Liberty Elementary
Student and Parent Handbook
2020-2021

140 West 6100 South
Murray, UT 84107
www.liberty.murrayschools.org
PH: (801)264-7424
**Principal's Welcome**

Dear Parents/Guardians,

I would like to welcome each of you to the start of another amazing year at Liberty Elementary! I am incredibly excited to begin my sixth year here as Principal. I look forward to working together to provide the best school experience for your child(ren).

In this handbook you’ve received a lot of information critical to creating a positive school environment. Please take the time to review the information carefully. As you read, if there is anything you would like clarification on or have questions about feel free to call or email me.

Finally, I encourage each of you to spend some time familiarizing yourself with the school website www.liberty.murrayschools.org and the information you can find there. Our school improvement plan can be found online along with electronic copies of all of the materials found in this handbook.

Thank you again for your continued support!

Jill Burnside
Principal

Email: jburnside@murrayschools.org

**About Liberty Elementary**

- Principal: Mrs. Jill Burnside
- Front Office Secretary: Mrs. Karen Peterson
- School schedule: 8:30 AM to 2:45 PM; Wednesday 8:30AM-1:15PM.
- Enrollment: 385 Students Kindergarten-6th Grade
- School promotion: Hillcrest Junior High and Murray High School
- Mascot: Liberty Leopards
- School Colors: Blue & White
- Built: 1906

*Liberty Elementary*

Where students reach their greatest potential.
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MISSION
Liberty is a safe environment where students establish a love of learning, become creative problem solvers, and develop the skills necessary towards becoming college and career ready. Parents, faculty, and staff will have high expectations and will work collaboratively to ensure ALL students’ academic, creative, social, and emotional needs are met.

VISION
We believe that the most promising strategy for achieving the mission of our school is to develop our capacity to function as a professional learning community. We envision a school in which faculty, staff, and students work together to create a friendly, respectful, and safe environment ensuring high levels of learning for all students.
ONLINE REGISTRATION

Murray School District registration is now completed online. This must be completed as new students arrive and at the beginning of each year for returning students. To register visit www.murrayschools.org and select the Parents tab. Registration Materials will be an option in the drop down menu. You may also access online registration through the Liberty Elementary website www.liberty.murrayschools.org under Principal's Message.

REQUIRED DOCUMENTS

All students are required to submit to the front office:
- Proof of Residency
- Immunization
- Birth Certificate

For additional information, please visit the Liberty website.

OPTIONAL DOCUMENTS

Free and Reduced Lunch Application
Application (link to ASPIRE) https://sisweb.murrayschools.org/Login/
SCHOOL COMMUNICATION

Parent communication is a vital part of a successful school experience. The faculty and staff at Liberty Elementary welcome open lines of communication. To ensure that student and parent needs are being addressed, consider the following when communicating with teachers and other school faculty and staff:

- Call, email, or setup a time to meet when concerns arise so they can immediately be addressed.
- Meet with teachers before or after school to save the school day for valuable student instruction. Teachers are at school 20 minutes before and 30 minutes after school.
- Avoid being critical of teachers in front of your student. The parent-teacher partnership is extremely important. Criticizing teachers or the school in front of the student does not promote that partnership. If concerns are of a critical nature, schedule a meeting without the student present.
- Avoid criticizing, blaming, or speaking negatively about other students in front of your student. These behaviors and conversations can lead to additional problems between students.

PHONE CALLS AND TELEPHONE USE

A parent phone call transferred down to the classroom on occasion may not be a significant distraction; on the other hand 25 parents calling 25 students can cause a disruption to student learning. We recognize that things come up during the day that needs to be conveyed to students prior to the end of the school day. To protect the learning environment use the following precautions prior to calling the school:

- Determine if the information truly is something that must be discussed prior to the end of the school day.
- Talk to students before arriving to school or the night before regarding transportation plans.
- Leave a message with the front office to be given to the student during an appropriate break. Telephone use will be permitted for students who need to contact a parent due to emergency. A note from the teacher must be obtained prior to calling.

EMAIL

The Faculty at Liberty has been directed to check their email daily. While it is not always possible to respond immediately to emails, teachers will do their best to respond in a timely manner. If you have an urgent issue that needs to be addressed immediately, please call the front office for assistance.

SCHOOL WEBSITE

The Liberty Website is an excellent source for everything you need to know about Liberty. Visit our website regularly to get up to date information about the school, the PTA, and the School Community Council. Our website is www.liberty.murrayschools.org.

