

# West Liberty Elementary School

## Student/Parent Handbook 2019-2020



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

### **School Hours**

8:05 a.m. – 3:05 p.m.

### **Wednesday Early-Out**

8:05 a.m. – 2:05 p.m.

### **Office Hours**

7:00 a.m. – 4:00 p.m.

### **2-Hour Delay**

10:05 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. The West Liberty Community School District and the Board will not discriminate in educational programs on the basis of race, creed, color, gender, sexual orientation, marital status, gender identity, socioeconomic status, national origin, sex, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information. If you have any questions or a grievance related to this policy please contact the district's Equity Coordinator, Mr. Ralph Hughes, 9<sup>th</sup>-12<sup>th</sup> Assistant Principal, 310 W. Maxson Ave, West Liberty, IA 52776, 319-627-2115 ext. 5003, [ralphhughes@wl.k12.ia.us](mailto:ralphhughes@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  
Mrs. Jeni Laughlin, Principal [www.wl.k12.ia.us](http://www.wl.k12.ia.us)

August 2019

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.

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. 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](http://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,

Mrs. Jeni Laughlin

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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 8:00 a.m. to 3:05 p.m.

W 8:00a.m. - 2:05 p.m.

Breakfast: 7:30-8:00

### **Position**

### **Staff Name**

### **Staff E-mail Address**

Principal	Jeni Laughlin	<a href="mailto:jenilaughlin@wl.k12.ia.us">jenilaughlin@wl.k12.ia.us</a>
Office Manager	Maricela Aguero	<a href="mailto:maguero@wl.k12.ia.us">maguero@wl.k12.ia.us</a>
Secretary	Chelsea Gerot	<a href="mailto:cgerot@wl.k12.ia.us">cgerot@wl.k12.ia.us</a>
Nurse	Kayla Morrison	<a href="mailto:kmorrison@wl.k12.ia.us">kmorrison@wl.k12.ia.us</a>
Guidance Counselor	Emily Walker	<a href="mailto:ewalker@wl.k12.ia.us">ewalker@wl.k12.ia.us</a>
Instructional Coach	Christine Guerra	<a href="mailto:cguerra@wl.k12.ia.us">cguerra@wl.k12.ia.us</a>
Instructional Coach	Sarah Wagamon	<a href="mailto:swagamon@wl.k12.ia.us">swagamon@wl.k12.ia.us</a>
First Grade	Cynthia Coker	<a href="mailto:ccoker@wl.k12.ia.us">ccoker@wl.k12.ia.us</a>
First Grade	Andrea Ryan	<a href="mailto:aryan@wl.k12.ia.us">aryan@wl.k12.ia.us</a>
First Grade	Briana Simon	<a href="mailto:bsimon@wl.k12.ia.us">bsimon@wl.k12.ia.us</a>
First Grade	Marta Hernandez	<a href="mailto:mhernandez@wl.k12.ia.us">mhernandez@wl.k12.ia.us</a>
First Grade	Paula Jackson	<a href="mailto:pjackson@wl.k12.ia.us">pjackson@wl.k12.ia.us</a>
Second Grade	Elizabeth Beames	<a href="mailto:ebeames@wl.k12.ia.us">ebeames@wl.k12.ia.us</a>
Second Grade	Lindsey Lynch	<a href="mailto:llynch@wl.k12.ia.us">llynch@wl.k12.ia.us</a>
Second Grade	Gabe Yank	<a href="mailto:gyank@wl.k12.ia.us">gyank@wl.k12.ia.us</a>
Second Grade	Yasmin Zakhour	<a href="mailto:yzakhour@wl.k12.ia.us">yzakhour@wl.k12.ia.us</a>
Second Grade	Julio Ortiz	<a href="mailto:jortiz@wl.k12.ia.us">jortiz@wl.k12.ia.us</a>
Third Grade	Mekenzey Manley	<a href="mailto:mmanley@wl.k12.ia.us">mmanley@wl.k12.ia.us</a>
Third Grade	Cristina Perez Moreno	<a href="mailto:cperez@wl.k12.ia.us">cperez@wl.k12.ia.us</a>
Third Grade	Catherine Martinez	<a href="mailto:cmartinez@wl.k12.ia.us">cmartinez@wl.k12.ia.us</a>
Third Grade	Kari Zuniga	<a href="mailto:gzuniga@wl.k12.ia.us">gzuniga@wl.k12.ia.us</a>
Third Grade	Brynn Schwab	<a href="mailto:bschwab@wl.k12.ia.us">bschwab@wl.k12.ia.us</a>
Fourth Grade	Hannah Ingram	<a href="mailto:hingram@wl.k12.ia.us">hingram@wl.k12.ia.us</a>
Fourth Grade	Hannah Boyd	<a href="mailto:hboyd@wl.k12.ia.us">hboyd@wl.k12.ia.us</a>
Fourth Grade	Kristen Evans	<a href="mailto:kevans@wl.k12.ia.us">kevans@wl.k12.ia.us</a>
Fourth Grade	Teresa Castello Coscolla	<a href="mailto:tcastello@wl.k12.ia.us">tcastello@wl.k12.ia.us</a>
Fourth Grade	Allison Gieswein	<a href="mailto:agieswein@wl.k12.ia.us">agieswein@wl.k12.ia.us</a>
Fifth Grade	Joshua Levai-Baird	<a href="mailto:jlevaibaird@wl.k12.ia.us">jlevaibaird@wl.k12.ia.us</a>
Fifth Grade	Amanda Bergquist	<a href="mailto:abergquist@wl.k12.ia.us">abergquist@wl.k12.ia.us</a>
Fifth Grade	Christine Guerra	<a href="mailto:cguerra@wl.k12.ia.us">cguerra@wl.k12.ia.us</a>
Fifth Grade	Jenny Hagens	<a href="mailto:jhagens@wl.k12.ia.us">jhagens@wl.k12.ia.us</a>
Fifth Grade	Sara Murray	<a href="mailto:smurray@wl.k12.ia.us">smurray@wl.k12.ia.us</a>

