

LIBERTY ELEMENTARY SCHOOL STUDENT HANDBOOK

GRADES PRE-K – 5

2026-2027

“Soar to Excellence”



DISCLAIMER STATEMENT

Not all incidents can be covered in this handbook. All incidents not covered in this handbook will be taken care of at the discretion of the administration. **Policy information can also be located on our school website. Policies can be amended during the school year without notice.**

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

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

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

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

ELEMENTARY MISSION STATEMENT: As a school family, we will promote growth, leadership, and fun through respectful relationships and quality communication.

BOARD OF EDUCATION:

Andrea Sims	President
Kayla Derhake	Secretary
Dave Obert	Vice President
John Boualavong	Member
Cody Cecil	Member
Anna Mowen	Member
Joel Mixer	Member

TELEPHONE NUMBERS

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

DISTRICT OFFICE

Kelle Bunch	Superintendent
Madalynn Hyer	Secretary
Susan Lefringhouse	Bookkeeper
Mysti Kindhart	Human Resource/Payroll Clerk

ELEMENTARY OFFICE

Jody Obert	Elementary Principal
Amber Perrine	Elementary Secretary
Aimee Hannel	Counselor

FACULTY AND STAFF

Andrea Akers	PreKindergarten Teacher
Kendra Obert	PreKindergarten Teacher
Jill Oberling	PreK Coordinator/ ECSE Teacher
Melissa Edgar	Kindergarten
Abbey Rice	Kindergarten
Elliana Sunde	First Grade
Theresa Owens	First Grade
Brooke Ruppel	Second Grade
Jackie Steckler	Second Grade
Patrick Clark	Third Grade
Kristen Cassens	Third Grade
Kendall Moore	Fourth Grade
Elizabeth Bailey	Fourth Grade
Amy Folkenroth	Fifth Grade
Travis Ruppel	Fifth Grade
Sara Tuter	Special Education
Rose Schoonover	Special Education
Carolyn Dickerman	Special Education
Melissa A. Obert	Special Education
Melissa D. Obert	Special Education
Krista Tenhouse	Speech Therapist/ Special Ed. Coordinator
Stevi Smith	Speech Therapist
Becky Esselman	Title I/RtI Interventionist
Amy Allen	RtI Interventionist
Tennille Gimm	RtI Coordinator
Melissa Straley	Literacy Instructional Coach
Linda Schreacke	Physical Education
Abbigail Hoener	Art
Marilyn Motley	Music
Karlana Tucker	Band
Denise Lucas	Nurse
Crystal Whelan	Library
Trent Grotz	Maintenance
BJ Fessler	Bus Maintenance

NONDISCRIMINATION POLICY

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

No pupil in the district is excluded from or segregated within any school on account of his or her color, race, national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, or physical or mental disability or status of being homeless.

TEACHER QUALIFICATIONS

Teacher Qualifications are available to the general public on the IASB website, www.isbe.net under ELIS. Every teacher on our staff is highly qualified. Staff must comply with Faith's Law and have a background check completed before hire.

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ENROLLMENT OF NEW STUDENTS

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

Schools of this district do not refuse to enroll a student because of a student's failure to present his/her permanent or temporary from a school attended previously.

SCHOOL CALENDAR

It is located on the school website, www.libertyschool.net.

RESIDENCY

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

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

STUDENT RECORDS POLICY

Student records are open for parent/**guardian or students at least 18 years of age** for inspection. To ensure all student records will be available for parent review, parents are asked to call in advance and schedule a meeting with the guidance counselor or building principal. The treatment of student records

by the District is affected by professional ethics and by state and federal law. The school will act in compliance with the Illinois School Student Records Act.

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

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

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

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

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

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

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

protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.

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

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

Students with an IEP:

Special Education Related Service Log - Illinois School Code (105 ILCS 5/14-8.02f)

(d) Local education agencies must make logs that record the delivery of related services administered under the child's individualized education program and the minutes of each type of related service that has been administered available to the child's parent or guardian at any time upon request of the child's parent or guardian. For purposes of this subsection (d), related services for which a log must be made are: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. The local education agency must inform the child's parent or guardian within 20 school days from the beginning of the school year or upon establishment of an individualized education program of his or her ability to request those related service logs.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment and substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Such notice shall identify the location and phone number of the office or agent of the school district to whom inquiries should be directed regarding the identification, assessment, and placement of such children. The notice shall also state that any parent who is deaf or does not typically communicate using spoken English and who participates in a Section 504 meeting with a representative of a local educational agency shall be entitled to the services of an interpreter.

