

# Meet the Faculty and Staff

**School Phone 795-4380**

## ***District Staff*** (phone extension)

Chris Rafanelli, Superintendent/Principal (x200)  
Amy Grant, District Secretary (x100)  
Lupita Ramirez, Business Clerk (x126)  
Rick Hansen, Custodian (x121)

## ***Board of Trustees***

Bob Koenitzer, Trustee  
Beldon Panter, President  
Bret Herman, Trustee  
Jaimee Modica, Trustee  
Colleen Shoop, Trustee

## ***K-6 Teaching Staff*** (phone extension)

TK TBA (x102)  
K Melissa Sapiane (x103)  
K/1 Lori Bianchini (x104)  
1 Jolene Baxman (x107)  
2 Katie Lundy (x108)  
2/3 Nick Buckley (x105)  
3 Julie Tunzi (x101)  
4 Jeff Ray (x112)  
5 Michael Brill (x113)  
6 Judy Bowser (x114)

## ***Classroom Aides***

TK Cindy Worden  
K Hisela Barajas  
K/1 Akeesa Florez  
1 TBA  
2 Mary Durling/ Tammy Thomas  
2/3 Dee Luiz  
3 Christine Finch  
4 Jenel Dunbar & Danita Mazoleni  
5 Lisa Jack & Emily Anzelc  
6 Aubrey Barajas  
RSP Celia Grant

## ***Special Teaching Staff***

Molly Sheedy, RSP Teacher (x118)

## ***Support Staff*** (phone extension)

Maralyn Riedel Technology  
Cindy Pomi, Technology (x109)  
Geri Johnston, Tech Cur, Coordinator (x119)  
Donna Ely, Librarian & Math Specialist (x111)  
Diana DeMarco, Computer Asst.  
Cindy Pomi, Science Instructor (x110)  
Amy D'Ambrogia, Science Instructor (x110)  
Krista Lewis, P.E. Instructor  
Rene Wiener, Math Specialist (x116)  
Tammy Thomas, Cloud Room (x122)  
Robin Danskin, Music Instructor  
TBD, Nurse (x125)  
Joseph Heil, Psych.  
Danielle Melanphey, Speech (x117)  
Samantha Shura, Occupational Therapy (x127)  
Jenel Dunbar, Coordinator, After-School Enrichment  
& Facilities (x123)  
Patty Paula, Reading Specialist  
Health Tech, Dee Luiz

# **Liberty School Board of Trustees**

The Board of Trustees is comprised of five members, each serving a four year term. Trustees are either elected or appointed to the position. The term of office runs from December to December of each year. Trustees must be citizens of the state of California, registered voters, and live within the district's boundaries. The Board usually meets once each month in the staff room. The agenda is posted in the office window three days prior to the meeting and lists the topics of discussion. Board meetings are open meetings and guests are welcome to attend. Closed sessions may be held before or after the open meeting. Once per year, the Board sponsors a goal setting session in order to receive public input prior to setting their goals. Although the Board has many responsibilities, its main functions are to employ and evaluate the Superintendent, establish and review district policy, monitor and approve the budget, and oversee the facility.

## **Board of Trustees 2021-22**

Beldon Panter, Cleerk  
Term: 2020 – 2024

Bret Herman, Trustee  
Term: 2018-2022

Jenna Leal, Trustee  
Term: 2020 – 2024

Bob Koenitzer, President  
Term: 2018 – 2022

Colleen Shoop, Trustee  
Term: 2018 - 2022

## **Mission Statement**

It is the mission of Liberty School to introduce all of its students to the fundamentals of learning and physical well-being and to guide them in developing problem solving and critical thinking skills. It is also our mission as parents, teachers, and members of the community, to challenge Liberty School students to progress to the best of their abilities and create a foundation of further learning.

It is the challenge of Liberty School to provide an environment that facilitates learning: an environment that fosters self-acceptance, as well as tolerance of others; an environment where humor, enjoyment, and laughter live alongside order and self-discipline; an environment of high hopes and high expectations; an environment where people feel safe and connected; and an environment where everyone is respected and valued as contributing members of a community that supports lifelong learning. This environment recognizes and encourages individuality and citizenship, teamwork and fair play, and nurtures self-esteem.

Liberty School is a community of students, teachers, administrators, parents, and other community members. It is through the interactions of these groups, through communications, community service and mutual support that we are able to realize our common goals.

**It is our mission to use our Liberty to learn!**

## Daily Schedule and School Hours

(This is the typical schedule, however, during the current health crisis, schedules will need to be adjusted as necessary.)

