

# Liberty Elementary School



## 2019-20 Parent & Student Handbook

Liberty Elementary School  
2345 Liberty St SW  
Albany, OR 97321

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

Office Hours: 8:00 am-4:00 pm

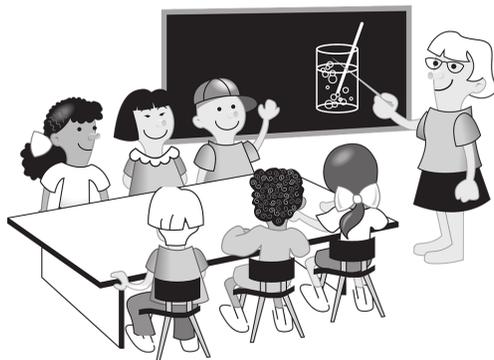
**School Hours:**

Grades K-5 8:50-3:25 pm (except on Wednesdays- 8:50-2:25 pm)

## It Takes a Village

Our mission at Liberty Elementary School is to provide the best education for our students, academically, socially, and emotionally. Our goal is to work together to model understanding, clear communication, and respectful relationships. As our world continues to change and grow, we are finding that being careful about what we put out on social media (such as Facebook and Twitter) is essential. Staff spends their days (and evenings and weekends!) planning lessons, collaborating with their colleagues, correcting papers and researching the latest and most effective instructional strategies. In fact, they care SO much for our students that some nights they lose sleep thinking about how to best meet their needs.

We all agree that working as a team benefits students, parents, and staff. Please know that staff are available by email, phone call (before/after school), and appointment if there is a situation that you feel needs to be addressed. Their time is limited outside of instructional time, however they are here for you and your child. At Liberty we value our relationship and open communication with our families! It takes a village!



## 2019-20 Staff Roster

Tracy Day, Principal

Tara Thompson, Office Manager

Name	Classroom Teachers
Jane Bauserman	Kindergarten Teacher
Madison Stegemiller	Kindergarten Teacher
Heather Fortner	1 <sup>st</sup> Grade Teacher
Christine Robinson	1 <sup>st</sup> Grade Teacher
David Tracy	2 <sup>nd</sup> Grade Teacher
Jana Pierce	2 <sup>nd</sup> Grade Teacher
Kristi Marshall	3 <sup>rd</sup> Grade Teacher
Joy Huddleston	3 <sup>rd</sup> Grade Teacher
Melissa Crockett-Writing Leader	4 <sup>th</sup> Grade Teacher
Christie Mattingly	4 <sup>th</sup> Grade Teacher
Max Nazarian	5 <sup>th</sup> Grade Teacher
Amy Rider	5 <sup>th</sup> Grade Teacher
Name	Specialist Staff
Amy Moore	PE
Becky Koontz	Instructional Coach/MTSS
Laura Goldstein	SLC Speech/Language Teacher
Melissa Goschie	Social Learning Classroom Teacher
Steve Herb	Music Teacher
Allison Dempsey	Resource Teacher
	Speech/Language Teacher
Name	Support Staff
Sharon Baker	Librarian/SEA
Mackenzie Lamm	SEA
Carolyn Spaulding	Special Education Support
Kathy Bruhn	SEA
Tami Dawson	Cafeteria
Kristy Downer	SEA
Sarah Gibb	Behavior Specialist/SEA
Daniel Hill	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
Trish Wilson	Social Learning Classroom SEA

## **2019/20 Calendar Events**

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

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October 11	Teacher Work Day	No School
October 18	Staff Development	No School
October 24 & 25	Parent Fall Conferences	No School
November 11	Veteran's Day Holiday	No School
November 28-29	Thanksgiving Vacation	No School
December 23 -Jan. 3	Winter Break	No School
January 6	School Resumes	
January 20	Martin Luther King Jr. Holiday	No School
January 24	Grading Day	No School
January 27	Staff Development	No School
February 17	President's Day Holiday	No School
March 23-27	Spring Break	No School
April 3	Staff Development/Grading	No School
April 10 & 13	Spring Conferences	No School

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May 25

Memorial Day Holiday

No School

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June 10

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 and is NOT graded. Students choose books to read based on their reading levels, which 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 (please see your child's teacher with any questions). 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 2:30pm.

### **AFTER SCHOOL PROGRAMS**

The Boys and Girls Club of Albany (541-926-6666) and the CAP program (541-967-9322) provide daily after school 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 Takena Elementary cafeteria. There is also a bus that students can ride to Takena for CAP. 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 after school 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 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 at school before 8:35am 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 gym to sit with their class or to the school breakfast program in the cafeteria. ALL students arriving after 8:50 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 after school 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 3:25pm (Wednesday dismissal at 2:25). Supervision is not provided after school.

