

# Liberty Elementary Schools

## Galena USD 499



## Student Planner and Handbook

### 2025-26

#### MISSION STATEMENT

Provide a safe environment while preparing students for success

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August 2025

Dear Students and Parents,

Welcome back to an exciting year for each student. We are looking forward to it and trust you are too. There are very few changes in this year's handbook, but we ask that parents and students carefully review it together. Please note that we are providing planners with the handbook for each student. Each student will be required to have and use the planner daily just as they would a textbook.

Please contact me if you have questions about any items in this handbook. My office is located on the main floor in the center of the building. We're looking forward to a great year working with your child! Please remember that all entrances except the west (main) entrance are locked during the school day for security reasons.

**LIBERTY SCHOOL STAFF**

Superintendent	Mr. Toby VanCleave	783-4499	ext	1100
Principal	Susan New	783-4499	ext	1201
Counselor	Larry Masters	783-4499	ext	1202
Secretary	Anna Lisa Dunaway	783-4499	ext	1200
District Technology Facilitator	Jason Grotheer	783-4499	ext	1501
Third Grade	Ashley Gifford, Lucinda Phipps, Stephanie Sullivan			
Fourth Grade	Joshua Giesel, Amanda Haney, Lisa Perry			
Fifth Grade	Terra David, Katie Gipson, Debbie Krouse			
Physical Education	Melissa Wesley			
Music – Vocal	Whitney Wright			
Art	Danielle Cruse			
Library	Becky Davis		ext.	1406
Special Education	Pamela Moore			
Title Teacher	Shelli VanCleave			
Title/At Risk Paraprofessional	Darlene Boyes		ext	1605
Title/At Risk Paraprofessionals	Audrey Lake, Destin LaValle, Alex Newman			
School Psychologist	Bryant Heckart		ext.	1609
Nurse	Stephanie Moore		ext.	1601
Gifted	Ellen Goode		ext.	1608
Maintenance Director	Doug Hobert	620-202-8644		
Transportation Director	David Berry	620-202-0957		

## **ATTENDANCE**

We are pleased to have your child in the Galena Schools! We have a very talented and dedicated staff committed to helping all of our students be successful in every area of their school career. We believe students are developing important skills and habits that will enable them to be successful not only in school, but throughout their entire lives. We know you are also committed to helping your child be successful in school and attending school every day is the first step.

We are not asking you to send your children to school when they are too ill to be here, such as a fever over 100°, but if it is possible to be here on days when they may not be feeling their best, it is important for their education to be here. Please let your children know they can go to the office if they are not feeling well. The school nurse can check on them and help in any way. We want to do whatever is necessary to make sure they have a good day at school.

The School Resource Officer will help you and your child comply with the Kansas Compulsory School Attendance Law and ensure that you and school employees will know their whereabouts during the school day.

### **Kansas Compulsory School Attendance Law**

- Every parent or person acting as parent in the state of Kansas, who has control over or in charge of any child who has reached the age of seven years and is under the age of 18 years, shall require such child to attend continuously each school year.
- Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements.
- Whenever a child is required by law to attend school and is enrolled in school and the child is inexcusably absent there-from either three consecutive school days or five or more school days in any semester, or seven in the school year shall be considered to be not attending school as required by law.
- Each board of education shall designate one or more employees who shall report to the secretary of the Department of children and Families (DCF) , or a designee thereof , all cases of children who are less than 13 years of age and are not attending school as required by law, and to the appropriate county or district attorney, or a designee thereof, all cases of children who are 13 or more years of age but less than 18 years of age and are not attending school as required by law.
- A child is inexcusably absent from school if the child is absent all or a significant part of a school day without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child.

### **Excessive Absences**

1. The Board of Education, administration, and faculty believe students share in the responsibility for acquiring their own education. School sponsored trips, events, and activities will not be counted as days absent.
2. Examples of excused absences are a personal illness of the student, which requires hospitalization or home confinement, doctor appointment, mandatory court appearance, a death in the family, or other absences the principal has excused prior to the absence. Examples of unexcused absences are staying home to take care of family members, running errands, shopping, vacation, etc.

