

Liberty Elementary

PARENT/STUDENT HANDBOOK 2023-2024



Excellence
Academics
Generosity
Learning
Endurance
Success

2023-2024 Calendar

August 16 - First Day of School - Early Release K-12

September 4 - Labor Day - No School K-12

October 13 - End of First Quarter - No School K-6

October 19 - No K-6 Elementary classes - Parent Conferences

- Evening conferences will be held Wednesday, Oct. 18 and Thursday, Oct. 19

October 20 - No School K-12

November 20 - 24 - Autumn Break - No School K-12

December 20 - Early Release K-6

December 21 - End of first semester-- Early Release K-6

December 22 - January 5 - Winter Holiday Break - No School K-12

January 8 - School Resumes

January 15 - Martin Luther King Jr. Day - No School K-12

February 19 - Presidents' Day - No School K-12

February 29 - Kindergarten Registration 3:45 - 5:30 pm

March 15 - End of Third Quarter - Early Release K-6

March 18 - 22 - Spring Break - No School K-12

April 19 - No School K-12

May 17 - Early Release K-6

May 23 - Last Day of School - Early Release K-6

LIBERTY STAFF 2022-2023

Principal	Nancy Gersack
Secretary	Heather Craig
Office	Kim Villamor
Librarian	TBD
Nurse	Julie Shinnors
Health Tech	Kelli Roman
Counselor	Traci Glover (M-Th)
Counselor	Sarah Dunn (Tues)
BSS	Brooke Roth
Resource Rm	Abby Hoefler
Ex. Res. Rm	Brenda Cannon
Ex. Res. Rm	Tori Teich
Speech	Leni Soloaga
GATE	Amy Brownlee
Psychologist	Tammy LaBonne
PE	Katie Goold
Band	Phil Hoelsing
Orchestra	Kadon Madsen
Music	Molly Greene
STEM	Megan Deangelo
Kitchen Manager	Leslie Gerrior
Head Custodian	Marlene Ball
Night Custodian	Nick Sumtsov
Night Custodian	Brent Sisemore
Occ. Therapist	Jamie Watson
Res. Rm. Asst.	Dana Brennan
Res. Rm. Asst.	TBD
School Support	Dawn Pate
School Support	Neelam Tiwari
School Support	Sarah Dorling
Upper ERR aide	Brook McElhose
Upper ERR aide	Melanie Hill
Upper ERR aide	Abby Ennis
Upper ERR aide	Will Satterfield
Lower ERR aide	Camille Quigley
Lower ERR aide	Donna Wells
Lower ERR aide	Jackie Sayer
Lower ERR aide	Sadie Robbs
Lower ERR aide	TBD
Just for Kids	Kassidi Petersen

Kindergarten

K-A Allison Katsumoto
 K-B Brooke Parsons
 6-D Kasey Aberasturi

First Grade

1-C Rachel Lyons
 1-D Dallas Inman

Second Grade

2-C Catherine Kane
 2-D Keri Simpson

Third Grade

3-C Natilee Boren
 3-B Angela DeleonGuerrero
 4-B Ben Miller

Fourth Grade

4-A Tara Diemart

Lower Montessori

1-B Amber Armstrong
Asst. Theresa Mereszczak
 2-A Tenley Gagner-Lutz
Asst. Susan Wyllie

Upper Montessori

5-A Sarah Taylor
Asst. Camille Wegner
 5-B Tiffany Coffey
Asst. Camille Wegner

Fifth Grade

5-C Mark Cembalistry

4/5 Combo

5-D Ranie Sternke

Sixth Grade

6-B Theresa Mcsweeney
 6-C Beth Orler

Liberty Daily Schedule 2023-2024

8:40am	First Bell	K-6
8:45am	Tardy Bell	K-6
3:15pm	Release	K-6

MORNING RECESS

10:00-10:15	Kindergarten	Front
10:00-10:15	6th	Back
10:15-10:30	1st	Front
10:30-10:45	2nd	Front
10:30-10:45	3rd	Back
10:45-11:00	5th	Back

LUNCH

11:05-11:50	Kindergarten	Lunch
11:10-11:55	1st Grade	Lunch
11:45-12:30	3rd Grade	Lunch
12:00-12:45	4th/5th Grades	Lunch
12:05-1:05	Upper Montessori	Lunch
12:10-1:10	Lower Montessori	Lunch
12:15-1:00	6th Grade/Upper ERR	Lunch
12:25-1:10	2nd Grade	Lunch
12:30-1:20	Lower ERR	Lunch