## **ATTENDANCE**

Regular attendance is extremely important to student success. Also, because reading or math instruction is often the first subject taught in the, it is critical that students arrive on time. 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. The first bell rings at 8:45 and signals students to go to class. Instruction begins at 8:50 am, so students who come in after 9:00 will be marked tardy in our system. Thank you for your help with attendance!

Please call on the day of the absence between 8:20-8:50am 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 9:10 - 9:40 am 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 8:35am. Bus riders will enter the cafeteria for breakfast from the main hallway and students dropped off or walkers may enter through the front entrance. 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 8:50-3:25 pm to the office) to be deposited into their account. Parents are asked to please keep their child's account with a positive balance. 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](http://www.mymealtime.com), and 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 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 or online at <http://district.ode.state.or.us/apps/friapp/default.aspx>.** The criteria may have changed to reflect our economy. Please apply if you would like to benefit from this confidential program.

### **Breakfast Prices:**

Students K-5	\$1.35
Super Breakfast	\$ 1.50 more
Reduced Rate	no charge
Adult	\$2.50



### **Lunch Prices:**

Students K-5	\$2.65
Super Lunch	\$1.50 more
Milk	.60
Reduced	no charge
Adult	\$4.00

### **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 recess loss (to discuss the incident and reteach expectations), a discussion with the principal, suspension from the bus for up to 10 days, or removal of bus privileges for the rest of the school year. On a positive, proactive note, 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 the 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 the 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 bus expectations, 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. Loss of recess to reteach expectations and problem-solve situations
4. Loss of bus privilege (3 days) + detention
5. Loss of bus privilege (5 days) + detentions (more than one recess in the focus room)
6. Loss of bus privilege (10 days) + in-school suspension
7. Meeting with parents, principal, transportation administrator, and bus driver
8. Meeting will all above and bus contract written and signed by all in attendance
5. Removal from bus (remainder of the school year which includes field trips)

## **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 Tadena 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/FAIRNESS:** 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. Failure to comply with these guidelines may result in confiscation of the phone until the end of the day or, if there is chronic incidents, until a parent is able to pick it up.

## **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**

At Liberty, we believe that by using effective management practices, teachers can help every student exhibit behavior that will make that student feel successful. 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. This year teachers will use the **CHAMPS** approach. The acronym helps explain the expectations for different classroom activities and stands for; **Conversation**- Can the students talk to each other?; **Help**- How do students get their questions answered? How do they get the teacher's attention?; **Activity**- What is the task or objective? What is the end product?; **Movement**- Can students move about?; **Participation**- What does the expected student behavior look and sound like? How do students show they are fully participating?; **Success**- If students follow the CHAMPS expectations, they will be successful.

Failure to follow the classroom expectations may result in the following consequences, depending on the severity and frequency of the behavior:

- *Warning and discussion with the student*
- *\*Seating change in the classroom*
- *\*Time out (or in, next to adult) at recess or limited area to play on the playground*
- *\*Phone call home*
- *\*Timeout from recess or the classroom.*
- *\*Office referral which includes a discussion with the principal and possible loss of recess or other school privileges.*
- *\*Meeting with parents, student, teacher, and principal (and possibly the district behavior specialist)*
- *\*Behavior plan/contract- Parent meeting every two or three weeks*
- *\*Referral to Special Education*
- *\*In-school or home suspension for serious or chronic incidents*
- *Expulsion*

### **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.

### **PARENT NETWORK (FORMERLY KNOWN AS THE 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 Parent Network packet, which is beneficial to you as a parent should you need to contact any of the other parents in your child's class. The packet contains the name, e-mail and phone number of students and their parents. You must complete the Parent Network packet form, distributed during the "Meet Your Teacher" evening August 29th, to be included in this optional directory.

## **STUDENT BEHAVIOR (CHAMPS & PBIS)**

Our goal at Liberty is to provide an environment that is inviting for students, positive, and respectful of the learning process. We also believe that behaviors need to be taught, just like academic skills. We support our District's Positive Behavior Intervention Support (PBIS) program, which revolves around the concept of teaching the consistent expectations to our students. We have three general guidelines that we reinforce throughout the school:

**Be safe**  
**Be respectful**  
**Be responsible**

Our school rules are developed around these guidelines and address the entire school environment. CHAMPS (see Classroom Expectations section for more information around CHAMPS) will be adapted to fit the common school areas. 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 **Positive Recognition programs** being implemented within the building, depending upon the grade level.