ESL	Kara Belk	<a href="mailto:kbelk@wl.k12.ia.us">kbelk@wl.k12.ia.us</a>
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ESL	Lillian Ortiz	<a href="mailto:lortiz@wl.k12.ia.us">lortiz@wl.k12.ia.us</a>
ESL	Cindy Gonzalez	<a href="mailto:cgonzalez@wl.k12.ia.us">cgonzalez@wl.k12.ia.us</a>
ESL	Sheila Polman	<a href="mailto:spolman@wl.k12.ia.us">spolman@wl.k12.ia.us</a>
ESL	Beth Bryce	<a href="mailto:bbryce@wl.k12.ia.us">bbryce@wl.k12.ia.us</a>
Reading Specialist	Donita Anderson	<a href="mailto:danderson@wl.k12.ia.us">danderson@wl.k12.ia.us</a>
Reading Specialist	Ashley Shimmin	<a href="mailto:ashimmin@wl.k12.ia.us">ashimmin@wl.k12.ia.us</a>
Reading Specialist	Marciana Tharp	<a href="mailto:mtharp@wl.k12.ia.us">mtharp@wl.k12.ia.us</a>
Special Education	Brittney Boffeli	<a href="mailto:bboffeli@wl.k12.ia.us">bboffeli@wl.k12.ia.us</a>
Special Education	Michele Knowles	<a href="mailto:mknowles@wl.k12.ia.us">mknowles@wl.k12.ia.us</a>
Special Education	Tara Lepic	<a href="mailto:tlepic@wl.k12.ia.us">tlepic@wl.k12.ia.us</a>
Special Education	Libby Oliver	<a href="mailto:loliver@wl.k12.ia.us">loliver@wl.k12.ia.us</a>
Art	Darcy McGuire	<a href="mailto:dmcguire@wl.k12.ia.us">dmcguire@wl.k12.ia.us</a>
Librarian/Media	Gabrielle Bugenhagen	<a href="mailto:gbugenhagen@wl.k12.ia.us">gbugenhagen@wl.k12.ia.us</a>
Music (vocal)	Andrew Cutler	<a href="mailto:acutler@wl.k12.ia.us">acutler@wl.k12.ia.us</a>
Music (band)	Laura Rodriguez	<a href="mailto:lrodriguez@wl.k12.ia.us">lrodriguez@wl.k12.ia.us</a>
Physical Education (PE)	Gene Nelson	<a href="mailto:gnelson@wl.k12.ia.us">gnelson@wl.k12.ia.us</a>
TAG	Kim Wiele	<a href="mailto:kwiele@wl.k12.ia.us">kwiele@wl.k12.ia.us</a>

### **Absences**

If your child will not be attending school due to illness, appointment, or other emergencies, the parent is responsible for contacting the school before 9:00 a.m. and informs the school of the absence. Phone calls are attempted to the child's home when students are absent, and the school has not been notified.