PARENT SQUARE

Parent Square text messages/Email notifications will be sent out on occasion to assure that parents are aware of important information and events. This is the best way to stay informed about all of the great things happening at Liberty Elementary. To access this group email simply include your cell phone number and/or an email address on your child’s registration. If your number changes throughout the year, please make sure you update it with both the office and each of your child’s teachers as the lists and numbers are different for each.
TEACHER CONFERENCES
The faculty at Liberty is always open to input and encourage you to write, call, or email for a conference whenever you have ideas or concerns. Although it is difficult for teachers to have extended conversations during school hours, they are eager to address concerns and questions early, before they become problems.

Formal parent-teacher conferences are scheduled twice a year, once in October and again in February.

TALKING WITH THE PRINCIPAL, MRS. JILL BURNSIDE
Parents or community members who have concerns or suggestions can call, write a note, or send an email to the principal, who is committed to providing a timely response. In addition, Mrs. Burnside has an open door policy. If you are in the building and would like to meet with her, speak with the school secretary to schedule an appointment.

STUDENT PROGRESS AND REPORT CARDS
Report cards are sent home at the end of each term, four times per year. Midterms are also sent out four times per year. Parents may access grades at any time on ASPIRE, the online student information system. Teachers are required to update ASPIRE gradebooks at least every other week; grades online should reflect current student progress.

To obtain access to SIS please see the ASPIRE section of this handbook.
ASPIRE Student Information System

Parent Student Information Systems (SIS) Access

Check student grades, attendance, lunch balance, and even update contact information using SIS.

To Access ASPIRE

- Go to www.murrayschools.org
- Click on SIS Grades & Attendance (top right corner)
- Enter Username (this is the same as your student’s lunch number)
- Enter Password
- To change password, select the “Application” menu then “Change Password”

Create a User Account

- Parents can create a login of their own, separate from the student login.
- Click on the link “request a username” at the bottom right of SIS login screen
- Provide information regarding a child.
- CONFIRM STUDENT - the parent must verify they have chosen the correct student and check the box that they are authorized to access the student records.
- CHOOSE CONTACT - the parent should see their name listed here, as well as other contacts that have been entered in SIS. If a parent’s name doesn’t show up here, they are not listed in SIS as a contact and should contact the school.
- CHOOSE A USERNAME AND PASSWORD - this can be anything the parent likes, as long as it fits the criteria.
- EXISTING ACCOUNTS - the parent will see who else has an account for their student. It may be a counselor, a coach, another parent, etc.
- All students that are synchronized in SIS will be linked together for the parent to view when they login.

Passwords

- Can be changed after the first login
- Must be at least 8 characters with at least one character being a number
- All passwords are case-sensitive
**School Hours**

To minimize class interruptions, please make sure your student(s) arrive on time each day and that arrangements are made for students to leave immediately after dismissal.

Student arrival should be at school by 8:20 AM for breakfast or just prior to the first bell at 8:30 AM if they choose not to eat of the free breakfast. (This year students will enter the school at 8:20 to pick up breakfast and leave at 8:30 to go to classrooms to eat their breakfasts.) **Supervision is not available before or after school.** For the safety of your student, please have them arrive at the appropriate time and encourage them to leave immediately after school.

