

West Liberty Elementary School

Student/Parent Handbook 2023-24



806 N. Miller St.
West Liberty, Iowa 52776
(319) 627-4243
www.wl.k12.ia.us

School Hours

8:00 a.m. – 3:05 p.m.

*8:05 a student is considered tardy

Office Hours

7:00 a.m. – 4:00 p.m.

Wednesday Early-Out

8:00 a.m. – 2:05 p.m.

2-Hour Delay

10:00 a.m. – 3:05 p.m.

Our mission: To partner with our families, staff and communities, to prepare our students for full and productive lives, to become empowered citizens here and around the world.

Non-Discrimination Policy Statement: Full grievance procedures may be found in school board policy and online on our school district webpage. It is the policy of the West Liberty Community School District not to discriminate on the basis of age, race, creed, color, gender, sexual orientation, gender orientation, socioeconomic status, marital status, national origin, sex, religion, disability, or genetic information. There is a grievance procedure for processing complaints of discrimination. Any person having inquiries concerning the District's compliance with federal and/or state non-discrimination law is directed to contact: Andrew Genz District Equity Coordinator, WL High School, 310 W. Maxson Ave., 319-627-2115 extension 5003 or email Agenz@wl.k12.ia.us

West Liberty Elementary School

West Liberty Community School District
806 N. Miller Street, West Liberty, IA 52776-1225
Phone: 319-627-4243 • Fax: 319-627-2099
www.wl.k12.ia.us

August 2023

Dear Students and Parents,

It is with great pleasure that we welcome you to West Liberty Elementary! We are extremely proud of the programs we offer our students and families. Due to our ever changing society we will continue to provide the best education possible to your child. It may look differently as we move forward, but different is not bad, it is just different. We look forward to moving forward with our educational adventure with you and the students.

We have developed this handbook to help you and your parents learn as much as possible about school policies, procedures, and the services we offer students. This is a quick reference guide that you will find useful throughout the school year.

Whether you are joining our West Liberty Elementary family for the first time or have been a member for years, we encourage you to become an active member of our school. We have various family evenings where you can come with your child and experience the elementary learning that is happening. In addition to the academics we offer many other educational experiences for you and your family.

We thank you for your understanding that not every possible situation can be foreseen and included within these pages. This by no means is a complete list of all of the rules and regulations of the school. All West Liberty School District school board policies can be found on our school website: www.wl.k12.ia.us. The administration reserves the right to add, delete or change procedures in this handbook as necessary.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

Sincerely,
Kirk Ryan, Principal
Dawn Kruse, Assistant Principal

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West Liberty Elementary Directory

806 North Miller Street, West Liberty, IA 52776
Office: 319-627-4243 Fax: 319-627-2099

Telephone Numbers

| | |
|------------------------------------|----------|
| West Liberty Elementary | 627-4243 |
| West Liberty Early Learning Center | 627-5089 |
| West Liberty Middle School | 627-2118 |
| West Liberty High School | 627-2115 |
| Administration Office | 627-2116 |

Office Hours & Times

Elementary Office Hours: 7:00 a.m. – 4:00 p.m.

Student School Day Hours

Class Time: M, T, Th, F 8:05 a.m. to 3:05 p.m.

W 8:05a.m. - 2:05 p.m

Breakfast: 7:30-8:00

Students may be dropped off at 7:45 unless going to breakfast. Please do not drop off or send your child early, as there is no adult supervision before this time.

