



## 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.*

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# LIBERTY ELEMENTARY SCHOOL

## 2024-2025

## PARENT-STUDENT HANDBOOK



### Liberty Mission Statement

*At Liberty, we exist to develop literacy in all students, as this literacy focus builds the foundational skills necessary to impact all content areas in preparation of all students becoming lifelong learners.*

### Liberty Vision Statement

*All students will read on grade level or make at least a year's worth of growth, if already on grade level, by the end of the school year.*

LIBERTY LIONS  
are  
Respectful, Responsible, Safe and Kind

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# COLUMBUS CITY SCHOOLS

August 2024

Dear Liberty Students and Families:

On behalf of the staff at Liberty Elementary School, we take pleasure in welcoming you to the 2024-2025 academic school year. We are pleased that you are a part of the Liberty Elementary School community. We look forward to working with you to make this year successful for our students.

At Liberty, we believe that all students can learn, dream, and succeed and we will work to provide a learning environment that supports 100% student success. We aim to prepare each of our students for college and career readiness and 21<sup>st</sup> century learning through focusing on the whole child.

This handbook outlines the needed policies and procedures which will enable us to provide the best possible educational experience for each student. Our goal is to increase the academic achievement for every student and to enable each student to become a responsible citizen through partnership with you.

It is our belief that effective communication and collaboration between school and home is extremely important to your child's success in school. Shared cooperation and expectations will ensure that each student has the necessary support to reach his or her potential.

Please make sure that you read through the handbook and go over it with your child to help us create and maintain a positive and productive school year. If you have any questions, please do not hesitate to contact me.

Sincerely,

*Skalonda Likely-Roach*

Principal

*Eric Butler*

Assistant Principal



# COLUMBUS CITY SCHOOLS

## **Columbus City Schools Mission Statement**

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

## **Columbus City Schools Vision Statement**

A world-class model of public education that prepares members of our communities to reach their full potential.



## **Columbus City Schools District Goals**

Columbus City Schools has established District-wide goals that are focused on three key principles:

1. Each student reaches the student's 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.

## **DRESS CODE for STUDENTS**

The Columbus City Schools is committed to establishing a positive learning environment in class, on campus and at school events. The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The dress code represents that commitment and applies to all students. Students are responsible for following the dress code. Parents are responsible for ensuring students are dressed appropriately for school. Staff members are responsible for enforcement. The dress code is enforced at school and school functions not open to the public.

These guidelines are intended to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances and minimize distractions of other students so as not to interfere with the educational process. These guidelines are also intended to help

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.

protect the health and welfare of the individual student. School building principals shall have the authority to further define dress code requirements for their individual school buildings in order to maintain the principles of this policy and consistent with the unique circumstances of their individual schools or grade levels.

**All students shall abide by the following:**

- 1) All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing shall be sufficient to conceal undergarments at all times.
  - a) Dress and skirt length shall be within the bounds of decency and good taste and not shorter than mid-thigh.
  - b) No bare midriffs. As a test for appropriate length, student bodies shall not be exposed when arms are raised above their heads. Tops may not be low cut, off the shoulder or otherwise revealing. Tube tops, spaghetti strap tops, halter tops and/or any strapless top or dress which reveals the midriff or breasts are neither acceptable nor permitted. No undershirts shall be worn as outer wear.
  - c) Clothing may not be "see-through." Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
  - d) Shorts and skirts may not be shorter than mid-thigh.
  - e) Shorts, pants, and skirts shall have no writing across the seat area.
  - f) Clothes may not be tight or form fitting.
  - g) No sleepwear.
- 2) Shoes must be worn at all times. Flip-flops, slippers/bedroom shoes and beach shoes are not permitted.
- 3) Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, tobacco, alcohol or violence.
- 4) Hats, caps and other types of head covering (other than for religious purposes) shall not be worn inside buildings.
- 5) Sunglasses are approved for wear outside, but not for inside the school building.
- 6) Students may wear Bermuda shorts, walking shorts or other shorts within the following guidelines:

