2026-2027
STUDENT HANDBOOK



LIBERTY PEAK ELEMENTARY SCHOOL

Liberty Peak Elementary School
250 Parkchester Drive, Spring Creek, Nevada 89815
Office (775) 753-3667 · Fax (775) 753-4604
Web Site: www.liberty.ecsdnv.net

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WELCOME

Dear Parents and Students,

On behalf of the faculty and staff at Liberty Peak Elementary, we would like to welcome you to another school year. We are glad that you are a part of our school community and look forward to all that we will accomplish together.

To help answer many of the questions students and parents often have concerning the activities, rules, and procedures for the successful operation of our school, we have prepared this handbook for your reference. Following these policies will help to create a school environment that is safe for students and conducive to learning.

Please take the time to review the contents of this handbook as a family and, once completed, sign and return the LPE Handbook Signature Page to your child's teacher. A hard copy of the handbook will be made available by request.

Working together, we can provide a positive, productive learning environment for all of our students. If you have any questions or concerns please call administration at 753-3667 or e-mail us directly at bsteense@ecsdnv.net or vjones@ecsdnv.net

Bobby Steensen, Principal
Veeda Jones, Vice Principal

LIBERTY PEAK ELEMENTARY: MISSION STATEMENT

To Empower students to own their own learning, by gaining the skills of making smart decisions, maximizing their potential, and treating others right, so they can go anywhere and be anything.

Grade Levels: Pre-K through 5th Grade
School Colors: Blue and Grey
Mascot: Big Horns

LIBERTY PEAK ELEMENTARY SCHOOL STAFF
2026-2027

Pre-K	**Room #**		**Kindergarten**	**Room #**
Sarah Kingston	121		Breanna Wagner	124
Marsha Santisteven	121		Deven Webb	123
Janelle McVey, Aide			Bridgette Wines	127
Vanessa Knotts			Lori Boeke	126
1st Grade	**Room #**		**2nd Grade**	**Room #**
Desiree Tilger	134		Michelle LaRocque	145
Michelle Munson	136		Marcie Kraintz	148
Keri Negrych	133		Marcy Bjoin	147
Amber Trigedga	132		Angela Mauck	146
3rd Grade	**Room #**		**4th Grade**	**Room #**
Ashlee Mason	167		Bethany Williams	221
Carrie Pollard	161		Taylor Eaton	219
Phaedra LaBonte	168		Alissa McGregor	222
Rebecca Walker	169		Jennifer Cooper	224
5th Grade	**Room #**		**Specials**	**Room #**
Sierra Webster	208		Mindy Larson, Music	Music
Zara Brenner	210		Shannon Porter	Gym
Vanessa Santos	211		Holly Whittle, Art	215
			Beverly Lousignont	Library
Resource / Instructional Support	**Room #**		**Office**	**Room #**
Jennifer Andersen	203		Bobby Steensen, Principal	Office
Emily Heller	158		Veeda Jo Jones, Vice Principal	Office
Maranna Berry	122			
Sarah Smith, Speech	142		Tayla Hadley, Counselor	131
Kelly Newby, OT	157		Shyra Smith, Secretary	Office
Juan Granillo, Psychologist	119		Kristin Menezes, Secretary	Office
Sean Cantrell, Aide			Meri Barton, Nurse	Office
Melissa Farmer, Aide				
ClairAnn Higley, Aide			**Maintenance**	
Kristen Patton, Aide			Wade Morgan, Building Sup.	173
Amanda Larrinaga, Aide			Adriana Arias, Custodian	
Jennifer Mort, Aide			Moramay Mardrigal, Custodian	
Miranda Melton, Aide			Dillon Cantrell, Custodian	
Lisa Cress, Aide			James West, Custodian	
Kitchen				
	Kitchen			Kitchen
	Kitchen			Kitchen

LIBERTY PEAK ELEMENTARY SCHOOL CALENDAR
2026-2027

August:

10-13--Teacher Work Days
17- First Day of School

September:

7—Labor Day (No School)

October:

15- End of 1st Nine Weeks
21-22- Parent/Teacher Conferences

November:

11--Veteran's Day (No School)
25-Early Out
26--Thanksgiving Holiday (No School)

December:
17- End of 2nd 9 weeks
17--Early Out
21- Jan 4 --Winter Break (No School)

January:

1--New Year's Day Observed
4-Teacher Work Day (No Students)
5--First Day back from Winter Break
18--Martin Luther King Holiday (No School)

February:

15--President's Day (No School)

March:

11--End of 3rd Nine Weeks
16-17-- Parent/Teacher Conferences
18--Early Out
22-15 -SPRING BREAK

April:

May:

27- Last Day of School

June:

1-3--Contingency Days



ATTENDANCE

START AND END TIMES

School begins at 8:15 a.m. School is dismissed at 4:00 p.m.