3. If your child is going to a doctor or dentist appointment, or a mandatory court appearance, please provide a note to the office signed by the doctor or court officer, stating the date and time of the appointment or court appearance.
4. Students should be in attendance as much as possible before and after pre-arranged appointments and should check into the office before leaving and upon returning from appointments.
5. School staff will check student attendance daily. On the day the student is absent, a parent or guardian needs to notify the school office by 8:15 a.m. and state the reason for the absence. You may call, come into the office, or send a note..
6. If the office has not been notified by you that your child will be absent that day, for the safety of your child, school staff will attempt to contact you by phone, the Resource Officer may make a home visit or contact one of your emergency references listed on the enrollment form. We must have a parent documented reason when a student is absent. If staff members are not able to contact you, please send a note to the office the next day when your child returns.
7. The School Resource Officer is here to help your child attend school regularly to comply with the state compulsory attendance law, but more importantly, to help them be safe and successful in school. You will be notified if absences or tardies become a problem for your child. Note: The Principal of Liberty Elementary is the attendance officer for grades 3-5.
8. Students must never leave the building without first checking out through the office. This does not apply to students leaving on a field trip or other school activities under the supervision of a teacher.
9. All class work must be completed to the satisfaction of the teacher when a student has been absent for any reason.
10. Parents who have a question about an absence or the policy should contact the school administrators or the attendance resource officer.

### **Tardies**

1. If a student is not in the classroom when the tardy bell rings, they will be tardy.
2. Students who arrive at school late need to secure a pass from the office to be admitted to class.

### **Truancy**

1. Truancy is defined as being absent from school without permission from both the parent/legal guardian and the school for a significant portion of a school day. An absence is considered a “significant” part of the school day, when a student is absent from school one-fourth of a school day or as determined by the principal.
2. Consequences for truancy and absences include but are not limited to: teacher interventions, ISS, Saturday School, and possible reporting (by administration) to Kansas Division of Family and Children (DFC) and the county attorney. Any student who is absent from school a “significant” part of a school day without an excusable reason, is subject to being declared truant and reported to the proper authorities.

## **DISCIPLINE**

School is a serious place of work. Although we want students to enjoy school and have fun, we expect students to behave appropriately. School and classroom rules and guidelines are established for

classes, the playground, lunchroom, and other places to maintain a positive and safe learning environment and help ensure everyone can learn. Liberty Elementary School staff expect all students to respect others and their property, follow directions set by staff members, and be good problem solvers. In all cases, the age of the student and the seriousness of the offense will be considered when disciplining students. The administration will use discretion when determining discipline consequences and parents will be contacted. Please remember that discipline decisions are imposed based on actual facts and are imposed to help students learn self-control, improve their judgment, and prevent the behavior from reoccurring. Individual students' perceptions of what happens often differ when two or more students are involved, and the school is responsible for determining the actual facts as to what occurred. Liberty Elementary staff uses discipline plan guidelines to determine appropriate student consequences to hold students accountable for their actions and to prevent further inappropriate behaviors. Please refer to the plan for more information.

Although the discipline plan addresses the most frequent discipline problems that may arise, parents' and students' also need to be aware of USD 499's district wide . The behavior expectations:

1. Students should report to the gymnasium upon arrival at school and if a late bus rider, wait in their last period class until the buzzer sounds.
2. Hats and hoodies are not allowed to be worn in any campus buildings.
3. Students must walk bicycles while on campus.
4. Gum and candy are not allowed, unless authorized by a teacher or principal.
5. Bandanas and clothing or manner of dress that could be related to gangs are not allowed.
6. Students are required to check out with their parent/guardian through the office before leaving campus.
7. Students are expected to come to class prepared with supplies and assignments.
8. Students are expected to behave appropriately at all times in all places.
9. Conduct, which "materially or substantially" interferes with the educational process, is prohibited, including the use of obscene, profane language, or gestures.
10. Students are expected to dress appropriately. Students should not be present with; shirts with alcohol messages, obscene gestures, or profanity, backless shirts, net shirts that are see through, spaghetti straps, short shorts or skirts, or other types of dress that may cause a disruption . Appropriate dress issues will be determined by the principal.

### **LIBERTY ELEMENTARY DISCIPLINE PLAN**

The discipline code and behavior code are general statements of the school's rules. The following list of unacceptable behaviors is not all inclusive but provides more specifics about actions to be avoided by students.

#### **After School Detention (with classroom teacher or administrator)**

- 3:15 to 3:45 (30 minutes) and 3:15 to 4:15 (60 minutes)
- Parents will be given one day's notice via mail, phone, or a form sent with the student
- Teachers or administrator will supervise detention

**After School Detentions (by Teachers)** may be a consequence for, but is not limited to, the following violations of school policy:

- Failure to complete work
- Lack of materials for class (after one warning subsequent offenses earn detentions)
- Classroom mischief, out of class mischief, or horseplay
- Disrespect to a fellow student or harassment
- Hallway, restroom, lunchroom misbehavior
- Disruptive behavior
- Disrespect to teacher and/or defiant behavior
- Inappropriate language
- Nuisance Item – confiscated item then consequence
- Teachers will assign detentions after assertive discipline techniques have been followed depending on the seriousness and nature of each offense and the disruptive effect on students.