Inquiries about a Section 504 Plan can be made to the Elementary Principal or Special Education Coordinator.

THE RESPONSIBILITIES OF STUDENTS

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

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

THE RESPONSIBILITIES OF PARENTS

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

1. At the beginning of the year, make sure your child is properly equipped and that all physicals and immunizations are complete.
2. Know your child's class schedule.
3. Know your child's teachers and don't hesitate to contact them. When a question arises regarding any class, *the first contact should be with that teacher.*
4. Take an interest in your child's academic progress and discuss it frequently with them.
5. Know when progress reports (Mid-term) and report cards (end of each quarter) are due and discuss them with your child.
6. See that your child is on time to school.
7. If your child is ill and cannot make it to school, call the school by 9:00 a.m. (645-3481).
8. Keep track of your child's absences and tardies, and do not allow them to frequently miss school or arrive late.
9. Provide a quiet, well lit and otherwise suitable setting at home for doing homework at a pre-set time.
10. Support your child through your attendance at open houses, parent-teacher conferences, student performances, and school support organizations.

****Please send**

ENTRANCE REQUIREMENTS

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

SPEECH/LANGUAGE SCREENING

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

MEDICAID REIMBURSEMENT FOR ELIGIBLE PARENTS/STUDENTS

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

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

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

SCHOOL PRAYER

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

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

Moment of Silence

Liberty School District will hold a moment of silence to recognize veterans during any type of school event held on November 11.

HOMELESS STUDENTS

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

EMERGENCY SCHOOL CLOSINGS – EARLY DISMISSALS:

Threatening weather or other emergency conditions may make it necessary to dismiss school early or to even keep students a few minutes past the usual dismissal time. Parents that will not be at home or having a student who may be endangered by an early dismissal should contact the office with instructions covering early dismissals. Parents should brief their children as to the action they are to take if they are delivered home and parents are not there.

The following procedures will govern emergency dismissals:

1. Every effort will be made to deliver students to their home or other location, which has been pre-arranged by the parents
2. If the threat is of such a nature that students riding buses might be endangered, school will not be dismissed until the danger has passed.
3. District website, social media, and/or ParentSquare will be used to announce the closing of school or cancellation of events.

4. The following radio and television stations will be asked to announce the closing of school or cancellation of events:

WTAD	930AM	KGRC	92.9FM	WGEM	105.7FM
KICK	97.9FM	KHMO	1070AM	WGCA	88.5FM
KRRY	100.9FM	WGEM	CHANNEL 10	KHQA	CHANNEL 7

EMERGENCY PROCEDURES

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

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

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

INSTRUCTIONAL, LUNCH, BREAKFAST AND MILK FEES:

Instruction: \$75.00 (K-6)

Technology Fee: \$85.00

K-5 Lunch: \$3.50

6-12 Lunch: \$3.75

Adult Lunch: \$4.25

4-12 Extras: \$2.00

Milk/Juice: \$.45

Breakfast: \$2.75

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

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

Locks: \$7.00 (grades 4-6)

Planners: \$4.00 (Grades 3-5), \$4.00 (Grades 6-8)

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

Free and reduced lunch forms are available upon request and may be filled out at any time during the school year. Charging meals is not allowed. Parents receive notification through Skyward under My Messages if their child's lunch balance is negative. Parents can look on Skyward and check their child's account balance at any time. Students in elementary/ junior high/ high school may borrow from siblings' accounts for meals. Students are encouraged to deposit money in their account prior to lunchtime. Anytime students deposit money it should be in an envelope with their name and the amount to deposit written on the envelope. Money in a student's account at the end of a given school year is automatically rolled over into his/her account for the next school year.

Free and Reduced Lunch Application and Waiver of School Fees is located on our school website, libertyschool.net.

PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:

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

ATTENDANCE – ILLNESS AND ABSENCES:

School Hours – 8:05am-3:00pm

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

It is the responsibility of the parent to notify the main office by phone (645-3481) by 9am on the day of the absence. In the event the attendance office is not notified by a parent, contact will be pursued. If contact is unsuccessful, the absence will be considered unexcused, and the parent will have two days following the absence to clarify the situation.

