

Liberty Elementary School



2022-2023

Family Handbook & Calendar

2345 Liberty St SW
Albany, OR 97321

Phone: 541-967-4578

Fax: 541-924-3710

liberty.office@albany.k12.or.us

Office Hours: 8am-4pm

School Hours: School Begins at 8:50.

Doors open for breakfast daily at 8:40am

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

Welcome to the Liberty Elementary 2022-2023 Handbook and Calendar

How to contact us?

Main Office (541) 967-4578
liberty.office@albany.k12.or.us

Attendance Notification:

Please call the school office or email before AM to report any absence.
Tell us: 1. Your Name, 2. Your Child's Name, 3. Date of Absence, 4. Reason of Absence.

ASP Change:

If your child is going home a different way than normal, YOU MUST let the school know as soon as you know, before 2pm on M,T,TH,F and before 1pm on Wednesdays.

School Hours

Free Breakfast for students begins at 8:40 a.m.
Doors open at 8:40 a.m. Please do not drop your student off before 8:40am.
School begins at 8:50 a.m.
School ends at 3:25 p.m.
Wednesdays are early release days and school ends at 2:25 p.m.

Inclement Weather Closure Information

Two hour delay: Schools will be opened, but two hours late/release time the same. Bus routes will run 2 hours later than normal pick-up time.

Make sure to subscribe to **FlashAlert** and listen to local radio stations for up-to-date closure information.
Check District website for up to date information. (albany.k12.or.us)

Liberty Elementary Staff

Office:

Jodi Dodd, Principal

jodi.dodd@albany.k12.or.us

Lynette Schehen, Office Manager

lynette.schehen@albany.k12.or.us

Uli Nazarian, Clerical Specialist

uli.nazarian@albany.k12.or.us

Teachers:

Kindergarten- Jane Bauserman

Kindergarten- Sadie Moffitt

Kindergarten- Madison Stegemiller

1st Grade- Wendy Willard

1st Grade- Harley Sloan

2nd Grade- David Tracy

2nd Grade- Christine Robinson

3rd Grade- Kristi Marshall

3rd Grade- Joy Huddleston

4th Grade- Melissa Crockett

4th Grade- Christie Mattingly

4th Grade-David Susnik

5th Grade- Jordan Gray

5th Grade- Max Nazarian

PE- Amy Moore

Music- Steve Herb

SLC Classroom- Melissa Goschie

Speech- Emma Hall

Instructional Coach- Marla Ernst

Dean of Students- Kyla Smith

Counselor- Amy Berry

Classified Staff:

Library- Caroline Sullivan

Behavior Specialist- Angela Sally

Assistant- Katie Beasley

Assistant- Kristy Downer

Assistant- Summer Conn

Assistant- Erin Talsma

Assistant- Morgan Simonson

Assistant- Mackenzie Lamm

SLC Assistant- Les Spangler

SLC Assistant- Andrew Juarez

SLC Assistant- Trish Wilson

SLC Assistant- Angela Lien

Custodian- Bernard O'Brien

Cafeteria- Tami Dawson

All staff email addresses are: firstname.lastname@albany.k12.or.us

Drop-off & Pick-up Loop

See this Video for More Information:

<https://youtu.be/p2dZa4bldyU>

ALL parent drop-off and pick-up takes place at the front of the Liberty building in the drop-off and pick-up loop. Drop-off will start at 8:40 in the morning (when adults are present for supervision). Please do not let your students out of the car before 8:40am when a supervising adult is outside to greet and protect them. 5-6 cars can drop off at the same time in the car loop. Please pull all the way forward to drop off your child.

When picking up or dropping off students, please remain in your car the entire time for safety reasons.

We will have adults available to help students navigate to and from their vehicles. This way we can move the line along quickly and safely. Please have students enter/exit the car using the passenger side (the side closest to the supervising adults). Having students exit the car on the driver's side is dangerous as some cars pass the line and may not see your child.

After school, our most congested time, car riders will be picked up in the car loop and any walking students will be picked up at the West side gate. All buses will load from student lines in the gym.

NEW Liberty Drop-off and Pick up plan

Drop Off in the morning: 8:40-8:50am



Pick-up in the afternoon: 3:25pm (2:25 on Wednesdays)



Walkers meet at the west courtyard gate AFTER SCHOOL.



