

# Liberty Elementary School



**2024-25**

## **Parent & Student Handbook**

Liberty Elementary School  
2345 Liberty St SW  
Albany, OR 97321

Phone: 541-967-4578

Fax: 541-924-3710

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

**School Hours:**

Doors open for breakfast daily at 7:45 am

Grades K-5: 7:55 am-2:30 pm (Wednesdays-7:55 am-1:30 pm)



# 2024-25 Liberty Elementary Schedule

The building will open at 7:45 am.

**Please do not drop students off or leave them unsupervised before 7:45 am.**

**Breakfast is served in the cafeteria from 7:45-7:55 am.**

**Instruction starts at 7:55 am**

\*ALL students arriving after 7:55am MUST report to the office.  
After School Pickup: 2:30 pm (1:30 pm on Wed.)

**Early Dismissal EVERY Wednesday at 1:30pm**  
(with the exception of the first and last week)  
PLEASE make every effort to schedule student appointments on our Wednesday Early Release days so that they do not have to miss school.  
#everydaymatters

## **Bell Schedule**

Grade	START	AM Recess	Lunch	Lunch Recess	PM Recess (Not on Wednesdays)	END
Kinder	7:55	9:55-10:07	10:55-11:15	11:15-11:32	1:05-1:17	2:30 (1:30 on Wednesdays)
1st	7:55	9:15-9:27	10:55-11:15	11:15-11:32	1:20-1:32	2:30 (1:30 on Wednesdays)
2nd	7:55	9:40-9:52	11:20-11:40	11:40-11:57	1:20-1:32	2:30 (1:30 on Wednesdays)
3rd	7:55	9:40-9:52	11:20-11:40	11:40-11:57	1:20-1:32	2:30 (1:30 on Wednesdays)
4th	7:55	9:40-9:52	12:00-12:20	12:20-12:37	1:40-1:52	2:30 (1:30 on Wednesdays)
5th	7:55	9:40-9:52	12:00-12:20	12:20-12:37	1:50-2:02	2:30 (1:30 on Wednesdays)

## **ARRIVAL AND DEPARTURE**

Supervision begins every morning at 7:45am. Please ensure supervision for your child until supervision is present. Students arriving by car, walking or biking enter one of two doors: the front door or the doors located on the east end of the building (intermediate wing). Please obey traffic laws and do not block traffic on 24<sup>th</sup> Street, do not park along yellow painted curbs, and do not drop off students across the street where there is no crosswalk. It is encouraged to turn right out of the drive through loop to support the efficient flow of traffic. When students enter the building they may go directly to their classroom or go to the cafeteria. ALL students arriving after 7:55 am **must** check in at the office before reporting to their classroom. Departure: 2:30 (1:30 on Wednesdays)

**In person pick/up and walkers**-All walkers exit the building through the west exit of the cafeteria. Some students, with written permission from parents, may walk by themselves. Other students will be released to their designated adult by a Liberty staff person.

**Car Riders**-Car riders will be picked up at the front loop.

**Bus Riders**-Bus riders will meet their bus group in the gym.

**Bike Riders**-Bike riders will check in at the office in the morning and ride their bikes out the BUS gates on Liberty St. so that staff can check them out.

If a student needs to be picked up for an appointment, the designated adult will sign the student, both out and in. The log book is located at the front entrance.

**If there is a change from your child's regular after school routine, an approved adult needs to contact the office by 1pm (12pm WED) on day of dismissal. We will not allow children to change their after-school plans without permission from the parent or guardian. All changes must go through the OFFICE - please do not just tell your child.**