SCHEDULE

8:00	**Supervision begins on the playground**
8:15	**School Begins**
8:55-10:15	**AM Recess: Kindergarten & 1st Grade**
9:15-9:35	**AM Recess: 2nd Grade & 3rd Grade**
9:35-9:55	**AM Recess: 4th Grade**
10:00-10:20	**AM Recess: 5th Grade**
10:55-11:25	**Kindergarten & 1st Grade Lunch**
11:30-12:00	**2nd Grade & 3rd Grade Lunch**
12:05-12:35	**4th Grade & 5th Grade Lunch**
1:55-2:15	**PM Recess: Kindergarten & 1st Grade**
2:40-3:00	**PM Recess: 2nd Grade & 3rd Grade**
2:20-2:40	**PM Recess: 4th Grade & 5th Grade**
4:00	**School Dismissal**

For student safety and accountability, please do not drop off students prior to 8:00. Supervision does not begin until 8:00. Please be prompt in picking up your child/children at the dismissal times.

ATTENDANCE POLICY

Regular school attendance is very important and requires the efforts and cooperation of the students, the parents/guardians, and the school. The school's responsibility is to keep accurate records, inform parents/guardians of their child's attendance, encourage students to attend school on a regular basis and take action to ensure good attendance. The parent's responsibility is to ensure that their child/children is/are in attendance, on time, on a daily basis, without unnecessary absences.

To ensure all students receive a quality education, Elko County School District policy requires a minimum number of days (90% of days enrolled) that a student must be in attendance at the school they are enrolled in to be promoted to the next grade. (Please see Elko County School District Attendance policy-J.B.B.A for further information – Partially Listed in Appendix).

Excused absences are generally ones that involve parental permission for illness, family emergency, and other pre-approved absences. An excused absence will allow a student to make up missed work and will not result in truancy. Please see the following chart for attendance examples:

QUICK REFERENCE GUIDE

These are sample situations to assist parents in understanding the attendance policy.

Type of Absence	PARENTAL ACTION	Excused/Exempt Status
Child is sick.	Notify School	Excused but not Exempt without doctor or nurse verification.
Child is on a school sponsored trip.	None	Student is considered in attendance.
Child gets sick at school and is sent home.	Sign student out at office.	Excused and Exempt
Child is on family vacation while school is in session.	Absence needs to be pre-arranged.	Excused but not Exempt
Child is absent due to a serious illness or death of a relative.	Notify School	Excused and Exempt. This is a verifiable family emergency.
Child is absent due to an educational experience outside of school.	Absence needs to be pre-arranged.	Excused and Exempt. Principal needs to pre-approve the educational experience.
Child is ill and absent numerous days throughout the school year.	Notify school for each absence and ask doctor for a note if one was seen.	Excused and exempt with doctor or nurse verification.
Child is absent for unknown reason.	No note or call received from parent.	Unexcused absence and NOT Exempt.

ABSENCE REPORTING PROCEDURES

Parents need to contact the office – 753-3667 – if their child/children is unexpectedly going to be absent. If you do not contact the office by 10:30 a.m., the School Messenger system will call to inform you that your student is absent. When your child returns to school, you will need to send a written note explaining the absence. Please include the child's first and last name, their teacher's name, and date/dates of absence. **If an absence remains unexcused for 3 school days, after the student returns to school, they will be considered truant, per NRS392.210. (please see truancy section below)** If your child was seen by a physician, bring the school the doctor's excuse. A doctor's note will exempt the child's absence and will not count towards days missed in the attendance policy

Please notify the office by 10:30 if you are requesting homework. Homework can be picked up at the office after school. Students will be expected to make up missed work in a reasonable amount of time upon their return to school. Students have two days, per day absent, to make up work.

In instances where parents have advanced notice of a child's absence, parents will need to provide a written and signed note to the office. The intent for the pre-arranged absences is to encourage students to have all assigned work completed prior to their departure, if possible. If they do not turn in work before their absence, then students are allowed two days for every day they are absent to make up their work.

