

WELCOME TO LIBERTY ELEMENTARY SCHOOL!

A special welcome to those of you that are new to Liberty Elementary School and welcome back to those of you who are returning for another school year. The teachers and I will make every effort to provide the quality of education you desire for your child.

Please read this booklet thoroughly and communicate the information to your child. Keep it handy all year for easy reference. If you have any questions or concerns, feel free to call me. No appointment to see me is necessary, but a phone call in advance will ensure that I am not tied up or absent from the building when you come.

Liberty's School Vision states:

Liberty Elementary School is a safe, positive, collaborative community that values academic and behavioral excellence. Professionals, paraprofessionals, students and parents work together to attain our common vision. We work to ensure maximum individual growth for all students in knowledge, reasoning and attitude, leading toward success and community participation as adults. Teachers match appropriate instructional methods to desired outcomes. A variety of assessment types, surveys and reliable research are used to evaluate success, refine our vision and define staff development.

Our vision is dependent on positive staff and parent relations. Community support is essential in helping to provide the best opportunities for students to achieve and maximize their learning.

On behalf of the Liberty faculty and staff I welcome you to the 2007-2008 school year. We are confident our year at Liberty will be an exciting, growing, and successful learning experience. We encourage you to seize every opportunity to become involved in your child's education and be a part of the Liberty family.

Betty Hoogland
Principal

TABLE OF CONTENTS

School District Calendar	4
Liberty Staff	5
Daily Schedule	6
Boise School District Expectations	7
Assessment Calendar.....	8
Arrival at School	9
Accelerated Reading Program	9
Agenda Books	9
Athletic Program	9
Attendance	10
Behavior and Discipline Plan.....	11
Bicycles	14
Birthdays	14
Breakfast Program	14
Bus Information	14
Candy/Gum	15
Closed Campus	15
Dress and Appearance.	15
Emergency Situations and Drills.	16
Entrance Requirements.	16
Fundraisers	16
Gangs and Hate Groups.	17
Health, Illness and First Aid.	17
Honor Roll	18
Inclement Weather.....	18
Insurance	18
Lost and Found.	18
Lunch Program.	19

TABLE OF CONTENTS Continued.....

Parent-Teacher Conferences.19

Personal Property.19

Phone Use. 20

Picking Up Students.20

Privacy Act 20

PTA. 21

Report Cards21

Safety Patrol. 21

School Resource Officer (SRO) Program22

Testing 22

Visiting School.22

Weapons. 23

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 begins at **8:15 AM**. Please do not drop your child off or allow them to walk to school so that they are here before that time. This still allows them plenty of time to buy lunches and eat breakfast before the first bell rings at **8:40 A.M.**

Students should go immediately to the playground areas on the side and back of the school building. Safety patrols may enter through **entry #3** (southwest door) if on duty. Students paying for lunches or eating breakfast may enter through **entry #2 or entry #5** and exit through **entry #5**. At the bell **ALL** students will enter through their individual outside classroom doors.

ACCELERATED READING PROGRAM

Students in grades 1-6 will have the Accelerated Reading Program available to use in their classroom as a supplement to the district's adopted reading program. The goal of the Accelerated Reading Program is to improve reading skills by providing:

- more reading time
- self-selection of books
- assessment of comprehension through computerized tests
- instant feedback and monitoring of reading progress

Classroom teachers will establish a plan for utilizing this program to best meet the needs of the students at various grade levels. Thank you for your encouragement and support of this program!

AGENDA BOOKS

Students in grades 3-6 have been provided with agenda books this year. These books are to be used under the direction of the classroom teacher and should aid the student in organizational skills. The agendas are provided free of charge, however, students will be charged for lost or damaged books. Please review the agenda books each evening with your student and assist them in remembering to return them to class daily.

ATHLETIC PROGRAM

Liberty Elementary offers after-school athletics to students in grades 5 and 6. Boys' and girls' basketball programs are offered during the winter and co-ed track is offered in the spring.

ATTENDANCE

Students, parents, and educators recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are uninterrupted learning, safety of students, responsibility, and success that builds self-esteem.

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, assign 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 semester will receive a phone call or letter from the assistant 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 assistant 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 in June 1997. 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.

If you know that your child is going to be absent or tardy, please notify the school office. Please use our Attendance Hotline to report absences or tardies. You can call into this system from 4:00 PM until 9:00 AM the next morning to report absences. To use the Hotline, dial **854-4002** from a touch-tone phone. You do not need to listen to the whole message that follows. When the voice begins speaking, press the star key (*) and then our mailbox number, which is **880633**. These messages will be checked at 9:00 AM. After that time, please call the school directly at **854-5410**.

Every effort will be made to verify a child’s absence.