| <u>Position</u> | <u>Staff Name</u> | <u>Staff E-mail Address</u> |
|------------------------|--------------------------|--|
| Principal | Kirk Ryan | kryan@wl.k12.ia.us |
| Assistant Principal | Dawn Kruse | dkruse@wl.k12.ia.us |
| Office Manager | Maricela Aguero | maguero@wl.k12.ia.us |
| Secretary | Chelsea Hicks | chelseahicks@wl.k12.ia.us |
| Nurse | Kayla Morrison | kmorrison@wl.k12.ia.us |
| School Counselor | Eleanor Witt | ewitt@wl.k12.ia.us |
| School Counselor | Cathy Jackson | cjackson@wl.k12.ia.us |
| Instructional Coach | Cindy Lopez | cgonzalez@wl.k12.ia.us |
| Kindergarten | Amanda Daufeldt | adaufeldt@wl.k12.ia.us |
| Kindergarten | Lori Hudson | lhudson@wl.k12.ia.us |
| Kindergarten | Mandi Wulf | mwulf@wl.k12.ia.us |
| Kindergarten | Alicia Herman | aherman@wl.k12.ia.us |
| Kindergarten | Alba Ballester | aballester@wl.k12.ia.us |
| First Grade | Shannon Schneider | smcmichael@wl.k12.ia.us |
| First Grade | Briana Simon | bsimon@wl.k12.ia.us |
| First Grade | Marciana Tharp | mtharp@wl.k12.ia.us |
| First Grade | Laura Bailey | lbailey@wl.k12.ia.us |
| Second Grade | Lindsey Lynch | llynch@wl.k12.ia.us |
| Second Grade | Gabe Yank | gyank@wl.k12.ia.us |
| Second Grade | Grace Brown | gbrown@wl.k12.ia.us |
| Second Grade | Kelsey Boone | kboone@wl.k12.ia.us |
| Second Grade | Marta Lopez | mlopez@wl.k12.ia.us |
| Third Grade | Leighton Huston | lhuston@wl.k12.ia.us |
| Third Grade | Kari Zuniga | kzuniga@wl.k12.ia.us |
| Third Grade | Ashley Shimmin | ashimmin@wl.k12.ia.us |

| | | |
|-------------------------|----------------------|--|
| Third Grade | Juan Fernandez | jfernandez@wl.k12.ia.us |
| Fourth Grade | Hannah Ingram | hingram@wl.k12.ia.us |
| Fourth Grade | Ana Blanes | ablanes@wl.k12.ia.us |
| Fourth Grade | Kristen Evans | kevans@wl.k12.ia.us |
| Fourth Grade | Hunter Daniels | hdaniels@wl.k12.ia.us |
| ESL | Paula Jackson | pjackson@wl.k12.ia.us |
| ESL | Madeline Cunningham | mcunningham@wl.k12.ia.us |
| ESL | Ryan Hayes | rhayes@wl.k12.ia.us |
| ESL | Alina Vamanu | avamanu@wl.k12.ia.us |
| ESL | Sheila Polman | spolman@wl.k12.ia.us |
| Reading/Math Specialist | Donita Anderson | danderson@wl.k12.ia.us |
| Reading/Math Specialist | Abby Alpen | aalpen@wl.k12.ia.us |
| Reading/Math Specialist | Carol Cline | ccline@wl.k12.ia.us |
| Special Education | Michele Knowles | mknowles@wl.k12.ia.us |
| Special Education | Lilian Ortiz | lortiz@wl.k12.ia.us |
| Special Education | Aly Henderson | ahenderson@wl.k12.ia.us |
| Special Education | Aubrie Hager | ahager@wl.k12.ia.us |
| Art | Kelsi Lynch | klynch@wl.k12.ia.us |
| Librarian/Media | Gabrielle Bugenhagen | gbugenhagen@wl.k12.ia.us |
| Physical Education (PE) | Kelly Daufeldt | kdaufeldt@wl.k12.ia.us |
| Music | Emma Melick | emelick@wl.k12.ia.us |
| TAG | Kim Wiele | kwiele@wl.k12.ia.us |

Absences and Attendance

Iowa law requires that all children attend school regularly. Attending school every day is important to ensure your child's academic, social and emotional growth. Consistent attendance helps to develop a positive daily routine and reduces disruption to the educational environment. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have a more positive connection to school.

Absence Reporting

Parents are to contact their child's school office when the child will be absent. Calls to the school should be made by 9am each morning. Please let the school secretary know your child's name, the date of absence and the reason for absence. The attendance office will determine if the absence is excused, based on the district's guidelines listed below. The school principal holds the final decision as to whether an absence is excused.