Students who are habitually absent or tardy from school are a great concern among teachers, students, and administrators. When a student is absent he/she is missing valuable instruction, discussion and opportunities for learning. 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.

### **Attendance**

Regular, on-time school attendance is critically important for a child's learning. A student arriving to school late, leaving early or not in attendance at all means they are missing important learning opportunities. 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 driver can hear for on-coming trains.
3. Go directly to seats when entering the bus so driver 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 bus driver and turned into the principal; the principal may conference with student and/or parent and give consequence.
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 bring them to the office.

1st Offense – cell phone will be returned at the end of the school day.

2nd Offense – cell phone may 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/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 crisis.

### **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 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 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. 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.

### **Health services**

The West Liberty Community School District has two nurses employed to oversee the health services of our students. If your child has a health problem, special health needs or a communicable disease, 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 parent's work number, an emergency number to contact other than the parent, the family physician, and dentist on file.**



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. The Iowa Department of Public Health recommendations for communicable diseases will be followed. Students may be sent home if exhibiting symptoms of various illnesses.

**Students should be without a fever or vomiting for 24 hours before returning to school.** If the student is sent home due to an elevated temperature, parents should plan to keep the child home the next day. If your child's temperature is above 100 degrees before school, you should make arrangements for him/her to stay home. Please notify the nurse if your child contracts a communicable disease, has surgery, has any special medical needs, or is on daily medication.

### **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 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 follow the recommendations below:

- Check all members of the household.
- Launder all bed linens in warm water and place in dryer for 20 minutes.
- Store all stuffed animals, extra pillows, etc. from the bed in a garbage bag for 14 days.
- Only ordinary housecleaning and vacuuming is necessary. Vacuum around and under the bed.
- Parents should spend less time worrying about the vacuuming and cleaning, and spend that energy on the treatment and removal of the lice and eggs.
- Initiate a 14-day treatment process.
- On Days 1 and 8 a child's hair should be treated with a medicated shampoo. Follow the package instructions.
- Days 2-7 and 9-14 the hair should be treated with conditioner and combed out with a lice comb. This removes the eggs before hatching and breaks the cycle.
- Families should develop the habit of checking their children's hair weekly for lice infestation.

Parents and knowledge are the best defense against head lice. Weekly head checks at home are necessary to catch this problem early. Remember that getting lice can happen to any child, and it is not a reason for panic or embarrassment. 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.

**Hot lunch and breakfast**

A computerized lunch system will be used. Each child has an assigned number, which they need to know. Students deposit money into their account. A receipt is issued for all money deposited. When going through the lunch line, the student’s number is verbally told to 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. **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 use 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.

<b>MEAL PRICES</b>		<b>Students</b>	<b>Adults</b>
Full Pay:	Breakfast.....	\$2.05	\$2.55
	Lunch.....	\$2.90	\$4.25
Reduced:	Breakfast.....	\$0.30	
	Lunch.....	\$0.40	
Seconds:	Breakfast.....	\$0.90	
	Lunch.....	\$1.40	
Single milk:		\$0.45	

**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.

**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 12:00 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, so please call early.

**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 written request from the new school district occurs.

**Outdoors recess**

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.

### **Parties-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 that you send, in writing, a note to your child's teacher and office. This will bring your wishes to their attention, and other arrangements can be made for your child during this time.

**We do not allow food items to be brought to school to celebrate students' birthday.** To encourage healthful lifestyle choices, students may choose one of the following or something similar to celebrate their special day.

- Give their homeroom class extra recess.
- Bring a **non-food item** to share with each student such as a pencil, stickers, etc.
- Donate a book and or have a special reader come to class to read their favorite book.

### **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.

### **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 and report cards. Additionally, staff members communicate informally with parents whenever the need arises. If you have questions concerning your child's progress, please call/or see your child's teacher anytime throughout the school year.

### **School visits**

Parents are always welcome and encouraged to visit in your child's classroom. We ask that you call to schedule a visit so an appropriate time can be arranged. It is recommended that visits occur after the first week of school, as this is a time of adjustment for the students, and before the last week of school, as classrooms are testing and ending the school year. All visitors must enter through the front entrance and check in at the office to receive a visitor's badge.

### **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.

### **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.

### **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 dose 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 Community 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.

**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 so 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.