TRUANCY POLICY

(Please see Elko County School District Attendance policy-J.B.C. for further information – Partially Listed in Appendix).

Per Nevada Revised Statute (NRS 392.130), the parent or legal guardian or other person having control or charge of the pupil shall notify the teacher or principal of the school orally or in writing within 3 days after the pupil returns to school.

In all cases of truancy, a letter will be sent to parents or guardian of the student describing the incident and the consequences. Parents will be advised that further truancies may cause student to be labeled a habitual truant as defined in N.R.S. 392.140 and that upon the third truancy the district is required to report student and parents or guardian to the district attorney's office. The Elko County School District Resource Officers may be employed to ensure a truant student attends school.

Liberty Peak Elementary will adhere to the following procedure when the above conditions are not met and a student is deemed truant:
Truancy #1: Parents will receive a letter indicating that their child has been deemed truant. This may be mailed or delivered by a School Resource Officer.
Truancy #2: Parents will receive a letter indicating that their child has been deemed truant a second time. The letter will indicate that if the student is declared truant a third time they will be deemed a habitual truant and a citation will be issued. This may be mailed or delivered by a School Resource Officer.
Truancy #3: Parents will receive a letter indicating their child has been deemed a habitual truant, and a truancy citation will be issued. The Elko County Juvenile Detention Center will be sent a copy of the truancy citation and all three truancy letters. This may be mailed or delivered by a School Resource Officer.

Please be advised that NRS 392.210 states as follows: Any parent, guardian or other person who has control or charge of any child and to whom notice has been given of the child's truancy as provided in NRS 392.130 and 392.140, and who fails to prevent the child's subsequent truancy within that school year is guilty of a misdemeanor.

TARDY POLICY

If/When a child is tardy, please stop by the office to check in prior to proceeding to the classroom. For morning attendance, the first bell to line up with your class rings at 8:15 a.m. Students who arrive after the 8:25 a.m. bell are counted as tardy. Excessive student tardies will be dealt with in the following manner:

3 Tardies:	**Students and/or Parents receive a verbal notification from the office and/or teacher.**
5 Tardies:	**Tardy Notification Letter sent home from the office notifying parents of excessive tardies.**
10 Tardies:	**Notification Letter sent home from the office. Parent meeting with administration. Students may be assigned recess detention for every additional tardy incurred for the rest of the school year.**

LEAVING CAMPUS DURING THE DAY

Liberty Peak Elementary School operates on a closed campus concept. Students must stay on the school grounds from the time they arrive, until dismissed or picked up by the bus at the end of the school day. Students who ride the bus must not leave campus after arriving or before getting on the bus after school.

Parents or other authorized designee (emergency contact) must go to the office to sign out their student *before the school will release them to leave campus during school hours* for medical appointments or any other reason. Students will only be released to parents, or persons over the age of 18 who are listed as emergency contacts on Infinite Campus. For student safety, valid ID will be required to demonstrate proof of person. Students will only be called to the office upon parent/guardian arrival.

Students are involved in educational learning at all times during the school day. If at all possible, PLEASE DO NOT CHECK YOUR STUDENT OUT OF SCHOOL EARLIER THAN THE REGULAR DISMISSAL TIME, so to limit the amount of classroom interruptions throughout the day and to maximize their educational time.

PERFECT ATTENDANCE

Perfect attendance for each quarter and for the school year will be awarded for students with no absences (excused or exempt), no early check out, and no tardies.

AWARDS

At the end of each quarter, a student recognition assembly is held. During the assembly students receive a variety of certificates and awards. Parents, guardians, and family members are welcome to attend and celebrate with their child/children. A message will be left by your classroom teacher, if your child will be a recipient of the Student of the Quarter Award.

BEHAVIOR

Liberty Peak Elementary School strives to offer students a positive learning environment throughout all aspects of a school day. In order to facilitate this, it is necessary to establish certain expectations and regulations governing the actions of students on school grounds, in classrooms, in the lunchroom, and on school transportation.

If you are ever notified of a behavior concern involving your son or daughter, your immediate attention and cooperation will greatly aid in the solution of the problem. Most behavior/conduct issues that arise are able to be handled quickly and positively when parents, students, teachers, and administration work collaboratively to solve the problem.