Car Riders meet the front car loop.



Volunteers

Steps to Volunteer:

- Go to the district website <http://albany.k12.or.us>
- Click on the parent tab.
- Click on the information tab.
- Choose the volunteer link.
- Complete the Background Check. (This is good for two years)
- Complete the Volunteer Orientation training in person on Sept. 20 (6pm) or request the video from the office.

Parent Teacher Club (PTC)

The Liberty Parent Teacher Club (PTC) has been formed to:

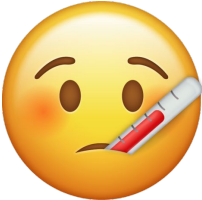

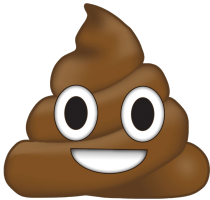




- a. Provide children with educational opportunities as a result of volunteering and fundraising
- b. Increase familiarity and enhance communication among school, staff, and parents
- c. Promote the welfare of the students in the home, school, and the community.

Membership is open to any school community members including parents, guardians, and Liberty staff. PTC organizes different events throughout the school year. We host school wide events to help parents, students, and staff bring our community together; fundraising events to provide additional funding for programs and tools that are not part of the district's budget (i.e. field trip busing, classroom supplies, Positive Behavioral Support), and staff/teacher appreciation days throughout the year. We are always growing and looking for new ideas and opportunities that support our mission. General membership meetings are once a month on the second Tuesday night of the month. Come to a meeting and get involved!

More information is relayed through Parent Square, Facebook (**Liberty Elementary School PTC**), & the Liberty webpage.

When do I keep my child home from school?

I NEED TO STAY HOME IF . . .

I HAVE A FEVER	I HAVE VOMITED	I HAVE DIARRHEA	I HAVE A RASH	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL	I HAVE COVID
						
Temperature of 100.4°F or higher within past 24 hours	Within the past 48 hours	Within the past 48 hours	New or unknown rash	Redness, itching and/or pus draining from eye	Hospital stay and/or emergency room visit	Tested positive for Covid

I AM READY TO RETURN TO SCHOOL WHEN I . . .

Fever free without the assistance of medication for 24 hours (i.e. Tylenol, Motrin)	Free from vomiting for 48 hours.	Free from diarrhea for 48 hours.	Once rash is resolved and have been cleared by a licensed health care provider.	Free from drainage and/or have been evaluated by my doctor if needed.	Released by my medical provider to return to school.	Stay home, isolate, and contact the school office 541-967-4596
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If your child has strep throat or another bacterial infection, he/she should stay home until the antibiotic has been given for at least 24 hours and your health care provider has given permission for your child to return to school. We encourage you to seek medical attention when your child is sick and to follow your healthcare provider's recommendations about returning to school and other activities.

Our goal is to help our student maintain optimum health. Sick children often feel quite uncomfortable being at school and could infect their classmates with a variety of illnesses. District guidelines state that a student must be fever and symptom free without medication for 24 hours before returning to school. Please make sure your emergency contact numbers are up to date in case we need to reach you!

Student Medication

Prescription and non-prescription medications may be given at school only by trained staff. Medications administered at school must meet the following requirements:

- May only be given at school when necessary for the student to remain at school.
- The medication must be brought to school by parent/guardian or other authorized adult. **Please do not send your student to school with their own medication**
- Medication must be checked-in with a trained staff member and counted with the adult present.
- Medication must be accompanied by a completed "Authorization for Medication Administration by School Personnel" form (this form is available in the office or on the GAPS website). Please note that we will not be able to modify any of the information provided on this form (dose, frequency, times, etc.), a new form must be completed.
- All medication must be administered within 30 minutes of the prescribed/recommended timeframe.

Prescription Medication:

- Requires written instruction from a physician; a prescription label meets this requirement.
- All information provided on the "Authorization for Medication Administration by School Personnel" form must match the prescription label.
- The medication must be in the original prescription bottle with an accurate expiration date (ask pharmacist for extra labeled container).
- Cutting medication is the responsibility of the parent/guardian or the pharmacy. Medication cannot be cut at school.

