



Liberty Elementary School
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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

August 3, 2021

Dear Liberty Families,

I am very excited to welcome all staff and students back to in-person learning for the 2021-2022 school year. As I begin my seventh year as the Principal of Liberty, please know that I am approaching this year with great expectation and anticipation for a busy, high achieving year. We have lots of unfinished learning and significant achievement gaps to close, in addition to building positive relationships with students and families while recognizing the social emotional state of our students due to the COVID-19 pandemic. Please know that I am committed to providing educational leadership and service to the Liberty community. I am pleased to say that we, the staff of Liberty, are committed to providing "each student" with a quality education that is full of meaningful and enriching learning experiences. Academic excellence is our goal. To achieve this goal, the expectation of all students arriving to school daily and on time, while modeling outstanding classroom behavior is just the beginning. We have high expectations for all students, and with your help, we can work together to make Liberty a place of purpose so that each student will be successful. I look forward to meeting all of you and seeing familiar faces on the first day of school.

It takes a village to raise a child. Parents, teachers, support staff, community and administration all play a part in helping our students meet and exceed our expectations of them. I am looking forward to working with you and your child(ren). I am positive that we will provide a school environment that will enable all children to learn and show significant growth throughout the year. Our work is massive, and we continue to strive for greatness in all that we do.

We know there will be some adjustments along the way, as we continue to navigate our way through the pandemic. COVID-19 is still very much here and on all of our minds. The district will continue to follow guidance of state and local public health officials. Masks are required to be worn by all students, staff and visitors entering the building. Visitors will be limited. As I tell the staff, "expect the unexpected, remain flexible and hold on for a turbulent ride!"

The Columbus City School District does not discriminate because of race, color, national origin, religion, sex or handicap with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

What Are the Health and Safety Guidelines the District Will Follow?

Health and safety protocols implemented last school year are recommended to continue to the greatest extent possible for the 2021-2022 school year, including ventilation filtration and outdoor air exchange and flow.

- Masks required for all students on the bus and in school buildings with or without vaccination;
- Masks required for all staff in school buildings and administrative sites with or without vaccination;
- At least 3 feet social distancing when practical;
- Handwashing and hand sanitizing regularly (hand sanitizer will be available in all buildings and classrooms);
- Water fountains will not be used; bottled water will be provided; the use of refillable water bottles is encouraged;
- School visitors will be restricted to parents/guardians and the District's student support partners; visitors will be required to wear masks;
- Masks are NOT required outside of the building; this includes outdoor recess, outdoor field trips, or other activities outside;
- Any student or staff member can wear a mask during outdoor activities if they choose to do so.

The following is important information to ensure a smooth start to the 2021-2022 school year:

Goals for Columbus City Schools:

1. Each student reaches his or her full potential; to continue education, serve in the military, go to college, start a business, and enter the workforce as a life-long learner.
2. The District creates safe, student-centered, innovative learning environments and recruits, develops, and retains world-class talent.
3. The District is accountable to our communities and customers; confidence in the District is maintained through strategic, responsible and transparent leadership.

First Day of School/School Day:

The first day of school is Thursday, August 26, 2021. Breakfast begins at 8:30 a.m. each day. The instructional day begins at 9:00 a.m. Students arriving after 9:00 a.m. will be marked tardy.

**** Please note that students should not arrive at school before 8:30 a.m., as adult supervision will not be available**.**

Breakfast/Lunch:

Breakfast and lunch are free for all students. The daily breakfast and hot lunch program will begin on the first day of school. Breakfast hours are 8:30-9:00 a.m. in the cafeteria. The instructional day begins promptly at 9:00 a.m. For security purposes, all external doors are locked after 9:00 a.m.; students are considered tardy after 9:00 a.m. and must come to the front office and sign in.

Bus Information:

Bus information, route number pickup and drop off times will be sent to you by the Columbus City Schools Transportation Department in mid-August. If you do not receive this information by mid-August call 614-365-5074 for bus assignments.