- a) Shorts must be hemmed and straight legged.
  - b) The length of shorts must be within the bounds of decency and in good taste as appropriate for school. Shorts must be no shorter than mid-thigh and must be worn at the waist. Saggy shorts are not allowed.
  - c) Short shorts or gym shorts are not to be worn other than for physical education courses.
- 7) Long pants are allowed for both boys and girls. The fullness of pants must not interfere with normal school activities and must be neat and clean at all times. Students wearing overalls or other bib-type attire must have the straps buttoned appropriately and wear an acceptable shirt or blouse underneath. All long pants must be proper waist size, length and leg size (no sagging).
- a) Pants waist must not be more than one inch bigger than the correctly measured student waist size. Pants cannot be gathered or drawn together at the waist and must not hang below the waist.
  - b) Pant inseams must be appropriately sized for the student. Pant length should not touch or drag on the ground.
  - c) Belts must not be more than three (3) inches longer than the student's measured waist size.

## Attendance Policy

The Columbus City Schools accepts the following excuses for pupil absence:

- Personal illness or quarantine (a written physician's statement verifying the illness may be required.) The absence of a student from school due to quarantine of the home shall be limited to the length of the quarantine as determined by the proper health officials.
- Illness or death in the immediate household. The absence of a student from school due to the death in the immediate household shall be limited to a period of three days unless reasonable causes may be shown to the principal for a longer absence.
- Emergencies or any other occurrence or situations which, in the judgment of the superintendent or designee, may necessitate absences from school for good and sufficient cause.
- Religious Holiday
- Medical or dental appointment (a written statement from a physician or dentist verifying the appointment may be required)
- Any other reason pursuant to Ohio law.

Because student learning is first and foremost and there is a tremendous amount of subject matter taught each day, regular daily attendance at school is a necessity. If your child will be absent from school, please call the office at 365-6482 before 9:30am **EACH** day your child will be absent. **A written note MUST be received within 48 hours upon his/her return explaining**

**the reason for the absence, date(s) of absence, and the signature of the parent or guardian.** If a written note is not received, the absence will be recorded as **unexcused even if you called the office.** You are responsible for contacting the teacher to make up any assignments missed during the absence. Failure to make up assignments may affect your child's grades. Excessive absences will be reported to the school social worker.

## **Tardies**

Students will be allowed to enter the building beginning at 8:30a.m. Any students arriving after 9:00 a.m. **must report to the office with a parent** and will be considered tardy. All students are expected to be at school and in classrooms by 9:00 a.m. Tardy students disrupt the school environment and classroom learning. Please cooperate and make certain your child is at school on time EACH day. Excessive tardiness will be reported to the school social worker.

Note: Bus riders are not counted tardy if they ride the bus and the bus arrives at school late.

## **Early Dismissal**

If you need to pick up your child early, we ask that you do so before 2:45pm. At 3:00pm the front office closes to ALL VISITORS, NO EXCEPTIONS, as we prepare for a safe dismissal. You must check in at the office. Students will only be released to authorized adults as indicated on the parent portal emergency card and with a valid state issued picture I.D. Remember during this time, teachers are finishing instruction, giving homework assignments, preparing the class for safe dismissal, and finishing the day's tasks. **ALL** early dismissals will be documented and referred to the school social worker if they become excessive. **An early dismissal is defined as one that requires you to sign out your child at the office before the official end of the school day.**

## **Discipline**

Discipline is viewed as a positive at Liberty Elementary School. Our goal is to move from imposed consequences to self management and responsible decision making by our students. This requires that students be given choices and the opportunity to experience both the positive and the negative consequences of their choices. In most cases, choices and consequences will be worked out between the student and teachers. Some circumstances, however, may also require principal, counselor, and/or parent involvement.

## **Guide to Positive Student Behavior**

It is the expectation that all parents and family members will support our efforts to create and maintain a safe and peaceful school environment. The policies and procedures of the Columbus City Schools support schools, parents, and students by providing the *Guide to Positive Student*

Behavior updated each school year. During the first week of school, your child will be bringing home this document. Please read it carefully and keep it for future reference. PLEASE SIGN AND RETURN THE FORMS IN THE GUIDE LISTED BELOW:

- a. **Parent and Student Sign-Off Form**
- b. **Internet Acceptable Use and Policy Consent Form**
- c. **Consent for Release of Student Information**
- d. **Parent-Student-School Compact**

## **PEAK / Timeout & In-School Suspension**

Students not compliant with classroom timeouts may be sent to positive enforcements (PEAK) during the school day. Students unable to abide by PEAK rules may be referred to the office. When this situation occurs parents will receive a phone call home and a note informing you of the infraction.

