

Liberty Elementary School



2017-18 Parent & Student Handbook

Liberty Elementary School
2345 Liberty St SW
Albany, OR 97321

Phone: 541-967-4578
Fax: 541-924-3710

Office Hours: 7:10am-3:30pm

School Hours:

Grades K-5 7:40-2:35pm (except on Wednesdays- 7:40-1:35pm)

Revised 8/18/17



2017-18

Liberty Elementary Schedule

The building will open at 7:25am

Breakfast served in the cafeteria at 7:25am

Instruction starts at 7:40am

*ALL students arriving after 7:40am MUST report to the office.

Kindergarten

AM recess	10:05-10:20
Lunch	11:10-11:30
Recess	11:30-11:55
PM Recess (Except Wed.)	1:35-1:45

1st Grade

AM recess	10:05-10:20
Lunch	11:10-11:30
Recess	11:30-11:55
PM Recess (Except Wed.)	1:35-1:45

2nd Grade

AM recess	10:05-10:20
Lunch	11:10-11:30
Recess	11:30-11:55
PM Recess (Except Wed.)	1:35-1:45

3rd Grade

AM recess	10:05-10:20
Lunch/Recess	11:55-12:15
Recess	12:15-12:40
PM Recess (Except Wed.)	1:35-1:45

4th Grade

AM recess	10:05-10:20
Lunch	11:55-12:15
Recess	12:15-12:40
PM Recess (Except Wed.)	1:35-1:45

5th Grade

AM recess	10:05-10:20
Lunch	11:55-12:15
Recess	12:15-12:40
PM Recess (Except Wed.)	1:35-1:45

Early Dismissal EVERY Wednesday at 1:35
(with the exception of the first and last week)

PLEASE make every effort to schedule student appointments on our Wednesday Early Release days.
Thanks!



2017-18 Staff Roster

Tracy Day, Principal

Tara Thompson, Office Manager

Name	Classroom Teachers
Jane Bauserman	Kindergarten Teacher
Kandace Galvan	Kindergarten Teacher
Heather Fortner	1 st Grade Teacher
Sharon McKinney	1 st Grade Teacher
Amy Moore	2 nd Grade Teacher
Jana Pierce	2 nd Grade Teacher
Kristi Marshall	3 rd Grade Teacher
Marlene Susnik- TAG Coordinator	3 rd Grade Teacher
Melissa Crockett-Writing Leader	4 th Grade Teacher
Joy Huddleston-Math Leader	4 th Grade Teacher
Max Nazarian	5 th Grade Teacher
Amy Rider	5 th Grade Teacher

Name	Specialist Staff
Laura Bates	PE
Tami Berry	Instructional Coach
Hailey Eustice	SLC Speech/Language Teacher
Melissa Goschie	Social Learning Classroom Teacher
Steve Herb	Music Teacher
Melissa Landry-Palma	MTSS/RTI Facilitator
Jill North	Resource Teacher
Danica Rickards	Art Teacher/SEA
Madison Watson	Speech/Language Teacher

Name	Support Staff
Sharon Baker	Librarian/SEA
Blythe Bishop	Social Learning Classroom SEA
Tibbe Braithwaite	SEA
Dona Carver	Special Education Support
Trish Cole	Behavior Specialist/SEA
Tami Dawson	Cafeteria
Kristy Downer	SEA
Donna Leslie	Cafeteria
Uli Nazarian	Clerical Specialist/SEA
Bernard O'Brien	Custodian
Angela Sally	SEA/FSA (Mealtime)
Les Spangler	Social Learning Classroom SEA
Cherie Sullivan	Social Learning Classroom SEA
Erin Talsma	SEA

LIBERTY'S SCHOOL CALENDAR 2017-18

Every Wednesday is Early Release (Grades K – 5)

These are just a few upcoming dates for your calendar. Please refer to our website calendar and newsletters for additional events.

October 13	Teacher Work Day	No School
October 20	Staff Development	No School
October 26-27	Parent Fall Conferences	No School
November 10	Veteran's Day Holiday	No School
November 23-24	Thanksgiving Vacation	No School
December 18-Jan. 1	Winter Break	No School
January 2	School Resumes	
January 15	Martin Luther King Jr. Holiday	No School
January 26	Grading Day	No School
January 29	Staff Development	No School
February 19	President's Day Holiday	No School
March 26-30	Spring Break	No School
April 6	Staff Development/Grading	No School
April 13 & 16	Spring Conferences	No School
May 28	Memorial Day Holiday	No School
June 14	Last Day of School for Grades K-5	

ACCELERATED READER PROGRAM

Accelerated Reader (AR) is a computer program that is supplemental to our adopted reading curriculum. Students choose books to read based on their reading levels. Student reading levels will be established by a computerized assessment. Students take an online test of comprehension when they finish a book to earn "AR Points". Teachers work with students to set AR goals. Students meeting their individual goals for 5 of the 6 AR time frames during the school year will participate in an end of the year reward activity. Because students are allowed ample time to use the computer to take the AR assessments on their book of choice, families will no longer have access to the testing portion of the AR website from home.

AFTER SCHOOL PICK UP

For safety reasons we do not allow changes in a child's after school plans unless a student brings a note to the office or his/her teacher or a parent calls the office. The student will be instructed by staff to follow the usual after school plans if we have not received word otherwise. If there is a change in the student's after school plans, please contact the office no later than 1:30pm.

AFTER SCHOOL PROGRAMS

The Boys and Girls Club of Albany (541-926-6666) and the CAP program (541-967-9322) provide daily afterschool opportunities for our students. Students can be transported by bus to the Boys and Girls Club. The CAP program for Liberty students will be held in the Liberty Elementary cafeteria. Please remember that permission from the Boys and Girls Club must be on file in the school office in order for your child to be able to ride the bus to the Club.). Please review the district website for more information about afterschool programs at other schools.