Notes/phone calls from parents and guardians will be accepted for **nine excused absences for the school year**. These parental absences should follow the guidelines of excused absences. Any note from a doctor or dentist indicating an absence due to a medical condition preventing attendance will not count toward the **nine** day parental excused absences. Absences due to funerals will not count toward the **nine** day parental excused absences. Pre-arranged absences will count toward the **nine** day parental excused absences. In extraordinary circumstances the Administration can declare that absences will not count toward the nine day parental excused absences. **For each absence beyond the nine parental excused days, a doctor's or dentist's note will be required indicating that the absence was due to a medical condition.** Failure to do so will result in an unexcused absence. In addition to the 9 excused parent absences, students can use up to 5 mental or behavioral health days during the school year. The parent will need to let the office secretary know that it is a mental or behavioral health day.

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

TARDIES

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

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

PERFECT ATTENDANCE

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

HOMEWORK:

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

MAKE-UP AND ADVANCE ASSIGNMENTS:

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

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

EXCESSIVE ABSENCES:

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

PREARRANGED ABSENCES:

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

USE OF SCHOOL TELEPHONE:

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

VISITORS:

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

Classroom Observation Policy

Parents wishing to observe in classrooms are asked to please make arrangements with classroom teachers prior to their observation dates. Parents will also be asked to complete the form on page 13 and 14 of the handbook to get prior approval for the observation. A staff member will also accompany you during your observation to answer any questions you may have. The form located on our webpage. If you are bringing in treats for your child’s birthday you will be allowed to stay for snack

time (20 mins), if you want to stay longer you will be required to fill out the observation request form in advance. Parents are limited to a one hour observation. Please contact the elementary office for a form.

STUDENT LOCKERS

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

In grades 4 and 5 students are provided lockers in which to store needed school materials and outdoor clothing. Students are not permitted to paste or tape materials in school lockers, but these items may be held in place with magnets. These lockers are inspected periodically to ensure only appropriate articles are stored in the lockers. They may be inspected at any time deemed necessary by the administration. It is required to purchase a lock through the school at \$5.75. **This lock is the only lock permitted on the school lockers. Other locks will be removed.** This lock may be used every year afterwards. If it is lost, the student needs to purchase a new lock from the school. No open beverages of any kind are permitted in lockers.

FIELD TRIPS

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

The following will apply to all field trips:

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

Distribution of Non-School Sponsored Publications

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

SAFETY ISSUES

ASBESTOS

In accordance with the Asbestos Hazard Emergency Response Act [AHERA] and the Board of Education of the District, this notification has the intent to notify workers, building occupants, and their legal guardians of activities related to asbestos containing building materials in the schools. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the office of each school in the district.

Periodic surveillance is conducted at least every 6 months as long as asbestos materials remain in the building. This District will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

PESTICIDE SPRAYING

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

SCHOOL INSURANCE:

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

REPORT CARDS AND MIDTERMS

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

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

STUDENT GRADING:

In grades K-2, a specialized reporting system has been developed. Students will receive a B (Below), P (Progressing but below grade level) M (Meets), and E (Exceeding) for expected skills and behavior.

K-2 students in Music and PE will receive an S (satisfactory), N (Needs to Improve), P (Progressing but below grade level), U (unsatisfactory) for expected skills and behavior.

The following grading scale will be used in grades 3-12.

District-wide Grading Scale:

93-100	A	4.0
91-92	B+	3.5

84-90	B	3.0
82-83	C+	2.5
73-81	C	2.0
71-72	D+	1.5
65-70	D	1.0
64 & below	F	0

RETENTION:

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

TESTING:

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

All students in grades K-5 are given mClass and Star360 assessment, which is a universal screener, three times a year.

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

PARENT / TEACHER CONFERENCES:

Parent/Teacher Conferences are held annually in October.

It is through parent/teacher conferences that the home and the school can find ways of working together for the benefit of the child. In addition to the formal parent/teacher conferences, parents are encouraged to contact teachers when they have concerns. This can be done by making appointments with the teacher. Please watch for more information on our school website for more details as it draws closer.

EDUCATIONAL SUPPORTS

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

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

district universal screener and teacher recommendation based on grades and work ethic. All opportunities/services are based on those that qualify. All curriculum used will be based on the Illinois Learning Standards.

COMPLAINT/CONCERN CHAIN OF COMMAND

Parental concerns should be addressed through a chain of command which is the following:

- 1st - Encourage the student to address the concern with the staff member.
- 2nd - The parent can contact the staff member about the concern.
- 3rd - If contact with the staff member does not resolve the “concern”, the parent can contact the principal.
- 4th - If the concern is not resolved after speaking to the staff member and principal, the parent can contact the superintendent.
- 5th - Finally, if the all previous attempts are unsuccessful, the parent can contact the school board.