- Grades 1-6 and All Day Kindergarten 8:35-2:45/8:35-1:15 (W)
- AM Kindergarten 8:35-11:15/8:35-10:35 (W)
- PM Kindergarten Not Offered for 2020-21
- Front Office 8:00-3:00
- Breakfast- Free for all students (served in class) 8:20-8:35
## Murray City School District
### 2020 – 2021 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 7</td>
<td>Teachers Begin</td>
</tr>
<tr>
<td>Aug. 17</td>
<td>First Day of School, Grades 1-12 (All Schools)</td>
</tr>
<tr>
<td>Aug. 17-28</td>
<td>Early School Dismissal (Half Days)</td>
</tr>
<tr>
<td>Sep. 7</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Sep. 8</td>
<td>First Day of School Kindergarten</td>
</tr>
<tr>
<td>Sep. 22-23</td>
<td>Junior High Parent/Teacher Conference</td>
</tr>
<tr>
<td>Sep. 23-24</td>
<td>High School Parent/Teacher Conference</td>
</tr>
<tr>
<td>Sep. 25</td>
<td>Secondary Teacher Compensatory Day</td>
</tr>
<tr>
<td>Sep. 25</td>
<td>Elementary Non-Contract Day</td>
</tr>
<tr>
<td>Sep. 30-Oct. 1</td>
<td>Elementary Parent Teacher Conference</td>
</tr>
<tr>
<td>Oct. 2</td>
<td>Elementary Teacher Compensatory Day</td>
</tr>
<tr>
<td>Oct. 2</td>
<td>Secondary Non-Contract Day</td>
</tr>
<tr>
<td>Oct. 15-16</td>
<td>Fall Recess</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>Early School Dismissal for PD Day (Half Day)</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Teacher Work Day</td>
</tr>
<tr>
<td>Nov. 20</td>
<td>Early School Dismissal for PD Day (Half Day)</td>
</tr>
<tr>
<td>Nov. 25-27</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>Dec. 21-Jan. 1</td>
<td>Winter Break (Dec. 18 last day of school</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Teacher Work Day</td>
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<tr>
<td>Jan. 18</td>
<td>Dr. Martin Luther King, Jr. Holiday</td>
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<tr>
<td>Jan. 22</td>
<td>Early School Dismissal for PD Day (Half Day)</td>
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<tr>
<td>Feb. 15</td>
<td>Washington &amp; Lincoln Holiday</td>
</tr>
<tr>
<td>Feb. 16-17</td>
<td>High School Parent/Teacher Conference</td>
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<tr>
<td>Feb. 17-18</td>
<td>Jr. High Parent/Teacher Conference</td>
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<tr>
<td>Feb. 19</td>
<td>Secondary Teacher Compensatory Day</td>
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<tr>
<td>Feb. 19</td>
<td>Elementary Non-Contract Day</td>
</tr>
<tr>
<td>Feb. 24-25</td>
<td>Elementary Parent/Teacher Conference</td>
</tr>
<tr>
<td>Feb. 26</td>
<td>Elementary Teacher Compensatory Day</td>
</tr>
<tr>
<td>Feb. 26</td>
<td>Secondary Non-Contract Day</td>
</tr>
<tr>
<td>Mar. 26</td>
<td>Teacher Work Day*</td>
</tr>
<tr>
<td>Mar. 29-Apr. 2</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 31</td>
<td>Memorial Day Holiday</td>
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<tr>
<td>June 3</td>
<td>Last Day of School</td>
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</tbody>
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### Dates Students NOT in School

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug. 17-28</td>
<td>(Half Days)**</td>
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<tr>
<td>Sep. 7, 2020</td>
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<tr>
<td>Sep. 25, 2020</td>
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<tr>
<td>Oct. 2, 2020</td>
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<tr>
<td>Oct. 15-16, 2020</td>
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<tr>
<td>Oct. 22, 2020</td>
<td>(Half Day)</td>
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<td>Oct. 23, 2020</td>
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<tr>
<td>Nov. 20, 2020</td>
<td>(Half Day)</td>
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<tr>
<td>Nov. 25-27, 2020</td>
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<tr>
<td>Dec. 21, 2020 – Jan. 1, 2021</td>
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<tr>
<td>Jan. 15, 2021</td>
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<tr>
<td>Jan. 18, 2021</td>
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<tr>
<td>Jan. 22, 2021</td>
<td>(Half Day)</td>
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<tr>
<td>Feb. 15, 2021</td>
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<tr>
<td>Feb. 19, 2021</td>
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<tr>
<td>Feb. 26, 2021</td>
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<tr>
<td>Mar. 26, 2021</td>
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<tr>
<td>Mar. 29 – Apr. 2, 2021</td>
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<tr>
<td>May 31, 2021</td>
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### Endings of Terms

- 1st Term, Oct. 22, 2020 (45 days)
- 2nd Term, Jan. 14, 2020 (46 days)
- 3rd Term, Mar. 25, 2021 (46 days)
- 4th Term, Jun. 3, 2021 (43 days)

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*Teacher Work Day on March 26 will be used as a school makeup day necessary.

**The school year will begin with half days (early dismissal) to prepare teachers for blended learning and training.

The Murray Board of Education reserves the right to alter or amend this calendar as may be necessitated by unforeseen events.
BE INVOLVED AT LIBERTY

Parents/guardians are encouraged to become involved at Liberty. It is through the efforts of parents/guardians that the educational program at Liberty is greatly enriched.