AFTERNOON RECESS

1:15-1:30	Kindergarten/1st	Front
1:30-1:45	4th Grade	Back
2:00-2:15	3rd	Front
2:15-2:30	2nd/Lower ERR	Front
2:30-2:45	Lower Montessori	Front



**** Band Orchestra****
2:15 - 2:45 Grade 5
2:45 - 3:15 Grade 6

**** Early Dismissal ****
8:45 - 1:15 K-6



BOISE SCHOOL DISTRICT EXPECTATIONS

“Live the values of Respect, Dignity, Honesty, Responsibility, and Teamwork”

Respect – “The act of giving particular attention”

- Be friendly, polite, and show common courtesies
- Listen actively to what someone has to say
- Consider the point of view of others
- Care about the feelings of others
- Use appropriate words and avoid swearing, name calling, obscene gestures, and inappropriate touching
- Dress appropriately
- Listen and follow directions
- Demonstrate self-respect through wellness, fitness and hygiene

Dignity – “The state of being worthy, honored, or esteemed”

- Find value in others and let them know
- Talk out a problem, avoiding violence and hurting others
- Have self-respect and a calm self-esteem

Honesty – “Fairness and straightforwardness of conduct – adherence to the facts”

- Give credit for a borrowed idea
- Admit and correct mistakes, even if others don’t notice
- Tell the truth
- Return what you borrow
- Say what you mean, do what you say, keep promises

Responsibility – “Moral, legal, or mental accountability – reliable – trustworthy”

- Behave within the laws and rules of the team, organization, state, and nation
- Accept consequences of your actions
- Be prepared and do your share of the work
- Be on time and complete work on time
- Make positive contributions
- Take pride in your home, school, and community; and avoid destructive acts
- View mistakes as opportunities to learn; take the risk of trying

Teamwork – “Work done by several people with each doing a part”

- Pitch in to help others
- Ask and encourage others to participate
- Change your habits to meet the group’s need, when working on a group project
- Encourage others to express their points of view

ARRIVAL AT SCHOOL

Supervision on our playground is provided before school and begins at 8:30 AM. *To decrease the number of students gathering, we ask that you **do not drop students off until 8:15 AM**, unless your student plans to eat breakfast in the cafeteria or is a member of the safety patrol.* Safety patrol and students eating breakfast must enter through the main front doors. **ALL** other students will enter through their individual outside classroom doors. **No one is allowed on campus before 8:15 AM, unless participating in a school sponsored activity. Liberty is a closed campus from 8:15AM to 3:15PM.**

RAPTOR SYSTEM/MAIN ENTRANCE

The Boise School District utilizes the Raptor System for all visitors. You are required to present your driver's license on your 1st visit to school for safety purposes. The system will then produce a visitor badge that must be visibly worn.

ATTENDANCE

All students should be at school by 8:40 AM. Students are expected to come to school prepared for the day by bringing all necessary materials, books, assigned work and a positive attitude. Any student who arrives after the 8:45 tardy bell must report to the school office to receive a tardy slip before being admitted to class.

Students who total five tardies and/or absences in a quarter will receive a phone call or letter from the principal. The purpose of the call or letter is to notify the parents of our concern and reinforce the need to have students here on time.

When a student totals ten tardies and/or absences in a semester, parents will receive a phone call from the principal to discuss our continuing concerns. A conference may be scheduled at this time to develop a plan to assist in solving the problem of being late to school or missing excessive days.

The Board of Trustees of the Boise Independent School District approved the Attendance Policy and Procedures. It states that "all students are required to be in attendance at least ninety (90) percent of the time school is in session during each semester." This means that students who miss more than nine (9) days in a semester or eighteen (18) days during the school year may be denied promotion to the next grade level.

DRESS CODE

Students Must Wear

- Top: with non-transparent fabric in the front, back, and on the sides under the arms
- Bottoms: pants, sweatpants, shorts, skirt, dress, leggings, etc.
- Shoes are required
- Some courses may require assignment and/or safety-specific dress (closed-toed shoes for example).

Students Cannot Wear:

- Violent language or images
- Images or overt language depicting drugs, alcohol or any illegal item or activity
- Hate speech, profanity, pornography
- See policy 3234 for dress restrictions related to gang activity
- Visible underwear. However, visible waistbands or straps on undergarments under clothing are not a violation of the policy

If you know that your child is going to be absent or tardy, please notify the school office at 208-854-5410.