LIBERTY STUDENT CODE OF CONDUCT

DISCIPLINE PHILOSOPHY:

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

Due to the range of students in the school (PreK-5) consequences, when necessary, are determined by the age and maturity level of the child.

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

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

SCHOOL CODE:

The Liberty Board of Education has established a uniform discipline code for all students attending Liberty Elementary. Infractions are grouped according to the seriousness of the offense. Each disciplinary action category gives a range of penalties, which may be issued and are not all-inclusive.

The disciplinary action to be taken does, however, provide the student with a basic understanding of the seriousness of the offense. Disciplinary actions may increase based on the circumstances of the incident and the success of prior interventions, or the offense is judged to be of a serious enough nature to warrant the assignment of the maximum consequence by the principal. It should be understood that not all disciplinary situations are covered. The principal will use his/her judgment as to what the penalties shall be in those situations not explained in this handbook. Furthermore, when students violate school rules and regulations, which also violate state laws or city ordinances, a complaint may be signed by the administration with the Adams County Sheriff's Department.

DEFINITION OF RESPONSIBILITIES

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

EXPLANATION OF PENALTIES

Conferences

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

DETENTION

This is the act of detaining students for a period of time. This will occur during the lunch hour. The number of detentions depends upon the offense and previous misconduct occurrences and success of prior interventions.

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

RESTITUTION

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

DETENTION/SUSPENSION

This is an administrative imposed absence from attending classes.

There are two types of suspension: In-School Detention: A student is required to be at school but does not attend class. In-school suspension is an all-day detention located in the Elementary Office or Dean's Office and is supervised. The student is allowed to make up all work missed during his/her absence. All homework, class work, tests, etc are to be completed and turned in on the same day as other classmates. Out-of-School Suspension: A parent or guardian is responsible for the student's supervision. The student is responsible for getting his/her homework assignments and turning them in on the day they are due for credit. Duration of In-School Detention or Out-of-School Suspension: The length of this consequence will be determined by school authorities and will be affected by the seriousness of the offense committed, as well as previous discipline problems. Parents and guardians

will be notified in writing of the action taken. Students who are placed on suspension may not loiter or appear on school property or at any school-sponsored activity at home or away on the days the suspension is being served. If a student should be suspended on a Friday and the following Monday, that student cannot attend, nor participate in any school activity at home or away from school which occurs on that Saturday or Sunday.

SUSPENSION ATTENDANCE

Only school attendance days will be counted towards suspension days. Holidays and school closures, including those due to inclement weather, will not be considered as served suspension days.

APPEAL OF SUSPENSION

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

THREAT ASSESSMENT

Threat assessment is intended to prevent violence and involves both assessment and intervention. Threat assessment involves determining whether a student poses a threat of violence (they have intent and means to carry out the threat). A school threat assessment is conducted by a multidisciplinary team of trained professionals, including a school mental health professional, administrators, and school resource officer or local law enforcement. A threat assessment involves evaluation and classification of the threat (i.e., transient versus substantive) and appropriate response and intervention.

SAFE SCHOOL EVALUATION

Whenever a student makes a threat, either verbal or through behavior, the Liberty Threat Assessment Team will convene and complete the Behavior Threat Assessment (Process & Procedures). The team will determine the priority risk level of the student who made the threat, based on the evidence. Any student deemed high-medium to high risk, will need to have a Safe School Evaluation completed by a licensed child psychiatrist at the expense of the school district. Liberty School will help to set this up. The purpose is to determine if the student is safe (to themselves and others) to return to a public school setting.

EXPULSION

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

STUDENT BUS RIDERS

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

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Stay in your seat while the bus is moving.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep your hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Keep your conversation to students around you. No loud or unruly behavior will be tolerated.
9. Be absolutely quiet when approaching a railroad crossing stop or a stop sign.
10. Treat the bus equipment as you would valuable furniture in your home.
11. Assist in keeping the bus safe and sanitary at all times. No food or drink is allowed on the bus except in special cases.
12. Animals will not be permitted on the bus.
13. Keep books, packages, coats, and all other articles out of the aisles.
14. Be courteous to fellow pupils and the bus driver.
15. Help look after the safety and comfort of smaller children.
16. Do not ask the driver to stop at places other than the regular bus stop.
17. Notes or phone call to the school office is required if the student is to stop anywhere other than a regular stop. Students who are riding home with other students are also required to have a note or permission as per phone call. Permission must be obtained from the school office prior to approval and a bus pass will be issued to the student. **Notes or phone calls should be received before 10am for AM PreK changes and 2pm for Elementary/PM Pre K Students.**
18. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where you may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Bus drivers will be holding periodic emergency bus drills. Obey the bus driver's instructions.
20. Observe the same regulations and rules on other trips under school sponsorships as you observe between the home and the school. Respect the wishes of the chaperone appointed by the school.
21. Student misbehavior will be reported to the office. Repeated misbehavior will result in loss of riding privileges. Parents will then be responsible for transportation to and from school.
22. Never tamper with the school bus or any of its equipment.