**Contact the office @**

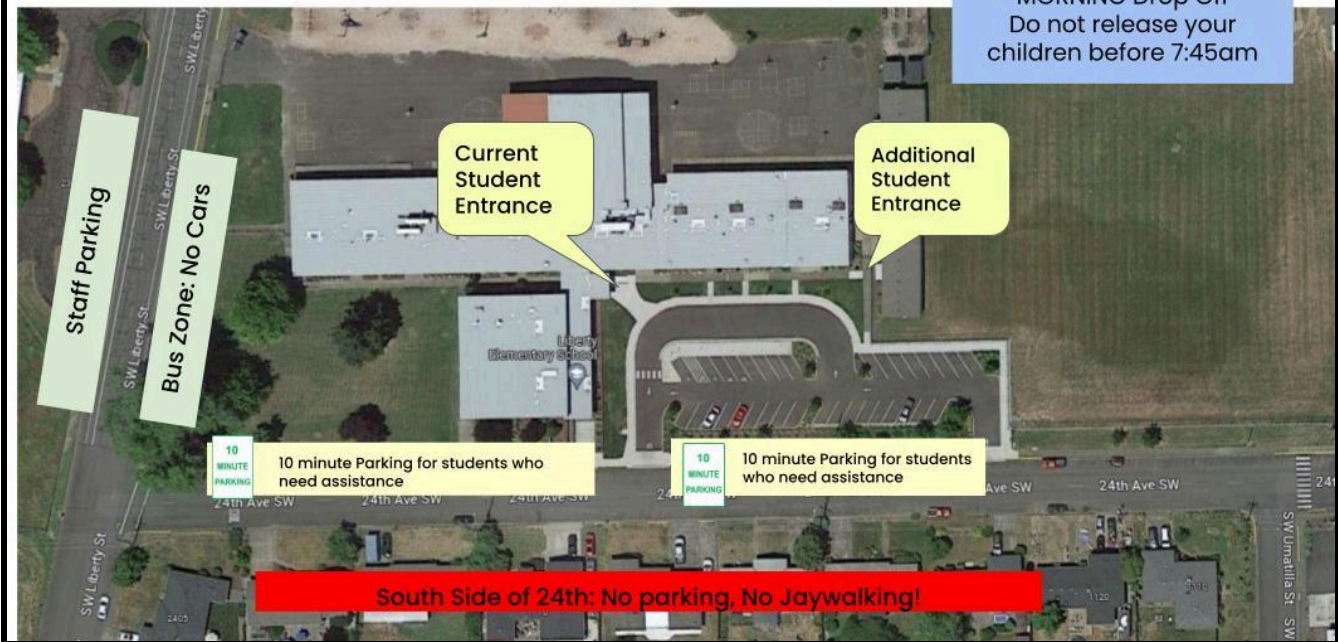
Phone: 541-967-4578 or email at [Liberty.office@albany.k12.or.us](mailto:Liberty.office@albany.k12.or.us)

Students should go directly home upon dismissal at 2:30pm (Wednesday dismissal at 1:30). Supervision is not provided before or after school hours.

Please See below for a Map Description of Arrival and Dismissal and contact the office with any questions.