ALLERGIC REACTIONS AND HEALTH CONDITIONS

It is important that school personnel be aware of any unique physical problems or allergic reactions that your child might encounter at school. If your child has a special health concern, which requires special care, emergency treatment, or medication, please stop by the office and fill out a Medical Protocol form, this kind of information can assist us in providing or obtaining proper treatment. If your child has allergies to bee stings, certain kinds of medication, foods, etc., please share that information with us. Also, please share information regarding the likelihood of fainting spells, seizures, etc.

ARRIVAL AND DEPARTURE

Students should not arrive to school before 7:25am as teachers are preparing for the day and no supervision is provided. When students arrive by car or walking, they need to enter Liberty through the front doors on 24th Street and proceed to the playground or to the school breakfast program in the cafeteria. ALL students arriving after 7:40 am **must** check in at the office before reporting to their classroom. Parents picking their child up for an appointment will need to come to the office to check their child out and sign our log book. Upon returning from the appointment, they need to check back into the office before reporting back to class.

If there is a change from your child's regular afterschool routine, an approved adult needs to contact the office a minimum of 1 hour prior to dismissal. We will not allow children to change their after-school plans without permission from the parent or guardian.

Students should go directly home upon dismissal at 2:35pm (Wednesday dismissal at 1:35). Supervision is not provided after school.

ATTENDANCE

Regular attendance is extremely important to student success. Students who regularly attend school are better able to keep up with their schoolwork, are more likely to acquire the skills and knowledge expected at their particular grade level, and develop a stronger sense of belonging in the classroom. The district's expectation of regular attendance reinforces for students the importance of learning and achievement. If a student has irregular attendance, we will be concerned and contact you. If, upon notification, the student does not attend regularly, the attendance officer may be notified. Failure to maintain regular attendance, once the attendance officer has notified the parent, may lead to an attendance citation being issued to the parent.

Please call on the day of the absence between 7:10-7:40am with the following information:

1. **Your Name**
2. **Student(s) Name**
3. **Date of Absence(s)**
4. **Reason of Absence**

You will receive a "safety call" between 8:00-8:30am if you have not notified the office of the absence.

Absences not cleared within 3 school days will be recorded as unexcused. Irregular attendance can severely impact your child's education. Your support is appreciated.

BICYCLES/WHEELS ON SCHOOL GROUNDS

Bicycles ridden to school by students must be parked in the designated area on school grounds and should be locked. Students must walk their bikes, scooters, skateboards, roller blades, etc. on school property at all times. **Students 16 and under must wear a helmet as required by law.** The District assumes no responsibility or liability for loss or damage to personal property.

BREAKFAST AND LUNCH PROGRAM

The Albany School District offers breakfast to all of our students. Breakfast is served in the cafeteria each morning starting at 7:25am. Bus riders will enter the cafeteria for breakfast from the main hallway and students dropped off or walkers may enter through front entrance side door. Each child has the option of participating in this program. Liberty uses the MealTime lunch account program. Each student is assigned a three-digit lunch ID number. Only the student assigned to the account will be allowed to use it. Students may bring money in before school to the cafeteria (or 7:40-2:35pm to the office) to be deposited into their account. Parents are asked to please keep their child's account with a positive balance. Students will only be allowed to charge up to \$5.00. Parent reminder slips will be sent home on a weekly basis as your child's account runs low. We encourage you to set up an account at www.mymealtime.com, you will need to call the office to get your student's six digit DBN number in order to set up an account online. This is a very convenient way to add money to your child's lunch account and check your child's balance. There is a \$25 minimum when depositing online for the first time.

Breakfast Prices:

Students K-5	\$1.15
Reduced Rate	no charge
Adult	\$2.00

Lunch Prices:

Students K-5	\$2.35
Super Lunch	\$1.50 more
Milk	.60
Reduced	no charge
Adult	\$3.00

Breakfast and lunch menus are sent home with students and are also available on our district website:
<http://albany.k12.or.us/parents/#> select the "Menus" tab.

Applications for Free and Reduced Meals are located in the office. The criteria have changed to reflect our economy. Please apply if you would like to benefit from this confidential program.

BUS TRANSPORTATION

The Albany School District sees our bus transportation as an extension of the school day and we support our bus drivers. Students will receive a consequence, by the school, for inappropriate and unsafe behavior according to District policy. Consequences may include removal of bus privileges. Students may also receive "Bus Bucks" from their driver for positive behaviors while traveling to and from school. Students receiving Bus Bucks should drop them off in the marked bin across from the office with their name on it.

Transportation will be provided for elementary students living more than one mile from Liberty School. Bus transportation may not be provided for students whose legal residence is not in their specific attendance area. Bus routes are published in the Democrat-Herald newspaper shortly before the school year begins and can be found on the District's website at <http://www.albany.k12.or.us/index.php>. For your transportation questions and/or concerns you may call the transportation department at 541-967-4626.

The following regulations will govern student conduct on the school bus:

- Students being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.

- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus, both morning and evening.
- Students will not bring animals, weapons or other potentially hazardous materials on the bus.
- Students will remain seated while the bus is in motion.
- Students may be assigned seats by the bus driver.
- When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver.
- Students will not extend their hands, arms or heads through bus windows.
- Students will have written permission to leave the bus other than for home or school.
- Students will converse in normal tones; loud or vulgar language is prohibited.
- Students will not open or close windows without permission of driver.
- Students will keep the bus clean and refrain from damaging it.
- Students will be courteous to the driver, fellow pupils and passers-by.
- Students are not to bring balloons or large items on the bus.

Students, who refuse to obey the directions of the bus driver, or regulations, may forfeit their privilege of transportation. Consequences for continued misbehavior can result in the following consequences:

1. Warning/reprimand/assigned seating
2. Warning by Principal
3. Detention/Suspension
4. Loss of bus privilege (1week)
5. Loss of bus privilege (1month)
5. Removal from bus (remainder of the school year)

CAP PROGRAM

The Community Before and After School Child Care Program (CAP) offers assistance to our families needing before and after school supervision. There is a fee for this program that is based upon family income. The closest CAP site is at Liberty Elementary. Students may be dropped off at CAP as early as 6:45am and can stay as late as 6:00pm. You can contact the CAPS office at 541-967-9322.