Students who are habitually absent or tardy from school are a great concern among teachers, students, and administrators. If the number of days a student fails to attend school is excessive this could classify them as a truant student. As a truant student, the parent/guardian will receive notice and a meeting may be held to assist with creating a plan to help improve the student's attendance. If the student's attendance does not improve, the county attorney may be notified.

Acceptable excuses for absences, tardies and departures:

- Evidence that the student is not in proper physical or mental condition to attend school or an educational program. After three consecutive absences the school may request the parent(s) or guardian(s) obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such an excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
- Medical, dental, chiropractic, optometric or other valid professional appointments. Parent(s) or guardian(s) are requested to make their appointments during non-school hours.
- A death in the immediate family or funerals for close relatives.
- Religious holidays.
- Family trips that can be taken only during the normal school term. A parent/guardian shall be required to notify the school office in advance of the pending absence for the purpose of reviewing the student's attendance record and overall performance. **IF attendance and performance is satisfactory, the administrator may excuse up to 5 days a year for family trips.**
- A court appearance or other legal procedure or placement requiring the attendance of the student.
- A quarantine as imposed by a public health officer.
- Attendance at special events of educational value or school activities as approved by the school administrator.
- Special circumstances that show good cause which the school administrator approves in advance.
- Out-of-school suspension

Notification Procedures:

Parents will receive notification from the school at different points in the school year when their child meets or exceeds the number of tardies and absences listed below.

- 5 Unexcused absences (written documentation will be sent to parents)
- 10 Unexcused absences (written documentation will be sent and attendance meeting held with family)
- 15 Unexcused absences (notification of the county attorney)

- 10 Excused absences (medical documentation will be needed to excuse further absences)
- 15 Excused absences (a parent conference is held and an attendance plan developed)

The purpose of these notifications is to provide information about the District's attendance guidelines and assist families if they need help getting their child to school.

The school recognizes that scheduling medical and dental appointments for non-school hours are not always possible; however, parent cooperation to maintain the continuity of the school day as much as possible is greatly appreciated.

You must stop in the office and check your child out of school before taking your child. The office will call down to your child's classroom and have them get their belongings and come to the office.

Books lost or damaged

Students are responsible for all textbooks and library books issued or checked out to them. Severely damaged or lost books must be paid for at the replacement cost of the book.

Bus safety, student behavior, and procedure

What is expected of the student's riding a bus?

1. Bus riders will be at the designated bus stops 10 minutes before the bus arrival time or outside of their homes ready to get on the bus.
2. Remain quiet enough not to distract the driver – students are not to shout or be boisterous.
 - a. When crossing railroads, be extremely quiet so bus drivers can hear for on-coming trains.
3. Go directly to seats when entering the bus so drivers can continue on route.
4. Remain seated while the bus is in motion.
5. Keep hands, arms and head inside the bus at all times.
6. Do NOT throw objects about the bus or out of the bus.
7. Keep the aisles clear at all times.
8. Move carefully and quickly on and off the bus.
9. Please do not eat or drink on the bus.

The bus driver is your "teacher" on the bus. They are in charge of all students and their safety while on the bus. If the actions of a student or students on a bus cause a disturbance which causes the driver to be distracted, an accident is more likely to happen. Therefore a bus driver is not expected to continue to transport students who cause problems on the bus and thereby make the trip less safe for everyone. The bus driver has the authority to assign seats to all students if he/she feels it is necessary.

Students and parents should understand that the students riding the school buses must obey all the expectations of riding the bus or the student may not be allowed to ride the bus. All school buses are equipped with the video cameras to help monitor bus safety.

If your student's behavior or attitude is not acceptable the following consequences may apply:

1. Verbal warning from bus driver.
2. Bus report may be completed by the bus driver and turned into the principal; the principal may conference with the student and/or parent and give consequences.
3. After two written bus reports, the student may lose the privilege of riding the bus for three days, the parents would be notified immediately.

4. After three written bus reports, the student may lose the privilege of riding the bus for a week (5 days), the parents would be notified immediately.
5. After four written bus reports, the student may lose the privilege of riding the bus entirely.