## **OFFICE REFERRALS**

Each staff member will attempt to manage discipline within their classroom. In the case of repeated and/or serious violations the principal will be involved. Parents will be contacted and may be required to attend the school for a conference to assist with resolving the problem. Possible consequences for the infraction of school rules may include, but are not limited to: PEAK, In School Suspension, Out of School Suspension, restitution, detention, or loss of privileges. Once a student has an office referral, the consequence is at the principal's discretion.

## **STUDENT EMERGENCY & AUTHORIZATION CARDS/PARENT PORTAL**

Please return the Student Emergency (yellow) card to school AND update the Parent Portal when your address, telephone number, or place of employment changes. We need to know how to reach you should an emergency occur with your child. These cards and the Parent Portal are also used to determine who is permitted to pick up and/or sign your child out of school. *This information must be kept up-to-date.*

## **CLOSING SCHOOL(S)**

### **Closing All Schools for an Entire School Day:**

The decision to close all schools for an entire day because of an Emergency will be made and announced by the Superintendent. Radio and television stations will be asked to broadcast school closing announcements, beginning no later than 6:30 a.m. on the day of the Emergency closing.



### Closing All Schools During the School Day:

The decision to close all schools and dismiss students during the school day because of an Emergency will be made and announced by the Superintendent: Public announcements will be made immediately after the schools have been notified.

### Closing an Individual School During the School Day:

The decision to close an individual school during the day and dismiss students will be made by the Area Superintendent and or the Chief Operations Officer, acting on available information and the recommendation of the school administrator. The Superintendent's approval will be required. Public announcements will be made after the school administrator has been notified.

**Please be sure you have filled out the Emergency Dismissal Form. In the event schools are closed as mentioned above, parents should instruct their children as to where they should go if no one will be at home.**

## POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT (PBIS)

Since the 2019-2020 school year, Liberty has been awarded the Bronze PBIS award for our consistent implementation of PBIS strategies throughout the campus. We encourage positive behavior by providing positive reinforcements and incentives. Students will have the opportunity to earn incentives daily, weekly, monthly, and quarterly. Students who do not get sent to PEAK will be rewarded during each nine-week period with a **PEAK FREE** Activity. Classrooms may also have specific incentive programs in place to promote a strong academic focus and positive behavior.

**Liberty's Behavior Expectations are:**

**Be Respectful: Treat others the way you want to be treated.**

**Be Responsible: Do the right thing, even if the right thing is hard.**

**Be Safe: Make choices to keep yourself and others from getting hurt.**

**Be Kind: Use kind words, gestures, and actions with others.**

We will be celebrating positive behavior and reinforcing these expectations in the following ways:

**Liberty Loot (Daily):** Teachers and staff will hand out Liberty Loot daily to students who are displaying the Liberty expectations. Students will place their tickets into their classroom drawing box that will be drawn from at the end of each week for a prize!

**Liberty Loot (Weekly):** Every Friday (another day may be chosen, if needed), teachers will pull two names from their Liberty Loot box and send those names to the office. Student names will

be announced over the PA and students will come down to the office to choose a prize from the principal's closet.

**Lion Paws (Weekly):** Classes are able to earn lion paws when a staff member or adult other than the classroom teacher "catches" a class being respectful, responsible, safe, or kind. For example, classrooms can receive a lion paw from the playground teachers when they line up quietly or from a staff member who sees them walking responsibly in the hallway. Once classes earn 10 lion paws, they will be rewarded by the principal on Friday afternoon.

**Liberty Lion (Student) of the Month (Monthly):** Each classroom teacher will nominate one student each month week who has gone above and beyond meeting behavior and/or academic expectations. Students will have their picture taken for a recognition bulletin board and receive a reward. Liberty Lions of the Month will receive public recognition and have lunch with the principal.