CHARACTER EDUCATION

WE EXPECT EVERY STUDENT AND STAFF MEMBER TO ACT WITH:

RESPECT: Recognizing the worth and rights of self and others, the value of property and the environment.

Respect includes valuing authority and being courteous to others.

HONESTY-INTEGRITY: Being true to one's ethical beliefs and taking action based on those beliefs. Doing the right thing, even when no one is watching.

COURAGE: Having the internal strength to follow through on what one believes to be right and fair. Courage includes taking action on personal commitments.

PERSONAL RESPONSIBILITY: Being responsible for one's own actions and future. Having ownership and being accountable for the outcome of decisions and learning from mistakes.

SELF-DISCIPLINE: Being able to control or improve one's pattern of behavior in moral, mental, and physical wellness.

KINDNESS: Thinking and caring about the welfare of others. The considerate personal interaction that enriches the lives of others.

JUSTICE: Upholding what one believes to be fair. Being fair-minded in the treatment of others.

SOCIAL RESPONSIBILITY: Being willing to participate in or develop community through volunteering, voting, community service, and showing respect for our country.

CELL PHONES

We do not recommend that our students carry cell phones but we know the reality is that more and more of our students are carrying them. Cell phones need to be **"Off and Away"** during the day and stored in the child's backpack. The school is not responsible for lost or stolen items. The phone may be used when school is out. Phones are not to be used on the playground.

CHECK ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee and checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash or online payment).

CLASSROOM EXPECTATIONS

Each teacher will be discussing classroom expectations with your child as well as our school wide expectations. These expectations are designed to allow the teacher and students to work without disruption toward accomplishing our goal of educating the children. Students and teachers have a right to work in a climate of respect, order, and structure.

CLASS PARTIES

Check with your student's teacher for his/her classroom party procedure. Throughout the school, parties are to be scheduled near the end of the school day (during approximately the last 15 minutes) to minimize disruption of learning time. If you wish to celebrate your child's birthday at school, **please contact the teacher to make arrangements in advance**. Due to the possibility of students having food allergies (that could result in death), we require that all food brought into the school be store purchased and brought in the original package with ingredient labeling and do not include any nut products. Packages with a warning such as "this product was produced with nuts," or "this product was produced in a factory where nuts are manufactured," are not allowed.

If you are planning a party outside of school, students should not pass out invitations at school unless you are inviting all of your child's classmates. Please refer to the Liberty School Directory that the Parent Club will publish for student addresses and phone numbers.

We ask that no bouquets or balloons of any kind be delivered to school for any occasion. Doing so creates an unnecessary burden for students in transporting them after school and for office staff in managing them. Many such items are not allowed on buses. Items delivered will be kept in the office and may be picked up after school.

DESKS, CUBBIES AND BACKPACKS

Desks and cubbies are the property of the Greater Albany Public School District and may be searched or checked at any time. Student backpacks are subject to search if there is a safety reason involved. It is recommended that students clean their desk on a regular basis.

DIRECTORY INFORMATION

Parents of students who object to the release of their child's name, photo, and/or video depicting images of their child need to notify the school principal within fifteen (15) days from the date this handbook was issued. Hearing no objection, this information may be released for use in local school publications, other media, to appropriate governmental agencies and for such other purposes as deemed appropriate by the principal.

The Parent Club also prints a Liberty School Directory, which is beneficial to you as a parent should you need to contact any of the other parents in your child's class. The directory contains the name, e-mail and phone number of students and their parents. You must complete the Student Directory form to be included in this optional directory.

DISCIPLINE/DUE PROCESS

The District has authority and control over a student at school during the regular school day, at any school-related activity, regardless of time or location and while being transported in District-provided transportation.

Off-campus and outside-of-school-time conduct that violates the District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

A student who violates the school/district rules shall be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The District's disciplinary options include using one or more discipline management techniques including counseling by teachers and/or administrators, time-out, suspension, expulsion and removal to an alternative education program. Disciplinary measures are applied depending on the nature of the offense.

DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student with certain diseases will not be allowed to come to school while the disease is contagious. These diseases include chicken pox, diphtheria, measles, meningitis, mumps, lice infestations, whooping cough, rubella, scabies, staph infections, strep infections and tuberculosis. Students excluded from school will not be allowed to return to school until a medical release is obtained from the doctor or school health nurse.

DISTRICT POLICIES

District policies can be located at <http://policy.osba.org/albany/J/index.asp> .

DRESS AND GROOMING

In the Albany Public Schools, we are very proud of the safe and focused learning environment that we are able to provide for our students. It is a priority for us to keep our school climate free of disruptions, which may inhibit learning or create a climate of fear or uncertainty among students. We have been able to achieve this goal to date through the cooperation of parents, students and staff.

Students may not wear:

- Overly tight or revealing clothing which has the potential to be distracting
- Shirts that are so short they show the abdomen or buttocks
- Extreme hairstyles that distract others and/or interfere with learning
- Shorts and skirts should be mid-thigh in length
- No spaghetti strap tank tops or halter tops
- Hats, hoods or any kind of head covering inside the building
- Sunglasses
- Bandannas of any color or any kind
- Baggy pants below the hip bones; pants which are too long and could be tripped over
- Long belts or any other item that hangs below the waistline
- Dog collars or spiked clothing
- Any clothing associated with gangs, drugs, alcohol, offensive or inappropriate messages.
- "Wheelies" (shoes with roller-skates in heel)

DRILLS FOR FIRE, EARTHQUAKE AND LOCKDOWN DRILLS

Students and staff participate in fire, earthquake, and other emergency drills during the school year. Students will be trained to follow the directions of staff in a quick, quiet and orderly manner. Students will receive instruction and practice evacuating the building or locking it down. During lockdown practice drills, all doors are locked and parents may not enter the building until the practice drill is completed.