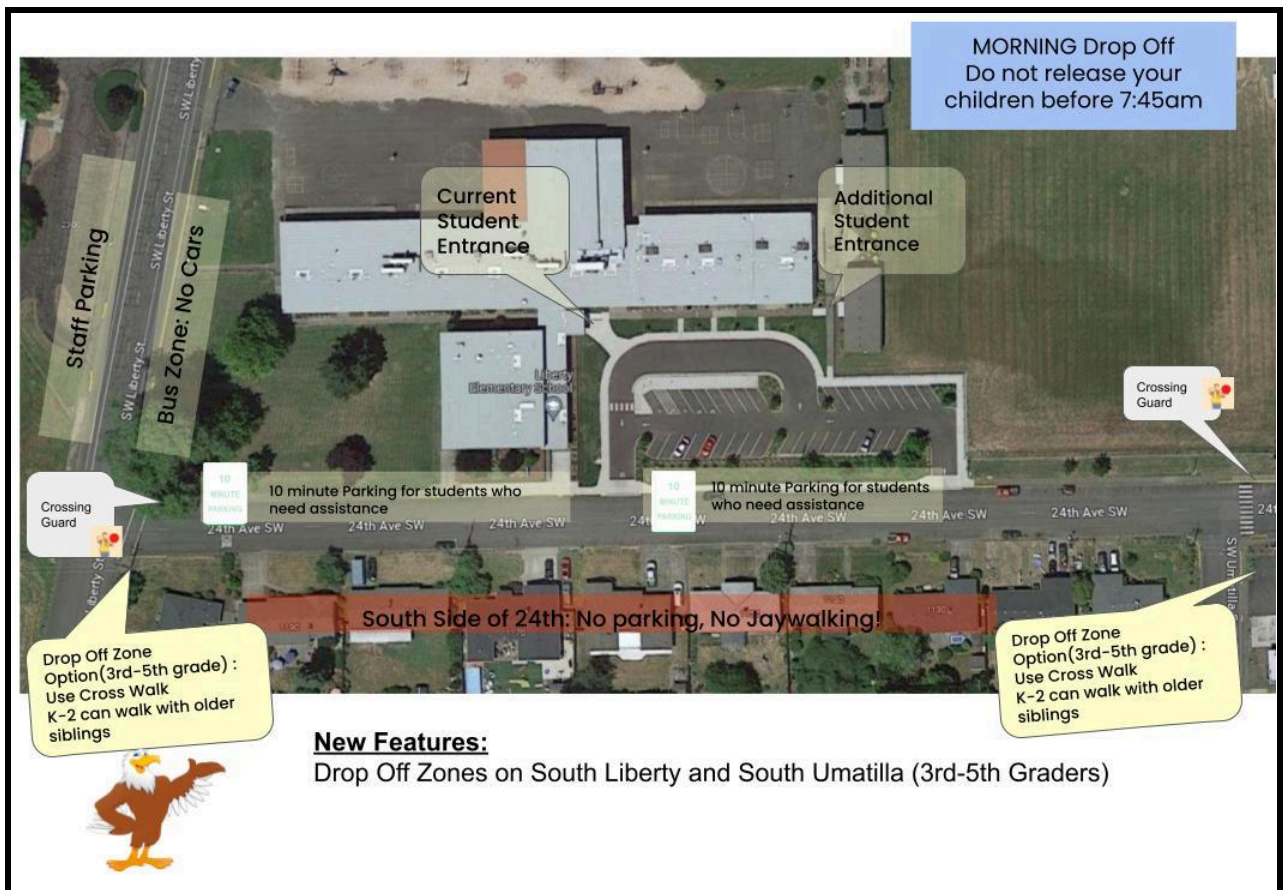
# Liberty Elementary Morning Drop-Off

MORNING Drop Off  
Do not release your children before 7:45am



Crosswalks: Please do not jaywalk across Liberty St. or 24th Street. Use the crosswalks. Jaywalking slows down the car line exiting the school parking lot and is unsafe.

MORNING Drop Off  
Do not release your children before 7:45am



**New Features:**

Drop Off Zones on South Liberty and South Umatilla (3rd-5th Graders)



**Dismissal: 2:30pm (1:30pm on Wednesdays)**



**Every Wednesday is Early Release (Grades K – 5)**

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

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

# LIBERTY'S SCHOOL CALENDAR

[Please click here to our calendar on our website!](#)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	No School, Labor Day	3 1st-2nd Grades START SCHOOL @ 7:55am. Doors open @ 7:45am	4 NO Early Release - out @ 2:30pm	5	6 KG Open House 12-2pm	7
9	KINDERS start school @ 7:55am. Doors open @ 7:45am	10	11 Early Release 1:30 pm	12	13 National Day of Positive Thinking	14
16		17	18 Early Release 1:30 pm	19 Volunteer Training @ 6:00 pm	20	21
23		24	25 Early Release 1:30 pm	26	27 All School Assembly @ 1:45pm	
30						

## **AFTER SCHOOL PROGRAMS**

The [Boys and Girls Club of Albany](#) (541-926-6666), [YMCA](#) (541) 926-4488 provide daily after school opportunities for our students. Students can be transported by bus to the Boys and Girls Club and the YMCA. Please remember you must be signed up and approved by the Programs before your student is allowed to ride the bus to/from and the plan 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.

## **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 (IE: allergies to bee stings, medication, foods, fainting spells or seizures) which requires special care, emergency treatment, or medication, please stop by the office and fill out a Medical Protocol form.



### **ATTENDANCE: Be GREAT! Miss Less Than 8!**

Regular attendance is extremely important to student success. Students who regularly attend school are better able to keep up with their schoolwork, are more likely to acquire the skills and knowledge expected at their particular grade level, and develop a stronger sense of belonging in the classroom. The district's expectation of regular attendance reinforces for students the importance of learning and achievement.