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

- Conference with administrator
- Parent called by administrator or bus driver
- Lunch detention/s
- Bus Suspension from one(1) to ten (10) days off the bus

- In-School Suspension
- Out of School Suspension

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

BUS SUSPENSIONS:

The superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive days for engaging in gross disobedience or misconduct, including but not limited to the following:

1. Prohibited student conduct as defined in School Board Policy 7:190, *student behavior*.
2. Willful injury or threat of injury to a bus driver to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from the bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on the bus, the School Board may suspend the student from riding the bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit Missed Classes During School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

GENERAL CONDUCT POLICIES:

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

1. The use of illegal drugs, or look alike, on the school grounds will be the cause for immediate suspension from school. Parents will be notified. A report will be filed with the proper authorities. A recommendation for expulsion to the Liberty School Board will be forthcoming.
2. Tobacco usage, any look alike substance, E – cigarettes, vapes or possession of such a substance on school grounds is not permitted and will be grounds for immediate suspension.
3. Students are not permitted to climb the trees or fences of the school property.
4. Fighting, biting, rough play, tackle football, and snowball throwing is not permitted.
5. Articles, which are dangerous to the students, may not be brought to school. Such items may include, but are not limited to: firearms, knives, bats, or anything that could be construed as a weapon, or something harmful to another person. Bats are ok during ball season.
6. No glass bottles of any sort are permitted in school. Students may bring plastic water bottles to school as long as it is cleared through their teacher.
7. Students are not permitted to take food items from the cafeteria to the playground, lockers, or classrooms during the school day without permission of the teacher or supervisor.

8. Students are not permitted to ride bicycles on the school grounds from 8 a.m. until 3:10 p.m. All bicycles are to be parked in the bicycle rack area during school hours.
9. Students are to show courtesy and respect to one another. Vulgar, indecent, or offensive language will be grounds for disciplinary action. Teasing or bullying of a student by another, or others, will not be tolerated. Bullying is unwanted, aggressive behavior among all people that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
10. Students are expected to show respect and courtesy to parents, staff, and other adults.
11. Students are to address staff members by their proper titles.

DRESS CODE

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

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

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

DISRUPTIVE BEHAVIOR

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

In instances where a student displays threatening or abusive behavior towards the teacher or another student, the teacher must make administration aware so that this can be addressed and parents contacted.

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

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

DEFIANCE/DISRESPECT

Disobeying rules of student conduct or directives from staff members or school officials is recognized as defiance/disrespect. A student who is defiant or disrespectful may receive a consequence. Parents may be required to return with the student for a conference. Repeated acts may result in an in-school or out of school suspension.

RE-ENGAGEMENT OF RETURNING STUDENTS

Building administration or a building designee shall meet with a student returning to school from an out of school suspension (2 or more days), expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in the school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for academic credit.

Search and Seizure

The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District. Parent/Guardian will be contacted if the student refuses. Continued refusal may result in additional consequences.

Students and Their Personal Effects: At various times, school authorities/staff may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner, which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of a school administrator or adult witness;
- By a certified employee or administrator of the same sex.

School Property: School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may search District property from time to time as the District deems necessary in its sole discretion. School authorities/staff are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant.

Seizure of Property: If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Student Motor Vehicles: Motor vehicles parked on school property are subject to search by school authorities without notice or consent of the student and without a search warrant. The school district participates in a program with law enforcement officials which provides for unannounced dog searches

for illegal materials in motor vehicles parked on school property. Students should have absolutely no expectation whatsoever of privacy of motor vehicles parked on school property.

Dog Searches: Dog Searches may be conducted throughout the building. This will include dogs going into (random) classrooms doing bag searches. This procedure will include classes moving to a different location until the search is concluded.

DISPLAY OF AFFECTION

The Liberty School District believes there is a time and place to express feelings of affection. At the elementary school level we ask that students not participate in any displays of affection. The penalties for inappropriate displays of affections will progress from a warning to detention. Continued behavior may result in a suspension.