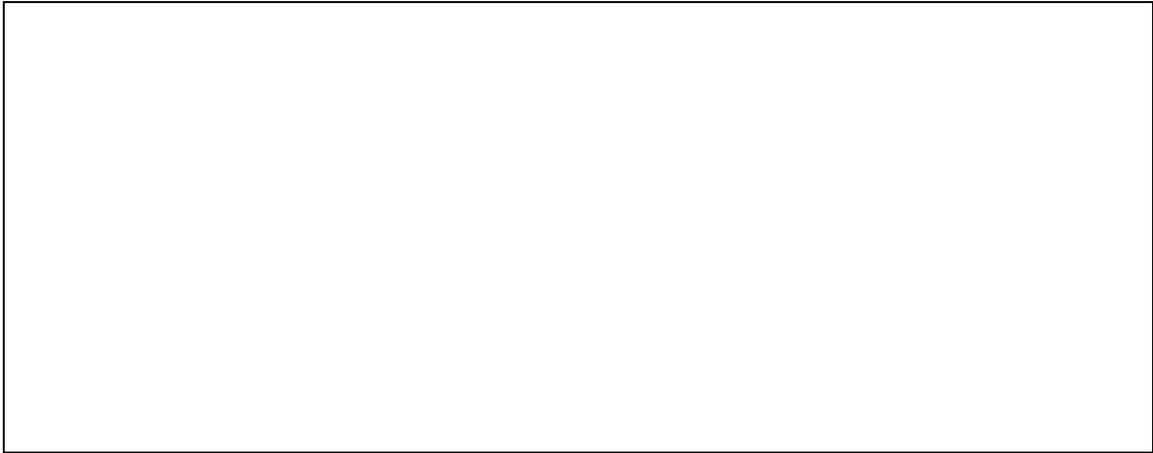
8:00 - 8:15 a.m.	Arrival/Open Yard
8:15 a.m.	School Begins
9:55 - 10:15 a.m.	Primary grades recess
10:40 - 11:00 a.m.	Upper grades recess
11:45 p.m.	Transitional Kindergarten dismissal
11:45 a.m. - 12:25 p.m.	K and Grades 1 - 3 lunch
12:15 - 12:55 p.m.	Grades 4 - 6 lunch
1:15 p.m.	Kindergarten dismissal
2:30 p.m.	Dismissal for grades 1 - 3
3:00 p.m.	Dismissal for grades 4 - 6

**Every Wednesday is a Minimum Day.  
TK & Kindergarten dismissal 11:45 AM.  
Dismissal for grades 1-6 is at 12:10 PM.**

### Liberty School Daycare

Liberty offers both before and after school Daycare. Hours of operation are from 7:00 AM until 6:00 PM. The daily program provides a wide range of supervised and directed activities, self-directed activities, arts and crafts, outdoor play, computer time, and a scheduled time to do homework each day. Liberty's Daycare is an environment that is dedicated to the care and well being of the children, and provides a quality program that benefits the children and parents of the Liberty community.

To register your child for Daycare or to find out more information, please call 795-4380 ext 102.



# **Rules, Policies, and Procedures**

## **Classroom and School-wide Rules and Procedures**

**Classroom Rules** – Each teacher will explain his or her own classroom rules. Every classroom insists on basic respect: allow the teacher to teach; allow other students to learn; and maintain behavior that is safe and conducive to learning. Class conduct is an important factor in respect to satisfactory school work. When students are in class they have the following obligations:

- To be present and on time daily;
- To complete assigned work on time;
- To be courteous and attentive in class;
- To participate in class discussions when asked to do so;
- To follow the rules and regulations established for the class.

**School-Wide Rules** – Students must respond to the request of any staff member and obey all school rules. School-wide consequences for students who choose to violate the rules are generally progressive. They go from least severe to most severe. If a student violates a rule on the playground, he/she is sent to the office as a student referral. The first referral is usually a warning. Subsequent referrals result in time out of recess. Ongoing referrals to the office may result in more severe consequences such as: longer time out of recess; being sent home; parent conference; and/or suspension from school. Each time a student is referred to the office the parents will receive a written notice. It is important for parents to know and review the school discipline policy with their child. See page 7 for more detailed information on our school discipline policy.

**Personal Property** – Please do not bring *ipads or electronic gaming devices* to school unless the principal gives specific permission. If brought to school, phones should be kept turned off and stored in back packs. Toys should only be brought for sharing.