Listed below are behavior expectations in a variety of school settings. Expectations include:

ASSEMBLY EXPECTATIONS

- Enter and leave the assembly quietly.
- Sit appropriately.
- Respect directions of all teachers and adults.
- Listen politely.
- Raise hand when asked a question; put hand down and listen when another student is called on.
- Clap when appropriate and at end of presentation.
- Keep hands/feet/objects to yourself.

CLASSROOM/SPECIALS EXPECTATIONS

- Study. Read. Participate. .
- Listen. Whisper when working in pairs or small groups. Return Materials.
- Push in chairs. Keep work area/desk clean.

BATHROOM AND WATER FOUNTAIN EXPECTATIONS

Drinking Fountains

- Stand behind the person drinking until that person has finished.
- Never crowd or push the person using the drinking fountain.

Bathrooms:

- Wash hands with soap and water.
- Respect Privacy. (Never run, shove, push, crowd others, touch others, or play while in the bathroom.)
- Use whisper voices
- Flush toilet.
- Properly throw away paper towels.

LUNCHROOM EXPECTATIONS

- Walk quietly to the lunchroom.
- Stand in line quietly. Keep hands/feet to yourself.
- Follow the directions of all teachers and adults.
- Use a quiet voice and good manners while eating lunch.
- Clean up your area.

SIDEWALK / HALLWAY EXPECTATIONS

- Walk and talk quietly or with voices off.
- Respect all teachers and adults.
- Keep hands/feet to yourself.
- Walk quietly on the right side.
- Respect students and school property.

PARKING LOT EXPECTATIONS

- Watch for cars.
- Listen for directions.
- Move safely.
- Pick up litter.

PLAYGROUND EXPECTATIONS

- Follow the directions of all teachers and adults.
- Keep a good attitude.
- Be Active.
- Play safe and use equipment properly. (Classroom teachers will teach and/or review with their class playground safety and the proper use of various playground equipment.)
- Include others and share.
- No trading or buying and selling of any toys or other personal property at school, on the school grounds, or on the bus (leave personal toys at home).

- No bouncing balls off the building walls.
- Return equipment to the proper place.
- Line up after the bell as instructed.

BIKE SAFETY

Students who ride bikes to school are to park them in the designated bike rack. All bikes should be locked. No bikes are to be ridden on school lawn, parking lots, or playground. For safety reasons, students must walk bikes while on school property. No motorized bikes or scooters are permitted on school grounds during the course of the school day. The district assumes no responsibility or liability for loss or damage to bicycles

BUS INFORMATION

Students must ride their assigned bus during the school year. District policy does not allow for a bus change due to extra-curricular activities (sports, visiting friends, etc.). Only changes made on a permanent basis or for family emergencies will be permitted. Please contact the office should a change in bus assignment become necessary (moving, new childcare location, etc.).

In an emergency situation involving the bus, parents may call the Transportation Department at **738-4360**.

BUS CONDUCT

For the safety of all passengers, the following rules must be followed:

1. Be under the direct supervision and authority of the bus driver.
2. Have written permission to leave the bus other than regular stops or at school.
3. Be in their assigned seats when the door closes and the bus begins motion.
4. Keep hands, feet, books, and other objects to yourself.
5. Refrain from swearing, rude gestures, and cruel teasing (verbal and nonverbal).
6. Follow bus driver's instructions.
7. Be at the bus stop at least five minutes, but not more than ten minutes prior to bus arrival time.

When a student is guilty of misconduct, the driver will complete and give the Bus Violation/Misconduct form to the school administrator. After disposition of the report, copies will be distributed to the student, parents, transportation department, and the driver.

Consequences for bus misconduct (these courses of action are considered the minimum):

First:	Driver gives verbal warning and driver may change seat assignment.
Second:	Driver changes seat assignment.
Third:	Issue first misconduct report. Parent conference or notification by principal.
Fourth:	Issue second misconduct report. Suspension from riding bus for 3-5 days assigned by principal. Parent conference to be held prior to reinstatement.
Fifth:	Issue third misconduct report. Suspension from riding bus for minimum of 8 days assigned by principal. Parent conference to be held prior to reinstatement.
Sixth:	Issue fourth misconduct report. Suspension from riding bus for a minimum of 30 days assigned by principal. Parent conference to be held prior to reinstatement.

Seventh: Issue fifth misconduct report. Suspension from bus for the balance of the year assigned by the principal. Parent conference and/or written notification.