**Assertive Discipline Techniques are as follows:**

Each classroom teacher is responsible for maintaining a climate conducive to learning. Each classroom teacher should utilize all management techniques (such as proximity, non-verbal cues/signal, etc.) before applying consequences such as detentions or recommendations for more extensive consequences.

Teachers should use the following procedures in managing classroom behavior, unless it is an emergency situation:

**Step 1** – Use classroom management techniques to stop the behavior

**Step 2** – Verbalize a warning to the student

**Step 3** – Written reminder of consequences (detention or recommendation for more stringent consequences)

**Step 4** – Referral to Principal

**Severe Clause** – If the behavior is too severe for the student to remain in class, the student will be sent to the principal and additional consequences may be imposed. .

**Discipline Definitions and Terms**

**ASD** – Teacher or Administrator monitored After School Detention

**Bullying** – Any intentional gesture, written, verbal or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member.

**DCF**- Kansas Department of Children and Family Services

**Defiant/Disrespect of Authority** – Defiance and/or disrespect of authority can be in many forms. The severity of the offense will be determined by the teacher and administrator. The refusal to comply with school personnel instructions will be classified as defiance. Disrespect may include any gestures or actions interpreted as degrading or demeaning. Gang symbols, gestures, speech, and clothing worn for a specific meaning or purpose may be considered acts of defiance and disrespect. Any physical aggression towards a school official or another student will be grounds for suspension and/ or expulsion.

**Drugs and/or Alcohol** – Students found carrying, using, providing, or under the influence of drugs and/or alcohol will be disciplined and may be subjected to suspension and/or expulsion.

**Expulsion** – Out of school suspension for up to 186 school days or one calendar year which may extend to the following school year.

**Failure to Serve Assigned Consequences for Behavior** – Students who fail to serve Teacher (60 minute) detentions, Sat. School, or ASD will be assigned 3-10 days ISS (or OSS) unless their absence is documented and pre-approved by the principal (or teacher). Subsequent failure to serve a consequence may be assessed 10 days ISS, OSS, or suspension or expulsion.

**Forfeiture of Participation** – Any student suspended from school (OSS) or has served In School Suspension (ISS) on the day of an athletic event, music, band, or drama performance, or any other activity including field trips, intramural, ASP, or any competitive activity may not participate or attend the middle school or high school event. In the case of practice for any of the mentioned activities, the principal has the authority to determine the student's ability to participate in the day of ISS. No student shall be allowed on school grounds or be permitted at school-sponsored events while serving OSS under any circumstances unless authorized by the school's administration.

**Fighting** - Any assault, battery, combative, or aggressive situation in which one or more parties have contributed to the conflict, either verbally or by physical action.

**ISS** – In School Suspension

**Long Term or Extended Term Suspension** – Out of School Suspension for up to 90 school days

**OSS** – Out of School Suspension up to 10 days

**Restorative Practices** - a process that emphasizes repairing harm and strengthening relationships rather than solely focusing on consequences.

- After inflammatory words tied to violence, race, or sexual orientation will be required with the counselor or principal to work through the restorative practice process after consequences.
- After any OSS is served, students will be required to speak with the counselor or principal to work through the restorative practice process.

**Severe Clause** – All discipline above may be increased or decreased in direct relationship to the severity and frequency of the offense. Administration shall use discretion under such circumstances.

**Tobacco** – Students are not to have possession of tobacco products. Any tobacco will be confiscated.

**Weapons Use/Possession** – Possession of any object deemed dangerous to the school population is not permitted (knives, guns, fireworks, instruments of martial arts, etc.)

### **ASD, Saturday School, ISS, or OSS**

ASD, Saturday School, In-School Suspension (ISS), or Out of School Suspension (OSS) will all be used for more serious violation of school policy or to help address repeated behaviors that have not been eliminated by other interventions.



The following violations of school policy will result in, but not be limited to any of the following consequences: (Note: consequences can be adjusted depending upon the severity for the act)  
 Behavior, which earns the student immediate ASD, Saturday School, ISS, or OSS.