VISITORS AND VOLUNTEERS

Visitors and volunteers can make positive contributions to the school and classroom and often enhance the learning experience for students. We welcome visitors and volunteers however, to ensure a positive experience for parents, students, and teachers we ask that you adhere to the following guidelines:

▪ Due to COVID-19, visitors and volunteers will not be allowed at the beginning of the year. Please help your child’s teacher at home. They still have many things to do and are learning how to navigate the hybrid world.
▪ To maintain the safety of the students and staff ALL visitors and volunteers must sign in at the office prior to visiting anyone at the school. Visitors and volunteers will be given an ID badge that must be worn while in the building.
▪ Plan with the teacher best times for volunteer help so they can plan how to best utilize the valuable volunteer time.
▪ When volunteering in the classroom, avoid bringing items or small children that may be a distraction to the learning environment.

ROOM REPRESENTATIVE

Each class needs a room representative. Please talk to your child’s teacher or a PTA representative if you are interested. It is a great way to get to know the community, your child’s teacher, and to be involved with your child’s education. As a room representative, you will coordinate help from other parents in your child’s classroom.

LIBERTY PTA

All parents, guardians, and grandparents are encouraged to join the Liberty PTA. Your membership pledge isn’t a commitment to serve on the PTA Board, work on a committee, or even volunteer in the classroom. It’s a commitment to effective partnership in your child’s education.

SCHOOL COMMUNITY COUNCIL

The School Community Council consists of elected parents/guardians of students who attend the school, elected school employees, and the school principal. All parents/guardians of students attending Liberty are encouraged to participate. The council meets to discuss school policies, student achievement, School Improvement Plan, and Lands Trust Plan. If you would like to participate please contact the main office.

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NUTRITION AND HEALTH

Liberty promotes healthy lifestyles through physical education, good nutrition, and health education. We encourage children to eat a good breakfast and lunch that includes a protein, grain, milk, and fruit, and to engage in activities at school that provide movement and exercise.

MEDICATION

Utah law (53A-11-01) requires that schools can only administer prescription and non-prescription medications under the following guidelines:

- The student’s parent or legal guardian provides a current written and signed request that medication be administered to the student during regular school hours, and
- The request for Giving Medication at School form be filled out and signed by the child’s physician. This pertains to non-prescription as well as prescription drugs.

The parent request and prescriber’s statement must be resubmitted at the beginning of each school year and as medication is prescribed or changed. If you have any questions or concerns, please contact the main office.

SCHOOL LUNCH AND BREAKFAST PROGRAM

Students may bring their own lunch from home, or choose one of multiple menu options at school. Menus will be available online from the school website or outside the front office.

Breakfast is served each morning at no charge for EVERY student. This is a new opportunity for our students. This is an excellent option for families, and assures that children are well fed and ready for the day. Students will be allowed to enter the front doors at 8:20 each morning to pick out their breakfast entrées.

BIRTHDAY AND PARTY SNACKS

Candy, cookies, cupcakes, and other treats are welcome only for celebrating special occasions. All food items must be store bought or prepared by a professional who has a current Food Handler's Permit.

Please let your teacher know beforehand if you are planning to bring in a special treat. They will be able to notify you of food allergies to take into consideration.
PAYSchools – Student Meal Payment

Pay for School Lunch & Breakfast Online With PaySchools!

Murray School District is pleased to bring you the online convenience of our payment processing system, PaySchools. This program allows you to make meal payments online via e-check or credit card at your convenience.

YOU WILL NEED TO HAVE YOUR STUDENT'S SCHOOL IDENTIFICATION NUMBER (student's lunch number) TO ACCESS.

Please follow the instructions below to start paying for your student's lunches online.

1. Access the online payment processing system as follows: go to www.liberty.murrayschools.org and click on Online Payment Lunch Link from the Lunch Times and Lunch Menu page under the Parent Resources Tab, then select "Pay for Lunch Online" from the drop menu. (You may want to add this website link to your Favorites for returning visits.)
2. Select "Murray School District School Meals"
3. Select "Add to Cart" next to the name of the school the student attends (Liberty Elementary).
4. Enter the amount you are paying. If paying for multiple students, only enter the amount for the first student at this time.
5. Select "Set payment amount"
6. If this is the only student you are paying for select "checkout". If you need to make a payment for another student, select "Click here to add more items"
7. Once you have added amounts for each student you are paying for select "Checkout"
8. You then will be asked to enter your email address and password. If you have already registered with PaySchools, enter this information and select "login". If this is your first time using PaySchools, select "click here to register". Enter the information on the registration screen.

Note: When entering a student you must fill in the student ID to ensure the payment is applied to the correct student. The ID number is the same as your student currently uses when getting his/her lunch at school.