The severity of any student action may result in permanent suspension from the privileges of bus transportation. Suspension from bus transportation does not excuse the student from school attendance as required by the Compulsory Education Laws of the State of Nevada, N.R.S. 392.140. (See ECSD District Policy JCCC)

Actions that may result in permanent suspensions include, but are not limited to:

1. Commits or threatens to commit physical harm to driver of passengers.
2. Damages or destroys school property.
3. Absolutely refuses to obey or follow directions.
4. Engages in any activity to distract the driver's attention from his/her duties.

BUS STOP SAFETY

Children are expected to behave in a safe and orderly manner while at a bus stop before and after school. Parents are asked to instruct their children to act in an appropriate behavior while at the bus stop (i.e. no rock throwing, handling other students' property, running or playing in the street, etc.) Problems which begin at the bus stop may continue on the bus or at school. Disciplinary action may result from misbehavior at bus stops.

BULLYING/HARASSMENT

It is the policy and goal of the Elko County School District to provide a safe and respectful learning environment for all students and staff. No member of the Board of Trustees of the school district, nor employee of the Board of Trustees, including, without limitation, an administrator, principal, teacher or other staff member, nor any student of the school district shall engage in any conduct on or off school property which results in "bullying", "cyber-bullying", "harassment" or "intimidation" of any student on school property, at an activity sponsored by a school or on any school bus. If any such activity is suspected contact your child's teacher, or school administrator.

*The Elko County School District Discipline Policy Matrix will be used in determining consequences as necessary.

CELL PHONES/ELECTRONIC DEVICES

Cell phones/Electronic Devices are allowed on the Liberty Peak Elementary campus however, students may only use their cell phone **before or after school hours** to check for updates to ride schedules. Cell phones/electronic devices must be **turned off during school hours (8:00-4:00)** and stored safely in their backpacks upon arrival to school. **Students are not allowed to call/text parents during the day.**

If a cell phone/electronic device rings or is being used during class time, in the hallway, or at lunch/recess the phone may be confiscated. If a student's phone/electronic device is sent to the office, parents will need to come in and pick it up from the front office. The phone in the office is available for students to call in case of an emergency. If for some reason a student needs to make a call/text on his or her cell phone/ electronic device during the school day the student must go to the Administration Office and receive approval from an

Administrator to use the phone/ electronic device. Please see the ECSD policy regarding expectations, use of, and consequences for electronic devices for additional information.

*Admin may ask students to assist with cell phone calls in the event of an emergency.

CHANGES IN CONTACT INFORMATION

Please notify the office as soon as possible of any changes in addresses, home phone numbers, emergency contacts, employment changes, etc.

CHEATING

Cheating can occur both at school and at home. We encourage the parents to help us monitor cheating. Instances of cheating will be handled by classroom teachers unless intervention by the administration is deemed necessary. Measures considered to be appropriate follow-up to a cheating incident could include the following: failing grade, classroom detention, and/or referral to the office.

CLOSING OF SCHOOL

The announcement will be made over local radio stations and on the ECSD Web page. If school needs to close during school hours or if it is a situation where time allows, a **School Messenger** telephone/text message will be sent to all parents.

CONFERENCES

Informal conferences between teacher and parents are encouraged and welcomed. Please make arrangements for these meetings in advance when possible. Please refrain from interrupting teachers during instructional time. Usually teachers can be found before/after school and during their prep time. Many teachers can be easily contacted through email. Teachers will let you know at the beginning of the school year their preferred way of communication. Communication between parent and teacher is extremely important. Parent/family communication is encouraged and expected at Liberty Peak Elementary.

COUNSELOR

The school counselor provides a variety of services to Liberty Peak Elementary students. Students are able to request appointments. Teachers and administrators often refer students to visit with a counselor. Many problems are resolved when students are able to visit with a counselor.

DISCIPLINE

The majority of students and parents want and expect an instructional environment which is conducive to a positive educational atmosphere. Most students accept their responsibilities as demonstrated by their positive conduct and everyday interaction with other students, faculty, and staff.

All Liberty Peak Elementary students are expected to be in their classroom and receiving instruction. Students are encouraged to be respectful in all situations in order for them and their classmates to have the most positive experience possible academically and socially. Discipline begins in the classroom, however, failure of students to abide by proper levels of respectfulness and/or breaking school or classroom rules and procedures may lead to a referral and disciplinary consequences from administration. When a student receives a discipline referral, one or more of the following may occur:

1. Conference with student
2. Refer to counselor
3. Parental contact
4. Detention(s)
5. In or out-of-school suspension

*The Elko County School District Discipline Policy Matrix will be used in determining consequences.