EARLY RELEASE DAYS-EVERY WEDNESDAY AT 1:35pm

ALL students, Kindergarten-5th grade will be released every Wednesday at 1:35pm. It is beneficial for our students when our staff work together. Creating opportunities for team collaboration and continuous improvement takes time to meet, time that we do not often have within the regular workday. During Early Release days the staff will work together in their teams to develop their skills, plan lessons together and review student assessment data that will drive instruction.

ELECTRONIC DEVICES/TOYS

Electronic devices, toys, game cards, etc. can be disruptive and distracting to the learning and school environment. Please ensure that students leave electronic devices such as hand-held games, ipods, etc. at home. If students are seen with any of these items they will receive a warning and asked to put the item in their backpack. If the item is seen again, it will be held in the office for a parent to pick up. The exception to this expectation would be made if electronic devices are part of the teacher's instructional lesson.

ELECTRONIC SURVEILLANCE

The district may use electronic devices in public areas of district property to ensure health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. This is official notification to students, parents, guardians, and staff that electronic surveillance may occur on school grounds and buses, and evidence of violations may be used in disciplinary proceedings.

E-MAIL

Staff are asked to check their e-mail at least once each school day and attempt to respond to requests within two school days after opening a message. E-mail is a great way to stay in touch with your child's teacher. Generally, it is not reasonable for a student or parent to expect school staff to respond to more than one e-mail message per week, or to lengthy e-mail messages containing multiple requests. To e-mail staff members, use the first and last name separated by a (.) as in this example: **tracy.day@albany.k12.or.us**

EMERGENCY SCHOOL CLOSURES

The decision to cancel or delay school during unusual weather conditions is made by 6:30 AM on the day in question. If an announcement is not made, school is open and the busses will run their usual routes and times.

If a severe storm occurs when students are releasing from school, students will be kept inside the building and will remain with staff until picked up by parents or until the busses arrive.

If the emergency is of such a nature that children cannot be safely transported, they will be kept at school under supervision, until the emergency has passed. Announcement of school closure or delayed school opening due to snow, ice, or other emergency conditions will be broadcast by local radio stations. GAPS participates in an automated school information network. View school closure information directly from the network by going to www.flashalert.net. You may also register an account directly with FlashNews to receive email or text message notification when there is an alteration to our school schedule. There is no charge for this service. Tune in to our local radio and TV channels and checking the District website to stay informed during inclement weather.
Radio stations: KGAL (AM 1580), KRKT (99.9 FM/990 AM), KFLY (101.5 FM/1240 AM).
TV Stations: KEZI 9, KVAL 13, KMTR 16 of Eugene and KPTV 12 Portland.

At times, it may become necessary to send students home early due to weather conditions, power failures, etc. Please establish a "back-up" plan for your child in case you are not home. This plan should include the location your child will go to (i.e. relative, neighbor, etc.) in case you are not home. It is important that the school have a up to date local emergency contact person and phone number in case we cannot contact a parent.

EQUAL EDUCATION OPPORTUNITY

Equal education opportunity and treatment shall be provided to all students enrolled in the district. Students shall not be subjected to unlawful discrimination or to insult, intimidation, or harassment on the basis of age, handicap, nation of origin, race/color, religion, sex, or marital status.

This anti-discrimination policy applies to both educational and activity programs. It applies to relationships between the staff and students as well as relationships between students.

Alleged violations of this policy by students or staff shall be dealt with through regular disciplinary channels.

F.A.C.T. (Families and Agencies Coming Together)-Gene Vey, Liberty Representative

This is the service integration project of the Greater Albany Public School District. The program's mission is to link school staff, students and their families with available community resources that best meet their needs. The program also offers brief counseling and crisis intervention services throughout the school district. F.A.C.T. coordinates the district student, parent and child care program, the Youth Service Team, the district Substance Abuse Prevention Program, and the district Crisis Response Team. Their phone number is **541-924-3720**, our Liberty Family Services Consultant is **Gene Vey**. Feel free to contact Gene anytime regarding the services that F.A.C.T. has to offer, or how F.A.C.T. can better serve you and your child.

FIELD TRIPS

Field trips may be scheduled for educational experiences. Students must have an Elementary Student Field Trip Permission form on file and must be consistently showing safe and responsible behaviors in order to attend field trips. Be sure to keep up to date on what is happening in our school by reviewing our calendar of activities on our school website. During field trips, students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable board policy and such other rules as may be deemed appropriate by the field trip supervisor. Teachers will send home the specifics of each trip and any necessary reminders about the trip.

All students are expected to ride the bus unless other arrangements have been made in advance of the trip. Parent volunteers are often needed; however, at times space and other factors may limit the numbers of parents that can be involved. Only volunteers approved by completing the District Criminal Background Check online (<http://albany.k12.or.us/parents/#> select the "Volunteers" tab) may attend and supervise students. Siblings are also not allowed on field trips

FOCUS ROOM

The Focus Room is run by our Behavior Specialist, Trish Cole, and can be used by staff to send a student who needs some time to "focus" before returning to class. Minor behaviors, problem solving and mediations between students will also occur in the Focus Room.

GRADING / CONFERENCE CALENDAR

Students will receive report cards following each semester break in January and June. Parents will also have the opportunity to conference with their student's teachers in November and later in the year by teacher or parent request.

November - Parent Conferences
January - Semester Report Cards

April - Parent Conferences
June - Semester Report Cards

GUM

Gum is not allowed in or around the school buildings. Please help with this expectation.

HAZING, HARASSMENT, INTIMIDATION, BULLYING AND MENACING

Hazing, harassment, intimidation, bullying and menacing by students, staff or third parties are strictly prohibited including harassment through electronic means, which is known as cyberbullying. Students who violate this policy will be subject to discipline, up to and including expulsion. Individuals may be referred to law enforcement officials. In addition, the district may ask the Oregon Department of Transportation to suspend the driving privileges of any student 15 or over who has been suspended or expelled twice for menacing another student or employee; for damaging or injuring district property; or for using threats, bullying, intimidation, harassment or coercion (Policy JFCF/GBNA). A complaint regarding harassment by a member of the staff to a student or by a student to another student should be filed with the principal.