9. PaySchools will then ask you to allocate each payment to a specific student. Use the dropdown menu to select where each payment should be credited. If the student you want to pay for is not showing, you can add them on this same page by entering the student name and student ID and clicking on "Add new student".
10. Once you have selected a student for each payment amount, click on "Assign items"
11. A summary of your order will be provided with a choice of how you would like to pay. You may pay with an electronic check by filling out the routing number, account number and selecting "Pay now by E-Check". If you would like to use a credit/debit card select "Click here to pay by credit card".
12. After the payment is received you will receive an email confirmation. The payment will be credited to your student(s) accounts the next business day. PaySchools uses "Secure Sockets layer" (SSL) software, requires passwords throughout the program, and does not store personal bank or credit card information to ensure privacy and security for users.

Just a few things to keep in mind:
* Easy and convenient online access to pay for school meals 24 hours, 7 days a week.
* **THERE IS A ONE (1) DAY DELAY IN PROCESSING.**
* Ability to view account history of purchases
* There is a $1.50 user fee per transaction.

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FREE AND REDUCED MEAL BENEFIT INFORMATION

Meal benefit applications are distributed in enrollment packs and must be completed every year that your child is attending our school district and needs free and reduced meal benefits.

Only one application needs to be filled out per family.

Students who received benefits the prior school year are given carry over benefits for the first 30 days of school to avoid a lapse in benefits. Many families neglect to complete a new application at the beginning of each year when their child has previously received free or reduced price meals. These benefits are temporary and must be reapplied for each year. Please complete the application and return with your other back to school forms.

Approval for benefits is not immediate. Meal benefit applications are processed in the order they were received and may take up to 10 days to process at the beginning of the school year. No application will be effective the same day as processed. All applications will be effective the following day. Parents should wait for a letter by mail to confirm that the application has been processed. Parents are responsible to send a meal from home or pay full price for meals until the application process is complete.

Students transferring from another district with pre-existing benefits need to fill out another application. School districts do not have the capability to share this confidential information.

All children in households receiving benefits from Utah Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR), or Utah Family Employment Program (FEP) can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility guidelines.

Families accepted for meal benefits are approved for the school year. Notification of changes in the household is not necessary, although additional applications may be filled out at any time if benefits may change in your favor, i.e. reduced price to free – or full pay to reduced price, or free.

STUDENT CONDUCT

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

School-wide Positive Behavior Interventions and Supports (SWPBIS) is an approach to teaching and supporting positive behaviors. This school-wide approach focuses on building a safe and positive environment in which ALL students can learn.

Often school discipline focuses mainly on reacting to specific student misbehavior by using punishment based strategies. Introducing, modeling, and reinforcing positive social behavior have been found to be more effective than punishment based discipline plans.

The following procedures and expectations have been set school-wide for all students to follow.

Liberty Elementary

Where students reach their greatest potential.
# LIBERTY ELEMENTARY SCHOOLWIDE SOCIAL BEHAVIOR MATRIX

<table>
<thead>
<tr>
<th></th>
<th>Be Safe</th>
<th>Be Respectful</th>
<th>Be Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School-Wide</strong></td>
<td>Keep hands, feet and all other objects to yourself</td>
<td>Be kind in word and action</td>
<td>Follow directions the first time given</td>
</tr>
<tr>
<td><strong>Hallway</strong></td>
<td>Keep hands to yourself</td>
<td>Walk quietly</td>
<td>Be where you belong</td>
</tr>
<tr>
<td></td>
<td>Walk on the right side</td>
<td></td>
<td>Stay in a straight line</td>
</tr>
<tr>
<td><strong>Cafeteria</strong></td>
<td>Always walk</td>
<td>Use inside voice</td>
<td>Clean up after yourself</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stay in line</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Face forward</td>
<td></td>
</tr>
<tr>
<td><strong>Bathroom</strong></td>
<td>Always walk</td>
<td>Stay quiet</td>
<td>Flush toilet paper when finished</td>
</tr>
<tr>
<td></td>
<td>Wash your hands with soap and water</td>
<td>Give others privacy</td>
<td></td>
</tr>
<tr>
<td><strong>Playground</strong></td>
<td>Use equipment appropriately</td>
<td>Play fairly</td>
<td>Line up quickly and quietly when the bell rings</td>
</tr>
<tr>
<td></td>
<td>Stay in approved areas</td>
<td>Include others</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use kind words and actions</td>
<td></td>
</tr>
<tr>
<td><strong>Assembly</strong></td>
<td>Walk in a straight line</td>
<td>Listen to the speaker</td>
<td>Watch and listen for directions</td>
</tr>
<tr>
<td></td>
<td>Stay with your teacher</td>
<td>Participate when asked</td>
<td></td>
</tr>
</tbody>
</table>
RALLIES

Every Friday morning right after breakfast we will hold a school-wide rally. These rallies are to celebrate students and recognize student growth. We will be posting these rallies on ParentSquare for parents to view. These rallies usually last no more than 15 minutes.