<b>Disorder/Disruptive/Inappropriate Classroom Behavior</b>	1st Violation	30 to 60 minutes ASD
Disorder/Disruptive/Inappropriate Classroom Behavior	2nd Violation	30 to 60 minutes ASD or ISS or Saturday Detention
Disorder/Disruptive/Inappropriate Classroom Behavior	3rd Violation	ASD or ISS or Saturday Detention
Disorder/Disruptive/Inappropriate Classroom Behavior	4th Violation	Up to 10 Days OSS Principal Discretion
Disorder/Disruptive/Inappropriate Classroom Behavior	5th Violation	Possible Extended Term or Expulsion
		*Restorative Practice if indicated
<b>Disorder/Disruptive/Inappropriate Behavior (hallway, restroom, . . .)</b>	1st Violation	30 to 60 minutes ASD
Disorder/Disruptive/Inappropriate Behavior (hallway, restroom, . . .)	2nd Violation	30 to 60 minutes ASD or ISS or Saturday Detention
Disorder/Disruptive/Inappropriate Behavior (hallway, restroom, . . .)	3rd Violation	ASD or ISS or Saturday Detention
Disorder/Disruptive/Inappropriate Behavior (hallway, restroom, . . .)	4th Violation	Up to 10 Days OSS Principal Discretion
Disorder/Disruptive/Inappropriate Behavior (hallway, restroom, . . .)	5th Violation	Possible Extended Term or Expulsion
		*Restorative Practice if indicated
<b>Defiance/Disrespect of Authority</b>	1st Violation	30 to 60 minutes ASD
Defiance/Disrespect of Authority	2nd Violation	30 to 60 minutes ASD or ISS or Saturday Detention
Defiance/Disrespect of Authority	3rd Violation	ASD or ISS or Saturday Detention
Defiance/Disrespect of Authority	4th Violation	Up to 10 Days OSS Principal Discretion
Defiance/Disrespect of Authority	5th Violation	Possible Extended Term or Expulsion
<b>Fighting/Physical Aggression/Threat of Assault/Harassment/Extortion</b>	1st Violation	Up to 5 Days ISS or Saturday Detention
Fighting/Physical Aggression/Threat of Assault/Harassment/Extortion	2nd Violation	Up to 10 Days ISS or Saturday Detention or Out of School Suspension
Fighting/Physical Aggression/Threat of Assault/Harassment/Extortion	3rd Violation	Out of School Suspension or Expulsion

<b>Misuse of Others Property (cheating, theft, forgery, gambling, vandalism, damage of property)</b>	1st Violation	30 to 60 minutes ASD or one day ISS or Saturday Detention
Misuse of Others Property (cheating, theft, forgery, gambling, vandalism, damage of property)	2nd Violation	Up to 5 days ISS or Saturday Detention
Misuse of Others Property (cheating, theft, forgery, gambling, vandalism, damage of property)	3rd Violation	Possible OSS
<b>Possession of Alcohol and or Use/Possession of Drug and or Use</b>	1st Violation	Saturday Detention and/or Up to 5 Days ISS
Possession of Alcohol and or Use/Possession of Drug and or Use	2nd Violation	Up to 10 Days Out of School Suspension
Possession of Alcohol and or Use/Possession of Drug and or Use	3rd Violation	Possible Extended Term Suspension or Expulsion
	Refer to Law Enforcement on all Violations	
<b>Failure to Complete Work</b>	1st Violation	Classroom Policy and Procedures which could include ASD
Failure to Complete Work	2nd Violation	30 to 60 minute ASD
Failure to Complete Work	3rd Violation	ISS or Saturday Detention
Failure to Complete Work	4th Violation	ISS or Saturday Detention or OSS
<b>Bus Conduct</b>	1st Violation	Conference with Principal, possible ASD
Bus Conduct	2nd Violation	ASD or possible loss of bus privileges
Bus Conduct	3rd Violation	Saturday Detention or extended loss of bus privileges
Bus Conduct		Extreme behavior will refer to loss of extended bus privileges
<b>Assault/Threat of School Personnel</b>	Violation	10 days OSS or Possible Extended Term Suspension - Referral to Law Enforcement
<b>Weapon/Explosive Device use or Possession/Arson</b>	Violation	Student Short Term Suspended immediately-then considered for Long Term Suspension (District Policy) Referral to Law Enforcement

<b>Truancy/Chronic Tardiness</b>	Violation	ASD, Saturday School, ISS, Referral to Attendance Resource Officer and County Attorney and DFS
<b>Possession of or use of Tobacco or Vape Paraphernalia</b>	1st Violation	One day OSS and School Counseling
Possession of or use of Tobacco or Vape Paraphernalia	2nd Violation	Three day OSS and School Counseling
Possession of or use of Tobacco or Vape Paraphernalia	3rd Violation	Five day OSS and School Counseling
**All Violations are subject to principal discretion		

### **IN SCHOOL SUSPENSION PROGRAM (ISS)**

In School Suspension (ISS) is a disciplinary method, which allows students to be removed from the regular classroom(s) for a period of time without removing them from the classroom learning. It is an additional step in a progressive discipline plan to address behavioral and academic problems, which have typically required out of school suspension. Processing the behaviors through follow up conferences, written assignments, and individual and group interviews may be implemented as appropriate based on individual student needs.