Non-prescription Medication: Medication that does not require a prescription under Federal law, except: **Non-FDA approved medications and *any medication being used outside of the manufacturer's recommendations. *These two exceptions must have a medical provider's order to be given at school.*

- All information provided on the "Authorization for Medication Administration by School Personnel" form must match the instructions on the manufacturer's label.
- Must be provided in the original manufacturer's packaging and include the directions for use and expiration date.

Student Self-Administered Medication: A student may carry and self-administer their own medication if the following criteria are met:

- The student is able to demonstrate the developmental and behavioral ability to safely self-medicate.
- The form must be signed and dated by the student Doctor/RN or prescriber.
- The student and parent/guardian have completed the "Self-Administration" form and submitted it to the office for approval.
- The medication must contain the prescription or manufacturer's label and include the student's name.



Attendance Matters!

Be GREAT, Miss Less than 8!

Chronic Absenteeism = missing 10% or more of school for any reason.

TWO days missed per month = 18-20 days per school year.

A student who is chronically absent will miss 30+ hours of math instruction and 60+ hours of reading instruction during the school year. Over the course of their school career, a chronically absent student will miss over a year of school by graduation.

At Risk= missing 5-10% (around 8-18 days) of school for any reason.

On Target= missing less than 5% (8 or fewer days) of school for any reason.

Keep track of your child's absences!

Use the boxes below to track each absence during the school year. If you fill up all 8 boxes, your child is now in the AT RISK category.

Date: Reason:	Date: Reason:	Date: Reason:
Date: Reason:	Date: Reason:	Date: Reason:
Date: Reason:	Date: Reason:	

Students should miss no more than 8 days of school for the entire year, unless they have a medical reason. Please plan appointments after school, on days off, or on Wednesdays after 2:25.

Keep in TOUCH with US!

ParentSquare allows the District and Liberty to do everything from sending out alerts by text and phone to sharing email messages with families.

Parents/guardians will automatically be added to this communication system with contact information provided during school registration. Emergency alerts will always be sent by text or phone call.

General announcements will also be sent via this new system to your email address provided at registration. Emails may be viewed in your email inbox or in the ParentSquare app or website, once you have activated your account.



Parent Square: www.parentsquare.com



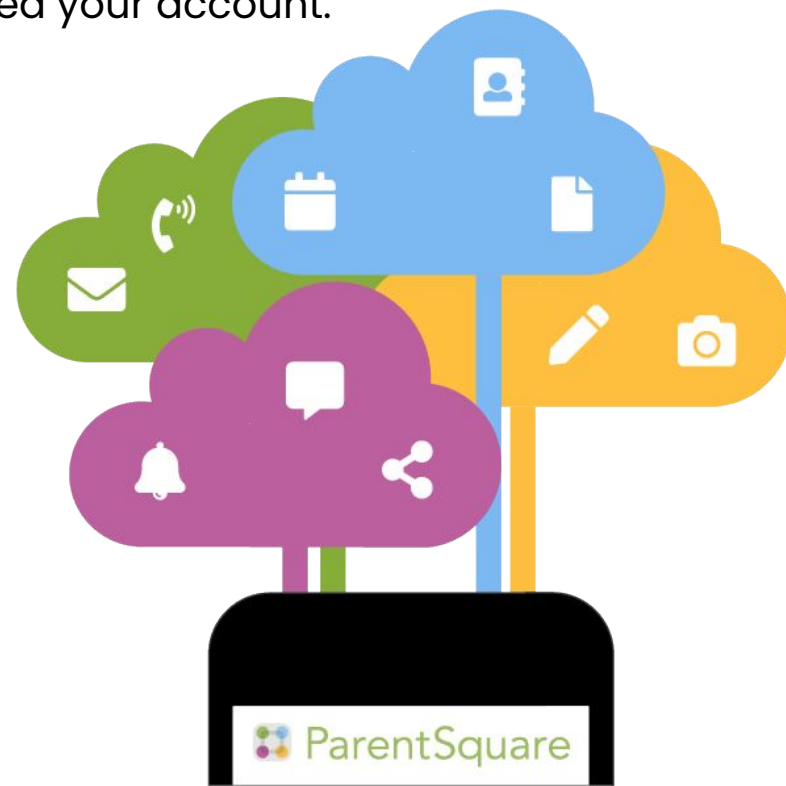
Facebook: Liberty Elementary School,
Albany, OR



Website:
<https://liberty.albany.k12.or.us/>

You can use ParentSquare on any device. You can download the free mobile app for Android or iOS and you can also use it from a computer at: www.parentsquare.com

We encourage all parents and guardians of GAPS students to create an account to choose your preferred method of communication and how you receive messages. However, you do not need to activate an account in order to receive district messages as you currently do.