DISMISSAL

Students are not to remain at school after dismissal unless they are part of a school activity by a teacher. Pupils staying at school after dismissal for a school activity are to be with their adult supervisor. Students waiting for rides after school for tutoring, meetings, etc. are to remain in front of the building near the doorway. If weather permits students are to wait in front of the building for their ride home.

Students who remain after dismissal to engage in PAL or AYSO practices or any other non-school related activities do so at their own risk. The school district assumes no responsibility for them.

DISTRICT AND SCHOOL INFORMATION SOURCES

Important news and information will be shared with Liberty Peak Elementary students and parents in a variety of ways:

WEBSITES

The district's site offers information about Elko County School District, including school closings and delays, school registration, Board of Education meeting agendas and minutes, district news, curriculum guides and more. The site's address is: http://www.ecsdnv.net/

Liberty Peak Elementary School's Web site also offers current information on events, counseling information, schedules, assemblies, student projects, etc. Please visit: https://liberty.ecsdnv.net/.

FLYERS

Information is often sent home with flyers distributed to students. Please ask your child or check their backpack to see if they have brought home a flyer regarding important information from school.

FACEBOOK

Liberty Peak has a FaceBook page to help get information out. Please join us on this.

SCHOOLWIDE CLASS DOJO

We will be working to streamline our schoolwide communications, and using one program schoolwide. Teachers will be using ClassDojo to help communicate with families, as will the main office, for Liberty Peak events. Please go to the following link to register your student to the school. Teachers will have information for their classes.

https://www.classdojo.com/invite/?s=5d40b402928e782ce7473e99

ConnectED

ConnectEd is an automated phone system used to inform parents of important information such as school closures, tests, project due dates, PTA meetings, yearbook sales, fund raising, etc. Please keep your contact information up-to-date in the office.

ANNOUNCEMENTS

Announcements are made over the intercom at the beginning and end of the school day. Please make sure you listen to the announcements for information and anything that may be specific to you. Students are called to the office during those times for messages, gifts, flowers, school items parents dropped off, etc. Please keep communications between parent and student at the end of the day to an emergency basis only.

DRESS AND GROOMING

The responsibility for the appearance of the students of the Elko County School District rests with the parents and the students themselves. The purpose of this policy is to insure an environment that is clean and healthy, prevents disruptions and minimizes safety hazards in the Elko County Public Schools. Therefore, student dress and grooming rules will be left to the discretion of the building principal. When in his opinion the students' dress and/or grooming become obscene, filthy, unhealthy, or a distraction to the educational process, it may be necessary to have the student change attire, contact a parent/guardian for a conference, or suspend the student from school until such time that adjustments in dress have been made.

DRESS CODE

The following are some general outlines as to student dress. Dress code rules are not limited to the following:

- No hats, caps, or handkerchiefs are to be worn in the building except on school sponsored spirit themed days or for religious/medical purposes.
- Footwear must be worn at all times and must offer sanitary and safety protection. Flip flops are not appropriate for recess or PE and therefore discouraged to be worn at school. Students are asked to wear sandals with a back strap for safety reasons.

Our main concern with the dress code is for your child's safety and well-being. Nevada weather can change very quickly. We ask you to help prepare your child for temperature, snow, wind, and rain by having them wear layers of clothes and also sending them with a coat, hat, gloves, and boots. Students go outside unless the weather conditions are too severe.

DROP OFF/PICK UP

When dropping off/picking up students in the front of the school please use the designated pull through lanes. Please do not leave your car to enter the building or to pick up your child as this creates an unsafe parking lot environment. If you need to come into the school please park your car in a designated parking space. Please remind your child to seek out a school crossing guard before walking through the parking lot.

EDUCATIONAL RECORDS

According to the Family Educational Rights and Privacy Act (FERPA), parents have rights to inspect and review their child's educational records. Copies must be provided if a parent is otherwise not able to inspect the records (reasonable fees may be charged for copies). Schools must comply within reasonable time but not later than 45 days after the request is made. The principal, or designee, will notify the parent of the time and place where records may be inspected.

FALSE ALARMS

Any student found to have deliberately caused a false alarm, including a false 911 call, will be referred to local police. School discipline including suspension and expulsion will be applicable.

FIELD TRIPS

Permission slips for field trips will be sent home for each trip. Teachers will notify parents of details of field trips in advance.