The basic philosophy centers around the expectation that students are responsible and accountable for their own behavior. If a student displays an inability to function in the regular classroom or fails to follow district and/or building policies, ISS is one option in the continuum of consequences available to school personnel. (Except in severe classroom disruptions, other discipline strategies including classroom interventions, time out, and parent conferences will be utilized prior to assigning ISS depending on the frequency and severity of the behavior.) The purpose of ISS is to provide an intensively structured alternative environment for a student to promote academic and behavioral improvement before returning to the regular classroom. Satisfactory completion of ISS is required prior to the student's return to the regular classroom (s).

If noncompliance occurs in ISS, parent conferences and out of school suspension (OSS) may result. Upon return from OSS, the student would still be required to complete the assigned ISS. During the term of ISS, participation and attendance at all school related activities are suspended.

### **Saturday School – Detention**

Saturday Detention will meet each Saturday during the school year from 8:00 a.m. to 12:00 noon. If Saturday School is canceled or not in session, students will be notified.

### **Saturday Detention Procedures:**

1. Students will report to the assigned classroom at 8:00 a.m.
2. Saturday School will end at 12:00 Noon.
3. Students who fail to come when assigned or are asked to leave will be assigned ISS and reassignment of Saturday school. If they miss two (2) consecutive Saturday schools they will be assigned ISS or possibly an Out of School Suspension.

4. Students are responsible to bring study materials or reading suitable for school.
5. Students will be allowed two (2) restroom breaks (9:30 a.m. and 11:00 a.m.).
6. No sleeping or lying on the desk.
7. Drinks, gum, candy, or refreshments are not permitted.
8. Students assigned to Saturday Detention will furnish their own means of transportation. Parents or guardians will hold the responsibility for ensuring that transportation is made available.

### **ASSESSMENTS DISTRICT WIDE**

Galena USD499 School District complies with Kansas State Department of Education assessment requirements. At designated grade levels students will complete reading screenings, assessments of academic learning, career interest surveys and surveys of social emotional learning.

### **ANIMALS ON CAMPUS**

No animal of any type will be permitted at school without prior approval of the principal. Even with principal permission, animals are not allowed on the bus.

### **AFTER SCHOOL TUTORING**

If, or when, a student is recommended for After School Tutoring by their teacher for academic needs we strongly encourage regular attendance. Liberty will work with other after school extra-curricular activities sponsors on attendance for both activities. Liberty will also work with parents on transportation matters. After School Tutoring is mandatory prior to attendance at the extra-curricular activity or The Learning Zone.

### **BUS TRANSPORTATION**

Bus transportation will be provided for eligible students. Common rules for riding the bus have been established. Behavior problems on the bus will be forwarded to the office and bus privileges may be taken away by the school administrator. *See Discipline Plan.*

#### **Appendix to Transportation Policy**

The following regulations pertaining to bus transportation and pupil behavior have been adopted by the Board of Education of Galena Unified School District No. 499:

#### **Instructions to Pupils and Drivers**

1. The driver is in charge of the pupils on the bus. Pupils must promptly obey the driver. Pupils refusing to obey the bus driver will be referred to the building principal for disciplinary action.
2. The driver may assign each student to a seat and each student must be provided a seat. Students in less desirable seats may move to a second assigned seat for added comfort after the passenger load is lightened if permission is first obtained from the driver and if the bus is not in motion. Students must remain seated on the bus except when boarding or exiting. The

driver may change assigned seats..

3. Pupils must be on time; the bus cannot wait for those who are tardy. Pupils must walk on the far-left side of the road facing traffic when going to the bus stop.
4. Pupils must never stand in the roadway while waiting for the bus. All pupils must wait for the bus off the traveled portion of the road. Students should wait in an orderly manner and never push or shove other students.
5. Unnecessary conversation with the driver is prohibited. Do not talk loudly or distract the driver's attention. Remember your safety is in the bus driver's hands.
6. Outside of ordinary conversation, classroom conduct is to be observed.
7. Pupils must not throw waste paper, trash or other rubbish on the floor of the bus. Help keep your bus clean and sanitary at all times.
8. Pupils must not at any time extend arms or heads out of bus windows.
9. Pupils must not try to get on or off the bus or move about within the bus while it is in motion.
10. When leaving the bus, pupils must observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the highway is clear.
11. Any damage to the bus is to be reported immediately to the driver.