BEHAVIOR AND DISCIPLINE PLANS

Discipline is the process of educating a child so that the desired character traits and habits can be developed in order to create a learning environment where all children can reach their optimal and varied potentials. By having a consistent policy, the goal of educating children can be most efficiently reached.

Liberty students are required to follow the basic five rules listed below:

1. Act in a safe, respectful, and healthy way.
2. Respect the rights and needs of others.
3. Accept responsibility for your own actions.
4. Treat all property with respect.
5. Respect and follow all school policies.

These five rules above will help aid in the preservation of student rights as follows:

1. The right to learn, ask questions and succeed.
2. The right to a safe environment.
3. The right to self expression.
4. The right to student representation
5. The right to be a role model by making good decisions.
6. The right to have a healthy eating area.
7. At no time shall any student's exercised rights interfere with another's rights.

In short, no student shall interfere in the instructional process either by interfering with another students' right to learn or by preventing a teacher from doing his/her job.

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

The Liberty All-School Discipline Plan provides guidelines for school-wide behavior. A copy of this plan will be sent home with each child. Parents/guardians need to review it with their child. Please sign and return the bottom portion of the front page to the classroom teacher.

Behavior & Discipline Plans Continued....

Eagle Feathers

At Liberty Elementary we first work toward rewarding positive behavior rather than punishing students for poor behavior. Our reward system fosters a sense of teamwork which enhances the greater learning community. Students and classes can earn Eagle Feathers to bank for a class reward as follows:

Classrooms can earn Eagle Feathers from their Music, PE, Library, Counselor, Lunchroom, Special Reading and Resource Room instructors as follows:

- Blue Eagle Feather – 20 points
Exceptional Behavior
Entire class on task all the time
- Green Eagle Feather – 15 points
Good Behavior
Minimal reminders
- Yellow Eagle Feather – 5 points
Satisfactory Behavior
More frequent reminders
- Red Eagle Feather – 0 points
Poor Behavior

Individual students exhibiting good behavior (helping others, taking turns, solving problems peacefully, following school rules, using manners, etc.) can earn a white Eagle Feather worth one point to add to their class total. These feathers can be earned at assemblies, in the cafeteria, on the playground, in the hallways and anywhere in the building. Any staff member may award an individual white Eagle Feather.

Further student can be recognized for good behavior and academic achievement through our Liberty Pride Recognition program. Students in grades K-3 will all have an opportunity to be recognized through weekly awards. Parents will be invited to a special lunch to help celebrate with students. Students in Grades 4-6 will be recognized for specific good behaviors and/or academic achievements through monthly awards given by the classroom teacher.

Behavior & Discipline Plans Continued....

While it is hoped that positive reinforcements will yield desired results, we also acknowledge that the application of negative consequences for poor behavior may, at times, be necessary. When such negative consequences need to be employed, the following process will be used:

- Step One: A White Slip will be sent home when rules are broken. The student will be asked to reflect upon the poor choice made and a plan will be developed by the student to prevent it from reoccurring. Further consequences will be given by the classroom teacher if deemed necessary. This notice should be returned with a signature verifying that a parent was informed of the action taken. A copy will be sent to the office for record keeping.
- Step Two: If a child receives three White Slips during one school year, the child will serve a detention. During the detention the child will be asked again to reflect upon the poor behaviors and develop a plan. Parents will be required to pick their child up from detention, meet with administration, and review the plan developed with administration and the child.
- Step Three: After a student's second detention, if he/she accumulates three additional white slips and/or exhibits additional severe behaviors, the student will be subject to an individual behavior plan developed by the school administrator and/or a team of staff members. If the individual behavior plan does not correct behaviors, then additional actions will be necessary which may include, but not be limited to in school suspension, out of school suspension, an alternative placement, or expulsion.

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, depantsing, or other continual minor infractions will result in a referral to the principal. School suspension will be considered as a possible consequence.

BICYCLES, SKATEBOARDS, AND ROLLER BLADES

Bicycles are to be placed in the racks provided on the school grounds. The school cannot be responsible for lost or stolen bicycles. Bikes are to be walked on the school grounds before or just after school. This is for the children's protection. Bikes should be licensed and locked.

Skateboards and roller blades 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.

BIRTHDAYS

The classroom teacher is responsible for establishing a procedure for celebrating birthdays in the room. Please check with the teacher before sending treats. Other ways for recognizing birthdays should also be discussed with the classroom teacher. If flowers or balloons are delivered to the school, the teacher will be notified and the child may pick them up in the office at the end of the school day.

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 **Entry #2 or # 5**. A variety of nutritious items are served each day. The price of breakfast is \$1.00 for students and \$1.20 for adults.

