictures, publication or partial phrases that can be implied to be obscene.
9. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
10. Causing or attempting to cause damage to the property of another public or private school on that school's premises.
11. Improper use of vehicles.
12. Loitering at any time on school grounds, in buildings or adjacent properties.
13. Sale or trade of merchandise or products without prior administrative approval.

Engage in any Conduct that is Violent or Endangers the Safety, Morals, Health or Welfare of Self and/or Others:

1. Causing or attempting to cause physical injury to any student, teacher, other school employee, or any other individual.
2. Fighting.
3. Threatening or intimidating any student, teacher, other school employee or any individual by written, verbal, or gesture means.
4. Hazing
5. Interfering with school purposes or with the ordinary operation of the school by using, threatening to use, aiding or abetting other persons to use violence, force, coercion, threats, intimidation, fear or disruptive means.
6. Possessing, using, transmitting or concealing any object that might be considered a dangerous weapon or instrument of violence, or any violation of Board policy on dangerous weapons in school.
7. Possessing, using, selling, buying, transmitting, secreting, or evidence of consumption of any alcoholic beverage, narcotic, or hallucinogenic drug, marijuana, barbiturate, amphetamine, inhalant, paraphernalia,

controlled, or counterfeit controlled substance, or any other intoxicant or illegal drugs.

8. Engaging in any act that frightens, degrades, disgraces or tends to frighten, degrade, or disgrace any person by a gesture, a written, or a verbal means during any period of time when the student is properly under the authority of school personnel.
9. Any conduct which violates local, state, or federal law.

Technology:

1. Deletion of computer files or knowingly introducing computer viruses.
2. Unauthorized entry into school computers, sites or information databases.
3. Improper or inappropriate use of school computers.
4. Accessing unauthorized or inappropriate sites.
5. Possession of software that can facilitate other offenses or attempting to get by the proxy (filter)
6. Get by the proxy (Federally mandated filter).
7. Attempting to access or interrupt district services.
8. Theft or access to programs that constitute criminal activity.

M. Student Dress Code:

Clothing and/or grooming shall not distract from the educational process or interfere with the health standards or safety conditions of the school. **The dress code also applies to clothing worn for physical education classes.** Parents/Guardians may be required to bring in a change of clothes if a student is dressed inappropriately. This includes, but is not limited to the following:

- A. Clothing not appropriate for school type activities, and also weather.
- B. Clothing too tight, too loose, or too short. (Shorts and skirts may be no shorter than 3 inches above the knee). Pants must be worn at hip level. A belt must secure pants that are falling down or too large for one's waist.
- C. Clothing that depicts or refers to alcoholic beverages, drugs, tobacco, guns, nudity, death, or contains a suggestive slogan.

- D. Gang attire or any such clothing or symbols, which can be associated with gangs.
- E. Bodysuits, tank tops, halter-tops, see-through shirts or blouses, cut off clothes, plunging necklines and tops exposing the midriff. Short sleeve shirts must cover the entire top of the shoulder to be acceptable.
- F. Any clothing, grooming (including hairstyles) or other fashions deemed inappropriate, including but not limited to that which either (1) interferes with the student's safety, health or welfare of other students, or creates a reasonable likelihood of interference with the health, safety, or well-being of the rights of other students, or (2) causes disruption, interferes with the educational process, or (3) is not in accordance with the vocational requirements of a specific program. This includes, but is not limited to facial jewelry; therefore body piercing other than the ear is prohibited. Students will NOT be permitted to paint their faces during the day.
- G. Hats, caps, bandanas/scarves, any type of headgear and sunglasses. No hoods up, including hoods on hooded sweatshirts.
- H. No undergarments should show. Boxer shorts are not to be worn as outer apparel. No pajamas, lounge pants, sleepwear or other garments that look like sleepwear are permitted.
- I. Appropriate shoes must be worn at ALL times for health and safety reasons. **Slippers are not appropriate footwear.** Sandals and flip flops are discouraged and are only to be worn at your own risk. Students may be asked to change shoes if their footwear is deemed to be dangerous. Students should wear shoes to school that will protect their feet during play at recess.

PART IX: Lunch

A. Cafeteria:

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch and milk is offered at a reasonable price. Cafeteria lines will move with order and efficiency if you are patient and polite in waiting your turn. You will leave your table perfectly clean and your chair in place. The cafeteria is the only place where you may eat. No food may be eaten in the classrooms or other parts of the school building. (An exception is allowed for pre-arranged parties.)

Cafeteria Rules:

- 1. No charging of lunches.**

2. No food may be taken from the cafeteria.
3. Enter and leave the cafeteria in an orderly fashion.
4. Food is to be eaten, not thrown.
5. Common courtesy and good manners are always expected. Loud or rowdy behavior will not be tolerated. Each student is responsible for properly disposing of his or her tray, garbage, and for making sure that the tables, seats and floors in his or her area are clean.

Lunch prices are \$3.00 for grades K-8. Extra milk is \$.50. A self-supported breakfast program meeting USDA requirements is available to students. The cost of breakfast for students K-8 is \$1.25. Students eligible for reduced lunch will be charged \$.25 for breakfast. Reduced lunch prices are \$.40.