BEHAVIOR AND DISCIPLINE PLANS

We believe all students are individuals and should be treated as such. Each disciplinary occurrence brings with it its own set of circumstances therefore, will be treated as such. Our goal is to assist students in making meaningful connections between their actions and the consequences that follow. Every disciplinary action will be guided by the following principles developed by our staff.

Liberty School's Driving Principles

1. Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
2. Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
3. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
4. There should be a logical connection between misbehavior and resulting consequences.

Rules for Our School

1. Treat everyone (adults and students) with respect.
2. Your actions, possessions, etc., may not cause a problem for anyone else.
 - a. Problem actions include, but are not limited to:
 - i. Using inappropriate language
 - ii. Fighting or play fighting
 - iii. Using violence or threatening others
 - iv. Inappropriate touching
 - b. Problems related to possessions may include, but are not limited to:
 - i. Cell phones/Smart Watches
 1. must be kept in backpacks, with teacher or at the front office
 - ii. Toys/fidgets
 - iii. Electronic devices
 - iv. Tobacco, drugs, or alcohol
3. White slips will be issued with the intention of student reflection and problem solving as well as communication among students, parents, and teachers.
4. If a student exhibits severe behaviors, then additional actions may be necessary which may include, but not be limited to an individual behavior plan, in school suspension, out of school suspension, an alternative placement, or expulsion.
5. In the event of severe and/or out of control behavior, the parent may be called to come to school and pick up their child. If the parent can not be reached a School Resource Officer and/or the Boise Police Department may be called.

Major disciplinary violations such as possession of weapons (including lighters, firecrackers, sharp objects, etc.), fighting, inappropriate language, defiance, disrespect, threats against persons (real or play), destruction of property, stealing, vandalism, de-pantsing, or other continual minor infractions will result in a referral to the principal. School suspension will be considered as a possible consequence.

Each classroom will establish a management plan that is appropriate to that particular group of students and meets the general building goals.

BICYCLES, SKATEBOARDS, ROLLER BLADES, and HEELYS

All bikes, helmets, and scooters are to be placed in the bike corral. Each student is responsible for locking their bike/scooter. The school cannot be responsible for lost or stolen bicycles. **Bikes and Scooters are to be walked on the school grounds before and after school.** This is for the children's protection. Bikes should be licensed and locked.

Skateboards and rollerblades are to be carried once on school grounds and put in a safe place where they will not pose a potential hazard. These items are the responsibility of the student who brought them and the school cannot be responsible if they are lost or stolen. Heelys are not to be worn at school.

BIRTHDAYS/HOLIDAYS

Please work with your student's teacher to determine the rules and expectations for their specific classroom in regards to birthdays and holidays. The school will not accept any personal deliveries for students , i.e. flowers/balloons.

BREAKFAST PROGRAM

A breakfast program is available for all students at Liberty School. Breakfast is served in the cafeteria beginning at **8:15 a.m.** Students should enter through the main front doors.

BUS INFORMATION

Buses are provided for Liberty students who live 1.5 miles from campus. Durham School Services transports students. When riding the bus, students are expected to display good manners and follow the rules and directions of the driver so every trip will be a safe one. Riding the bus is a privilege and may be revoked due to discipline issues. While on the bus and being picked up, students are under the direction of the bus driver. If a student misbehaves on the bus, a Bus Conduct Report may be issued. Reports will be sent home to be signed and should be returned the next day. If you have any questions concerning routes or service, please call Durham School Services at 208-854-5230.

**Please do not park in the bus zone in front of entry #2.
This area is for BUS loading and unloading only.**

BULLYING

Bullying is the repeated aggressive behavior or frightening of others with an intent to dominate.

Bullying is **not** playful teasing between relatively equal individuals. Bullying is **not** peer conflict and disagreement. Bullying may include, but not be limited to, physical (hitting, pushing, or attacks on property); verbal (name calling, obscene gestures, malicious teasing, or electronic threats); or indirect attacks (intentional exclusion from groups, anonymous hurtful notes, or spreading false rumors). Bullying should be reported at once to your classroom teacher, counselor, or principal. A thorough investigation of any allegation of bullying will occur. Discipline for bullying may involve actions up to and including suspension and/or expulsion.