BUS INFORMATION

Buses are provided for Liberty students who live off E. Amity Rd. The Laidlaw Bus Company transports these students to school. **When riding the bus the students are expected to display good manners and follow the rules and directions of the driver so every trip will be a safe one.** While on the bus and being picked up, the 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 Laidlaw Transportation at 854-5230. **Also: Please do not park in the bus zone in front of entry #2. This area is for loading and unloading only.**

CANDY/GUM

Students are not allowed to chew gum at any location on the school grounds. Students who bring their lunches from home may have candy as part of their lunch. However, they will only be allowed to eat candy in the lunchroom during their regular lunch period. Students may not buy, sell, or trade candy or drinks at school.

CLOSED CAMPUS

Liberty students are expected to remain on the school grounds once they arrive at school. If your child is going to go home for lunch regularly, one note at the first of the year is sufficient. For the student who goes home for lunch on an occasional basis, please send a note each time they are going to leave. **All students leaving the building during the day must be signed out at the office!**

DRESS AND APPEARANCE

It is important for children to come dressed appropriately for school. Allowing children to dress in a distracting manner lessens our chance to maintain a good learning situation. Therefore, the guidelines below will be followed:

- Longer length style shorts, skirts and dresses are most appropriate for school. A good “rule of thumb” to follow is clothing should be no shorter than fingertip length if the student is standing with arms straight down at his/her side. Students are expected to go outside for recesses, so they need to be dressed accordingly.
- Halter-tops, bare midriffs, and spaghetti straps are distracting and are not appropriate.
- Shoes that allow for good physical activity are best. Sandals should not be worn on days that a student has Physical Education class.
- **For safety reasons, flip-flop sandals are not to be worn at anytime.**
- Shirts, hats, or other clothing with vulgar/obscene messages or with advertisements for any alcohol, tobacco, drugs, etc. are not to be worn.
- Low-riding pants and wallet chains are considered gang attire and will not be permitted at Liberty Elementary. Appropriate action will be taken to eliminate this attire.
- Headwear of any type is not to be worn inside the school. We ask that adults also follow this rule when inside the building.

Parents will be asked to come and get students or bring different clothing, if necessary. We are aware and pleased that parents/guardians expect Liberty Elementary to set high standards and we thank you for your support.

EMERGENCY SITUATIONS AND DRILLS

Fire drills and emergency evacuations 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.

ENTRANCE REQUIREMENTS

As required by state law, to be eligible for the first grade at the opening of school, a child must be six years of age before September 1 of the entrance year. Kindergarten students must be five years of age before September 1 of the entrance year.

Birth certificates and immunizations records are required of all new students entering the Boise School District. Both must be presented to the school at enrollment time and are returned to parents after necessary information is entered on school records.

Immunizations required are: 4 doses DPT vaccine
3 doses Polio
1 dose Measles, Mumps & Rubella
3 Hep B

A physician must document any exceptions.

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 fundraising 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.)

GANGS AND HATE GROUPS

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin, or handicap are inconsistent with the fundamental values of the educational environment of the Boise School District. The activities of such groups and their members are prohibited on school district property and at all school-sponsored functions.

Such prohibited activities include, but are not limited to: the congregation of members, the solicitation or recruitment of members, the possession of group paraphernalia and materials, the intimidation of others, the advocacy of discrimination, and any other behavior, such as the wearing of gang colors or insignia and the use of language, codes, and/or gestures that provoke or seek to advocate the purpose and objectives of such groups. Disciplinary action may include suspension or expulsion.

Administrative Procedure: All reports of gang and hate group activities are to be handled by the elementary building principal in an expedient and timely manner. When necessary, appropriate disciplinary actions will be taken and reports will be written on the actions taken.

Parents or guardians are to be contacted by phone, letter, or in person. The school resource officer will also be contacted when necessary. All incidents will be written and copies of said incidents will be forwarded to the Area Director.

HEALTH, ILLNESS AND FIRST AID

Nursing coverage at Liberty will be 2 ½ days each week, with a nurse on call the other 2 ½ days. A health technician will be available when the school nurse is working at another school.

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 indicated. Parents or guardians will be notified of serious injuries/illness in 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.

HONOR ROLL

The Honor Roll is a means of giving special recognition to distinguished students in grades 3-6. Students must attain a 3.5 grade point average during each academic period to be eligible. Names of students will be displayed in the school library.

INCLEMENT WEATHER

Cold, rain, lightening, snow, freezing rain, and poor air quality are all types of inclement weather that can keep students inside before school and during recesses. 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, lightening 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. At this time, students may enter through entry #2, entry #5, entry #6 or the front doors.

INSURANCE

Injuries that occur from accidents during school hours or while participating in school activities are usually covered by family medical plans. The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. Each school will provide parents and students the opportunity to obtain additional coverage from an approved insurance carrier at a nominal cost. The school district does have basic liability coverage as required by the State of Idaho. Lost, stolen, or damaged equipment or clothing is **not** covered by district insurance.