DAILY ARRIVAL:

ARRIVAL BY CAR

1. Students who are eating breakfast should arrive at school no earlier than 8:30 a.m. For the safety and security of our students, please do not leave students unattended in front of the building or at the rear entrance prior to the start of the school day.
2. If you are dropping off your student, please do so **AT THE REAR ENTRANCE**. We ask that you **ADHERE TO THE SPEED LIMIT AND ONLY ALLOW STUDENTS TO EXIT YOUR VEHICLE IN THE CURB LANE**.
3. If you wish to walk your student into the building, **YOU MUST PARK IN A PARKING SPACE ON THE PARKING LOT**. We welcome parents into the building up until the start of the instructional day. Please do not leave your car unattended. Please be mindful of our staff monitoring the parking lot. **Cars cannot be left unattended in the drop-off/pick-up lane at any time**. We want to ensure safety of all students and staff.

ARRIVAL BY BUS

1. If your student has been assigned a school bus, the buses will drop off students in the front of the building.
2. If/when a bus is running late and the office has been advised of the late bus, all students on the bus will be permitted to have breakfast and the tardy for the day will be excused.

Only buses are permitted on the front parking lot between 8:15-9:00 a.m. as well as 3:15-3:45 p.m. For the safety of the children and school personnel, please follow the posted school zone speed limits, remain alert and look out for children at all times.

DAILY DISMISSAL: We use a staggered process to ensure the safety of all students and staff.

DISMISSAL FOR CAR RIDERS AT 3:15

1. All car riders will be dismissed from the rear of the building. Parents will use the **PICKUP LANE ONLY AND MUST REMAIN IN YOUR CAR**. Students will be brought out by staff to cars with a **CAR RIDER DECAL**. **ALL DECALS SHOULD BE ON THE RIGHT HAND SIDE OF YOUR DASHBOARD OR HANGING FROM THE REARVIEW MIRROR**. This will assist us in getting students into cars. **Decal signs will be given to students during the first few days of school**.

2. Please do not leave your car unattended. Please be mindful of our staff monitoring the parking lot. **Cars cannot be left unattended in the drop-off/pick-up lane at any time.** We want to ensure safety of all students and staff.
3. Please be aware that car rider dismissal may take a little longer due to the number of students that are picked up daily, along with daycare pick up. **THE SAFETY AND SECURITY OF STUDENTS IS OUR FIRST CONCERN. PLEASE BE PATIENT!**

DISMISSAL FOR WALKERS AT 3:15

1. All walkers will be dismissed from the front of the building and directed to cross Whitlow Road using the cross walk.
2. To maintain the flow of traffic, we ask that parents **DO NOT PARK ON PALADIM RD OR WHITLOW RD NORTH OF PALADIM.**

DISMISSAL FOR BUS RIDERS AT 3:30

1. All bus riders will be dismissed from the front of the building and directed to load the bus.
2. If your student has been assigned a school bus and you plan to pick him/her up; please send a note to the teacher so that he/she is not placed on the bus. All changes in the dismissal plan **MUST BE IN WRITING.**

Students who need to be dismissed before the end of the school day must be signed out in the main office. Students will only be released to authorized adults as indicated on the emergency card. After they have been signed out, the secretary will call the classroom and the student will be sent down to the office. The teacher will not dismiss students until a call is received from the office. If you are planning to pick up your child early due to an appointment, we respectfully ask that you do so by 3:15 p.m. Identified middle and high school students will be permitted to pick up students on an as-needed basis, with written authorization from a legal guardian. Groups of middle and high school students are not permitted to gather at the building during dismissal. Disruptive students will be asked to leave the premises and will not be able to return.

Parents, **please make sure that you have a Plan B for afternoon dismissal.** An adult must be available in the event you are not able to pick up your child. This person should be listed as an emergency contact for your child. **All students must be picked up from school by 3:45 p.m. School staff cannot be your Plan B; no exceptions!** If students are not picked up by 3:45 p.m., the office staff begins the process of trying to locate someone. If we cannot get in contact with an adult, we begin the process of having the child transported to Franklin County Children Services.