**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.***

Please call on the day of the absence between 7:10-7:45am with the following information:

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

There is an automated "safety call" generated after attendance is recorded in the morning and afternoons, if the office has not been notified. **Absences not cleared within 3 school days will be recorded as unexcused.** There are many days during the school year during which we do not have school. Please plan appointments and vacations around these days. [Check the School Calendar](#) on the Website for these days. 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 free breakfast to all of our students at Liberty between 7:45-7:55 am. Breakfast is served in the cafeteria each morning starting at 7:45am. Please discuss with your child whether or not you would like for them to participate in the free breakfast program.

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.

<b>Breakfast Prices:</b>		<b>Lunch Prices:</b>	
Students K-5	no charge	Students K-5	no charge
Adult	\$2.00	Adult	\$3.00

## **BUS TRANSPORTATION**

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 can be found on the District's website at <https://albany.k12.or.us/district/transportation>. 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:

- ALL KINDER Bus riders must fill out a form and have it returned to the office BEFORE they are allowed to ride the bus. Please allow 1-2 days for this to be completed
- Students being transported are under authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Students will use the emergency door only in case of emergency.
- Students will be on time for the bus, both morning and evening.
- Students will not bring animals, weapons or other potentially hazardous materials on the bus.
- Students will remain seated while the bus is in motion. ("Back to back, seat to seat.")
- 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 regulations, may forfeit their privilege of transportation. Consequences for continued misbehavior can result in the following consequences:

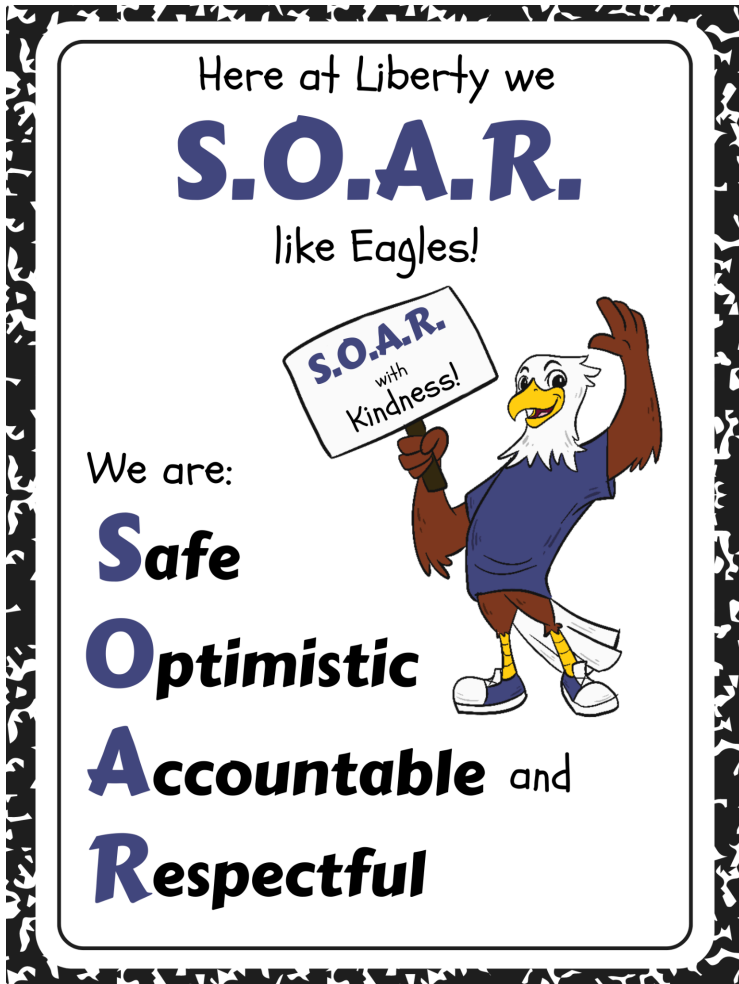
1st incident: Warning by School Administration/Staff. Assigned seat.

2nd incident: 3-5 school day suspension from bus

3rd incident: 5-10 school days suspension from bus

4th incident: Suspension from bus for the remainder of the school year





### **Character Strong and SEL Curriculum**

We want our students to be Purposeful People who S.O.A.R. like eagles! We use Character Strong Curriculum to encourage our students to learn how to be Safe, Optimistic, Accountable and Respectful.

[Character Strong Link](#)

This year, our theme is "S.O.A.R. with kindness."