Parents are responsible for providing transportation to and from school while a student is suspended from riding the bus. If a student does not attend school during a bus suspension, it will be counted as an unexcused absence.

If each person does his/her part, the bus ride will be more pleasant and a lot safer for everyone!

Cell phones

Cell phones are NOT to be visible or in use between the hours of 8:00 - 3:15. Teachers and staff are expected to confiscate cell phones that are visible or in use and keep them secure or bring them to the office.

1st Offense – cell phones will be returned at the end of the school day to the student.

2nd Offense – cell phones will need to be picked up by a parent at the school during regular school hours.

Crisis plan

West Liberty School District has a crisis plan, which includes procedures on Fire, Tornado, Intruder, and other emergencies. For intruder emergencies we utilize the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) procedures. The students will review lessons and practice these procedures regularly.

Crisis Prevention Intervention (CPI)

West Liberty Elementary has staff members who have received training in Nonviolent Crisis Prevention Intervention. This training provides for the care, welfare, safety and security of everyone involved (student and staff) in a crisis situation. This program teaches our staff how to intervene more safely when behavior becomes dangerous. More importantly, it teaches our staff ways to intervene, avoid over/under reacting to a situation and hopefully to avert future crises.

Dress code

Students should wear clothing suitable for public appearance. Any type of dress that does not disrupt the learning process or present a safety hazard is acceptable. Attire displaying alcohol, tobacco, illegal drugs, is sexually suggestive, or has a violent theme is inappropriate. Hats or other headdresses are not to be worn in the building. Students may be asked to change or turn clothing inside out. The principal will make the final determination on appropriate dress.

Educational programs

West Liberty Elementary Staff are committed to provide the very best school experiences for your child. We believe in working together in partnerships with parents to solve problems and to create sound education programs for all of our students. During the school year if you have a concern or question about any aspect of your child's education, please contact their teacher or the principal.

Title I

West Liberty Elementary is a school wide Title I building. Title I reading and math services provide additional instruction in the areas of English Language Arts (reading, writing, listening, speaking) and math. Students receiving direct Title I services may change throughout the school year based on data from assessments and teacher recommendation/data from classroom performance. The student/family/school staff compact for this program is for all stakeholders to know and understand the expectations of all of us to ensure success of our students.

Title I Compact

As a student, I will...

- Respect other students, teachers, school staff, my family, and myself.
- Always do my best in my work and behavior.
- Follow school rules and expectations.
- Come to school with my materials and be prepared and ready to learn.

As a parent/guardian, I will...

- See that my child attends school daily and arrives on time.
- Respect and support my child, their teachers, and other school staff.
- Support the rules, expectations, procedures, and policies of the school and district.
- Establish a time and quiet place for my child to complete homework daily.
- Read to and with my child.
- Talk with my child about his/her learning every day.

As a staff, we will...

- Respect and support students, families, and other staff members.
- Support the rules, expectations, procedures, and policies of the school and district.
- Provide a safe and positive learning environment.
- Encourage each child to do his/her personal best.
- Maintain open lines of communication with families and other school staff.
- Seek ways to involve families with school and their child's education.

English as a Second Language Learner Program (ESL)

The mission of the ESL program is to develop student's academic and social language skills. The philosophy of the program is for English language learners to develop and master their English proficiency in reading, writing, listening, and speaking abilities. These services may be provided within the classroom, or the students may be pulled out of the classroom to a different location to receive this specific instruction.

Talented and Gifted Program

We recognize that gifted learners each have unique talents and needs that require a continuum of options for challenge and acceleration of academic programs. The mission of the West Liberty School Gifted and Talented program, grades K-12, is to recognize the academic and affective strengths and needs of all gifted learners, and to actively support their growth. Specific identification criteria are utilized to identify who qualifies for TAG programming. For details please contact the TAG teacher.

Field Trips

Students may go on field trips or walks off the school grounds from time to time. Expectations for field trips are what they are in the school building. These are to be respectful, good listeners, travel safely, wear appropriate clothing and shoes for the event. We will communicate field trip information via permission slip, in newsletters, emails, or other modes of communication.