### **CARE OF SCHOOL PROPERTY**

Any school equipment used by your child must be taken care of properly. The proper care of books is the responsibility of each student. Any books, school materials, equipment, and property damaged or lost are the responsibility of the student and the student will be assessed for any loss or damage. No other books will be issued until fees for the lost or damaged books have been paid.

### **CELL PHONES or COMMUNICATION DEVICES**

The school staff recognizes many parents have provided cell phones or communication type devices to their children for emergency purposes. If students bring phones, watches, iPads, or other communication devices to school, they will be asked to leave them "off" and in their backpacks and cubby during school hours. Any student who needs to contact their parents during the school day will be allowed, with permission, to use the office or classroom phone. The school will not be responsible for the loss of any communication devices. If students violate this policy, the device will be forwarded to the office and returned at the end of the day.

### **CLASS PLACEMENTS**

Assigning students to teachers at Liberty Elementary is the responsibility of the staff. Sending and receiving teachers meet to determine a good mix of students' personalities and abilities in each class. For that reason, we ask that parents not make requests.

### **COUNSELING SERVICES**

Liberty Elementary employs a counselor who is available for a variety of needs. Students are encouraged to visit with the counselor whenever a serious situation occurs that requires guidance i.e., grades, personal concerns, etc.

In the event a student requires outside counseling services, a list is available for parental consideration. Please consult with the principal or school counselor for a list of agencies recommended. Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-6114, *et seq.* Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline.

In the event a student agrees to enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the student and the parents. Drug and alcohol counseling and rehabilitation programs are available for students of the district.

Spring River Mental Health  
6610 SE Quakervale Rd  
Riverton, KS 66770  
(620)848-2300

Community Health Center of SE Kansas  
2990 Military Avenue  
Baxter Springs, KS 66713  
(620)856.2900

### **DRESS CODE**

No form of dress will be permitted which materially interferes with and/ substantially disrupts the school, educational process, or adversely affects the health and safety of students. Clothing or any manner of dress that could be related to gangs will not be allowed. All clothing must be in good taste and appropriate for an educational work environment. Appropriate personal grooming is conducive to a positive and productive learning environment. Children who are dressed appropriately feel better about themselves which helps build self-esteem. Any practice judged disruptive will be dealt with on an individual basis. Examples of inappropriate dress include but are not limited to:

1. Clothing, belts, jewelry, articles of clothing or accessories that advertise or display any type of alcoholic beverage, drugs, tobacco, improper language, sex, vulgarity, or double-meaning slogans.
2. Clothing, worn as outer garments that do not cover the legs appropriately.
3. Clothing that exposes a bare midriff.
4. Clothing designed with a narrow or strapless shoulder. Tank tops, tube tops, halter-tops, beachwear or shirts, dresses and blouses with excessive side or back openings are not allowed. *Note:* Tank tops have straps and are not considered sleeveless shirts.
5. Undergarments worn as outer garments. (Traditional undergarments designed to be worn, as outer garments are not permitted, i.e., boxer shorts).
6. Clothes that are torn or cut above mid-thigh.
7. Hats, hoods, and other forms of head coverings worn inside a building.
8. Bare feet (safety regulations require all students wear shoes).
9. Shoes with wheels are not allowed.
10. Hair should not be distracting to the learning process.

***Any decision about questionable attire will be made by the administration.***

### **ELECTRONICS**

School staff recognize there are times students will bring phones, tablets, iPods, Switch, or other electronic devices to school. If students bring electronics to school, they will be asked to leave them "off" and in their backpacks until an appropriate time as designated by school staff. The school will not be responsible for the lost, broken, or stolen electronics.

## **EMERGENCY PROCEDURES**

In case of fire, tornado, inclement weather, or other emergency situation, guidelines have been established, posted and will be followed by the supervising teacher. Parents should not call the office during a tornado warning. Every precaution possible will be taken to ensure each child's safety in case of such an emergency.

## **ENTRANCE AND EXIT PROCEDURES**

Liberty Elementary is located on the ground level floor of the Liberty building. The Liberty building will be secured during the school day so that entry into the building will be from the west doors only. The north doors will be open for entry from 7:20 am to 8:00 am and from 3:00 until 3:35 PM. All visitors need to report to the office and check-in. All outside doors are accessible for exiting the building at any time throughout the school day.

## **GRADES**

Grades should reflect student accomplishments based on a variety of assessments. A minimum of two grades per week in reading and math will be recorded.. At least one grade per week will be recorded for all other subjects.