BITING

No biting is permitted. If a student bites and or breaks the skin of another student or **staff member** they will receive consequences. Possible time out, lunch detention, or suspension may be given.

THE FOLLOWING IS A LETTER FROM THE PRINCIPAL

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other appropriate ways to interact with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program, and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goal statement:

Bullying, intimidation, and/or harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important district goal.

Bullying is defined as follows:

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property
- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's academic performance.
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation:

- threats
- stalking
- physical violence
- sexual harassment
- theft
- public humiliation
- destruction of property, or

- retaliation for asserting or alleging an act of bullying.

I have asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. After evaluating the situation to determine if an immediate referral to my office is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1,E5, *Report Form for Bullying and School Violence*. I will inform you whenever your child is involved in a bullying report.

I have also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring, or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I have requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact the building administration and/or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, **you may want to begin a conversation with your child about your concerns.**

Please let me know if you have any questions or concerns.

Sincerely,

Jody Obert
Principal

SEXUAL HARASSMENT, HARASSMENT, BULLYING, AND DISCRIMINATION

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

It shall be a violation of this policy for any member of Community Unit School District #2 staff to harass/bully another staff member or student through conduct of a sexual nature or conduct designed to

reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or sexual orientation.

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

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

Any District employee who is determined, after an investigation, to have engaged in sexual harassment, harassment, or bullying will be subject to disciplinary action up to, and including, discharge. Any person making a knowingly false accusation regarding sexual harassment, harassment or bullying will likewise be subject to disciplinary action up to, and including, discharge.

Definitions:

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

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

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

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

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

- Verbal or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications including jokes
- Unwelcome touching
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

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

Submission to such conduct is made either explicitly or implicitly a term or condition of a

person's employment or advancement or of a student's participation in school programs or activities;

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

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

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

Verbal, physical, or written harassment or abuse

Repeated remarks of a demeaning nature

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

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

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

Sexual Harassment, Harassment, Bullying And Discrimination Reporting Procedures:

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

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

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

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

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

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

Order of Contact:

Middle School/High School Principal (Equity Coordinator)

645-3389

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

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

VERBAL/WRITTEN/ELECTRONIC THREATS

A threat is an expression of intent to physically or sexually harm someone. This expression may be spoken, written, or gestured. Threats can be expressed directly or indirectly to the victim or to others, and threats may be explicit or implied. A threat to harm others can be transient (i.e., expression of anger or frustration that can be quickly or easily resolved) or substantive (i.e., serious intent to harm others that involves a detailed plan and means).

Making an explicit threat verbally, in writing, and/or through electronic means against a school employee, a student, or any school related personnel may result in suspension, recommendation for a Safe School Evaluation, alternative placement, and/or expulsion. If the threat can be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student of the school, the school may take disciplinary action.

LUNCHROOM EXPECTATIONS

Students are encouraged to bring healthy choices for their lunch. Per policy we are not allowed to serve soda or energy drinks to students during lunch.

LUNCHROOM BEHAVIOR

Misbehavior in the cafeteria is not acceptable behavior. Students are expected to be courteous and show respect in the cafeteria. Students are also expected to use proper table manners during lunch. Talking is permitted in the lunchroom, but yelling or screaming is not acceptable. Throwing food will not be tolerated. Violators will have consequences such as wiping down tables, sweeping up cafeteria and/or detentions.

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

Kindergarten	11:00-11:20
First Grade	11:05-11:25
Second Grade	11:10-11:30
Third Grade	11:15-11:35
Fourth Grade	11:20-11:40
Fifth Grade	11:25-11:45

PLAYGROUND GUIDELINES AND REGULATIONS:

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

1. Students must follow the supervisors' directions and instructions. There will be no talking back to supervisors.
2. Students must stay inside playground boundaries. They may not go outside the fences or past the line of cars to get a ball without permission. They must have permission to go back into the school building to get a coat or to go to the bathroom.
3. Playground equipment is kept in the wooden shed. All equipment must be properly used. Students are responsible for returning any equipment taken from the shed.
4. Grades K-5 may not bring toys from home. No hard balls (baseballs) or bats will be allowed.
5. No fighting, hitting or spitting will be allowed. No tackle football, keep away or any similar game will be allowed. Tag games or basketball games becoming too rough will be stopped.
6. Students will not be allowed to pick up, kick or throw objects that are on the ground. Bark chips, snow and ice may not be picked up or thrown.
7. No electronic devices, with or without, headphones/earphones will be allowed.
8. Specific areas of the playground will be designated for play depending on the weather conditions. Unpaved areas may be determined to be too wet for play.
9. Supervisors will determine if the large playing field may be used. PE classes have priority in its use.
10. Students will be instructed about the use of each playground area during the first week of school.
11. All injuries must be reported to the supervisors immediately. Students may be sent to the school nurse.
12. All students will participate in outdoor recess. Recess will be held when wind-chill and/or temperature are/ is higher than 20 degrees. Cold weather will require the wearing of coats, hats and gloves. Supervisors may ask students to return to the building to get a coat or hat.
13. Students may receive time out in which they have to walk the red line for any length of time for any actions that are considered by the supervisors to be inappropriate. This allows students to move and think about their actions.
14. Foul language, cursing, inappropriate slang words and name-calling will not be allowed. Time outs, walk at recess, possible loss of 2nd recess and additional consequences will be assigned as punishments.
15. Students must line up quietly at the end of recess and enter the building quietly. Not doing this will result in students being taken out of the lines and being sent in last.

Playground supervisors will report to classroom teachers about excessive behavioral observations of students during recess. Students with behavioral difficulties occurring on the playground will risk having the mark of unsatisfactory (U) reflected on their report card.

The chart below shows in brief form examples of prohibited behavior and the usual range of disciplinary action that may be taken including but not limited to the following:
Student Behavior will be reviewed at the end of the year by a team of staff and parents.

Problem Behaviors		Possible Consequences
Defiance / Disrespect	Student engages in refusal to follow directions and/or delivers socially rude interactions.	Student Conference, detention, in or out of school suspension. Repeated or egregious acts may result in an alternative placement or expulsion.
Disruption	Student engages in behavior causing an interruption in class or activity.	Detention, in or out of school suspension. Repeated or egregious acts may result in an expulsion.
Dress Code	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district.	Student conference, given school-issued clothing/student alternative clothing (i.e. P.E. clothes)/parent brings alternative clothing, and/or in school suspension.
Harassment / Bullying	Student delivers disrespectful messages (verbal, written, or gestural) to another person that may include threats and intimidation, obscene gestures, pictures, or written notes. The behavior prohibited includes the use of any form or type of behavior intended to cause physical or psychological harm to someone and/or urging other students to engage in such conduct.	Student conference, contact with parent/guardian, in school or out of school suspension, and/or expulsion.
Language	Student delivers verbal messages that include swearing, slurs, name calling, threats to self or others, or use of words in an inappropriate manner.	Detention, contact with parent/guardian, in school and/or out of school suspension, and/or safe school evaluation.
Location	Student is in an area that is outside of school boundaries or expected locations.	Detention, possible loss of pass privileges, and/or in school or out of school suspension, and/ or safe school evaluation.
Lying / Cheating	Student delivers message that is untrue and/or deliberately violates rules.	Academic dishonesty will result in parent/guardian contact. A grade of zero may also result. Falsification of forms will result in detention or suspension. Making false reports may result in detention, suspension, and/or expulsion.
Property	Student participate in an activity that results in destruction/disfigurement of property or takes/has possession of item(s) belonging to another individual.	Parent contact, restitution of damages, detention, in or out of school suspension. Repeated or egregious acts may result in an alternative placement or expulsion.
Skippping / Truancy	Student leaves class/school or misses class without permission.	Student conference, contact with parent/guardian, in school suspension
Tardy	Student is not in class after the bell rings.	Detention. If unserved, additional detentions and/or in school suspension will be assigned.
Technology	Student engages in inappropriate use of cell phone, computer, camera, headphones, and or music/video player.	Parent/guardian contact, revocation of privileges, restitution of damages, detention, in or out of school suspension.
Use / Possession	Student in possession of or under the influence of any illegal substance or any object(s) readily capable of causing bodily harm. A drug is defined as any capsule, tablet, or liquid taken by mouth; items intended to be injected into the body; alcohol; and/or items for inhalation. Such substances or objects may be real or imitations. Drug paraphernalia is included. Weapons include but are not limited to any guns, knives, chains, clubs, or "look-alikes." Any item can be considered a weapon if	Parent/guardian contact, suspension, possible arrest and/or expulsion.

	it is used or attempted to be used to cause bodily harm.	
Fighting	Student engages in actions involving serious physical contact where injury may occur.	Suspension, arrest, and/or expulsion.

Student Behavior will be reviewed at the end of the year by the PBIS Team.