**Restrooms** – Restrooms should primarily be used at recess and lunch time. Students should not use class time to use the restroom. Students are expected to keep the restrooms clean by remembering to flush the toilets and throw away dirty towels in the garbage. Loitering or playing in the restrooms is not allowed.

**Bicycles and Walking** – With written parental permission, students are allowed to walk or ride their bicycle to and from school. Students are required to sign out at the office when they leave school at the end of the day to walk or ride their bicycle home. Helmets are required (per State Law) for all bicycle riders. Bicycles must be parked in the bike rack. Liberty School District is not responsible for any damage to, or loss of, bikes while on school grounds.

**Assemblies** – Assemblies are special events and require student attention and orderly behavior. Students who do not comply will be excluded from assemblies. The following behavior is expected during all assemblies: quiet, orderly arrivals and exits before and after assemblies; and undivided attention during the presentation.

**Library** – The library is here for the students and they are expected to follow the rules and guidelines set forth by the librarian. All books are to be treated with care and respect and returned on the due date. Overdue and damaged books will result in loss of library privileges and possible fines. If fines for lost or damaged library books are not paid for by the end of the school year, report cards will be held.

# Rules, Policies, and Procedures

## Student Safety During Drop-off and Pick-up

Parents are requested to follow legal parking requirements, common courtesy, and basic safety guidelines when dropping off students at school or picking them up. Double parking, parking in red zones, backing up/blocking the pick up lane, using the handicapped parking area inappropriately, and jay walking outside of the walking path are all safety hazards and irresponsible acts. Please be safety models for your children and make every effort to ease the congestion and maintain safety for all of our students. ***Please drop off and pick up your child in front of the school.*** We ask that you not use the back of the school on Center Road for this. This area is not supervised by an adult and cars often drive quite recklessly on Center and Sprauer. It may take a couple more minutes to drive to the front of the school but it is much safer. Please abide by the following guidelines:

- **Drop-off** - Students should arrive between 8:00 and 8:15 unless going to Daycare earlier.
  - Students should drop off backpack at the classroom then go to the playground.
  - If parents are getting out of the car, they must use a parking space.
- **Pick-up** - Please move forward in line and don't call children down to bottom of hill.
  - If parents get out of car for any length of time, they must use a parking space.
  - Students are allowed to leave striped area only to get directly into a car.
  - Be patient and allow extra time Wednesdays during student dismissal at 12:10.
  - If student is being picked up by someone other than parent, there needs to be a written note or verbal confirmation with school office before child is released.
  - Do not park in drive-through lane, during school time. This lane is only for people who stay in their cars.
  - If you drive through and are not able to immediately get into the pick-up lane, please circle back again or park in a parking space.

## Dress Code

The expression of a student's uniqueness and individuality by means of the student's dress is sanctioned by the Governing Board as being consistent with the stated purposes of the school. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question:

- is unsafe either for the student or those around the student (for example, shoes need to be appropriate for P.E. – closed toe and safe. Clogs and flip-flops are not appropriate for school.)
- is disruptive of school operations and the educational process;
- is contrary to law;
- contains language or symbols oriented toward drugs, sex, tobacco, or gang affiliation;
- contains offensive or obscene symbols, signs, slogans degrading any cultural, religious, or ethnic values;
- is not appropriate for school in grades TK – 6: These include apparel that could show bare midriff; strapless shoulders; low cut necklines; half t-shirts; crop tops; halter tops; see through blouses or shirts; short skirts (shorter than their fingertips when arms are at their sides); low-riding pants; and tank tops with straps less than two inches wide.

Parents will be notified if a student does not meet the dress code and will be asked to bring appropriate apparel.

*For further information on dress code, refer to Board Policy and Administrative Regulation 5132.*

# Rules, Policies, and Procedures

## Discipline Policy

Our discipline policy is part of a continuing program that seeks to instill independence and self responsibility in the students. Another important element in our endeavor to foster independence and responsibility in the students is your cooperation and support. We both ask for and appreciate your support and cooperation with the discipline policy.

The staff and community of Liberty School value a school where every student is free to learn and play in an environment that is safe, supportive, comfortable, and free from outside interference and harm. Our staff and the school discipline plan emphasize the development of courtesy, self-responsibility, and self-esteem. The school community works to reinforce and model positive and courteous behavior.

The following basic school rules have been established to maintain our philosophy.

1. Behave in a way that promotes learning for all students in the classroom.
2. Treat children and adults with courtesy and respect.
3. Follow rules and instructions given by school adults.
4. Use common sense for what is safe and appropriate.
5. Treat all school and personal property with respect.