SAFE AND ORDERLY SCHOOLS - MURRAY CITY SCHOOL DISTRICT POLICY PS 416

This policy is enacted to create a safe and orderly school for students, staff and patrons at school and school sponsored activities. This policy provides guidance for the appropriate handling of any situation that: (1) could place students, staff, or patrons, at risk of harm or in imminent danger and (2) will foster a positive, orderly learning environment. Student acts of disobedience, defiance, violence or criminal behavior such as: physical assault; possession, display, or use of a weapon or facsimile; threats against life or property; gang activity that places any person at risk or harm or in imminent danger; distribution, possession, or use of controlled substances; or any other act that creates a hostile environment or requires a law enforcement investigation are prohibited in all Murray City School District schools. These acts are prohibited on school grounds, to and from school, at school-sanctioned activities (including summer, weekend, and after school hours activities), or when students are being transported in vehicles dispatched by the district.

BICYCLE, SCOOTER, AND SKATEBOARD SAFETY

Student may ride bikes, scooters, and skateboards to school; however, the school is not responsible for lost or stolen items. Students should dismount and walk once on school grounds.

A fenced bike rack is provided for students and will be locked during school hours. It is also strongly encouraged that students lock their personal items to the rack.

SAFE ARRIVAL

Because there is limited supervision before school, please do not send or drop off your child early. Students should walk only on sidewalks and cross streets only at designated crosswalks. For more information about Safe Arrival, please refer to the Liberty Elementary Safe Walking Route located in the back of the handbook.
ATTENDANCE AND TARDINESS - MURRAY CITY SCHOOL DISTRICT BOARD POLICY PS 401

Regular attendance at school increases the opportunities for students to benefit from their educational programs. Utah Compulsory Attendance Law directs parents to require their children between the ages of six and eighteen years to attend school. Frequent absences of students from daily classroom experiences disrupt the instructional process.

Special circumstances specified in the law allow the Board to grant parental requests for a child to permanently withdraw from school and therefore not graduate. This request must be made through the school principal and the Director of Student Services.

DAILY ATTENDANCE

Regular attendance is expected of all students and is a necessary factor in achieving success. Work missed can never be made up in a completely satisfactory manner because the value of class activities is missed forever. Due to COVID-19 this year special circumstances will be made. Please see the revised attendance policy. Absences may be excused for illness, medical appointments, family emergencies, death of a family member or close friend (Utah State Board of Education Rule R277-607-1). Other reasons for an excused absence must be pre-excused by the school principal.

All other absences will be marked as unexcused and will impact student citizenship grades. (Not in effect for 2020-2021)

We recommend that medical and dental appointments are made prior to or after school. However, we recognize that some circumstances do not make this possible.

EXCESSIVE ABSENCES

Excessive absence from school is defined as five or more unexcused absences and seven or more excused absences. Absences do not need to be consecutive for them to be deemed excessive.

Following 5 unexcused absences parents will be notified by the school to discuss the importance of attendance and to provide support to increase student attendance. A Compulsory Education Violation Notification will also be mailed to the home.

Following 7 excused absences parents will receive Notice Requiring a Medical Doctor’s Note to Excuse School Absence.

Following 10 unexcused absences parents will work with school personnel and the student to develop and intervention plan to increase student attendance. The second Compulsory Education Violation Notification will also be mailed to the home.

Following 15 unexcused absences parents will receive a Compulsory Education Pre-Court Violation Notification. The student and parents shall be required to attend the pre-court hearing date and time noted on the violation notification letter.

If interventions and support do not improve student attendance parents will receive a final Compulsory Education Habitual Absenteeism Violation Notification notifying parents that their student is habitually truant and they are being referred to the District Attorney’s Office.

Please communicate with the school this upcoming year regarding your child’s attendance.

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CALL-IN PROCEDURES FOR ABSENCES

Parents are requested to call or email the school by 9:15 AM on each day a student is absent from school. Please call or email the attendance secretary, melson@murrayschools.org to notify her of the absence. Please make sure you notify her of the reason your child is missing school.