### **CELL PHONES and SMARTWATCHES**

Cell phones and smartwatches need to be "Off and Away" during school hours and stored in the child's backpack. The school is not responsible for lost or stolen items. In case of a health need or emergency, students and parents should contact the office directly.

### **CHECK ACCEPTANCE POLICY:**

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name,

address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee and checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash or online payment).

### **CLASSROOM EXPECTATIONS**

Each teacher will be discussing classroom expectations with your child as well as our school wide expectations. These expectations are designed to allow the teacher and students to work without disruption toward accomplishing our goal of educating the children. Students and teachers have a right to work in a climate of respect, order, and structure. During the first two weeks of school, teachers will go over our school wide expectations, called Rules Rodeo. These expectations center on behaviors that are Safe, Optimistic, Accountable and Respectful.

## **CLASS PARTIES**

Check with your student's teacher for the 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.

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. As a part of their school community responsibilities, students clean their desks and cubbies on a regular basis.

## **DIRECTORY INFORMATION**

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

## **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.

**At Liberty, we believe that all students who make mistakes or wrong choices have the ability to learn from those mistakes and wrong choices.** For more information, please see our [Liberty Positive Behavior Supports Handbook](#).

**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 contagious diseases will not be allowed to come to school while the disease is contagious. 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. For more information:

<https://albany.k12.or.us/district/special-programs/district-nurse>

**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 100.4F 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
---	----------------------------------	----------------------------------	---	---	--	--

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!**

## **DISTRICT POLICIES**

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

## **DRESS AND GROOMING**

Students may not wear:

- Shirts/skirts/shorts that are so short they show the abdomen or buttocks
- Hats, hoods or any kind of head covering inside the building
- Sunglasses
- Bandannas of any color or any kind
- Baggy pants below the hip bones; pants which are too long and could be tripped over
- Dog collars or spiked clothing
- Any clothing associated with gangs, drugs, alcohol, offensive or inappropriate messages.
- “Wheelies” (shoes with roller-skates in heel)

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

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

In an emergency, and in case students need to be picked up at a different location, the school will notify parents through a text through Parent Square. In case it is not safe to pick up your student at the regular location, our alternative locations for pick up are: The West Albany High School Track and the Linn County Fairgrounds. In case of an emergency evacuation, the school will communicate with you on where and when to pick up your child.

## **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 these items at home. **Toy weapons are not allowed in any case or at any time on Liberty’s campus.**

## **ELECTRONIC SURVEILLANCE**

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

## **E-MAIL**

Staff members check their email at least once each school day and attempt to respond to requests within two school days after opening a message. To email staff members, use the first and last name separated by a ( . ) as in this example: [jodi.dodd@albany.k12.or.us](mailto:jodi.dodd@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 buses 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 buses 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. Announcements 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 an 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)**

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. Please contact a Liberty staff member if you need to connect with our FACT team representative.

## **FIELD TRIPS**

Field trips may be scheduled for educational experiences. Students must have an Elementary Student Field Trip Permission form on file for each trip, and must be consistently showing safe and responsible behaviors in order to attend field trips.

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 with a permission slip.

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 (<https://albany.k12.or.us/about/volunteer>) may attend and supervise students. Siblings are 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. At any time you are concerned about your child, please reach out to your child's teacher.

**November - Parent Conferences**  
**January - Semester Report Cards**

**April - Student-led Conferences**  
**June - Semester Report Cards**

## **GUM**

Gum is not allowed in or around the school buildings. Please help with this expectation by reminding students of this at home.