Teachers are required to record grades using the "Power School" program. Teachers are also required to track content indicators for each subject area by quarter. Teachers should frequently make a "back-up" of the grades on the file server and track late assignments, if grade is based on lower or higher level of material, or on more than one attempt. This information will be helpful for parent conferences, Student Intervention Team meetings, after school tutoring, and summer school. Teachers will be notified quarterly when grade cards are due to Hollie Petry, Data Processing Clerk.

**Progress Reports** will be in the form of parent notification of grades and percentages for every subject as of the fifth week of each quarter. Teachers will request a parent conference for students who are making below average grades or failing, not turning lessons on time, or not passing specific indicators.

## **Grading Periods for 2025-26**

<b>First Nine Weeks Grading Period</b>	<b>October 10, 2025</b>
First Nine Weeks Progress Reports	September 12, 2025
<b>Second Nine Weeks Grading Period</b>	<b>December 19, 2025</b>
Second Nine Weeks Progress Reports	November 14, 2025
<b>Third Nine Weeks Grading Period</b>	<b>March 6, 2026</b>
Third Nine Weeks Progress Reports	February 6, 2026
<b>Fourth Nine Weeks Grading Period</b>	<b>May 21, 2026</b>
Fourth Nine Weeks Progress Reports	April 17, 2026

**Late Work Policy** – Teachers may deduct up to 50% of the grade credit a student receives for a class assignment submitted late. "Late work" is defined as 2-3 days after the assignment is due, or up to one week depending on the circumstances. Each teacher can waive this option when extenuating circumstances are present.

**Expectations:** All work (assignments and projects) must be completed to the teacher's satisfaction, and a passing grade for the class must be earned in order for the class to be considered completed. Students who are not meeting the teacher's academic expectations, need extra time or help to complete subject indicators, may be required to attend the After School Tutoring Program.

### **INCLEMENT WEATHER**

In the event school is canceled due to inclement weather, please listen to the local radio and television stations for further details. KOAM TV 7, KODE TV 12, KSNF TV 16, Galena School Website, and the District Facebook are all sources of information relating to school closings. A message will also be sent through the SchoolMessenger which is an automated message system used to update parents and students on school events.

### **LOST PERSONAL PROPERTY**

There is a lost and found area. Please contact the office if you have lost anything.

### **MAKE-UP WORK**

If your child is ill or misses school for any reason, they will need to make up class assignments. Please contact the office in the morning and their assignments may be picked up at the end of the school day. Students will have one day to make up their work for each day they are absent. All work, regardless of the reason for the absence, will need to be made up.

### **PARENT-TEACHER CONFERENCES**

Please feel free to contact the school whenever you would like to schedule time to visit with your child's teacher. A conference time can be scheduled by calling the office at 783-4499, ext. 1200, or you may send a note to school with your child. There will be scheduled parent-teacher conferences on the evenings of October 21 and 23, 2025 and March 10 and 12, 2026.

### **PHYSICAL EDUCATION**

To protect the surface of the gym floor, we ask that your child wear soft-soled shoes or tennis shoes for P.E. If illness or injury prevents your child from participating in P.E., parents must send a note to school. If a child would be unable to participate for a long duration, a note must be brought in from your doctor.

### **SCHOOL MEALS**

We have a **closed campus**. No students will be allowed to leave campus for any reason. However, parents will be allowed to take their children to lunch by coming to the Liberty School office and signing the student out. Lunch will be served at 11:30.

	<u>LUNCH</u>	<u>BREAKFAST</u>
	<u>PRICES</u>	<u>PRICES</u>
Grades 3, 4, and 5	\$3.20	\$2.65
Reduced Lunch	\$ .40	\$.30



Students will be allowed to charge lunches up to \$20.00, which is approximately one week of meals. After this point, students will need to pay for meals or bring a sack lunch. Periodic reminders of charges owed will be sent home. **Application forms for free and reduced meals are available online on the school website. An alternative meal must be provided to students if they have no money in their meal account.**

*Note: Prices are subject to change*

### **SCHOOL PARTIES**

Parties will begin as scheduled: Halloween, October 31st at 1:45(dress 12:45-1:15, parade 1:15-1:45) - Christmas December 19th at 10:15, and Valentine's Day February 13th at 1:45.

Birthday treats may be brought to school with prior approval of the classroom teacher. Please do not bring party invitations to school to distribute. Remember that only commercially produced (prepackaged) foods may be brought into the schools. Please contact your student's teachers about bringing treats as students may have food allergies that must be accommodated.