Sexual harassment of and by students is prohibited. Students in violation of this policy shall be subject to discipline up to and including expulsion, and may be required to participate in counseling or sexual harassment awareness training. (Policy JBA/GBN)

HEAD LICE INFORMATION

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Parents will get a courtesy call if their child is found with live lice or nits.

To prevent an infestation, advise your child not to share combs, brushes, hats, or jackets with other children. When your child is sent home from school with head lice:

1. Use the **medicated shampoos** that your doctor or pharmacist recommends on all family members who are in the household.
2. Follow the personal and household cleaning instructions given on the medicated shampoo bottle.
3. It is the parent's responsibility to remove nits after treatment to the best of their ability.

4. **Accompany your child and bring the signed slip back to school.** Your child will be screened by school personnel before returning to class.
5. Students are expected to return to school as soon as treatment has been completed.

HOMEWORK POLICY

Appropriate homework is an assignment that contributes to the educational progress of the student. Homework is an extension of class work and, as such, is related to the objectives of the curriculum. Appropriate homework may include practice exercises, reading assignments, in-depth extensions of classroom activities, or independent projects related to the subject being studied. We encourage you to set a regular time at home for schoolwork. If homework and schoolwork are complete, students would benefit from reading.

When your child is absent for more than two days you may request homework. Please call the office early in the morning to allow the teacher enough time to prepare the assignment sheet.

IMMUNIZATIONS

All required immunizations must be complete or scheduled for completion (in the case of partial immunization) or your child will be excluded from school until he or she obtains them. Immunization Exclusion Day is February 18th. The only exception to the law is for children with medical problems that would make immunization hazardous and to those who belong to churches whose doctrines oppose inoculation. The office must have on file a completed Vaccine Education Certificate and a Certificate of Immunization Status form in order to claim non-medical and religious exemption. A documented record signed by a physician or public health department representative must be presented as proof of immunization or waiver of same.

INTERNET POLICY

Parents must sign and return the computer Student Use of Electronic Communication agreement before students are allowed to use the Internet.

INVESTIGATIONS BY GOVERNMENT AGENCIES

In certain circumstances, representatives of law enforcement agencies or the Children's Services Division may interview students on campus during school hours. These representatives must tell a school administrator which student they wish to interview.

A law enforcement officer does not need parent or guardian approval to conduct the interview. OARS specify that only with the consent of the investigating officer can parents be notified by the school staff. It is left to the discretion of the law enforcement officer as to whether parents will be allowed to be present during a interview.

For situations involving child abuse, Children's Services Division staff wishing to conduct the interview will decide whether to contact a parent or guardian beforehand. The person wishing to conduct the interview also will decide who will be present during the interview and whether to remove the student from school premises.

LIBERTY SINGERS

Liberty Singers is open to all students in grades 3-4-5. Students meet from 2:40-3:30pm two times a week (Mondays and Thursdays) on the stage in the cafeteria throughout the year. Interested students must complete an application form. This performance group has been showcased at community events, evening concerts, as well as school assemblies and is usually 50 -60 members strong. For the 2017-18 school year donations, sponsorships, and fundraisers will be held by our parent group to continue this valuable program. **Mr. Steve Herb**, Liberty's music teacher, is the advisor for this program. Your child will bring home information about becoming a Liberty Singer within the first weeks of school.

LIBRARY

The Liberty library is located in the North modular #23. Mrs. Baker is our librarian. All students have weekly access to the library. Parents are asked to encourage their children to read library books, as this improves reading efficiency and adds to their general knowledge. Students will be charged for lost books and will not be able to check out books until the fee has been paid or the book returned. Books returned will be refunded.

LOST AND FOUND

Every year the school is confronted with the problems of locating and identifying objects, especially clothing, lost by students. To aid in solving this problem, please **mark first initial and last name on all clothing and school related items**. The school district has no responsibility for lost objects, so it is recommended that valuable objects be left at home. **The Lost and Found for is located at the cafeteria. Lost and Found for small items including glasses is in the office.** Please check the lost and found regularly for missing items. Unclaimed items are bagged and donated to local charities during winter break, spring break and summer vacation.



Medication Administration Guidelines for Parents

Parents are encouraged to administer medication to their children before and/or after school hours. School staff should not be responsible for administering the first dose of any medication. The student should have already experienced taking the medication at home.

Prescription and non-prescription medications may be given at school only by trained staff. Parents are responsible for bringing the medication to the school office and completing the Daily Medication Administration Record form.

Medication will not be administered unless accompanied by written parental consent and appropriate instructions (see specific criteria listed below). *Verbal requests to change medication amounts, frequency, or administration times from parents cannot be accepted. Only verbal orders from doctor to School Nurse can change medication amounts, frequency, or times.*

Non-prescription Medication: Limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories, and antacids which do not require written or oral instructions from a physician.

- Requires written parent/guardian permission which includes the following:
 - Student name
 - Name of medication
 - Dosage (per manufacturer's recommendations)
 - Route
 - Frequency of administration
 - Other special instructions (e.g. purpose for medication-symptom specific)
 - Signature of parent/guardian
- Must be commercially prepared.
- Non-alcohol based.
- Must be in original container with manufacturer's recommended dosage schedule included.
- The school may only administer medications following the manufacturer's recommendations.
- Necessary for student to remain in school.

Prescription Medications:

- Requires written instruction from a physician; a prescription label meets this requirement.
- Requires written consent and instruction from parent/guardian.
- The medication must be in the original pharmacy container. Helpful hint: ask pharmacist for an extra "labeled" container for school usage; one for home and one for school, which are properly labeled.
- Medications may only be given as ordered by the physician on the prescription container. They cannot be dispensed at alternative times to accommodate early releases from school and/or classes. They may be given within the 30 minute "window" before or after the prescribed time. *The school may not give the student medication not normally dispensed during school hours because the dose was missed at home. If medication was missed at home, it will be the parent's responsibility to administer missed dose at school.*
- Cutting medication is the responsibility of the parent or the pharmacy that dispenses the medication.