Teachers use the following criteria to recognize students monthly:

- Respectful to teachers, students, and others
- Has good attendance at school
- Practices self-control
- Works well with others
- Accepts responsibility
- Follows directions
- Does work neatly and completely
- Completes homework assignments
- Is cooperative in class
- Has a positive self-image
- Demonstrates the word of the month habits

**LIBERTY LIONS Classroom Attendance Reward (Daily):** The purpose of this reward is to encourage perfect attendance. Each classroom will receive a LIBERTY LIONS poster to display outside of their classroom. Each day after attendance is taken, classrooms who have 100% perfect attendance (no tardies or absences) will color in a letter of LIBERTY LIONS. Students riding late buses are excluded. Once all letters of LIBERTY LIONS have been colored in, the classroom will earn a party of their choice. Once a classroom receives a party, they will receive a new LIBERTY LIONS poster to start over.

**PEAK-Free Reward (Monthly):** We will have a school-wide PEAK (and suspension)-Free celebration at the end of each month for all students who were not sent to PEAK and were not suspended.

## Playground Expectations

A fifteen to thirty-minute period of outside recess is provided daily (weather permitting). Our playground rules are created in order to promote fair play, cooperation, and safety. Contact sports, such as football are not permitted because they often result in injuries and misunderstandings. Students will be supervised during this time and should always ask a staff member for permission before re-entering the building. We also expect our students to follow these general playground rules:

1. Line up safely.
2. Walk to and from the recess line.
3. Use appropriate language.
4. Share all playground equipment.
5. Invite other to join in play.
6. Return playground equipment.
7. When you hear a siren or whistle **Freeze, Wait** for direction, then **WALK** to your recess line.
8. Follow directions of all CCS staff.

## ANTI-HARASSMENT POLICY

In accordance with federal and state laws, the Columbus City School District will not tolerate harassment against any staff member or student on the basis of sex, race, national origin, religion, age, disability, or sexual orientation. Harassment shall be defined as slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's sex, race, national origin, religion, age, disability, or sexual orientation. Please be sure to review this policy with your child at home. Our staff will review it periodically with students throughout the school year.

## PERSONAL PROPERTY

The school can assume no responsibility for any personal property of students. Therefore, radios, cell phones, tape recorders, excess money, and toys should not be brought to school. Items of clothing and lunch boxes should be clearly marked so they can be quickly identified and returned to the rightful owners. All items that are found are kept for a limited amount of time in the "lost and found" box.

## CLASSROOM VISITATION

We encourage parents/guardians to visit the school. Classroom visitation provides you an opportunity to observe the great things happening in the classrooms and to view your child's

relationship with his/her peers. If you wish to visit your child's classroom for an extended period of time, you must contact the classroom teacher and provide him/her 24-hour notice. Every adult must check in at the office with a state- issued I.D. upon entering the building. Please enter through the front door. We ask that classroom visitations do not disrupt the school environment or the learning process. ***If a court has ordered restrictions against any persons regarding visitations with your child, please provide us with copies of the court orders.***

## **OPEN HOUSE**

Open house will be held in September for each grade level. The purpose of open house is to allow our staff members to explain their grade level curriculum, inform you of their expectations for your child, and to improve communication between the parent and the classroom teacher. The schedule for future parent meetings and engagements will be posted on the school's website or school newsletters.

## **VOLUNTEERS**

Students feel a sense of pride when they see their parents and others helping in their school. Parent volunteers are eagerly sought and much needed at Liberty Elementary School. We can use you in any area in which you feel comfortable. We need volunteers, not only in working with students, but perhaps even more importantly, assisting with working on building projects or special activities. Whatever your talents or skills are, we can use your assistance. Please let us know if you would like to help.

## **CONFERENCES**

The school staff is always eager to meet with you to discuss your child's progress or any aspect of the school program. Parent-teacher conferences are scheduled District-wide twice during the school year. Report cards will be issued at the end of each nine weeks. See the school calendar for exact dates. You are encouraged to meet with your child's teacher as often as possible in order to discuss academic/behavior progress. Parents and/or teachers may request a conference at any time during the school year to discuss a child's progress in school.