A student may be sent to the office for not following these school rules. More specifically, a child will be sent to the office if he/she is involved in one or more of the following seven offenses (office referral is not limited to these seven):

- \* Fighting (**child automatically goes home**)
- \* Destruction or harmful behavior
- \* Harassing or threatening another person
- \* Spitting
- \* Inappropriate language
- \* Defiance
- \* Stealing

**Consequences for being sent to the office may vary.** Appropriate consequences are considered for each student, with each situation. A first incident may warrant much more than a referral form. For example, a child will automatically be sent home for fighting.

- 1st Incident A student referral form is sent to the parents. The form must be signed by both student and parents and returned the following school day. There may be time-out or a written assignment as well, depending on the offense committed.
- 2nd Incident Student has in-school time out, and denial of privileges. A student referral form is sent to the parents. The form must be signed by both student and parents and returned the following school day.
- 3rd Incident Student is sent home at the third offense and suspended the following school day. Parent and student must conference with the principal prior to returning to school.
- 4th Incident At the fourth or subsequent offenses, the student will be suspended and parents will be requested to appear before the Board of Trustees. The student, parents and school staff will write an action plan of improvement for changing behavior. Prior to the return of school, the student and parents will need to meet with the principal, teacher, and a Board Trustee.

# Rules, Policies, and Procedures

## Discipline Policy (continued)

When a student is given a referral, it is officially recorded in the office for future reference. In-school time out means the student is sent to the office or another classroom where he/she quietly finishes their regular class work. If the student is disruptive during in-school time out the parent will be called to pick up the student. **If a student is referred to the office for fighting the student is automatically sent home.** We do this in order to communicate to both the students and the parents that we have zero tolerance for fighting. It takes two or more people to fight, so whoever is involved in the fight will be sent home (getting hit and not fighting back is an exception to this case).

### **California Education Code #48900**

A student can be suspended from school or recommended for expulsion if the student has (either during school hours or going to or coming from school):

1. harassed, threatened or caused physical injury to another person.
2. possessed, sold, or furnished a firearm, knife, explosives, or other dangerous object.
3. unlawfully possessed, used, sold, or furnished a controlled substance or drug paraphernalia.
4. committed or attempted to commit robbery.
5. caused or attempted to cause damage to school or personal property.
6. stolen or attempted to steal school or private property.
7. possessed or used tobacco or any products containing nicotine.
8. committed an obscene act or engaged in habitual profanity.
9. disrupted school activities or willfully defied school authority.
10. knowingly received stolen school or private property.

***\* If a student is referred to the office for possession of a weapon, speaks of using a weapon, and/or threatens the use of a weapon to another student or adult, the local authorities will be notified and you and your child will be contacted by the authorities. The local authorities will also be notified if other dangerous situations arise that warrant their intervention.***

**Harassment** – The Governing Board and faculty of Liberty School enforce a policy of no harassment of any type. Any student who engages in sexual, racial, or other type of harassment to anyone in any form will be subject to immediate disciplinary action. Sexual harassment includes, but is not limited to, unwelcome sexual advances, and any other verbal, visual, or physical contact of a sexual nature. Any student who believes he or she has been the subject of sexual racial, or other type of harassment shall immediately inform his or her teacher or the principal.

*For further information on sexual harassment, refer to Board Policy and Administrative Regulation 5145.7.*

# Rules, Policies, and Procedures

## Playground Procedures

- *Supervisors are to be obeyed immediately and always treated with courtesy and respect!*
  - *All students are expected to follow the playground procedures and rules.*
  - *Consequences for noncompliance will be determined by the supervisor, or referred to the principal to follow the Liberty School Discipline Policy.*
1. Students are not to run between classrooms or from their class to the bathroom or to recess. They will be asked to go back and walk and they will lose recess time if they run.
  2. During snack recess, students are to remain seated or inactive in the eating area, until they are finished. All garbage should be thrown away or recycled.
  3. During lunch, students need to pick a spot to eat at a table, stay there and remain seated. The Yard Duty will give permission to get up or be dismissed. Once students are released from their spot, they should throw away or recycle all garbage.
  4. Pour out any drinks from cans in water fountain (not in the ground drain), **rinse can**, and put in recycle bin.
  5. A whistle will be blown five minutes before recess is over as a reminder for students to go to the bathroom, get a drink, or empty the sand out of their shoes. They are not to wait until the school bell rings to do this.
  6. When the school bell rings to end a recess, students **freeze** in place until the Yard Duty releases them. They then line up and walk back to class. They will lose recess time if they do not **freeze** when the bell rings.
  7. All balls are to be collected at the end of each recess and placed on the ball rack.
  8. Students need **permission** and a **pass** from the Yard Duty to leave the playground.