SCHOOL NURSE:

Our school nurse is Ms. Young. She is available at our school five days a week. Here are some reminders:

- For the 2021-2022 school year, the following are state mandated screenings for Kindergartners, 1st graders, 3rd graders and 5th graders (ORC 3313.69), as well as those new to the district: vision, hearing, and blood pressure. In addition, a body mass index (BMI) will also be determined. Results from these screenings will be sent home with your student or through the US mail.
- As a reminder to parents, both over-the-counter medications and prescription medications (including asthma inhalers and epi-pens) need a medication authorization form completed by both the parent and health care provider. These forms are available in the school office or online at <http://www.ccsdh.us>. Once you log in online, select **Departments, Health Services, Student Health Forms (on the left hand side)**, and **Medication Authorization**. Forms for asthma inhalers are in the Asthma Packet and Epi-Pens are in the Allergy Packet.
- The school nurse CANNOT hold any medications in the clinic that are not accompanied with the required paperwork. NO EXCEPTIONS!
- It is extremely important that you complete and return all emergency forms prior to the first day of school, August 26, 2021.

Please feel free to call Nurse Young at 614-365-6482 to discuss your child's health and medical needs.

LATCHKEY SERVICES:

Latchkey is an elementary school-age childcare program that provides care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced childcare providers supervise, teach and interact with children to ensure that they are cared for, supervised and exposed to many learning activities. Students can complete homework and share enjoyment in a relaxed and carefully designed, developmentally appropriate environment.

LATCHKEY opens at 7:00 a.m. and continues until the school opens for breakfast at 8:30 a.m. Centers re-open immediately after school at 3:30 p.m. and continue until 6:00 p.m.

A.M. FEE: \$55.00 per week per child

P.M. FEE: \$60.00 per week per child

A.M. and P.M. FEE: \$75.00 per week per child.

THE YEARLY REGISTRATION FEE IS \$30 FOR ONE CHILD AND \$40 FOR TWO OR MORE CHILDREN IN THE SAME HOME. Registration fee is only refundable if the Latchkey Center of your choice does not open. LATCHKEY accepts TITLE XX.

FEEES PAYABLE BY CHECK OR MONEY ORDER ONLY - NO CASH PAYMENTS ACCEPTED.

To apply for LATCHKEY services, call Ms. Angela at 614-365-6482.

Parent Portal:

If you have not done so, setup and activate your Parent Portal as soon as possible. Once you setup your Parent Portal, you will be able to see your assigned classroom teacher. Through the Parent Portal, you will be able to securely access valuable information on your student(s):

- ❖ Teacher Contact
- ❖ Grades and Course Schedules
- ❖ Daily Attendance
- ❖ Missed Assignments
- ❖ Paperless Applications for: School Choice, Summer School, and Career Tech
- ❖ Update Contact Information
- ❖ Pay Fees

Back to School Parent Meetings: Save the Dates

August 19, 2021, 5-6pm: Meet the Principal and Assistant Principal- we will review important information and safety protocols for starting the school year. Zoom meeting link: <https://ccsoh-us.zoom.us/j/84845157209?pwd=aDltTk9ERk9OZEExayt4TjRRN2V0Zz09>.

August 24, 2021, 5-6pm: Meet the Teacher- your classroom teacher will be ready to meet and greet you virtually via Zoom. Stay tuned, as your assigned teacher will be in contact with you regarding the meeting link.

How do Parents Determine When to Keep Their Child Home?

You should keep your child at home if they have:

- ❖ 100+ degree temperature
- ❖ Loss of taste or smell
- ❖ New or Worsening:
 - Sore throat
 - Cough/difficulty breathing
 - Runny/stuffy nose
 - Diarrhea, nausea, vomiting
 - Headache, with a fever
 - Body aches
 - Fatigue

Where are the Latest Updates on the District's Reopening Plans Posted?

Updates regarding the District's Back-to-School Reopening Plan can be found at www.ccsoh.us/BacktoSchool.

JOIN US ON SOCIAL MEDIA:



Facebook: Search for Liberty Parent Group and request to join or use the following link to join- <https://www.facebook.com/groups/libertyes.ccsoh/>. Family Ambassador, Kay Collins, is the creator and moderator of this page.



Class Dojo: Ask your child's teacher how to join.

Liberty Website: <https://www.ccsch.us/LibertyES>.

I look forward to another great year as Liberty's principal. Thank you in advance for your collaboration! I hope to see you at the Back to School Parent Meeting on August 19th from 5:00 p.m. – 6:00 p.m via Zoom <https://ccsoh-us.zoom.us/j/84845157209?pwd=aDltTk9ERk9OZExxayt4TjRRN2V0Zz09>.

Warm Regards,
Shalonda Likely-Roach
Principal