**HAZING, HARASSMENT, INTIMIDATION, BULLYING, MENACING AND BIAS INCIDENTS**

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

**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

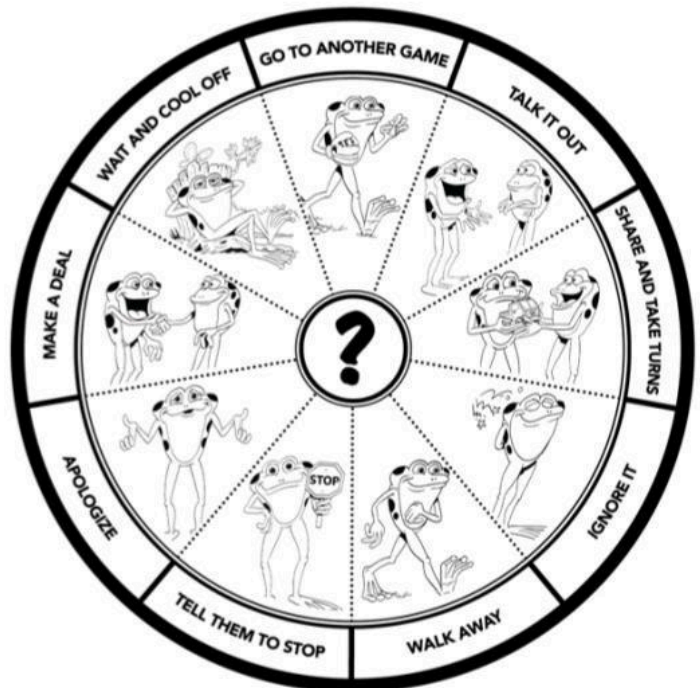
**BULLYING**

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.



## **HEAD LICE INFORMATION**

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

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

1. Use the **medicated shampoos** that your doctor or pharmacist recommends on all family members who are in the household.
2. Follow the personal and household cleaning instructions given on the medicated shampoo bottle.
3. It is the parent's responsibility to remove nits after treatment to the best of their ability.
4. **Accompany your child and bring the signed slip back to school.** Your child will be screened by school personnel before returning to class.
5. Students are expected to return to school as soon as treatment has been completed.

## **HEALTH, SICKNESS, AND MEDICINE**

### **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.



## **HOMEWORK POLICY**

**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 and work. We will notify you when you can pick up the work for your student to complete at home.

## **IMMUNIZATIONS**

All required immunizations must be complete or scheduled for completion (in the case of partial immunization) or your child will be excluded from school until he or she obtains them. Immunization Exclusion Day is February 15<sup>th</sup> every year. The only exception to the law is for children with medical issues that would make immunization hazardous and for religious exemptions. The Liberty 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.

## **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.

## **LANGUAGE (Inappropriate)**

Students will use language that is school appropriate and does not offend others. This includes cuss words, discriminatory words, and any words that make others feel uncomfortable.

## **LIBERTY SINGERS**

Liberty Singers is open to all students in 3rd-5th grades. Students meet from 2:30-3:20pm two times a week (Tuesdays and Thursdays) on the stage 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 2024-25 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. **MARIMBA:** open to all 5th Graders. Students meet from 2:30-3:20pm 1x a week (MONDAY).

**Parents MUST PROVIDE PICK-UP after practices @ 3:20pm.**

## **LIBRARY**

The Liberty library is located in the north modular #23. **Mrs. Sullivan** is our librarian. All students have access to the library at least twice a month. 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. Kindergarten students will check out books but leave them in the classroom for classroom use.

## **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 is located on the first bay of hooks in both the intermediate and primary hallways. 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.

## **FRIDAY AFTERNOON ASSEMBLIES**

Monthly Friday afternoon assemblies are held at 1:45 pm in the cafeteria. Please check the [school calendar](#) or our [website](#) for exact days. If your child is involved in the assembly or receiving an award, we will notify you. We have parent/visitor seating in the back of the cafeteria for all guests..

## **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.

## **PARKING**

Our parking is limited around our school grounds. The parking lot east of the school is reserved for staff. Please do not park in front of our school next to the yellow curbs at any time, even for just a few minutes. This creates a poor situation if we are expecting a delivery or a field trip bus and your car is parked in that area. Parents wishing to park and walk their students up to the building may park along the curb on 24th Street in front of the school.



## **PARKING/BUS ZONE**

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

- The bus zone on Liberty Street is only for the buses.
- The parking lot is NOT for student pick-up or drop-off.
- Cars should use the drive up loop at the front of the school for pick up and drop off only.
  - Load on the passenger side only. Drivers stay in the driver's seat.
- Park and WALK drop off and pick up points are at Umatilla and Liberty Street crosswalks and will be supervised by an adult crossing guard.
- At the end of the day, all walkers and park/WALK students will meet their parents at the gate on the west courtyard.

## **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 one Thursday night per month at 6:30pm in our library. For more information, please check their Facebook Page:

Liberty Elementary PTC. <https://www.facebook.com/lesptc>  
Liberty PTC Leadership

Jessica Wang: President; Delilah Grenz, Vice President;  
Meredith Hanson, Secretary; Amy Theis, Treasurer.