Superstars



At Liberty Elementary, Positive Behavior is recognized and acknowledged with Superstars.

When students are following expectations, on task, or caught being exceptional they are given Superstars from a staff member. Superstars are turned in to teachers. Each superstar is worth 1 stamp on their supercard card!

Rewards can be earned by students saving up their Superstars to **purchase items from our Superstars Store**. Next, Superstars cards will be drawn at random each month during our Friday assemblies. Students whose name are drawn will get to pick from a special prize box.

We love and are always on the lookout for positive behavior at Liberty Elementary!



Superstar Store:

Prizes will be listed on a monthly inventory that is distributed by teachers. Items frequently change throughout the year.

Students order prizes by saving and turning in their superstar cards attached to their order sheet.

CHAMPS

CHAMPS is a district-wide behavior management plan to help all children be successful in school. CHAMPS is proactive and positive classroom management!

Here is what it stands for:

C: Conversation Level- tells students the acceptable noise/voice level for that area or activity.

H: Help- tells students how to ask for help during that activity.

A: Activity- tells students what they should accomplish during that activity.

M: Movement- tells students how they can move their bodies during that activity.

P: Participation- tells students what we are doing to be part of the activity.

S: Success!

Champs posters are visible around the school. Here are some examples.

Library		
C	Level I - Whisper	
H	Raise your hand	
A	Library	
M	Move around quietly	
P	Listen & follow instructions	
S	Success	

Recess		
C	Level 4 - Group talk	
H	Ask an adult	
A	Recess	
M	Move around freely	
P	Listen & follow instructions	
S	Success	

Restroom		
C	Level I - Whisper	
H	Ask the teacher	
A	Restroom	
M	Move around freely	
P	Follow directions	
S	Success	

IS IT BULLYING?

NOT NICE

When someone says or does something unintentionally hurtful and they only do it once...

That is Not Nice

MEAN

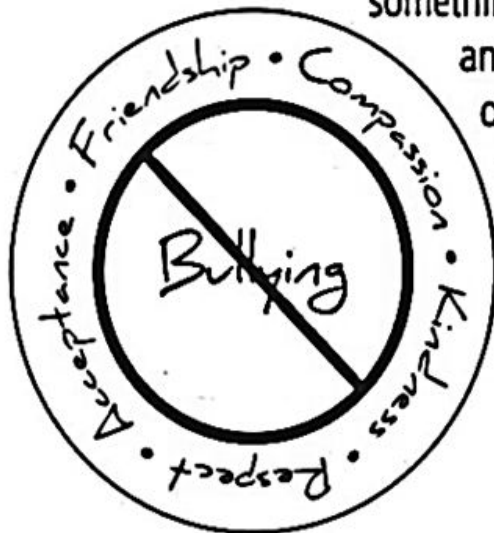
When someone says or does something intentionally hurtful and they do it once...