## **STANDARDS BASED STUDENT REPORT CARDS**

Liberty Elementary will continue to use the *Standards Based Student Report Card*. This student report card is designed to give parents information on how their child is performing in relationship to the Common Core and Ohio Academic Content Standards. The Columbus City Schools curriculum includes Common Core curriculum, and the Ohio Academic Content Standards required by the Ohio Department of Education. The standards are statements of what students *should know and be able to perform*. Standards determine what teachers teach and what students learn.

The **ACHIEVEMENT GRADES** on the Standards Based Student Report Card are based on the student's achievement in that content area. **SOCIAL BEHAVIORS** and **WORK EFFORT** are addressed in separate parts of the Report Card. By separating achievement and behavior, the card is able to give a good picture of actual student knowledge.

Within each subject area, the standards that make up the subject area are separated. Instead of getting a single grade in math, for example, the card is broken up into the more specific areas of the content area of math. Knowing the specific strengths and weaknesses of a student will help teachers and parents focus the assistance that is offered at school and at home.

**Grades are a report of whether the student is proficient in a standard.** Grades on this Standards Based Student Report Card are NOT averaged for the nine weeks or for the year. Students who may have struggled with a concept at one time may later demonstrate proficiency with that same concept.

- The KEYS for Levels of Performance in **ACHIEVEMENT** are as follows:

4 - Advanced	Consistently <b>EXCEEDS</b> required level of performance (above grade level work)
3 - Proficient	Consistently <b>MEETS</b> required level of performance
2 - Basic	<b>PROGRESSING TOWARD</b> required level of Performance
1 - Below Basic	Consistently <b>WORKING BELOW</b> required level of performance

## **GRADING PERIOD HONORS**

All students will have an opportunity to earn honors at the end of each grading period. The awards and criteria are as follows:

### ***Glowing Lion Honor Roll Award for Academic Achievement***

Criteria:

- A student has earned a 3 or a 4 in all subject areas.
- A student receives a 3 or 4 in all effort areas.

- A student has earned an Exemplary or a Satisfactory in all Work and Social Behaviors.

### ***Dedicated Lion Award for Good Work Habits***

Criteria:

- A student has earned a 2 or 3 in all subject areas.
- A student receives a 3 or 4 in all effort areas.
- A student has earned an Exemplary or a Satisfactory in all Work and Social Behaviors.

### ***PAWS (Positive Attitudes Will Succeed) Award***

Criteria:

- A student has displayed improved behavior over time.
- This award is given during Grading Periods 2, 3, and 4.

### ***BUGS (Bringing Up Grades Successfully) Award***

Criteria:

- A student has significantly improved his/her grades in academic areas.
- This award is given during Grading Periods 2, 3, and 4.

### ***Liberty Lion of the Month***

A student is nominated by his/her teacher for:

- showing good citizenship
- going above and beyond meeting behavior and/or academic expectations.
- Students will have their picture taken for a recognition bulletin board.
- Students will receive public recognition and have lunch with the principal.

### ***Super Lion Award for Perfect Attendance***

Criteria:

- A student has no absences or tardies during the grading period.

## **FIELD TRIPS**

Field trips are an integral part of the instructional program. The purpose of a field trip is to provide educational experiences, related to a student's study, which are beyond the immediate school environment.

Advance written notice of all field trips is sent to parents to sign a permission slip allowing their child to participate. Verbal permission will not be accepted. In addition, an emergency card must be on file with the office.

Parents assisting teachers as chaperones on a field trip should remember that they will have students in their care and, therefore, cannot bring younger siblings.

## **COMMUNICATION**

To keep you informed of school happenings, a newsletter will be sent via email monthly. Additional reminders and classroom information may be sent home periodically by individual classroom teachers. A monthly school lunch menu will be sent home with each student.

If you have information, questions, or concerns, please feel free to call us. We welcome and encourage open communication.

## **SAFETY PATROL/CROSSING GUARDS**

1. Every effort is made to provide adult safety patrol at areas around the school to ensure that students get across busy streets safely. Beginning at 8:30 am, staff (and student patrols) will be positioned at the crosswalk next to and across the driveways of the school on Whitlow Road to cross students that walk to school. Depending on the number of patrols available, crossing guards will also be positioned at the crosswalk (from corner to corner) crossing Paladim Place to cross students that walk to school.
2. Students and adults are expected to follow the direction of the safety patrol workers.
3. Safety patrol workers may not be on duty due to unexpected absence and/or inclement weather. Please make sure that your child can cross the street safely with or without a safety patrol.