LOST AND FOUND

Lost and found items should be taken to the cabinet located in the cafeteria. 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.

LUNCH PROGRAM

Students may purchase lunches each morning before school. Please enter the building through **Entry #2 or #5**. Children may charge lunch if necessary, but it should be paid as soon as possible. Applications for free or reduced lunch are available in the office.

Parents are welcome to eat hot lunch at the school; please notify the office by 9:00 AM on the day you are eating at Liberty.

Students will be purchasing lunches on account again this year. They will be issued a scan card to use in the lunch line. Please help them to avoid student charges by providing money for these accounts.

MEAL PRICES:	Students	Adults
Breakfast:	\$1.00	\$1.20
Lunch:	\$1.60	\$2.10
Milk: Plain -	\$.30	Chocolate - \$.40

Printed menus will be distributed at the beginning of each month. The healthy choice lunches will be utilized this year.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held 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.

PERSONAL PROPERTY

Students are discouraged from bringing valuables to school. Electronic equipment is not permitted at school because of the risk of theft. Laser pens are not permitted due to risk of injury to others. Personal items brought to school are under the supervision of the classroom teacher. The school is not responsible for lost or stolen items.

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 to be used to arrange to go home with a friend, etc. A student must have a pass from his/her classroom teacher to use the office phone.

Cell Phones: In accordance with Boise School District Policy #3241, any student found using an electronic communication device or a portable music player in any district classroom or hallway during the day, unless the principal or designee gives permission, may have the device confiscated until the end of the day. If subsequent use of an electronic communication device or a portable music player occurs in a prohibited area, it may be confiscated until the end of the school year or until a parent/guardian picks it up.

A principal may choose to ban electronic communication devices and /or portable music players.

PICKING UP STUDENTS

If you are coming to school early to pick up your child, you need to come to the office and sign him/her out. Students are not allowed to be picked up directly from the classroom. We will call your child from the classroom to the office. 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. **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 classroom teacher know by note or phone call.

PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) requires the school to obtain written consent prior to the disclosure of personally identifiable information. This includes the disclosure of student's names, addresses, telephone number, date of birth, etc. The school will **not** release this information without proper authorization.

PTA

New playground equipment, the fence along the driveway, class parties, Friday popcorn, educational assemblies, math & science programs, new computer equipment, smart boards, wireless keyboards, classroom listening systems and books are just a few of the things the PTA has provided for the benefit of the students at Liberty. Parent involvement is so important to a child's education and one of the best ways to be involved is to join the PTA. Membership forms will be sent home with your child, or are available through the office.

The PTA meeting schedule will be posted and put in the school newsletter. Meetings are typically held in the evening at 7:00 p.m. in the library.

REPORT CARDS

Computer generated report cards are issued to students four times a year. These reports show academic and effort grades, absences and tardies as well as information on pupil attitudes and work habits.

Each classroom will have individual criteria for satisfactory effort, but will utilize the same grading scale as outlined in this manual. Students are expected to complete assigned work in a timely manner and follow instructions. Classroom expectations will be explained and distributed at the beginning of the year at the Orientation Night.

SAFETY PATROL

Liberty Elementary provides student safety patrols. Urge your child to respect and cooperate with these students. School children will cross Bergeson Avenue and Law Street ONLY at the crosswalks. The safety patrol will extend a sign into the street and then signal for the children to cross. Bicycle riders are to walk bicycles through these intersections; they are to follow the same procedure as pedestrians, pushing their bicycles. Help your child select the safest route to and from school, and insist that it be followed. A good practice is to set a definite time for your child to arrive home from school to help ensure their safety.

SCHOOL RESOURCE OFFICER PROGRAM (SRO)

The School Resource Officer (SRO) program deals with crime, crime prevention, and young people. It is administered on a cooperative basis between the school district and the Boise Police Dept., with an emphasis placed on helping students with problems at home or at school. Contact the principal for more information on the role of the SRO.

TESTING

Accountability for increased academic achievement in the areas of reading, written language and math has prompted the state to mandate assessments at several different grade levels. Please see the Assessment Schedule on page 8 for the specific tests administered each year. The results of these tests will be sent to parents as they become available. They will also be utilized to help determine school improvement goals each year. Please contact your child's teacher concerning specific questions about these assessments.

VISITING SCHOOL

Parents are welcome to visit classes any time except during testing periods. However, we ask that you contact your child's teacher prior to the visit so that disruptions are kept to a minimum. **All visitors must sign in at the office and receive a badge to be worn while at the school.** Please make an appointment if you desire a conference with your child's teacher other than the scheduled conferences. 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 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.