## Playground Rules

### The following things are NOT ALLOWED on the playground:

- Climbing, hanging, or playing on handrails, trees, or fences
- Sitting or standing on top of any HIGH playground equipment
- Playing tag on the play structures
- Kicking red balls
- Crossing any fence for lost balls (notify Yard Duty if the ball goes over a fence)
- Going into the hallways, behind Daycare, or behind bathroom buildings for play
- Standing on benches or tabletops

# Rules, Policies, and Procedures

## Lost and Found

Please label all items of clothing with your student's name. Remember to regularly check the lost and found rack for missing articles of clothing, lunch pails, and backpacks.

## Hot Lunches and Milk

Hot lunches and milk are available by the week or month. Orders for lunches or milk must be in before the beginning of the school day. Please contact the office for more information.

## Healthy Food and Birthday Celebrations

We encourage all families to send healthy snacks and lunches to school each day with their child. Each class will celebrate students' birthdays on the first Wednesday of each month, rather than throughout the month. Parents of students celebrating a birthday during the month are asked to work together and provide healthy treats.

## Attendance and Tardies

Good attendance is the first step in helping children become responsible and successful students. You play the vital role of getting your child to school each day. When your child is absent for any reason, please call the office before 8:30 AM on the first day of the absence period. When your child returns to school, please bring an absence note to the office. Habitual non-excused absences will be referred to a School Attendance Review Board as a truancy.

We greatly appreciate it when parents encourage their children to complete school work when they are absent from school. This helps students keep up with their lessons and not fall behind. Remember that not all of the work that will be done in the classroom on a given day will be able to be sent home. Please follow the guidelines below when requesting, picking up and returning work.

- If a child is sick, please leave a message in the office in the morning that you would like to pick up work for your child for work missed during their absence. The teacher will prepare the work and it will be available for pick up at the **end** of the school day.
- Please make sure that all work sent home is returned to school when your child returns, even if it may not be completed. The materials may be needed in class for the next lesson.

**Students are expected to arrive at school no later than 8:15 AM.** When a student is tardy it is both disruptive and disrespectful to the teacher and the other students who are punctual and ready to begin the day. If your child is chronically tardy, a remedial plan will be implemented. Letters will be sent to families when a child is late for school three or more times in a month. Habitual tardies that are not remediated will be referred to a School Attendance Review Board as a truancy. **In addition, those students who are chronically tardy and who are inter-district transfers may lose their privilege to continue at Liberty as an inter-district transfer student.**

There is no supervision for the children before 8:00 AM or 15 minutes after dismissal. If you are more than 15 minutes late to pick up your child or if you bring your child before 8:00 AM, your child will be sent to Daycare and **you will be billed accordingly.** Sitting on the bench or sitting in the hallways is not permissible.

# Rules, Policies, and Procedures

## Independent Study

The Board considers regular attendance imperative. However, when students are going to be absent for an extended time, an **Independent Study Plan Contract** has been established. Parents should notify teachers of the length of the absence and request a contract **at least three school days prior** to the absence. By agreeing to do an Independent Study Contract, the parents and student commit to completing all work and returning it to school when the child returns.

## Promotion and Retention

State legislation mandates schools to develop specific policies relative to promotion and retention. The focus of this legislation is to improve student learning and support students who are at risk of failure. Liberty School District knows the importance and value of providing supplemental, intervention programs for students who are not able to meet standards. We currently have in place a variety of intervention programs: both morning and afternoon tutoring, individualized classroom instruction, classroom aide intervention, and summer school. ***Whenever possible, parents will be notified early in the school year if their child is at risk of retention.*** If you receive a letter stating that your child is at risk of retention you will be asked to attend a Student Review Team meeting. The Student Review Team will include the classroom teacher, the parents, and the principal. At this meeting a contract will be developed that will reflect what the student's needs are, how they will be met, and who will be working on them. The student, parent, and teacher will be required to sign the contract and each will have specific responsibilities relative to the contract. This contract will be reviewed throughout the school year to determine if your child is making sufficient progress to be promoted to the next grade level.

*For further information about the promotion and retention policy, see Board Policy and Administrative Regulation 5123.*

## Student Use of Technology

Liberty School Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology also enables students to practice keyboard skills and to develop reasoning and problem solving abilities. Every effort shall be made to provide equal access to technology throughout the school and classrooms.