That is Mean

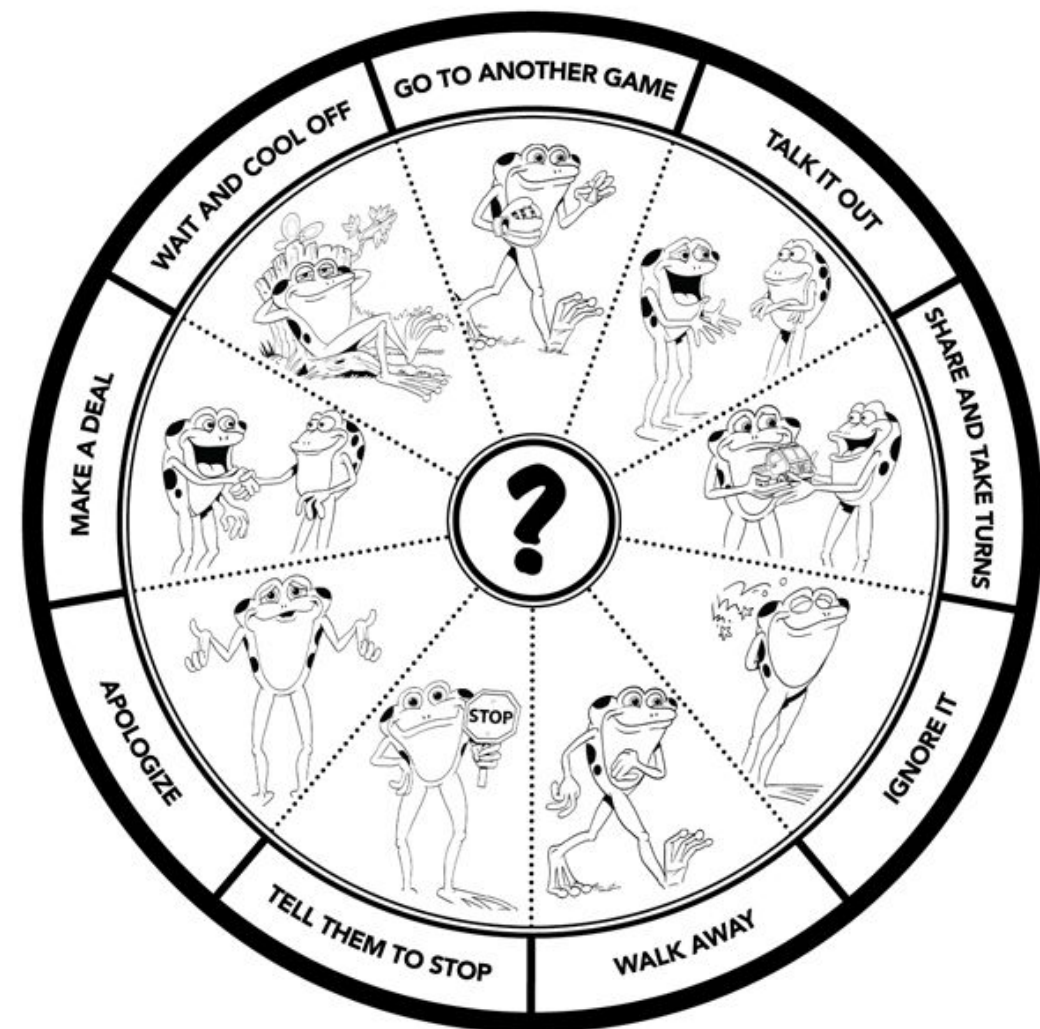
BULLYING

When someone says or does something intentionally hurtful and they keep doing it, over a period of time, even when you tell them to stop or show them that you are upset...

That is Bullying



At Liberty Elementary, we use Kelso's Wheel to teach conflict resolution strategies. Students are encouraged to select strategies to use when having conflict while at school. The wheel gives students 9 easy options for problem solving.



Guidelines for Success



Be Safe

Be Respectful

Be Responsible

Click the link for more information:

[Liberty Student and Parent Handbook](#)


[District Handbook](#)

Liberty's Mission Statement: To create a positive learning community where students learn to be **collaborative and creative in a rigorous and respectful environment**. We desire for every student to find joy at Liberty, create positive relationships, and to reach his or her academic potential.

September



Friendship

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Open House for 1st-5th Grades 4-6pm	2	3
4	5	6 First Day of School Grades 1-5 Kinder Interviews 9-11/1-3	7 No Early Release Kinder Interviews 9-11/1-3	8 Kinder Interviews 9-11	9 Kinder Open House 1-3pm	10
11	12 First day of Kindergarten	13	14 Early Release 2:25	15	16 Assembly	17
18	19	20 Parents: 6pm Volunteer Training PTC Meeting	21 Early Release 2:25	22	23	24
25	26	27	28 Early Release 2:25	29	30 Assembly	

October



LAPATHON TBD


Courage

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Early Release 2:25	6 LAPATHON ?TBD?	7 No School - Staff Development Day	8
9	10	11	12 Early Release 2:25	13	14 Picture Day! Assembly	15
16	17	18	19 Early Release 2:25	20	21	22
23	24	25	26 Early Release 2:25	27 OBOB team registration due to Mrs. Sullivan	28 Harvest Assembly Followed by parade	29
30	31					