Health Services

The West Liberty Community School District has three nurses employed to oversee the health services of our students. A health record is kept on each student throughout his/her school career. All illness, immunizations, eye exams, etc. are recorded on this health record. If your child has a health problem,

special health needs, has surgery, contracts a communicable disease or is on daily medications please notify the school nurse. In case of student illness, please contact the school office by 9:00 a.m.

EMERGENCY INFORMATION MUST BE KEPT CURRENT. We need the parent's work number, an emergency number to contact other than the parent, the family physician, and dentist on file. This information needs to be kept up to date. This will allow us to properly get a hold of you in case of an emergency, your child being sick, or other communication that we need to share with you as a parent. It is critical if you have an address change, phone number, or email address change to please notify the elementary office immediately, so we can make those corrections in our student information system.

The Iowa Department of Public Health recommendations for communicable diseases will be followed. If your child's temperature is over 100 degrees before school, you should make arrangements for him/her to stay home; do not give your child fever-reducing medication (Tylenol, Motrin, ibuprofen, Advil...) before sending them to school. **Students may be sent home from school if exhibiting symptoms of various illnesses.**

Examples of reasons students will get sent home:

- fever over 100.4
- upset stomach
- vomiting
- diarrhea
- pink eye
- unexplained rash
- general illness that is preventing them from participating in their normal activities.

Please do not send your child back to school for 24 hours following the last episode of diarrhea or vomiting. They may not return until they are free of fever for 24 hours without fever reducing medication.

If your child is sent home from school ill, they cannot return the following school day.

Medication

The school nurse or designee will administer all student medications to students. The parent or guardian must provide all medications, prescription medications administered at school in the original pharmacy labeled container. Two bottles may be requested from your pharmacy with one for home and one for school. Over-the-counter medication must be sent in the original container.

A signed note from the parent or a signed permission form must accompany all medication. The note must include the student's name, name of the medication, dosage, time to be given at school and the reason for giving it. Medications will not be administered without a written note or signed form from a parent.

Head lice

The West Liberty Community School District health services follow the recommendations of the Iowa Department of Public Health in the event of head lice. Parents are encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times. Children who have head lice will not be excluded from school. Rather, a phone call or note will be sent home notifying the parent. It is recommended that treatment will

be started before the child returns to school the next day. Please call the school nurse if you have any questions or are not sure how to check for head lice or what to look for.

Health Screenings:

Hearing: During the school year, your child's hearing may be screened and/or tested by Mississippi Bend Area Education Agency (MBAEA) Audiologists or their assistants as a part of the annual State of Iowa Hearing Conservation Program. Follow up testing may occur if previous hearing results were not within normal limits. If you do NOT want your child to participate in the hearing screening program, please contact your school with this request.

Vision: All kindergarten and third grade students must have a vision screening no earlier than 1 year prior to enrollment and no more than 6 months after. An ophthalmologist, pediatrician, physician or professional licensed for this test can perform the screening. Schools will provide vision screenings for families, if needed. School nurses can collaborate with community providers or conduct the vision screenings directly. (Our local Lions Club provides our screenings for Kindergarten; a signed consent form is required. Every other year Vision to Learn provides our screenings for every other student an OPT OUT form is sent home)

Dental- All children enrolled in Kindergarten and Ninth Grade are required to have a dental screening pursuant to IDPH 641 Chapter 51. The school nurse collaborates with regional public health designee, I-Smile Coordinators, who audit the admitting school official's compliance with IAC 641 Chapter 51. There is no school exclusion with this mandated health screening. A school nurse may complete the Kindergarten Dental Screening.

Hot lunch and breakfast

A computerized lunch system will be used. Each child has an assigned number and a lunch ID card given to them, which they need to keep track of. If a child's card is lost or has been broken and needs to be replaced it will cost \$1.00. Students deposit money into their account. A receipt is issued for all money deposited. When going through the lunch line, the student's card is scanned by the lunch staff. The computer deducts the amount for the meal or food purchased, whether it is breakfast, lunch, or extra milk. When a student's balance reaches a certain amount or no longer has money in his/her account, an automated phone call and email will be placed to the parent/guardian. Students wishing to purchase seconds must have money in their account. **Throughout the year, accounts need to stay in the positive balance.** Please pay online, send a check or money, or stop in the office to put money in your child's account. All accounts need to be paid in full before the end of the school year.