## **MINOR ACCIDENTS - TREATMENT**

Minor cuts and bruises are cleansed with soap and water and a light, dry sterile bandage will be applied. Please be sure to check your child should he/she come home with a bandage on.

## **ILLNESS**

If a child becomes ill during the day, every effort will be made to contact the parent or guardian. Emergency Information and Emergency Medical cards will be sent home with your child on the first day of school. Please return these cards as soon as possible.

## **MEDICATION**

Students are not permitted to possess and use prescribed medications or over-the-counter medications during the school day. ALL Medications must be given to the school nurse. We

must have on file the following forms, available in the school office, before we can give any student medication:

- Written permission from the parent or guardian
- A physician's verification of the necessity for the medication to be taken during the school hours and identification of the medication, dosage, and time interval it is to be taken

## **SEVERE ALLERGIES**

It is the responsibility of the parent to notify the school of a student's severe allergies. In dealing with severe allergies, the school will call the emergency squad and the student's parents or guardians immediately. **Please see the food allergy policy on the district website, provided by health Services.**

Ohio House Bill 1, ORC 3313.719, has directed each board of education to establish a written policy with regard to peanut or other food allergies.

The Columbus City School District is committed to providing a safe school environment that promotes and protects student well-being. The District recognizes that food allergies, in some instances, may be severe and even life threatening, and has adopted a Food Allergy Policy to create a framework for accommodating students with known food allergies and reduce the likelihood of allergic reactions at school.

We recognize that classroom celebrations are an integral part of every child's educational experience and that historically such celebrations may involve food. To minimize possible food allergy reactions, **no food** will be distributed by means other than the school breakfast/snack/lunch/vending programs. As a PBIS reward, classrooms will occasionally sponsor pizza and ice cream celebrations. If you would like to provide items to your student's classroom for activities such as a birthday, we suggest that you provide non-food items. Non-food item ideas include: pencils, erasers, stickers, bookmarks, a game to play, or a craft. Please see your child's classroom teacher for additional ideas.

## **BREAKFAST AND LUNCH PROGRAM**

Meal Prices: Breakfast: FREE      Lunch: FREE      Milk: FREE

Breakfast is served beginning at 8:30 a.m. Lunch periods run from 11:20 a.m-1:05 pm each day. All students will receive free breakfast and lunch this school year.



## LUNCHROOM EXPECTATIONS

1. Use a level 1 (indoor) voice.
2. Keep hands, feet, and belongings to yourself.
3. You touch it. You take it.
4. After you get your food go to your assigned table.
5. Only eat your lunch.
6. Raise your hand if you need something.
7. Clean up your area before you leave.
8. Follow directions of all CCS staff.
9. Walk-don't run.

We observe a reasonably quiet lunch period for reasons of safety. We serve an estimated 150-200 students per lunch period and must monitor each for health and safety needs, such as illness or choking.

## STUDENT ARRIVAL

- Students should not come to school before 8:30 am. There is no adult supervision before this time.
- Beginning at 8:30 am, staff (and student patrols) will be positioned at the crosswalk next to and across the driveways of the school on Whitlow Road to cross students that walk to school. Depending on the number of patrols available, crossing guards will also be positioned at the crosswalk (from corner to corner) crossing Paladim Place to cross students that walk to school.
- Car riders should be dropped off at the back of the building and staff will be there to assist with arrival. **ONLY BUSES, DAYCARE VANS, AND OUR SPECIAL NEEDS STUDENTS SHOULD BE DROPPED OFF IN THE FRONT OF THE BUILDING.**

## DISMISSAL PROCEDURES

- Car riders, daycare van riders and walkers are dismissed at 3:15 pm. Bus riders are dismissed at 3:30 pm.
- Car riders are dismissed from the back of the building. Walkers, daycare, special needs students and bus riders are dismissed from the front of the building.
- All kindergarten children who are to walk home from school must be accompanied home by a parent or other designated person. Parents must report to their designated dismissal area each day by 3:15 pm in order to pick up the student. **Kindergarten children who walk home will not be released to walk home alone.**