Student Self Medication:

If a student has a medical condition which necessitates he/she carry medication on his/her person, a signed parental permission form shall be on file in the school. Regarding asthma inhalers, please write student's name with a Sharpie (permanent marker) on inhaler canister, as prescription labels are usually applied to inhaler's box. (Side note: It's no longer necessary for a prescription label to be applied to inhaler canister; label on box is sufficient.)

Transporting Medications:

Medications should be transported to and from school by a responsible adult who delivers the medications to a designated individual in the school. Medications should be delivered in original pharmacy or manufacturer-labeled containers. Students who have been approved to carry and self-administer their own medications may transport them to and from school. Controlled substances should not be transported by students.

Unused medication must be picked up by parent at end of school year.

Please address questions regarding the distribution of medication to your child's school office or to GAPS School Nurse, at (541) 967-4554.

MEDICATION

Due to Oregon State Law and School District Policy only trained school personnel are allowed to administer medication to a student. The parent of guardian MUST fill out a required medication authorization form (available in the office) for each required medication. Medications are to be brought to the school by the parent or guardian in its original prescription or nonprescription container. Please do not send medication in a plastic bag or other container for any reason ALL MEDICATIONS, INCLUDING NONPRESCRIPTION OVER-THE-COUNTER, SUCH AS TYLENOL, ASPIRIN, COUGH DROPS, COUGH MEDICINE, ETC. ARE INCLUDED WITHIN THESE GUIDELINES. No verbal requests to change medication amount or frequency can be accepted. All medication is kept in a locked cabinet in the school office-not in the classroom. Violations of law, rule, and policy may jeopardize student safety, so we are vigilante in seeing that we follow the mandates regarding medication.

MONDAY MORNING GATHERING

Weekly Monday Morning assemblies are held at 7:45am in the cafeteria. If your child is involved in the assembly or receiving an award we will notify you. We have parent seating in the back of the cafeteria. Please check in at the office.

NONDISCRIMINATION

The district shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates.

El distrito promueve la no discriminación y un ambiente libre de hostigamiento basados en raza, color, religión, sexo, orientación sexual, nacionalidad, discapacidad, estado marital o edad de un individuo o porque la raza, el color, la religión, el sexo, la nacionalidad, la discapacidad, el estado marital o la edad de cualquier otra persona, con la que se relacione el individuo.

NOTICES HOME

Notices of school events, lunch menus and calendar announcements are sent home regularly. It is a good idea to check your child's bag as students often forget to give parents these notifications. Other notices concerning community and extracurricular activities are located on our school's website, <http://www.albany.k12.or.us/liberty/>.

PARKING

Our parking is limited around our school grounds. The parking lot **east** of the school is reserved for staff. Please do not park in front of our school next to the yellow lines at any time, even for just a few minutes. This creates a poor situation if we are expecting a delivery or a field trip bus and your car is parked in that area.

PARKING/BUS ZONE

Children and cars can be a deadly mix. Please help us keep our kids safe by following these procedures:

- The bus zone on Liberty Street is only for the busses.
- The parking lot is NOT for student pick-up or drop-off.
- Cars should use the street loading zones on Umatilla and Liberty Street to drop-off or pick-up students.
- Students who travel by personal vehicle to school are encouraged to practice Park and Stride. This is where the private car brings the child most of the way to school. The student finishes the final part of the destination by walking, often from the end of the block or across the school playground. Park and stride drop off and pick up points are at Umatilla and Liberty Street crosswalks and will be supervised by an adult crossing guard.

PARENT CLUB

This group of dedicated Liberty parents is actively involved in supporting our school with fundraisers, creative ideas and lots of volunteer help. The Parent Club is open to supporting many activities at our school. We welcome your participation. The Liberty Parent Club meets the second Tuesday of every month at 6:30pm in our cafeteria.

Liberty PTC Leadership

Molly Morse, President, molarmama@yahoo.com

Jana Pierce, Treasurer, angandryan@msn.com

Stephani Simon, Secretary, chrisandstephani@comcast.net

PHONE CALLS

Please avoid any unnecessary phone calls to staff or students during the school day. A message may be left for a staff member and they will return your call after students have left for the day or the next morning. Our office is extremely busy between 1:00pm and dismissal time. Please avoid making last minute calls to the office to request changes in your child's plans for the end of the day. Please plan ahead and send a note with your child in the morning. **Students should ask to use the phone only in emergency situations.** Students will not be allowed to use the phone for forgotten homework, assignments, PE shoes, etc.

PHYSICAL EDUCATION

On days of PE class, students should have tennis shoes to participate.

POSITIVE BEHAVIOR INTERVENTION SUPPORT- Our PBIS Program

Liberty Elementary supports our District's Positive Behavior Intervention Support program, which revolves around the concept of teaching the consistent expectations to our students. In alignment with this program, Liberty has three school rules: **"Be Safe, Be Responsible and Be Respectful"**. Everything we do is related to these three important concepts. We also believe in recognizing students for their efforts and hard work. We have a variety of recognition programs being implemented within the building, depending upon grade level.

- Individual Super Stars
- Class Tokens
- Positive Referrals
- Monthly Eagle Awards (Character Traits)
- Super Star Store (Students earn a prize after collecting 10 stickers on their Super Star card) The Super Star Store will be open once a week at recess time.

Consequences of misbehavior may include, but are not limited to:

- Student writings/responsibility plan
- Contracts
- Changing of seating assignments
- Denial of privileges (recess time, field trips, etc.)
- Time-out within or outside the classroom
- Detention (Focus Room)
- In/Out of school suspension
- Written notice to parent
- Phone call to parent
- Referral to the principal

If a student's behavior does not improve, parents may be called for a conference.