### **SCHOOL SAFETY**

Please check into the office if your child must leave early for an appointment. The Kansas State Legislature established a statewide school safety hotline to give students another avenue to report school violence. The toll-free Kansas School Safety Hotline number is 1-877-623-5203. Calls to this number are received by a single statewide highway patrol dispatch center and transferred to local law enforcement who will contact the school administrator. Please contact the principal or teacher if you have any concerns about your student's safety.

### **STUDENT HEALTH**

Section 2, K.S.A. 72-6265 is hereby amended to read as follows: 72-6265 (a).

(a) The school board of every school affected by this act may exclude from school attendance, or by policy adopted by any such school board authorized any certificated employee or committee of certificated employees to exclude from school attendance, any pupil who has not complied with the requirements of K.S.A. 72-6262. A pupil shall be subject to exclusion from school attendance under this section until such time as the pupil shall have complied with the requirements of K.S.A. 72-6262, as amended.

The policy shall include:

1. Indicate the reason for the exclusion from school attendance.
2. State that the pupil shall continue to be excluded until the pupil has complied with the requirements of K.S.A. 72-6262, and
3. Inform the parent or guardian upon request.

(b) The provisions of K.S.A. 72-3120 do not apply to any pupil while subject to exclusion from school attendance under the provisions of this section.

### **Immunizations**

All students are to have immunization records on file. These records must be complete. If not, students will be excluded from school as required by Kansas law.. If your child's immunizations are not up to date this should be taken care of as soon as possible. If your child has received additional shots during the summer, please send this information to the office.

### **Emergency Information**

Any special student health problems should be reported to the school or included on the student's enrollment form. Emergency procedure sheets will be provided to parents, to complete at enrollment. This information identifies what is to be done for your child in case of injury or illness. A phone number must be provided to contact a parent in case of emergency. The phone number may be a work phone, a neighbor or friend's phone, etc.,

### **Medication Policy**

A parent form must be submitted to request the school's cooperation in the supervision of medication before school personnel will be able to dispense any medication. Any medication that is brought to the school must be in the original container with the original label. Please notify the school of any changes with your child's health or medications immediately. **Note:** *This policy includes inhalers for asthma or ailments.*

### **Health Concerns**

In order to maintain maximum health protection for other students, as well as the teachers, your child should stay at home if they have an elevated temperature. Any student with a communicable disease must stay at home for the duration of their illness.

### **Head Lice**

Parents or guardians of students who have head lice, nits or live bugs will be notified so that treatment can take place at home. Students may be excluded from attending school if live bugs or nits are found. Students may return to school once they have received the first treatment for head lice. Upon return to school, students may be checked by a school employee.

## **STUDENT'S PERSONAL PROPERTY**

Articles brought to school by students are the student's responsibility. Desks and cubbies are the property of the school district. School administrators have the right to search school property if there is reasonable suspicion.

### **TEXTBOOK RENTAL AND STUDENT MATERIALS**

Textbooks are made available to the students on a rental basis. Parents may apply for free textbook rental at the time of enrollment. The following fees apply:

3rd, 4th, & 5th grade                      \$25.00

*Note: Textbook fees are subject to change*

*A list of supplies your student will need will be provided on the day of enrollment.*

### **THE SCHOOL DAY**

Parents, please remember there is no school supervision before 7:20 a.m. Third, Fourth and Fifth grade students who arrive at school before 7:50 a.m., will report immediately to the gymnasium. Students will be dismissed to go to breakfast from there. The students will then report to their classrooms. Lunchtime for all elementary school students will be from 11:30 a.m. to 12:00 p.m. daily. Students riding the first bus will be dismissed at approximately 3:10. Late bus students will be held in the classroom until dismissed by intercom. School begins at 8:00 a.m. and is dismissed at 3:15 p.m. Friday dismissal begins at 2:25.

### **TRANSFERS AND WITHDRAWALS**

If your family is changing its residence, please contact the secretary at 783-4499, ext. 1200. Grade cards and transfer sheets will be prepared, if notice is given prior to the departure day. If no prior notice is given, all records will be mailed upon request from the receiving school.

### **VISITORS AT SCHOOL**

Parents, relatives, guardians, and other people who are visiting the school or checking a student out are required to check in at the office upon arrival. Students are not allowed to bring guests to attend classes with them on any school day.

### **LIBERTY ELEMENTARY SCHOOL**

#### **HANDBOOK ACCEPTANCE FORM**

I/we have reviewed the student handbook with my son/daughter and understand its contents. I/we understand that this handbook will also be used as a planner and that it is my child's responsibility to bring it and use it in class every day.

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

Date\_\_\_\_\_

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

Date\_\_\_\_\_