HEALTH OFFICE INFORMATION

GENERAL INFORMATION

The Health Office is available for students referred for medical problems and emergencies. Band aids are available in teacher classrooms for minor injuries. Only students that are too ill or too injured to attend class will be sent to the Health Office. All students must have a pass signed by the teacher in order to go to the Health Office, except in cases of emergency.

The nurse will contact parents when deemed necessary. Only the school nurse will contact parents when a student should go home related to an illness or injury. Students are not permitted to contact their parents without approval from the front office.

MEDICATION

Any medication a student needs to take at school must have a doctor's note. No prescription or over-the-counter drugs are to be in the students' possession. When a child takes medication all year (i.e. allergy medication) a note from the doctor will be kept on file for the entire year. It is against Elko County School District policy to have any student transport medication of any kind to or from school.

A child will not be given any medication or aspirin at school without a signed medication clearance form on file. Please contact the school nurse if you have any questions or concerns.

ILLNESS

Students should be kept home from school if they are ill. Students are expected to attend recess and participate in specials activities. If a doctor states, in written form, that your child is well enough to attend school, is not in a condition to jeopardize the health of others, and is to remain indoors, we will do our best to accommodate this request.

Please do not send your child to school if experiencing any of the following symptoms:

- Fever/Chills
- Shortness of breath/Difficulty breathing
- Vomiting
- Diarrhea
- Fatigue or lack of appetite
- Productive coughing, sneezing
- Headache, body ache, earache
- Sore throat

Your child can return to school when:

- Free from a fever (measured temperature of 100.0 F or greater) without the use of medications for at least 24 hours
- symptoms have been improving for at least 24 hours
- Free from vomiting and/or diarrhea for 24 hours.

IMMUNIZATION RECORDS

Nevada State Law (NRS 392.443 and 394.196) requires that a child entering school has the minimum dosages or be currently taking the required immunization series. Copies of immunization records will be taken for school records. Immunization requirements are available from the school nurse and the school district website.

INFINITE CAMPUS

Infinite Campus is a district wide program used to keep parents informed of their child's academic progress. Infinite Campus allows parents to:

- View the student's grades.
- View assignments.
- View attendance.
- View contact information and request to have it updated.

Please contact your child's teacher for more information on your child's progress.

Please contact the front office if you do not have your username and password.

LOST AND FOUND

It is recommended that personal items are labeled with student names in order to minimize lost items. Misplaced clothing, backpacks, lunchboxes and other items will be turned into the Lost and Found where students can check for lost items. Items not claimed by the end of the school year are donated to a charitable organization. Phones, jewelry, money, and other high value items may be turned into and picked up in the office.

LUNCH PROGRAM

Liberty Peak Elementary has a hot breakfast and lunch program. The daily cost per student breakfast is $2.85 and per student lunch is $4.25. Adult/visitor breakfast cost is $3.35 and adult/visitor lunch cost is $4.85. This service begins the first day of school and continues through the last day of school.
Students are encouraged to pay weekly or monthly, but they may pay daily. You can now pay for school meals from your computer or smartphone at My School Bucks:
https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home

You can also find this website on our school web page. Notices will be sent home with the students who have delinquent balances in their lunch account. Free and reduced lunch applications are available at the front office. Please contact the front office with any questions regarding the lunch program.

NOTICE OF NONDISCRIMINATION ON THE BASIS OF SEX UNDER TITLE IX

Elko County School District ("the school district") does not discriminate on the basis of sex in the education program and activity it operates. The school district is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the school district's program or activity extends to employment.

The school district's Title IX Coordinator is:

Ray Smith
Elko County School District
850 Elm Street
Elko, Nevada 89801
775-738-5196
rsmith@ecsdnv.net

Inquiries about the application of Title IX to the school district may be referred to the school district's Title IX Coordinator, or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202, or both.

PARENT CONTACT WITH STUDENTS (NON-EMERGENCY)

All parent messages and/or drop offs for students will be left in the office. In an effort to minimize classroom disruptions, all non-emergency messages and drop offs will be delivered at the end of the day. Messages or drop offs that have a more immediate need will be delivered in a timely manner. Flowers and other celebration deliveries will be distributed at the end of the school day.