The Board intends that the Internet and other on-line resources provided by the district be used to support the instructional program and further student learning. Regulations governing student access to technology are age appropriate and prohibit access to harmful matter which may be obscene or pornographic and preclude other misuses of the system. District staff will examine all system activities to ensure proper use of the system. Students who fail to abide by district rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

Because the Internet contains an unregulated collection of resources, the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. Therefore, before using the district's on-line resources, each student and his/her parents shall sign

and return an Acceptable Use Agreement. This agreement shall specify user obligations and responsibilities and shall indemnify the district for any damages. The parents shall agree to not hold

## **Rules, Policies, and Procedures**

### **Student Use of Technology (continued)**

the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, or negligence or any costs incurred by users. Staff shall supervise students while using on-line services and may ask teacher aides and student aides to assist in this supervision.

*For further information about use of technology, see Board Policy 6163.4*

### **Health and Safety**

**Emergency Cards** - Emergency cards are sent home at the beginning of each school year and must be **filled out completely**. Please provide at least three contact phone numbers in case of an emergency. These cards are of VITAL importance in case of an emergency involving your child. Current information regarding your child's health, allergies, phone numbers, etc. must be accurate. Please contact the office immediately with information regarding changes.

**Emergency Procedures** - Please listen to KSRO radio, 1350, for school closure information. In the event of a school closure, Liberty will inform the county authorities who will, in turn, inform KSRO radio and the closures will be broadcast regularly. Liberty School has an all-call system to call and inform parents if school is closed. However, because phone lines may be compromised, please listen to KSRO for school closure information. In addition to procedures for school closure, Liberty also practices fire and earthquake drills throughout the school year, and has a school emergency plan in place that includes a procedure for student release.

**Medication** - When any type of medication is required during school hours, we must have a written statement from the child's physician detailing the method, amount, and time schedule by which such medication is to be taken, as well as a parent's written statement that the school may assist the child in taking the medication. A form for this is available in the office.

### **Inter-District Transfers**

Inter-district agreements occur on a year-to-year basis and are contingent upon space availability and the student's ability to follow school rules and maintain classroom work standards. At any point during the academic year, and prior to the year when an inter-district transfer is requested, the

# **Rules, Policies, and Procedures**

## **Inter-District Transfers (continued)**

teacher and principal will review a child's school work and behavior to determine if the inter-district agreement will be approved and maintained. In addition to school work and behavior, class size will also be a determining factor in continuing the inter-district agreement.

All students attending Liberty on an inter-district transfer are required to read and complete a **Student and Parent Expectations** form. This agreement needs to be signed by both student and parent prior to attendance for each school year.

*For further information on interdistrict transfers, see Board Policy and Administration Regulation 5117.1.*

## **Report Cards, Homework, and Pupil Progress**

Students receive report cards three times throughout the school year: during Parent Conferences in November, in mid-March, and in June. Students also receive regular updates about their progress from their teachers (Go Home Folders, progress reports, etc). Each teacher will explain his/her method of reporting student progress at Back to School Night. If you have questions or concerns about your child's progress, please contact your child's teacher.

Homework is a learning activity which takes place outside of the classroom and serves many important purposes. Through homework students are able to reinforce and practice skills taught in school, review previous topics, respond creatively to material covered in class, and extend class time learning. Homework is the responsibility of the student and allows the student the opportunity to develop regular study habits. You can support your child with his/her homework by making sure your child has a non-distracting/quiet place to do his/her homework and a regularly scheduled time to complete the homework. It is important for you to check your child's homework for completion and understanding before it is returned to school.

## **Parent Communication**

**Wednesdays** - A *Wednesday Bulletin* is sent home with your child every Wednesday or is posted online each Wednesday after 1:00 p.m. This bulletin highlights events and information for you on a weekly basis. Please make sure you check your child's backpack and papers daily, though Wednesday will be the main day things are sent home.

**Back to School Night** - This is an evening event at the beginning of the school year for parents to familiarize themselves with their child's classroom and school. Classroom teachers review the classroom curriculum, program, grade level expectancies, and general information. This event is for parents only. Daycare is available for school-age children who pre-register.

**Open House** - This is an event in late spring that provides an opportunity for both students and parents to visit their classroom together and view some of the work students have completed in the classroom. As this is a time for parents and their children to visit classrooms together, the playground is off-limits and there is no daycare provided.

**Parent-Teacher Conferences** - Conferences are scheduled in November at the time of the first report card. If you would like a conference at another time during the school year, please contact your child's teacher.