For the complete policy on Bullying, Hazing and Harassment, please refer to District Policy #3231 which is available online at www.boiseschools.org.

Gum/Drinks

Students are not allowed to chew gum at any location on the school grounds. Water fountains are available to fill personal water bottles. Do not send water bottles with anything other than water in them. Special drinks and treats must be finished before arriving at school.

EMERGENCY SITUATIONS AND DRILLS

Evacuation and emergency drills are practiced on a regular basis to create an anticipated reaction during a school emergency. Questions concerning specific emergency drill procedures may be directed to the school office or the teaching staff.

In the event of an actual emergency, students will be dismissed **ONLY TO A PARENT OR PREVIOUSLY DESIGNATED PERSON** (written permission must be on file in the office). Information concerning the emergency will be released to the district and the local media. Parents will be notified as soon as possible. We are prepared to care for children in critical situations until a parent arrives. **Please do not call the school, as we must have lines open for emergency calls.** All emergency situations will be dealt with by following procedures established at the beginning of the year by the Liberty Emergency Response Team. A copy of this plan is available upon request at the school office.

FUNDRAISERS

Fundraisers are held for the purpose of benefiting the educational needs of the school and/or students. Students are not allowed to promote any fundraiser activity on the school grounds that are not connected to this purpose. Students should not sell any items to other students at school. (This includes private, religious, or scout troop fundraisers.)

HEALTH, ILLNESS AND FIRST AID

Nursing coverage at Liberty will be 2 days each week, with a health technician the other 3 days. The school nurse functions to promote improved health conditions for all students. This involves screening programs, supervision of sanitary regulations, participation in health education in the classrooms, and administration of first aid when needed. Parents/guardians will be notified of serious injuries/illness with their children.

Medications **may not** be given at school without the written consent of a parent or guardian. Forms are available from the school nurse. All medications must come to school in the original container with instructions for administering. Students are **NOT** allowed to have any form of medication on them without permission/documentation from the school nurse.

INCLEMENT WEATHER

Extreme cold, rain, lightning, snow, freezing rain, and poor air quality are all types of inclement weather that can keep students inside before school and during recess. It is our expectation that students will dress appropriately during the various seasons. To bring students inside because of bad weather will be determined by the principal or assistant principal. The safety of our students will be the deciding factor in the event of inclement weather. Specific recommendations are given for poor air quality, lightning and cold temperatures. In the event that students need to come inside before school, our outside support personnel will direct students to go directly to their classroom door.

LOST AND FOUND

Lost and found items will be hanging out front on the fence. Found library books should be returned to the library. Money, textbooks, and other valuables should be taken to the office.

Please label your child's clothing items and lunch boxes to help reduce the number of unclaimed items. Items not claimed after a certain length of time will be donated to those less fortunate.

BREAKFAST AND LUNCH PROGRAM

You may place money on your child's account(s) at [MySchoolBucks](#).

Breakfast is available for all students at Liberty School. Breakfast is served in the cafeteria beginning at **8:15 a.m.** Students should enter through the main front doors. A variety of nutritious items are served each day

STUDENT MEAL PRICES:

Breakfast:	\$1.60
Lunch:	\$2.60
Milk:	\$.80

PARENT-TEACHER CONFERENCES AND MEETINGS

Parent-teacher conferences are scheduled to be held in October; at the end of the first quarter grading period. Parents will be notified of scheduled dates and times. In order to meet the individual needs of their students, teachers must communicate progress with parents. Conferences make that communication possible. Parents are strongly urged to attend these conferences. If parents wish to schedule additional conferences during the school year, they may do so by contacting the classroom teacher.

Liberty encourages open communication and dialogue between families and teachers. If you would like to meet or talk with your child's teacher, you must make an appointment with the teacher. By doing this, we protect the teacher's time and ensure that they are available to meet.

PARKING LOT

The pick up/drop off lane is only for quick pick ups and drop offs. You are **NOT** allowed to park and leave your vehicle in the pick up/drop off zone. Please keep the pick up/drop off zone moving and continue to pull forward to the very top of the zone.

If you need more time, please use the parking lot and cross to the school using the crosswalk.