- All car riders will be dismissed from the back of the building. Parents will use the PICK-UP 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 can be picked up in the office.
- Bus students will be walked directly to the buses and will be monitored by school personnel at dismissal.
- All walkers will be dismissed from the FRONT of the building and directed to cross Whitlow Road using the cross walk. To maintain the flow of traffic, we ask that parents DO NOT PARK ON PALADIM RD OR WHITLOW RD NORTH OF PALADIM.
- Students who need to be dismissed before the end of the school day must be signed out in the main office. After they have been signed out, the secretary will call the classroom and the child will be sent down to the office. Students will not be dismissed by the teacher until a call is received from the office. We ask that students are picked up by 2:45pm; the office closes at 3:00pm each day to prepare for a safe dismissal.
- If you need to come into the building at dismissal, be sure to park your car in a designated parking space. **Cars cannot be left unattended in the drop-off/pick-up lane at any time.**
- Cars/Vans/Other vehicles should only drive on the paved service road and parking lot driveways. Driving on the grassy median, around the other cars, is not permitted.
- For the safety of the children and school personnel, please follow the posted school zone speed limits and remain patient if the traffic becomes congested during dismissal. Please remain alert and look out for the children at all times.
- Please be aware that car rider dismissal may take longer than usual during inclement weather (rain, snow, ice) days. Again, please remain patient and we will get your child to you as soon as possible.
- Identified middle and high school students will be permitted to pick up students on an as-needed basis, with written or verbal authorization from a legal guardian.

## MIDDLE AND HIGH SCHOOL STUDENTS

Middle and high school students and other elementary school students who do not attend Liberty Elementary will only be allowed on the premises during dismissal on an as-needed basis as determined by an understanding between the parent and the principal. Groups of students who do not attend Liberty will not be permitted to gather on school property or to disrupt or threaten the safety of the students and staff. Areas that are off limits to the above-mentioned students are as follows:

### 1. Inside the School Building

2. Outside the Front or Rear of the School
3. The Playground
4. The School Parking Lots
5. Any Other Area as Determined by the School

**Students who refuse to follow the directions of school personnel will be reported to CCS Safety and Security, the Columbus Police, and/or the student's assigned school principal.**

## **EMERGENCY PLANS**

1. It is essential that we have an emergency card and a medical authorization card on file for each student. This will help us contact you in the event that your child is ill or injured.
2. We must have at least two people listed on each emergency card, other than the parent, who can be responsible to reach you or to pick up your child if you can't be reached. Please select those who we can reach by telephone.
3. Please update your contact information in the Parent Portal if your phone number and/or address changes.

**PLEASE LET YOUR CHILD KNOW WHERE HE/SHE CAN GO IF YOU ARE NOT HOME AND SCHOOL MUST BE DISMISSED EARLY DUE TO AN EMERGENCY, SUCH AS A POWER FAILURE OR SEVERE WEATHER.** It is not possible for us to contact every parent by phone, so it is your responsibility to make sure that your child knows a safe place to stay, should such an event occur. You will be asked to fill out a form indicating this information. Please return it to the school ASAP. An emergency closing that would take place once the school day has begun will be announced on local radio and T.V. stations.

## **BUS TRANSPORTATION**

The bus driver is responsible for the safety of all students who ride the bus. Any student, who does not follow the rules on the bus, will be referred to the principal. **Students must respect the following bus expectations:**

1. Use a level one voice.
2. Walk to your bus.
3. Enter and exit the bus quietly.
4. Get on the right bus and get off at the right stop.
5. Keep your feet out of the aisles.
6. Remain seated at all times.
7. Look for the driver to help you cross the street.
8. Follow directions of all CCS staff.

## TRANSPORTATION PROCEDURES

### If Your Child Is Extremely Late Coming Home on the Bus:

1. Allow time for the bus to arrive after its scheduled time. It could be delayed due to heavy traffic or inclement weather.
2. Call the homes of your child's friends to see if he or she is visiting another child.
3. Make sure you know your child's route number and stop location. Call the Transportation Department at **365-5074** for information.
4. Contact the school for further information.