## **Rules, Policies, and Procedures**

### **Parent Involvement and Visitation**

**(Due to the current health crisis, parent volunteers will not be allowed on campus)**

**Parent Volunteers** - Liberty School enjoys its parental involvement and support. We encourage all parents to volunteer and be as involved as possible. Research in this area clearly shows that children whose parents volunteer in the school and are actively involved in their child's education achieve at higher levels than those who are not as actively involved. Volunteers are very important to the on-going success of our school programs. Often volunteers work in the classroom or on special programs or projects. Other projects can be accomplished outside of the school. We encourage parents to share any special talents, interests, or skills. Please sign in at the office each time you visit or volunteer at school.

**Visitations** - Parents and visitors are welcome at Liberty School. We require all visitors to follow the following guidelines:

1. All visitors must register in the School Office (pursuant to Ed. Code Section 32211) prior to visiting the classroom or playground.
2. Make prior arrangements with teachers or staff members for visits.
3. Avoid undue disruption to the classroom program.

**Contacting Teachers** - If a parent needs to contact a teacher, they can: call the school and leave a message on the phone extension (see page 1 of this handbook); write a note to the teacher, or catch the teacher at an opportune moment.

### **Complaint Procedures**

#### **Complaint Rights Regarding Sufficient Textbooks and School Facilities**

Pursuant to California Education Code section 35186, you are notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair.
3. A complaint form may be obtained at the school office. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/eo/ce/wc/index.asp>

**Complaints Concerning District Employees** – The following procedures will be followed:

1. Complaints are to be directed first to the individual against whom the complaint is being made. Parents are required to orally resolve concerns with the staff member personally in a meeting or conference with the staff member within 20 work days from the time of the incident.

2. If the complaint is not solved at this level, the parent can contact the principal and a conference shall be called with all parties involved.
3. If the complainant disagrees with the outcome of the conference, the case can be appealed to the Board of Trustees in writing.

## **Rules, Policies, and Procedures**

### **Complaints Concerning District Employees (continued)**

Every member of the community shall have the right to petition the Board for redress of a grievance. All complaints shall be referred through the proper administrative channels for solution before consideration or action by the Board. Schools are to insure that due process is followed in every case. Adequate opportunity will be given for parent involvement.

*For further information on complaint procedures, see Board Policy 1312.1.*

### **Non-Discrimination**

The Liberty School District does not discriminate on the basis of sex in the educational programs, employment, or activities which it operates, and that such requirements not to discriminate are contained in Title IX, Sections 901, 902 of the Educational Amendments of 1972, 86 Stat., 373, 374, 20 USC 1681, 1682; and that the Liberty School District has designated the District Superintendent to coordinate the District's efforts to comply under said law. Any person having a complaint under said law should notify the District Superintendent, at 170 Liberty School Road, Petaluma, CA 94952, telephone number 707-795-4380.

**Liberty School District is an equal Opportunity employer.** District policy prohibits discrimination regarding race, color, religion, sex, age, marital status, physical handicap, national origin or national ancestry.

*For further information on nondiscrimination, see Board Policy 4030*

# **Academic Support Programs**

## **Resource Specialist Program (RSP)**

Students who qualify for RSP receive additional services outside and inside of the classroom. The goal of the RSP Program is to support and/or modify the regular classroom curriculum for students with special needs. It is a program primarily designed to work with students in the areas of academic and curricular achievement. It is also designed to bring special educators and regular educators together to best serve the needs of students with special needs.

## **Student Study Team (SST)**

The SST is a school site team which reviews individual student strengths and problem areas. The SST plans strategies and organizes resources for addressing problems and concerns. The SST is a process of regular education. The team will always include the teacher referring the student to the SST, the parents, the principal, and sufficient staff to review the student's needs.

## **Tutoring Program**

Liberty offers a reading tutoring program for students in grades K-3. Students are recommended by their teacher for these programs and work in a one-on-one and/or small group setting to receive extra help in reading skills. Trained paraprofessionals and peer tutors work with students during tutoring, which is coordinated and monitored by a certificated teacher.

## **English Language Development (ELD) Program**

Liberty School District provides English Language Learner (ELL) services to students who qualify as non-English speaking or limited English speaking. These services are designed to assist students in learning English and in making our core curriculum accessible to them.

## **Cloud Room / Special Friend Program**

The goal of the Cloud Room Program is to help children get a good start in school through the development of social skills and a healthy self concept. The program helps participants build confidence and self-esteem and provides support for children experiencing life adjustments such as moving to a new school, family changes, or other transitions.