Lunch may be purchased on Monday morning for the entire week or any amount larger may be sent in for a child's account. The school district is using an electronic system for use with lunches, and provides a more efficient method for payment. Money for breakfast may also be put on this account. It is possible to place restrictions on your child's account, such as no fruit roll-ups or cash only for breakfast. Please send a note to school or contact the cafeteria manager in the cafeteria if you would like to discuss restrictions. **The district has an online option for checking your child's lunch account on our website www.libertycenter.k12.oh.us.**

Parents can pay by credit card and also check student balances and purchase history. You may contact Donna Eickholt at deickholt@libertycenterschools.org if questions arise. Due to the number of students whose account falls below \$3.00 on any given day, we have worked to develop a system to notify you that your child's account is low. The cashier will place a stamp on your child's hand.

Students must prepay for their lunches. No money will be collected at lunchtime in the serving line. Money must be in a sealed envelope with the student's name, grade and amount of money enclosed written on the outside of the envelope. Envelopes may be turned into the teacher to go to the office in the morning. Students may also place envelopes in the box outside of the Middle School/High School office.

Liberty Center Elementary is continuing to make student health and nutrition a top priority. Good health and nutrition are important parts to how our children develop and learn. Children who have unbalanced meals or who fill up on sugars or snacks will experience a "sugar high" followed by a letdown. This affects concentration and learning. **Consequently, pop and energy drinks are prohibited unless authorized by school staff for a special event.**

We will continue to encourage children to eat healthy, balanced meals. One way to help with this is restricting what snacks they can purchase at school. Students in kindergarten and grade one do not have the option of purchasing snacks at the snack bar.

GRADES 2-4 SNACK BAR - Students in grades 2-4 are allowed to purchase the following pre-approved items:

- fruit
- fruit roll-up
- fortune cookie

Students are expected to eat most of their lunch first before visiting the snack bar.

B. Free and Reduced Lunches:

Students who were on the free and reduced lunch program must reapply each year. Lunch must be provided by parents until notification of approval or denial is received. This will occur within 5 days. An application for each child must be completed and approved before he/she starts on the lunch program. Snack milk is not included in the free and reduced lunch program. If you are in need of free and reduced lunch forms, please request them in the office.

PART X; Other

A. Electronic Devices:

Students may not use and/or possess radios, CD, cell phones, laptop computers, laser lights, MP-3 players, I-Pods, I-Pads, Tablets or electronic equipment with or without headphones during scheduled school time or school activities unless at the discretion of the classroom teacher. If a student has one of these items out of their book bag or turned on the item will be confiscated and released only to a parent or guardian in the school office. All electronic devices must immediately be kept in one's locker or book bag upon arrival to school. Students are subject to disciplinary consequences upon the first confiscation.

Portable communication devices may not be turned on or used in the school during the school day or during detentions before or after school. All portable communication devices must be placed in one's locker immediately upon arrival to school.

B. Elementary Counselor:

The school counselors will assist students in developing skills, making decisions, accepting others, and resolving conflicts. Our counselors also help students identify strengths, set goals, and learn effective study and test-taking skills. The counselors work with teachers, parents, and other staff members to encourage students to reach their academic potential. School counseling activities are done on an individual basis, in small groups, and in classrooms. These activities include, but are not limited to, orientation of new students, counseling programs, and parent and teacher conferences. Individual and small group counseling services are available on a short term basis as needed (6 weeks or less). Parents of students that may need long term services are encouraged to seek outside counseling services upon request.

C. Gifted Identification:

The Liberty Center Board of Education has a district policy for the identification of gifted students. Information explaining the gifted identification procedures will be provided upon request. Further, information can be accessed via the district website.

D. Acceleration:

Four types of acceleration are available to qualified students:

1. Early entrance to kindergarten
2. Subject acceleration
3. Whole-grade acceleration
4. Early graduation from high school

Parents and teachers who wish to make a referral should contact the student's building principal. The district policy and referral forms may be found in each school building office and the district website.

E. Locker Search and Seizure:

Many students in certain areas are assigned lockers. Two students may be assigned by the classroom teacher to each locker. Lockers are the exclusive property of the school district and are loaned to students for their use. Illegal items stored in lockers, items that pose a threat to student safety, or items that disrupt the education process are prohibited. Lockers should not contain valuables and should be locked to insure the safety of items inside.

The school is not responsible for lost or stolen items. It is the responsibility of the principal to take prudent and reasonable action to protect the health,

safety and welfare of all students. Lockers, desks, storage areas, and similar items are the property of the Board of Education and are provided solely as a convenience for students' use. Searches of lockers, as well as general searches of school property, may be conducted at any time there is a reasonable cause or suspicion to do so with or without your presence.

F. Lost and Found Area:

A "lost and found" will be located near the school office. Please have your child check it regularly. At the Christmas break and the start of the summer, items are donated to charity.

G. School Calendar:

School calendars can be found on our district website. Further, specific building events can be found on the school webpage.

H. State & Local Assessments:

The State of Ohio requires districts to administer multiple assessments to grades 3-4. The testing windows for these assessments have expanded and run for several weeks over a multiple month period. We will communicate these testing windows in school correspondence. The district strongly discourages any planned time away from school during these testing periods.

I. PBIS and Limited use of Restraint and Seclusion:

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion. Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion. Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff

who are trained in permissible seclusion and physical restraint measures shall use techniques. Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. To read the full Policy 5630.01 - Positive Behavior Intervention and Supports and Limited use of Restraint and Seclusion, please visit this district website under Board Policy.

J. Directory Information:

The Ohio Revised Code has established the following information and policy about each student as “directory information”:

1. Student “directory information”: a student’s name, date and place of birth, photograph, major field of study, participation in officially-recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, or telephone numbers only for inclusion in school or PTO directories.
2. The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school principal in writing that he/she will not permit distribution of any or all such information. Such declarations must be made annually.