PROGRAM EXEMPTIONS

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the District. An alternative program or learning activity for credit may be provided. All such requests should be directed to the principal by the parent in writing and include the reason for the request.

RECESS

Recess is an important part of the student day. Children have the opportunity for socialization, fresh air, and exercise. Children who are not well enough to go out to recess should be kept at home unless special arrangements are made with the principal or classroom teacher. Please be sure that your child is dressed appropriately for the weather.

REPORT CARDS

Each semester, teachers will send home a report of each student's work for that grading period. However, when a teacher feels that a student is not doing satisfactory work, he/she will notify the parents earlier. Also, if parents are concerned about their child's work they should feel free to write a note, e-mail or phone the teacher to address the issue. A conference might be what is necessary to resolve the issue.

RESOLVING DIFFERENCES

The Albany school district is committed to the prompt resolution of differences with parents, students and other members of the public. People who have differences with the district or a school are encouraged to follow the steps outlined below:

1. Complaints or concerns should be presented to the staff member primarily involved.
2. If you are not satisfied, the next step is to contact the principal with primary responsibility for the area about which you are concerned.

Attempts to resolve problems in steps 1 and 2 should begin at the area of primary responsibility and be conducted in an informal matter.

3. If the complaint is not satisfactorily resolved and you wish to carry it further, you may file a written complaint with the administrator initially. The complaint should include the reason for the complaint with supporting statements and evidence. If the complaint relates to a specific policy or procedure, the policy or procedure should be cited. The written complaint should be filed within 15 working days of the problem, if possible. The administrator will attempt to meet with you within 15 days of receiving the written complaint and will provide a written decision within 15 days of holding the meeting.
4. If you want to carry the complaint further, you may file a written appeal with the superintendent or designee within 15 days of receiving the administrator's written decision. The superintendent or designee may meet with the involved parties if in her/his opinion it would be advisable. The superintendent or designee will issue a written decision within 15 days of receiving the written appeal.
5. If you are not satisfied with the response, you may file a complaint with the School Board. The appeal should be filed within 15 days of the decision by the superintendent or designee. The Board will hear the complaint, and will consider information presented by you and the district administration. The Board will announce its decision in open session and will send you a written response. (Policy KL)

SCHOOL BOARD MEETINGS

School Board Meetings are held the second and fourth Monday of each month at the District Office at 7:00 p.m. The community is invited to the open sessions of each meeting. Our district website also has information posted regarding school board meetings.

SCHOOL CALENDARS

The **Liberty School Activity Calendar** is kept up-to-date and shows the dates and times for Liberty School activities such as PTC meetings, school-wide events, and parent-teacher conferences. It can be found online at <http://albany.k12.or.us/liberty/>.

The **district-wide elementary school student calendar** can be found at <http://albany.k12.or.us/district/calendars.php>.

SCHOOL DISTRICT POLICIES

The School Board's adopted policies and administrative rules regarding the role and function of the School Board, administration of the District, personnel, employee benefits, students, fiscal management, support services, curriculum and instruction, and relationships with the community are available on the school district website <http://albany.k12.or.us/>.

SCHOOL MESSENGER

School Messenger is a phone and e-mail system that Liberty will use from time to time to let parents know about upcoming events or important information. If you receive a call from Liberty please take the time to listen to the message before calling the school.

SCHOOL SUPPLIES

Students need to provide the necessary supplies for their individual classes. It would be helpful if parents would check these items periodically because children sometimes run out of supplies and forgot to tell anyone.

SCHOOL YEARBOOKS

Students may purchase a Liberty 2017-18 school yearbook for \$13.00. Checks should be made payable to Liberty Elementary. Order information will be sent home with your student at a later date.

SELF MANAGER PROGRAM

Our grade 3-4-5 students can participate in the Self Manager of Program. Six times throughout the year students will be able to apply to be a Self-Manager. Students need to have certain requirements met regarding academics, responsibility and behavior before being accepted. If accepted, students will receive a button that allows them special privileges. Student holding a Self-Manager button 5-6 times during the year are eligible for an end of the year reward activity. You will receive more information about this program from your child's teacher.

SMARTER BALANCED TESTS AND OPT-OUT OPTION

New in 2015-16, House Bill 2655 established a new policy for exempting students from the Smarter Balanced assessments. To opt-out of the tests, you may access the 2016-17 Opt-Form on the District's website, <http://www.albany.k12.or.us/parents/> under ODE Smarter Balanced Opt Out Form. Complete form and return it, by February 1st, to Liberty Elementary.

By signing the Opt-Out form, you may lose valuable information about how well your child is progressing in English Language Arts and Math. Opting-out may impact efforts by the District to equitably distribute resources and support student learning as well. Please contact the school if you have any questions.

STUDENT EDUCATIONAL RECORDS

In accordance with Federal guidelines, parents have the right to:

1. Inspect and review student education records. Must give office 24 hours' notice to request viewing records.
2. Request the amendment of the student's education record to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable State or Federal law authorizes disclosure without consent.
4. Obtain a copy of the District policy and administrative rules regarding student education records.
5. Access to student records shall be given to either parent unless the District has been provided with specific written evidence that there is a court order, State Statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights.
6. Know that the District transfers educational records of students within ten days of receipt of a request for the student's records from another educational institution in which the student is enrolling.

STUDENT ILLNESS

A CHILD MAY BE SENT HOME WHEN ONE OR MORE OF THE FOLLOWING CONDITIONS EXISTS:

1. Temperature above 100.3° F, within the last 24 hours
2. Throat: Sore, red, painful or pustules on back of throat
3. Runny Nose: If discharge is yellow or green and thick
4. Eyes: Severe pain or discharge
5. Diarrhea: Watery, frequent, green, within the last 24 hours
6. Vomiting: Within the last 24 hours
7. Behavior: Listless, cranky, and very tired children who are suspected of illness

THESE CHILDREN MUST STAY HOME FOR 24 HOURS AFTER CONDITION HAS ENDED.