PARENT AND TEACHER ASSOCIATION (PTA)

The Liberty Peak Elementary PTA is an integral part of the success of Liberty Peak Elementary. All parents are invited to attend and be involved. Meeting dates and times will be announced via notes home, phone calls, emails, Liberty Peak Elementary PTA Facebook page, and newsletters. Please call the front office if you would like to join or if you have any questions.

PERSONAL PROPERTY

Students **should not** bring toys, games, i-Pods, fidget spinners, electronic games, etc. from home without prior permission from parent and/or teacher.

The school is not responsible for and will not provide compensation for personal items brought to school. Students are not to trade, buy or sell toys or cards at school. Rules for classroom "Show & Tell" will be explained by your child's classroom teacher.

PROMOTION POLICY

The principal will closely review records of all students who have been recommended for retention to be certain that the grades of the student reflect the need for retention. If the grades and assessment scores reflect lack of progress or success in meeting the requirements of achievement for the grade, a conference with the parents shall be initiated. The principal shall have the final determination as to whether the child shall be retained or promoted.

PUBLIC COMPLAINTS REGARDING DISTRICT PERSONNEL

It is district policy that complaints regarding instruction, discipline, or learning materials be handled and resolved as close to their origin as possible. The proper channeling of complaints is as follows:

1. Teacher
2. School Principal
3. Superintendent
4. School Board

A public complaint form is available from the school office or on the ECSD website should you wish to file a complaint formally.

SAFETY

Student safety is a top priority at Liberty Peak Elementary. In order to be safe, follow all rules and procedures. They are designed to help keep all students safe. The school holds monthly drills to help students learn how to respond calmly in the event of an emergency.

The ECSD has adopted a Student Welfare: Suicide Prevention policy with the purpose to protect the health and well-being of all students by having procedures in place to prevent, assess the risk of, intervene in and respond to suicide.

SCHOOL SUPPLIES

The Elko County School District provides all necessary supplies for all students in order to meet their educational needs. However, we know that some parents choose to buy supplies for their children. The school supply list issued on the school website and distributed at the beginning of the school year is optional.

STUDENT ACTIVITIES

Students will have an opportunity for a variety of activities during the year. Watch for announcements in the newsletter or flyers sent home in student backpacks. Teachers may offer various opportunities throughout the year. Students are able to sign up for a variety of leadership roles/activities. Any parents who would like to volunteer to help advise and/or supervise these students/clubs, before/after school or at lunch, are welcomed, but prior administrative approval is necessary. For student safety, this will also require completion of paperwork, finger prints, background checks, and/or other processes.

TEXTBOOKS AND OTHER SCHOOL PROVIDED SUPPLIES

Textbooks and other equipment and supplies are provided by the School District and issued to students at various times throughout the school year. Students who lose or damage these items while it is checked out to them will be responsible for the cost of loss or damage.

VISITORS AND VOLUNTEERS

Many parents and community volunteers work with students individually or in small groups. All volunteers are required to **read, sign, and adhere to our Volunteer Confidentiality Contract**. Typical volunteer activities include listening to students read, reading orally to students, math and reading flash card drills, assisting with art activities, etc. Some share their talent in art, music, travels, business, etc. with entire classes. We appreciate and welcome this type of participation. We firmly believe that the use of volunteers improves the school environment because it allows for more individualized attention for our students. In addition, it provides community members an excellent opportunity to find out what is happening in our school. **All visitors and volunteers must check into the office and receive a visitor badge.**

If you are interested in volunteer work in our school, please contact the front office or the classroom teacher.

WELLNESS POLICY

Liberty Peak Elementary will be following the Elko County School District Wellness Policy that was adopted in the fall of 2015. This policy affects the type of treats that students will be able to bring for celebrations in the classroom. The following celebrations are exempt from following the ECSD Wellness Policy: Valentine's Day, Easter, Halloween/Nevada Day, Thanksgiving, Christmas, 100th Day of School, Cinco de Mayo, Cowboy Poetry, Read Across America Day and one Birthday Party a month (to be determined by the classroom teacher). Your child's teacher may arrange a birthday celebration with healthy snacks on the specific birthdate. Please contact your child's teacher if you have any questions.

WITHDRAWAL FROM SCHOOL

In the event you need to withdraw your child from school, please follow the following steps:

1.) Notify teacher and office staff when/where moving.
2.) Sign withdrawal forms at office.
3.) Return all library books and ensure that lunch accounts are cleared
4.) Make sure you take all personal items from the classroom that belongs to the student.
5.) The new school will send a request for records to Liberty Peak Elementary.