In the event that phone contact was not made by home or school, parents are requested to send a signed and dated note on the day the child returns to school explaining the reason for the absence.

TARDINESS

Promptness is crucial to a smooth start of each school day. When students are tardy it is not only disruptive to that student but also to the teachers' instruction and the other students' learning time. It can also be discouraging to the student who arrives late. They are behind in instruction and need to make up for lost time. In addition, unexcused tardiness will impact student citizenship grades and result in additional consequences at school.

Tardiness may only be excused in the office by a medical note. Sleeping in late, couldn't get the child to leave for school, etc. are not valid excuses for tardiness.

CHECKING OUT OF SCHOOL

Students leaving prior to the end of the school day must be signed out at the office by an authorized individual. Students may only be checked out to parents and emergency contacts. Siblings, unless listed as an emergency contact, will not be permitted to check out students.

Once the student is signed out, the office will call the student to the office.
STUDENT DRESS AND GROOMING - MURRAY CITY SCHOOL DISTRICT BOARD POLICY PS 426

Dress should never interfere with the learning environment of a school, be overly distracting, suggestive, revealing, or prove hazardous to the student's safety or the safety of others and should be age appropriate. The following is the Student Dress Code for the Murray City School District:

1. Clothing will not denigrate others on the basis of race, color, religion, creed, national origin, gender, age, sexual orientation or disability.

2. Clothing, jewelry, accessories, or mode of appearance that denotes affiliation in any gang or violent group is prohibited.

3. Clothing, jewelry, or accessories that advertise or advocate drugs, alcohol, or tobacco/nicotine are prohibited. Clothing, jewelry or accessories that pose a risk to self or others are not allowed.

4. Clothing with obscene or suggestive images and/or messages is prohibited.

5. Clothing shall cover undergarments, midriff, back, shoulders and cleavage at all times. Any cuts/holes in clothing may not expose these or other revealing areas. Pants sagging below the hips are prohibited. Sleeveless garments may be worn but must extend to the end of the shoulders and fit closely under the arms.

6. Short shorts, short skirts, and short dresses are prohibited. When seated, the length of shorts, skirt, or dress must be closer to the knee than the hip.

7. Any clothing item that obscures the identification of a student or poses a hazard is prohibited. While clothing such as hoodies, shirts/sweatshirts or coats may be worn, the hood portion may not be pulled up over or worn on the head in the building.

8. Hats, visors, and bandanas shall not be worn in the building except for medical or religious purposes.

9. Shoes must be worn during school at all times. Due to various daily physical activities, flip flops, bedroom slippers, or any footwear that may cause injury are prohibited in elementary schools.

CONSEQUENCES FOR VIOLATING THE DRESS CODE

When dress becomes disruptive to the educational process, appropriate action will be taken. A student may be counseled, asked to remove an article of clothing, change into suitable attire, or return home to change (with parental approval). Repeat offenders will be subject to a parent conference and/or suspension.

All students will be required to wear a face mask, shield or buff for the 2020-2021 school year.

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**ADDITIONAL SCHOOL PROCEDURES AND EXPECTATIONS**

*In alphabetical order*

**CELL PHONES, SMART WATCHES AND OTHER VALUABLE PROPERTY**
Possession of a cell phone is a privilege that may be forfeited by any student that uses the phone or watch inappropriately. The school and District will not be responsible for preventing theft, loss of or damage to cell phones or watches brought to school. Cell phones or watches may not be used during classroom time, lunch, recesses, instructional activities or field trips. Phones must remain off during these times and stored in a backpack. In addition, if the phone becomes a distraction it will be taken away for the day (like all items causing distractions) and given back to the student at the end of the day.

If parents permit their student to bring their cellular phone/watches to school the following procedures must be followed.

- Phones/watches must be off or on silent during the school day.
- Phones/watches may only be used before and after school outside the building.

**ELECTRONIC DEVICES**
Electronic devices are prohibited at school. Students and parents must assume the risk if a student brings an electronic device to school. The school will not be responsible for lost or stolen electronic device. Any use of an electronic device that exploits personal information, disrupts the educational process, invades personal privacy or compromises the integrity of educational programs is strictly prohibited. Students violating these guidelines will be disciplined.