RASHES AND SKIN CONDITIONS:

Children may get heat rashes, allergy rashes, etc. and these are no problem to other children. Most rashes that can spread disease to other children have a fever first. Anytime there is a rash with fever, the child should see a doctor. If there is no fever, discuss possible source with parent/teacher. If there is a concern that the child may be ill with an infectious disease, exclude from school until seen by a doctor. Some rashes may indicate a

possible infection such as meningitis or measles. These are easily spread to other children and can lead to death.

DISEASES REQUIRING EXCLUSION FROM SCHOOL:

1. Chickenpox
2. Measles and Rubella (German Measles)
3. Mumps
4. Streptococcal Disease
5. Infectious hepatitis
6. Staph Infection
7. Impetigo – may attend if under treatment
8. Conjunctivitis or “pink eye” – may attend if under treatment and on antibiotics for 24 hours
9. Ringworm – may attend if under treatment
10. Head lice or body lice (Scabies) – may attend if child has been treated with appropriate medicated shampoo and no live lice can be found.

The above information is not meant to be inclusive. If there's any question about your child's health, consult family doctor.

STUDENT INSURANCE

The School District does not have accident insurance coverage on individual students while at school. Such coverage is the responsibility of the parent. However, the school can supply a form for accident and dental insurance that is optional.

STUDENT SAFETY AND HEALTH

The safety and well-being of each child is our priority. When children receive first aid for a significant injury at school, we will attempt to personally contact you. If the injury is serious, we ask that you make a decision regarding the need for further assistance. If emergency medical attention is obviously needed, we will get that help. The cost of medical care is the parent's responsibility.

Students often become ill during the day. Please have arrangements made so that your child has a place to go if needed. Emergency numbers on the registration card are very important. **Also, we have state and district guidelines we must follow for dispensing medication to students.** (See page 15).

Oregon law requires that we report any home student injuries that might have been caused by abuse or neglect. We take that responsibility seriously.

STUDENT SERVICES DEPARTMENT

Special Education/Section 504

Special education services are available for students with disabilities. The parent or legal guardian are involved throughout the entire process. For additional information, please contact your child's teacher or the principal.

School Health Services:

The school district nurse coordinates health screening, monitor's immunizations, and updates student health records. She serves as a resource to staff and parents in dealing with medical problems our student might have. The nurse is on-call for minor health emergencies in school buildings. Services are focused on student health concerns in the school setting and are not intended to replace parental responsibility for basic student health needs.

Talented and Gifted (TAG)

Liberty's Talented and Gifted students are selected by performance on standardized tests and other measures. These TAG students are guided to appropriate extension and higher-level thinking activities that make use of their unique academic talents within their classroom. Each student will have a TAG plan established with the teacher and parents by September 30th of each year. **Marlene Susnik** is Liberty's TAG Coordinator.

TARDIES

Tardies are disruptive to the educational process. Being in class on time and ready to work is fundamental to academic success and is an important life skill. Students arriving to school after the bell rings at 7:40am must to report to the office to get an admit/tardy slip before going to their classroom. Students will be allowed three unexcused tardies per semester. When a student receives a fourth unexcused tardy, a letter will be sent home regarding our concern and stating the District policy regarding tardies.

TOBACCO USE

The Board recognizes that the use of tobacco may create a health and safety hazard for both users and non-users. Therefore, tobacco use, distribution, or sale in district buildings, on district property, and in district vehicles by staff, students and the public is prohibited

VISITORS ARE WELCOME

Parents are always welcome, yet we encourage prearranged classroom visits for no more than 30 minutes. We also have quite a few parents who come to eat lunch with their kids. When visiting, please check in at the office to get a visitor's badge. You will be asked to give your name and our office staff will verify that you are able to see this particular child. If we have a substitute office worker and they do not know you, please be patient. Once our office staff gets to know you, we will only ask periodically.

Please make an appointment in advance if the purpose of the visit is to conference with a teacher, or the principal.

To provide a safe environment for our children, all visitors must:

- Enter through front door of school on 24th Street
- Stop in the office and sign the Visitor's Book
- Wear a visitor's badge
- Check out upon leaving

Students from other schools are not allowed to visit while school is in session as per Board Policy *KK, Visitors to District Facilities*. which says in part: "Students may not visit in other schools in the district or invite friends from other schools to visit during school hours. Requests to allow nonresident students to visit schools during the normal school day will be denied."

VOLUNTEERS

Liberty welcomes parent involvement and questions during the year. The volunteer efforts of our parents have been outstanding!

Requirements of All Volunteers

- Every two years, complete the Criminal History Verification Form **online** and be cleared.

Please go to www.albany.k12.or.us to complete a volunteer application online. Select the "Parents" tab, then select the blue "Volunteer" tab, scroll down to **Volunteer Application Form** and select which language you prefer to complete the form in. After you have submitted the form online contact the Liberty office at 541-967-4578 to verify that you are approved to volunteer. It takes about 3-5 days to process.

Thank you for all you do to support your child and this wonderful staff!

WARNING TO STUDENTS ON CAMPUS BEFORE AND AFTER SCHOOL

District schools do not provide supervision of students prior to the arrival of District school buses at school in the morning and after buses leave in the afternoon. Students who walk to school or are transported by private vehicle should arrive at school a reasonable time prior to the beginning of classes. **Please do not drop your child off or allow your child to walk to school before 7:40 A.M.** Students should leave school shortly after the completion of classes in the afternoon.

WEAPONS

Students shall not bring, possess, conceal or use a weapon on or at district property or activities under the jurisdiction of the district. Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Possession of any of these items may result in suspension, expulsion, and/or referral to the appropriate law enforcement agency. Parents will be contacted. Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

A FINAL NOTE

TOGETHER . . . WE CARE, WE LEARN, WE GROW

Tracy Day, Principal
and the Liberty Elementary School Staff

At Liberty we are safe, responsible and respectful!

Liberty Elementary Pledge
In This School.....

We do second chances

We apologize

We forgive

We respect each other

We keep our promises

We encourage one another

We laugh often

We belong

We are family