ELECTRONICS USAGE

Students in PreK through 5th Grade are not to bring/ have personal electronic devices in the classroom/ lunchroom. (Cell Phones, Tablets, Ipad, Computers, etc.) They are not to be visible or to be used in the building. They are to be housed in the student's locker/backpack/Cubby. Cell phones are not to be used anywhere in the building during the school hours of 7:30am to 3:05pm. They are not to be used inappropriately or to be used as cameras during the school day as we don't want any inappropriate pictures being taken or sent. Students may bring cell phones to events outside of school hours, such as athletic events or dances. There may be special circumstances in which cell usage is allowed, for 504 Plan students, ie medical use.

A student not following the policy will receive the following consequences:
The phone will be confiscated. The phone will either be returned to the student after school or the parent will be contacted to pick it up. The student may also receive a detention or suspension.

No electronic pagers are allowed on school premises.

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

ACCIDENT REPORTS

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

BUILDING USAGE

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

Events planned at times not served by a janitor must ensure arrangements are made to assure proper building clean up and control. A janitor is regularly employed on all school nights, Monday through Friday, until 11pm. Saturday, Sunday, or holiday dates must be scheduled well in advance and under the general specifications as follows:

- A. Money making events are expected to pay for any formal police surveillance deemed necessary for the event by administration and sponsors whether on regular nights or on Saturday, Sunday, or holidays.
- B. Clubs, classes, teams, or other groups using the building on off-janitor hours must:

1. Notify administration in writing of the planned use far enough in advance to allow for gate security and other necessary precautions to be taken through the use of regular custodial help.
 2. Plan for control of entrances and halls to assure proper security and care of the building.
 3. Sponsor or person in charge should be familiar with electric switches, heating controls, plumbing valves, or other control details in the area to be used.
 4. Clubs, classes, or other groups must reimburse the school district for any custodial salaries in excess of the regular custodial working hours which are incurred by the district as a result of the event or activity.
- B. Saturday may be used for practice for school sponsored activities. The coach or sponsor of the event must supervise the activity and the following regulations followed:
1. Attendance of members of the team or group may not be required
 2. Members of practicing groups may not be dropped for the event for nonattendance
- scheduling of events is to be far enough in advance to allow proper gates and other controls to be in effect.
- Sponsors or coaches must take full initiative for complete control of the premises since no other employee will be on the school premises. This basically means completing a follow up inspection of the building, cleaning the building, and making sure all doors are locked and all students have left the building.
- C. Sunday may be used for practice for school sponsored activities only if prior permission is obtained from the superintendent/admin.

BUS INFORMATION

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

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

LIBRARY/MEDIA CENTER

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

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

LOST LIBRARY MATERIALS

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

NETWORK AND INTERNET POLICY–INSTRUCTIONAL PROGRAM

Instructional Resources, Instructional Materials, Computer Assisted Instruction

Expectation of Privacy

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

Computer Use Expectations

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

Access to the Internet

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

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

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

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

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

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

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

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

Curriculum

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

Authorization for Internet Access

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

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

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

Dear Parent(s)/Guardian(s),

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

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

- A. Limited electronic mail communications with people all over the world
- B. Information from government sources, research institutions, and other sources
- C. Discussion groups

- D. Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouse (ERIC)

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

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

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

Authorization for Internet Access

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

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

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

Terms and Conditions

Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Student and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol.

Electronic communications and downloaded material and removable media such as floppy disks, thumb drives, compact discs and DVD's, etc., including files deleted from a user's account but not erased, may be monitored or read by school officials.

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

Internet Safety

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

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

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

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

Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;

Unauthorized downloading, installation, or implementation of software, regardless of whether it is copyrighted or virus free;

Downloading copyrighted material for other than personal use;

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

Using the network for private financial or commercial gain;

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

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

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

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

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

Posting anonymous messages;

Using the network for commercial or private advertising;

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

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

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

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

Send Mail, Windows messaging, etc.

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

Use of telnet or other remote access utilities;

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

Using a computer without teacher supervision;

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

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

Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Use of Electronic Mail

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

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

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

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

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

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

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

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

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

DATE: _____

User Signature: _____

(Required if the user is a student)

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

DATE: _____

Parent/Guardian Name _____
Please Print

Parent Signature _____

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

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

Sexual Abuse:

Staff and students receive instruction on recognizing and avoiding sexual abuse. For anyone that volunteers at Liberty School we check the state and national sex offender registries before allowing access to our school. The websites checked are: <http://www.isp.state.il.us/sor/> or <https://www.nsopw.gov/>.

VOLUNTEER and Visitor POLICY

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