PERSONAL PROPERTY

Students are discouraged from bringing valuables to school. Electronic equipment is permitted at school, but the school is not liable for any theft or damages. Laser pens and fidget spinners are not permitted at school. Personal items brought to school are under the supervision of the classroom teacher. The school is not responsible for lost or stolen items. **Toys from home are not allowed at school.**

PHONE USE

Students and teachers will not be interrupted during class time to accept phone calls except in the case of an emergency. The school phone is a business phone and should not be used to arrange to go home with a friend. A student must have a pass from his/her classroom teacher to use the office phone.

ELECTRONIC DEVICES

Students are allowed to bring electronic devices to school only if their teacher has given them permission to do so, however, electronics and phones must be put away between 8:40-3:15. Students must follow the electronics guidelines of their classroom. Electronic devices are **NOT** allowed on the playground or in the lunchroom during school hours. The school is not responsible for damaged or stolen electronic devices.

As part of Liberty's Digital Citizenship, students should only use classroom electronics in a respectful and responsible manner and at the teacher's discretion. Not being a responsible digital citizen may result in the loss of electronic access at school. Respectful and responsible means:

- Never video or photograph without consent of all parties involved and content obtained at school should not be posted to social media without consent.
- Use of any device with photo/video capabilities is banned in areas of assumed privacy (restroom).
- Never use another student's device without consent.

- Devices may only be used with teacher permission in class.
- Individuals should immediately report any form of cyber-bullying or inappropriate technology use.
- Headphones should not be in use during class without teacher permission.
- Personal electronic devices including cell phones/headphones will not be allowed in the lunchroom or on the playground.
- Violation of any expectations above will result in the device taken away and returned only to a parent or guardian.

PICKING UP STUDENTS

If you are coming to school early to pick up your child, you must come to the front doors to pick up your student. You will ring the doorbell and we will send your child out to you. Students are not allowed to be picked up directly from the classroom. We will call your child from the classroom to the office once you arrive. Also, students are not allowed to leave school early with someone not listed on their enrollment form unless we have a signed note or receive a phone call from the parent or guardian. ***Please note you must contact the office prior to 3PM to pick your child up early.***

Note: Picture ID may be required to verify permission for student pick-up. If you have authorized another person to pick your child up after school, please let the office know. ***You may be required to hold your ID up to the camera when you come to check out the student.***

PRIVACY ACT

The Boise School District complies with federal law (Family Educational Rights and Privacy Act) as it relates to the release of student directory information to the public. To learn more, log on to www.boiseschools.org click *Forms* and follow the links to FERPA – Release of Student Directory Information. Or, you may pick up a FERPA form at your school, or call the Clerk of the Board at 854—4123 to obtain a copy of the FERPA form.

SRO

In cooperation with the Boise School District, the Boise Police Department has given Liberty access to a School Resource Officer. The SRO may be utilized by the school if there is a safety/security concern with a student, parent, or as situations arise.

VOLUNTEERS

Teacher's will work with parents to make individual schedules for volunteers. Please contact your child's teacher if you are interested in volunteering in the classroom or at school.

VISITING SCHOOL

If you would like to have lunch with your student, please call the office and check them out. If you would like to visit with a teacher, counselor, etc, you must have a pre arranged appointment. Students are not allowed to bring friends, relatives or siblings to class.

WEAPONS

The Boise School District has “zero tolerance” for students who bring to school weapons or other objects/substances that are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process. Possession of, threatening to use or using of these objects/substances at the elementary school or at any school-sponsored activity without prior permission of school officials, will result in the following course of action:

- Administrative Procedure: Any or all personnel employed by the Boise School District at the elementary level having knowledge of students with weapons or other objects/ substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational

process shall notify the building principal immediately. The building principal shall conduct an investigation immediately and make the determination as to whether a school resource officer is to be contacted and a complaint filed and/or if an immediate suspension is in order. This suspension can be in-school or out-of-school as determined by the building principal with the understanding that the weapons, objects, and/or substances have been confiscated and, when necessary, turned over to the proper authorities for disposition. The elementary building principal, in cooperation with the appropriate Area Director, shall determine if sufficient cause exists for referral to the Board of Trustees for permanent expulsion.

Parents or guardians are to be contacted by phone, letter, or in person in an expedient and timely manner with detailed information regarding the incident(s).

All reports of weapons, objects, and/or substances which are a threat to the health and safety of other students, staff members, or visitors, or are a disruption to the educational process shall be written by the building principal and copies sent to the Area Director.

**Thank you for taking the time to review our school handbook. If you have any concerns or questions, please contact the office at 208-854-5410.
Have a wonderful school year.**