At the end of the school year if your child has money in their lunch account it will be rolled over for the following school year. If your child is leaving the district, a refund of the amount that is in their account will be given or mailed to you.

| MEAL PRICES | | Students | Adults |
|--------------------|----------------|-----------------|---------------|
| Full Pay: | Breakfast..... | \$2.15 | \$2.65 |
| | Lunch..... | \$3.00 | \$4.30 |
| Reduced: | Breakfast..... | \$0.30 | |
| | Lunch..... | \$0.40 | |
| Seconds: | Breakfast..... | \$1.00 | |
| | Lunch..... | \$1.50 | |

Single milk:

\$0.55

Internet usage

The Internet is available for student usage at West Liberty Elementary. No student will be allowed to access the Internet until the child has received proper instruction on the use of the Internet. Additionally, the child and his/her parent must sign a form indicating that they have read and understand the Internet Acceptable Use Policy and the related regulations, given at registration. Each child has a Google sign in to their account, those will be sent home by the teacher at the beginning of the year. Please keep those in a safe location, as you can use that sign in information at home as well.

Lost & found

Items found on the playground, in classrooms, and hallways that are not claimed are turned into the basket located outside the office door. We encourage parents to periodically check this area for their child's lost belongings. At the end of the school year, if items are unclaimed they are donated.

Messages for students

It is important that parents/guardians call the **OFFICE BEFORE 1:00 p.m.** (Monday-Friday) with change of after school transportation. If you wait until late in the afternoon to call, it is very difficult to get messages to your child. Which then may not get to them, and they may not get to the correct location you were desiring them to go. With this in mind please plan ahead as much as possible, as we do understand emergency situations, but these should be far and few between. Please call early for ANY changes with your child's after school plans.

Moving from the school district

Please notify the school in advance of a planned move from the West Liberty Community School District. Student's records to a new school district will be transferred when a receipt of a written request from the new school district occurs.

Outdoors Recess & Physical Education

It is our intention at West Liberty Elementary to take the children outside for recess as much as possible. Common sense will apply, and obviously, wind chill will also be a factor. Appropriate coats, mittens/gloves, hats and footwear are necessities to ensure your child's comfort when going outside for recess. If weather is questionable the principal, school nurse, or principal designee will make the decision. We utilize the recommendations from the Child Care Weather Watch to make this decision.

If your child can not go outside for recess or participate in Physical Education class we need to have a doctor's note indicating the child's name, the reason they are not able to participate, and the date range for not participating.

School Parties and Birthday Celebrations-nutritional foods

Parties at school will be held in the classroom for various holidays. **Nutritional treats/snacks are recommended.** Due to various health related needs treats/snacks **must be prepackaged with an ingredient label.** If treats do not have this they will not be served and will be sent home at the end of the day with the student. If for any reason, you do not wish your child to participate in these parties, please make sure you fill out the part participation form at the beginning of the school year. This will bring your wishes to our attention, and other arrangements can be made for your child during this time.

We welcome a small celebration for a child's birthday. **Please send healthful snacks that support the district's Wellness Policy.** If your child has a summer birthday, we would encourage you to celebrate on the corresponding date in May or September. If your child brings a birthday treat, there must be enough for every child in the classroom. **District requirements only allow prepackaged food/treats or fresh fruit and vegetables to be brought into the classroom.** Some options that follow our district health and wellness policy are:

- Goldfish
- Granola bars
- Fruit Snacks
- Cheese sticks
- Juice boxes
- Fresh Fruit/Veggies

Other options might include stickers, bubbles, or chalk. Children are not to bring party invitations to school unless he or she is inviting all students in the class.

Positive Behavioral Intervention and Supports (PBIS)

PBIS will be implemented in our building. All staff and students will be taught our common expectations and will be expected to follow them in the common areas around the school.