## **PARENT SQUARE**

Notices of school events, lunch menus and calendar announcements are available at the school, on our website and/or will be sent out on ParentSquare communication. 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.

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](http://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.



**Parent Square:** [www.parentsquare.com](http://www.parentsquare.com)  
**Facebook:** Liberty Elementary School, Albany, OR  
**Website:** <https://liberty.albany.k12.or.us/>  
**Office email:** [liberty.office@albany.k12.or.us](mailto:liberty.office@albany.k12.or.us)  
541-967-4578  
**Teacher email:** [first.last@albany.k12.or.us](mailto:first.last@albany.k12.or.us)

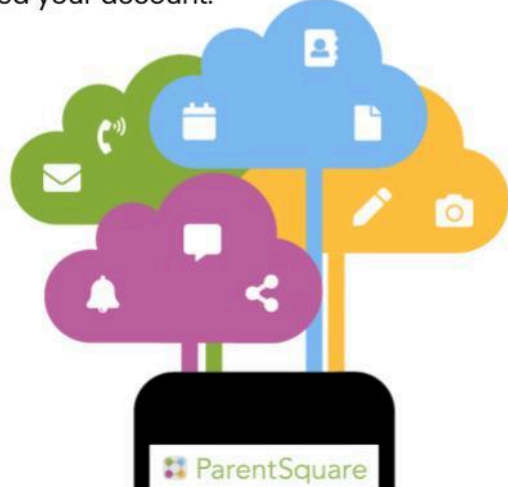
### **Keep in TOUCH with US!**

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.

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](http://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.



## **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 as soon as they can. Our office is extremely busy between 1:00pm and dismissal time. Please **avoid** making **last-minute** calls to the office to request changes in your child's plans for the end of the day. Please plan ahead and send a note with your child in the morning. Students should ask to use the phone only in emergency situations. Students will not be allowed to use the phone for forgotten homework, assignments, PE shoes, etc.

## **PHYSICAL EDUCATION**

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

## **POSITIVE BEHAVIOR INTERVENTION SUPPORT- Our PBIS Program**

Liberty Elementary supports our District's Positive Behavior Intervention Support program, which revolves around the concept of teaching the consistent expectations to our students. In alignment with this program, Liberty Eagles SOAR with Kindness: **"We are Safe, Optimistic, Accountable and Respectful"**. We also believe in recognizing students for their efforts and hard work. We have a variety of recognition programs being implemented within the building, depending upon grade level.

- Individual Super Stars
- Class Tokens
- Positive Referrals: Caught You Being Kind Awards
- Monthly Eagle Awards (Students of the Month: Character Traits)
- Super Star Store (Students earn prizes at the student store using Super Stars points)

For more information, please see our [Liberty Positive Behavior Supports Handbook](#).

## **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. The principal will connect with the parent to provide the appropriate opt-out form.

## **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. High heels and sandals can become dangerous on the playground equipment. Please provide sturdy shoes and a rain jacket, as we play outside as much as possible.

## **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. At Liberty, our desire is for all families to feel comfortable to problem solve with us should there be any issues. 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. More information about the formal complaint process can be found on the GAPS website:  
<https://albany.k12.or.us/public-complaints-board-policies-and-procedures>
4. **If you want to carry the complaint further**, you may file a written appeal with the superintendent or designee within 15 days of receiving the administrator's written decision. The superintendent or designee may meet with the involved parties if in her/his opinion it would be advisable. The superintendent or designee will issue a written decision within 15 days of receiving the written appeal.
5. **If you are not satisfied with the response**, you may file a complaint with the School Board. The appeal should be filed within 15 days of the decision by the superintendent or designee. The Board will hear the complaint, and will consider information presented by you and the district administration. The Board will announce its decision in open session and will send you a written response. (Policy KL)

## **SCHOOL BOARD MEETINGS**

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

<https://albany.k12.or.us/district/board-meeting-schedule>

## **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 <https://liberty.albany.k12.or.us/calendar/>

The **district-wide elementary school student calendar** can be found at <https://albany.k12.or.us/about/academic-calendar>