**PARKING LOT LOADING/UNLOADING SAFETY**
Adults are setting lifelong examples for the children at Liberty Elementary. Sometimes we tend to take risks that could endanger our kids, especially if we are running behind schedule. Because so many of our students are picked up after school, please allow for plenty of time to wait patiently in the drop off lane until your vehicle is safely stopped in the drop off zone. For the safety and wellbeing of all students, families and students are to adhere to the Liberty Elementary Parking Lot and Loading/Unloading Procedures located in the back of the handbook. A video will also be available after Back to School night demonstrating proper drop-off and pick-up procedures.

**LOST AND FOUND**
Label all items with student name and grade to prevent the loss of items. Items without a label will be placed in the lost and found bin located near the library. Small and valuable items lost will be placed in the front office to be claimed by the owner. At the end of each semester items not claimed will be taken to Goodwill.

*Liberty Elementary*
EMERGENCY PREPAREDNESS

EMERGENCY CONTACTS AND CONTACT INFORMATION
It is very important that teachers and staff have your current home, cell, and/or work phone numbers and at least two alternative emergency phone numbers of family, friends or neighbors who will take responsibility for your child if we cannot reach you.

Students will only be released to parents and emergency contacts. Please update information including phone numbers and address as they change. In the event of an emergency, updated information is critical.

EMERGENCY PROCEDURES
Liberty Elementary and Murray City School District has developed a comprehensive Emergency Plan that outlines procedures for handling emergency situations should they arise. If you are interested in additional information regarding emergency plans, please contact the school principal. Our reunification location will be in front of the Heritage Center/Grant Park located at 10 E. 6150 S.

SEVERE WEATHER
In the event of inclement/severe weather, the decision to close school will be announced through radio and television. The district calling system will also begin notifying families as soon as possible.

Recess "in-days" will be determined by the school principal or designee based on weather conditions and air quality.

Student dress should always reflect the weather conditions. If appropriate attire cannot be attained by the family, please speak with the school principal or social worker for help. Students not dressed for the weather conditions may not be allowed to go outside for recess or other outdoor activities.

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PARKING LOT LOADING/UNLOADING PROCEDURES

Parkside has a variety of transportation needs. Students arrive and leave school using multiple walking routes, buses, and private transportation. To ensure the safety of ALL students we ask that you adhere to the following pick-up and drop-off procedures:

- Drop off and pick up students only in the designated lot.
- Use the Student Loading and Unloading Zone only as a pick-up and drop-off location. Cars in this area should never be left unattended.
- Avoid entering or exiting the Day Care/Bus Zone during high traffic times of the day (see listed times).
- Drive SLOWLY and always watch for children.

Liberty Elementary Student Drop-Off/Pick Up Map

Please do not use the front of the school for student drop-off or pick-up between:
8:20-8:30
2:45-2:55

We also suggest a few other options to help with the traffic right before and after school:
- Drop off your child between 8:15 and 8:30 or pick-up between 3:25 and 3:35
- Use a side street as a meeting location. Some nearby locations are:
  - 6020 South, 6025 South, Cedar Street, Clay Street or Clear Street
- There are also some nearby empty parking lots you can use as a meeting location:
  - Heritage Center (6100 South), Early Childhood Center (Valley Dr.), or the LDS Church (Clay Park Dr.)
SAFE WALKING ROUTES

SCHOOL ACCESS

- The school map (below) identifies the safest general routes. The map may also be viewed online at https://www.snapforschools.com/map/school-maps/mWhqNuE5RkWqfhLno9O-nA
- Students should use sidewalks whenever they are available. If there are no sidewalks, students need to walk in a safe manner, facing oncoming traffic, as close to the edge of the road as possible.
- Students living north of 5900 S. are to cross with the help of the crossing guard at 5900 S. and Starlite Dr.
- Students living between South of Winchester should cross with the help of the crossing guard located at Winchester and approximately Blaine Street.
- Parents are encouraged to walk with their children for the first days of school to be sure that the selected route best meets their child’s needs.
- There are no crossing guards for AM kindergarten to walk home or PM kindergarten to walk to school.

CROSSING GUARD LOCATIONS

1. 5900 S. and Starlite Dr.  8:00-8:25 AM  3:15-3:35 PM
2. Winchester and Blaine St.  7:45-8:20 AM  3:15-3:45 PM
3. 6100 S. and 115 W.  8:10-8:30 AM  3:15-3:30 PM

DAY CARES THAT PICK UP AND DROP OFF AT LIBERTY ELEMENTARY

Murray Boys and Girls Club  801-284-4254
Aunt Loretta’s Day Care  801-262-8136
Kidz Academy  801-293-0941
Almost Home Playcare  801-262-7657
ABC Great Beginnings  801-747-1016

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