Common Expectations:

[English](#)

[Espanol](#)

Possessions

It is helpful when parents carefully mark their child/children's coats, caps, gym shoes, boots, etc. We will assist your children in safeguarding their possessions, but it helps greatly if they are identified. Children should not bring toys, electronics or materials from home, other than regular school supplies, unless they have asked and are given permission to do so by the teacher. The school cannot assume responsibility for lost or breakage of things brought from home.

Reporting student progress

Student progress is reported to parents three times a year through: parent teacher conferences, report cards. Additionally, staff members communicate informally with parents whenever the need arises. If you have questions concerning your child's progress, please call, email, or see your child's teacher anytime throughout the school year.

School visitors

All visitors must enter through the front entrance and check in at the office to receive a visitor's badge, which must be worn at all times while in the building.

Social invitations

From time to time students bring invitations for social events to school to distribute to classmates. Children are welcome to distribute invitations at school as long as everyone in the classroom is invited. If some children will be excluded, parents should mail the invitations instead of having their child bring

them to school.

Student conduct at school

Any list of conduct rules can usually be summarized into one: “Be respectful of others.” This includes respect for the property of others. At West Liberty Elementary, we have the utmost respect for your child. In return, we ask your child to treat all adults and other students in the building with the same high degree of respect. Consequences for disrespectful behavior will vary depending on the severity of the behavior. As our partners, parents will be notified when the behavior warrants it, this may be done by email, phone call, note home, or through our student information system. Please see [this link for our behavior matrix](#) for more information about discipline

Student drop-off/pick-up

If you are dropping your child off before school, please drop them off at the main entrance of the school. If they are arriving late the parent **MUST** bring the child into the office and check them in and the student will receive a pass and then walk him or herself to the classroom.

If students are riding bicycles they should be parked in the bicycle racks located around the various entrances of the building. The school recommends that students lock their bikes, as the school is not responsible for the loss, damage, or theft of bikes brought to school.

Please see the student drop off and pick-up map and information for our process. This ensures safety for our students and parents.

Student harassment

At West Liberty Elementary we will not tolerate harassment of any kind. Verbal and physical harassment is not permissible. Disciplinary action up to and including expulsion will be taken for violations. Please encourage your child to report all incidents of harassment to an adult at school. Parents wanting to report harassment are encouraged to call the school principal or school superintendent.

Student records

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the record; to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy; and to have the records explained.

Telephone

Students may use the school phone with the permission of the classroom teacher, the school secretary or any adult employee. The phone's intent is to be used for school business, or for health reasons. We encourage you to arrange after school plans with your child in the morning before she/he leaves for school, and we ask that you not call your child out of class unless it is an emergency. Messages for your children may be left at the office.

Tobacco/Nicotine Free Campus

No student shall be permitted to possess a tobacco product while in any school building; while on school grounds or property; or at any school-sponsored or school-related event or at any other time that students are under the authority of school personnel. The following definitions have the following meanings:

- 1) “Electronic Smoking Device” means any electronic device, the use of which may resemble smoking, which can be used to deliver inhaled doses of nicotine or other substances to the user. (American Lung Association)
- 2) “Smoke or Smoking” means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or pipe or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana, whether natural or synthetic. (American Lung Association)
- 3) “Tobacco Use” means smoking, chewing, dipping or any other use of tobacco products, including electronic smoking devices. (American Lung Association)

Weapons

Dangerous weapons and objects are not permitted in or on West Liberty School facilities and grounds. Please encourage your child to report to an adult at school any known instances of dangerous weapons or objects. If a dangerous weapon or object is found; appropriate disciplinary action will be taken. Please see [this link for our behavior matrix](#) for more information about discipline when it comes to weapons at school.

Weather-related emergency procedures

When school is delayed in starting, dismissed early, or closed/canceled because of weather anywhere in the district, all buildings will be affected. On late start days, there will be no breakfast programs. The decision may be made to keep students in the buildings until such time as the weather is safe. Buses may be held or may not be sent out at all. In all cases, the safety of children will be the major consideration in making this decision. An announcement will be broadcast as early as possible.