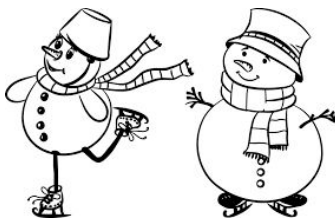
November




Responsibility

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Early Release 2:25	3	4	5
6	7	8	9 Early Release 2:25	10 No School- Staff Development & Grading	11 No School- Holiday	12
13	14	15	16 Early Release 2:25 Conferences	17 No School- Conferences	18 No School- Conferences	19
20	21	22	23 Early Release 2:25	24 No School- Holiday	25 No School-	26
27	28	29	30 Early Release 2:25			

December



Responsibility


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Return of Elvis!	2 Assembly	3
4	5	6	7 Early Release 2:25	8	9	10
11	12 Winter Wonderland Dress-up Day: Wear White	13 Toasty Tuesday Dress-up Day: Wear a Winter Hat, Scarf, or Earmuffs	14 Early Release 2:25 Warm & Cozy Wednesday Dress-up Day: Wear your Favorite Sweater	15 Pajama Dress-up Day: Wear Pajamas	16 Fun Flannel Dress-up Day: Wear Flannel Winter Fest Assembly	17
18	19 No School	20 No School	21 No School	22 No School	23 No School	24
25	26 No School	27 No School	28 No School	29 No School	30 No School	31



January



Kindness

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 	2 No School - Holiday	3	4 Early Release 2:25	5	6	7
8	9	10	11 Early Release 2:25	12	13 Assembly	14
15	16 No School - Holiday	17	18 Early Release 2:25	19	20	21
22	23	24	25 Early Release 2:25	26	27 Assembly	28
29	30	31				

February

Justice/Fairness

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Global School ½ Day of Play Early Release 2:25	2	3 No School	4
5	6 No School	7 Liberty Mail	8 Early Release 2:25 Liberty Mail	9 Liberty Mail	10 Assembly Liberty Mail	11
12	13 Patience	14 Kindness	15 Early Release 2:25 Thankfulness	16 Forgiveness	17 Community	18
	-----Friendship Week-----					
19	20 No School- Holiday	21	22 Early Release 2:25	23	24 Assembly	25
26	27	28				

March




Respect

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Early Release 2:25	2 Read Across America Day Pajama read-in	3	
5	6 Book Madness Starts	7	8 Early Release 2:25	9	10 Assembly	11
12	13	14	15 Early Release 2:25	16	17	18 iRun for Kids??
19	20 California Road Trip Dress-up Day: Wear a hat or sunglasses	22 Texas Road Trip Dress-up Day: Wear Western Clothes	22 Early Release 2:25 New York City Road Trip Dress-up Day: Wear something fancy-like for an evening out!	23 Washington D.C Road Trip Dress-up Day: Wear Red, White, & Blue	24 National Parks Road Trip Dress-up Day: Wear Hiking or Outdoor Gear Assembly	25
26	27	28	29 Spring Break	30	31	

April



Honesty/Integrity

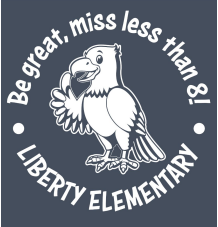
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 Early Release 2:25	6	7 Assembly	8
9	10	11	12 Early Release 2:25	13	14 No School	15
16	17	18	19 Early Release 2:25 Conferences	20 No School- Conferences	21 No School- Conferences	22
23	24	25	26 Early Release 2:25	27	28 Assembly	29
30						

May



Liberty Carnival
TBD

Perseverance

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Early Release 2:25	4	5	6
7	8	9	10 Early Release 2:25	11	12 Assembly	13
14	15	16	17 Early Release 2:25	18	19 Art Celebration	20
21	22	23	24 Early Release 2:25	25	26 Assembly	27
28	29 No School- Holiday	30	31 Early Release 2:25			

June



Have a fantastic
summer!!

**REVIEW all
Character Traits**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Mix It Up Monday Dress-up Day: Wear Clothes that Don't Match	6 Twin Tuesday Dress-up Day: Coordinate your Outfit with a Friend	7 Early Release 2:25 Wild Wednesday: Dress as an Animal or Wear Animal Print	8 Time Travel Thursday Dress-up Day: Dress in the Past or Future	9 Liberty Spirit Dress-up Day: Wear your class shirt Assembly	10
11	12	13 Field Day!	14 No early release 5th Grade Graduation	15 Assembly Last Day of School	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	