- Individual SuperStars
- 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.
- Self-Managers (Grades 3 - 5 only)

When consequences are appropriate, we use the following:

*\*Warning and discussion with the student*

*\*Seating change in the classroom*

*\*Time out (or in, next to adult) at recess or limited area to play on the playground*

*\*Phone call home*

*\*Timeout from recess or the classroom.*

*\*Office referral which includes a discussion with the principal and possible loss of recess or other school privileges.*

*\*Meeting with parents, student, teacher, and principal*

*\*Behavior plan/contract- Meeting with parents every two to three weeks to review plan/data*

*\*Referral to Special Education*

*\*In-school or home suspension for serious or chronic problems.*

## **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 CODE: \*Please label all outerwear\***

Our dress code encourages dress that is respectful of the school environment and not disruptive, yet still encourages students to play freely and safely at recess and P.E.

#### Here are the guidelines at Liberty:

- \*Shorts, skirts and dresses need to be long enough to hit students' fingertips.*
- \*Dresses and shirts need to have at least a two inch shoulder strap that does not show a bra strap.*
- \*Sheer blouses or shirts must have an undershirt that covers the stomach and have a 2 inch strap.*
- \*Footwear should be appropriate for P.E., blacktop and field play. Flip flops may be a trip hazard and are discouraged.*

#### The following items are not allowed:

- \*Clothing that denotes inappropriate language or that endorses illegal products.*
- \*Clothing that promotes violence or other messages inappropriate for elementary students.*
- \*Hats and bandanas (Hats may be worn outside the building) except on spirit or dress up days.*
- \*Shirts that expose the student's stomach have large armholes or have spaghetti straps.*

### **DRILLS FOR FIRE, EARTHQUAKE AND LOCKDOWN DRILLS**

Students and staff participate in fire (required every month), 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 (which are required twice a year), all doors are locked and parents may not enter the building until the practice drill is completed.

### **EARLY RELEASE DAYS- EVERY WEDNESDAY AT 2:25pm**

ALL students, Kindergarten-5<sup>th</sup> grade will be released every Wednesday at 2:25pm. 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 handheld 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 the 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](http://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

## **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**

Harassment, intimidation, bullying, and acts of cyberbullying by students is strictly prohibited. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion, as well as potentially losing school privileges. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to district ground, at any district sponsored activity, on district-provided transportation, or any official district bus stop. "Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully.

Any student or guardian of a student who has been harassed, intimidated, bullied, or cyberbullied in violation of this policy is encouraged to immediately report the concern to a trusted adult or the building principal. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to a teacher or the building principal. This report may be made anonymously.

Principals will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. The school principal or school official will inform the person who reported bullying the outcome of the investigation in a timely manner.

## **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 goes 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 to school the next day** (and 7 - 10 days after the initial treatment) for a recheck by school staff before your child returns to the class. If live lice are found, the parent should be notified and the student should be sent home for retreatment.
5. Students are expected to return to school as soon as treatment has been completed.

## **HOMEWORK AT LIBERTY**

Upon reviewing the available research, there are many questions and concerns regarding traditional homework specifically for elementary age children. At Liberty, we believe the primary purpose for learning beyond the school day is to support foundational skills such reading and provide an opportunity to practice responsibility in preparation for later grades. Below is additional information about the role of learning outside of school.

The most important element of extending learning outside of school in elementary school is reading. The goal of reading at home is to foster a love of reading. Unless specified, the student is encouraged to read whatever material or genre he or she enjoys. The classroom teacher may (or may not) recommend a certain number of minutes. Shared reading, such as reading with a parent/guardian or sibling, is highly encouraged.

We believe the extension of learning beyond the school day should be as authentic as possible and be supported by families. Rich learning activities such as cooking, exploring nature, playing board games, and communicating at meals are necessary for whole-child development. Children need time for play, family activity, and a good night of sleep.

Occasionally, projects relating to subjects introduced in the classroom may have home connections which allow the student to further investigate a specific topic. Support at school with time and materials will be provided if needed to help students access project based learning.

Optional additional opportunities to extend learning may be provided for families as needed/desired. See your child's teacher for these opportunities.