## **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: <https://albany.k12.or.us/parent-student-handbook>

## **SCHOOL SUPPLIES**

Students need to provide the necessary supplies for their individual classes. Supply lists are on the Liberty Website. <https://liberty.albany.k12.or.us/2024/06/17/2024-25-school-supply-list/>

## **SMARTER BALANCED TESTS AND OPT-OUT OPTION FOR 3RD-5TH GRADERS**

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 2022-23 Opt-Form on the District's website, <https://albany.k12.or.us/families/smarter-balanced-opt-out> Complete form and return it, by February 1st, to Jodi Dodd, the Principal at 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. Parents must give the 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 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 may become ill during the school day. Should this happen, please have arrangements made so that your child has a place to go if needed. Emergency numbers on the registration in Synergy are very important. Please make sure we have that information. Also, we have state and district guidelines we must follow for dispensing medication to students. (*See the Health, Sickness and Medication Section Above*).

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 students 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. Our assigned district nurse is Amanda Larsen. [amanda.larsen@albany.k12.or.us](mailto:amanda.larsen@albany.k12.or.us)

#### **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. **Sadie Moffitt** 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 at school after the bell rings at 7:55am must report to the office to get an admit/tardy slip before going to their classroom. **Students will be allowed three unexcused tardies per semester. When a student receives a fourth unexcused tardy, a letter will be sent home regarding our concern and stating the District policy regarding tardiness.**

## **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**

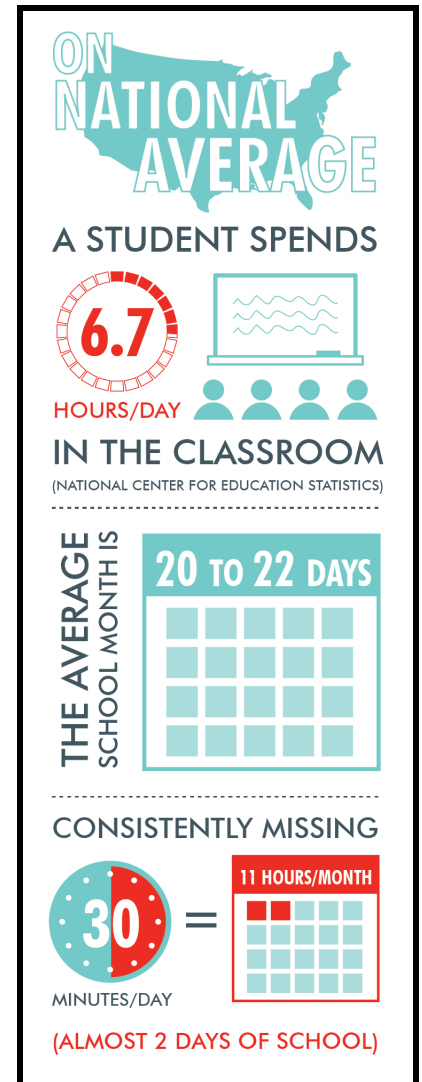
Parents are always welcome at Liberty, yet we encourage pre-arranged classroom visits for no more than 30 minutes. We also have quite a few parents who come to eat lunch with their students. When visiting, please check in at the office to get a visitor's badge. You will be asked to give your name and our office staff will verify your name as connected to your student. If we have 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. All visitors must have a Background check completed by the District to be in classrooms/common areas when helping out with students.

**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 the car drop-off loop.
- Stop in the office and sign the Visitor's Book
- Wear a visitor's badge
- Check out upon leaving

Students from other schools are not allowed to visit while school is in session as per Board Policy *KK, Visitors to District Facilities*. which says in part: "Students may not visit 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."



a

## **VOLUNTEERS**

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

### **Requirements for All Volunteers:**

- Go to the district website <https://albany.k12.or.us/about/volunteer>
- Complete the Background Check. (This is good for two years)
- Complete the Volunteer Orientation training in person September 19, or request the video from the office.
- Thank you for all you do to support our students and staff!

## **WARNING for 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 at a reasonable time prior to the beginning of classes. **Please do not drop your child off or allow your child to walk to school before 7:45 A.M.** Students should leave school shortly after the completion of classes in the afternoon.

## **WEAPONS**

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

**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.



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

**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

**Thank you for your support!  
Dr. Jodi Dodd, Principal,  
and the Liberty Elementary School Staff**