## **Summer School & Jump Start**

Summer School is recommended for students who complete grades 1 – 6 and need remedial support. If recommended by the teacher, the students are expected to attend. If there is additional room, then other students are also recommended to attend. There is a Jump Start to 1<sup>st</sup> Grade program for students who complete kindergarten and a Jump Start to Kindergarten for entering Kindergarteners. This is usually held at the end of July.

# **Professional Services**

## **School Psychologist**

The school psychologist provides psychological-educational services to children regarding their social, emotional, and educational needs in the school setting. This is conducted through consultation, assessment and intervention. The psychologist services may include a comprehensive evaluation which can include observation, interviews, review of records, and individual assessments.

## **Speech and Language Specialist**

The Speech and Language Specialist identifies, assesses, and remediates children with articulation, language delay, and fluency problems. Children are referred to the specialist by the classroom teacher, parent, or other staff member. Children receive remediation in small groups or a one-on-one setting.

## **School Nurse**

The school nurse conducts vision and hearing screening and general health assessments on students as mandated by the state. The nurse conducts scoliosis screening in grades five and six and does Family Life Education for the upper grades. The school nurse is also responsible for maintaining student health records and verifies that all students are in compliance with the state immunization requirements. The nurse works in our school once per month.

# **Enrichment Programs**

## **Music**

Liberty School has a weekly music program. The music teacher visits each classroom and brings the students music enrichment in a variety of forms including: songs, music appreciation, and music education. There is a winter and a spring music concert each school year.

## **Band**

Liberty School offers an after school band program for upper grade students every Wednesday. The band provides performances throughout the school year.

## **Science Instructors**

Liberty School has science instructors who work with the students bringing a variety of science lessons to the classroom. The science instructors also work with the students on long term projects such as creek restoration, and coordinating our nature center and school garden into the science program.

## **Drama Club**

Drama Club is offered to all upper grade students as an enrichment program, and a fall production is planned for each school year. All students who try out for Drama are given a role in the school production.

## **Art**

The Art Program is an upper grade enrichment program that brings art appreciation and art projects into the classroom.

## **P.E.**

The P.E. Program serves all grades focusing on physical fitness and sports skills with students. The students in 5<sup>th</sup> and 6<sup>th</sup> grades also prepare for the Westside Relays.

## **After School Enrichment Classes**

Enrichment classes are offered on a sign-up basis after school. These classes change periodically and have included art, cartooning, drama, Spanish, CPR, etc. If you have a particular skill or interest, or know someone who does, and would like to do an after school class, please let the office know.

## **School Organizations**

### **Liberty School Foundation**

This wonderful organization is open to any family, individual, teacher, staff or community member who wishes to participate and support Liberty School. Our goal is to enhance the existing school programs and provide additional resources for the classrooms and school site. We have purchased all of the existing playground equipment, built the amphitheater, funded all field trips and assemblies, provided additional funding to the library as well as participating in the cost for the track and field renovation and providing our library building. These are provided by the money raised at our annual Walk-A-Thon, Pasta Dinner, May Day Breakfast and Annual Silent Auction. Foundation meetings are held monthly and anyone interested in supporting Liberty School is encouraged to attend.

### **School Site Council (SSC)**

The School Site Council is a committee composed of parents and staff members. The committee is responsible for providing assistance in planning, implementing, and evaluating our state funded categorical programs. The Site Council may distribute parent and student surveys. The Site Council is responsible for developing and revising the Single Plan for Student Achievement. They also review the School Accountability Report Card and the School Safety Plan. Members attend regular meetings which are open to the public. Interested parents are invited to attend the meetings.

## Important Phone Numbers

<b>Liberty School Office</b>	<b>795-4380 (ext 100)</b>
<b>Liberty Daycare</b>	<b>795-4380 (ext 102)</b>
<b>Liberty FAX</b>	<b>795-6468</b>
<b>Daycare Cell Phone (emergency only)</b>	<b>779-2099</b>

## Other Phone Numbers

<b>Sheriff's Department</b>	<b>565-2511</b>
<b>Poison Control</b>	<b>1 (800) 876-4766</b>
<b>Petaluma Valley Hospital</b>	<b>778-1111</b>
<b>Rancho Adobe Fire Dept Liberty Station 99 Liberty Road</b>	<b>795-6117 (non-emergency)</b>

For more information about Liberty School and upcoming events go to our website: [www.libertysd.org](http://www.libertysd.org)