**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 completed 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 18<sup>th</sup>. 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 an 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 7:45 - 8:40 two times a week (Tuesdays 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 2018-19 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 the original container with manufacturer's recommended dosage schedule included.
- The school may only administer medications following the manufacturer's recommendations.
- Necessary for students 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 the 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 a parent at the end of the 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 or 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 NON PRESCRIPTION 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 8:45am in the gym or 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, but guests must stand if the gathering takes place in the gym. 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 through School Messenger, Peachjar, and by hard copy. 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/>. Contacts # 1 & 2 on Registrar (our electronic registration system) will automatically get phone and email messages sent out by Liberty. To sign up for School Messenger text messaging, go to [schoolmessenger.com/txt](http://schoolmessenger.com/txt) and enter "yes" to our school's code, 67587. Peachjar, which sends out electronic flyers, such as our school newsletter and hiking club information, is also automatically sent to contact # 1 & 2 from Registrar. If you are not receiving flyers please call the Liberty. *If you would like to be opted out of these features, you will need to log in to Peachjar and change the delivery settings. (see the green flyer provided by Mrs. Thompson)*

## **PARKING**

We have a new parking lot on the east side of the building. Visitors may use the parking lot if they will be visiting. *Please note, during drop off and dismissal, getting in and out of a parking space may take more time than expected.* During pick up time (3:25 - 3:40 & 2:25 - 2:40) cars may turn RIGHT ONLY out of the parking lot to ensure efficient traffic flow and student safety.

## **PARKING/BUS ZONE**

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

- The bus zone on Liberty Street is only for the busses.
- Using the new loop, please unload students on the RIGHT SIDE ONLY, pulling to the most forward spot if your child/children are not yet out of the building.
- Upon leaving the parking lot, traffic must turn RIGHT ONLY. This keeps the flow moving and students safe.
- 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

Jenissa Phillips, President, [jenissa.phillips@yahoo.com](mailto:jenissa.phillips@yahoo.com)

Tichelle Staten, Vice President, [statent7@gmail.com](mailto:statent7@gmail.com)

Jana Pierce, Treasurer, [angandryan@msn.com](mailto:angandryan@msn.com)

Stephani Simon, Secretary, [chrisandstephani@comcast.net](mailto: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 2:00pm 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.**

## **PHYSICAL EDUCATION**

On days of PE class, students should have tennis shoes to participate. This year P.E. will be held on Tuesdays and Thursdays.

## **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. ***If students are being unsafe to themselves or others, or not following the recess expectations, they may miss or lose one or more recesses.*** If there are chronic misbehaviors, students may have "structured" recesses which are in the reset room.

## **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 the 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 2019-20 school yearbook for under \$15.00. This cost will be determined by Lifetouch, our school picture provider. 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 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. Students 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 ASSESSMENTS/OPT OUT**

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 2019-20 Opt-Form on the District's website, <http://www.albany.k12.or.us/parents/> under ODE Smarter Balanced Opt Out Form. Complete the 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 16).

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. **Jana Pierce** 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 8:50am must report to the office to get an admit/tardy slip before going to their classroom. Because instruction begins right away in the morning, it is so important for students be in attendance on time. If families need assistance in any way to get students to school, please call the office. We are here to help families!

## **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 ask that visits are prearranged with the classroom teacher and last 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 the front door of school on 24<sup>th</sup> Street
- Stop in the office and sign in on the laptop located on the office window shelf
- 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 NEEDED!**

At Liberty we love our volunteers! With the safety and welfare of our students of the utmost importance, volunteers must go through Volunteer Orientation once, where in addition to the state requirement of completing and clearing the Criminal History Background (see directions below), volunteers spend 10 - 15 minutes discussing guidelines with the principal. After that initial face-to-face, each year volunteers must review and sign a copy of the Volunteer Guidelines document. This form is located in the office, and takes only a few moments to read and sign. The background check is required every other year.

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

**Please go to [www.albany.k12.or.us](http://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 8:35am.** Students should leave school shortly after the dismissal bell, 3:25pm.

## **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**

***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

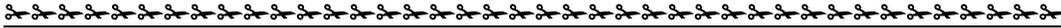
We laugh often

We belong

We are family

**Parent Thank You!**

*The staff greatly appreciates the parent support that we receive regarding both behavior and classroom work. We hope to build on the successes of last year and provide a rich and positive experience for all our students in 2019/2020!*



**I have read and reviewed the Liberty Elementary School Parent Handbook.**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Print Parent Name)

\_\_\_\_\_  
(Print Student Name)

**PLEASE CUT THIS SECTION OFF AND RETURN TO YOUR CHILD'S TEACHER! THANK YOU!**