### If Your Child Misses the Bus Going to School:

1. Please instruct your child as to procedures which he or she should follow if this should happen to occur. If you are home, the student could return home and be brought to the school. If, however, you are not available, enlist the help of a friend or neighbor to whom the child can go for transportation to the school or for a phone call to your location.
2. Please help students to remember that they should **be at the bus stop five minutes prior** to the scheduled time for the bus.

### Rules and Regulations for Bus Students:

The bus driver is responsible for the management and safety of students and is responsible for enforcing the following rules:

1. Changing from seat to seat while the bus is in motion is prohibited.
2. Students must ride the assigned bus. No unauthorized passengers are permitted.
3. At railroad crossings and other danger points, all talking and noise is prohibited.
4. A pupil extending any part of his/her body through a window or spitting or throwing any object from a window is prohibited.
5. Smoking, eating, drinking, or littering on the bus is prohibited.
6. Transporting of animals, pets, or glass containers on the bus is prohibited.
7. Parents are responsible for any damage or marking of the bus by students.
8. School buses are not permitted to stop longer than necessary to pick up students. School buses will not wait for tardy students.
9. Students are to get on and off the bus at assigned stops only.
11. Play fighting, punching, kicking or hitting is not permitted!

## **MULTI-TIERED SYSTEMS of SUPPORT (MTSS) TEAM**

Liberty Elementary School is committed to the success of all students and recognizes any student, at some time during his or her school years, may require support from the MTSS Intervention Team in order to achieve school success. This team is a school-based group of educators with a common mission to strengthen and support students who are having difficulty in the school environment. The MTSS Team intervenes as early as possible when there is a concern about a student's success, academically or behaviorally.

Parents are critical to the success of their children and are invited to participate throughout the MTSS process. During the MTSS meetings, the parent(s) sits as a full member of the team when his/her child is discussed. Various staff members, such as regular and special education teachers, school counselors, psychologists, social workers, nurses, and/or administrators, are also members of the team.

## **LATCHKEY**

Liberty does have a latchkey program from 7:00-9:00 am and 3:30-6:00pm. If you are interested in LATCHKEY services, call Ms. Angela at 614-365-6482 between 7:00-9:00 am and 3:30-6:00 pm. You may also contact the Latchkey office at 365-5891.

## **MEDIA CENTER**

The media center is more than just a library. It is a vital part of our school. A media center is books, audiovisual materials, fun, learning, but most of all, it is a part of your child's school life, a child's classroom, and a child's educational growth. The teacher and the media specialist work together planning lessons and skills which will teach and enrich the child in every grade, subject, and learning process.

## **REPORTING ABUSE AND/OR NEGLECT**

Incidents of child abuse must be reported to the proper authorities as outlined in the Ohio Revised Code. The Ohio Revised Code (ORC) 5105:2 - 35-05 identifies persons required to report suspected child abuse and neglect. The staff at Liberty Elementary School are mandated reporters and will report any suspected incidents of abuse to Franklin County Children's Services.

## **THE PLEDGE OF ALLEGIANCE POLICY**

The Board of Education adopted a policy to require that each school day begin with the pledge of allegiance. According to Board policy and state law, no student is required to participate in

the recitation of the pledge. The pledge of allegiance will be recited in our school at the beginning of each day school. Please let us know if you do not wish your student to participate in the recitation of the pledge of allegiance.

## **PARENT PORTAL**

Stay engaged in your child's education by setting up and signing into the Columbus City Schools Parent Portal. Through the Parent Portal, you'll be able to securely access valuable information on your student(s):

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

**NEED HELP GETTING CONNECTED?** Each parent/guardian has their own personalized Activation Code.

### **ACTIVATING THE PARENT PORTAL IS EASY.**

1. Go to our website at [www.ccsok.us](http://www.ccsok.us) and click on the STUDENTS and FAMILIES tab at the top of the screen.
2. Scroll to the bottom on the page and click on the PARENT PORTAL link.
3. Click on the button that says NEW USER ACTIVATION.
4. Enter your ACTIVATION CODE (contact our school to obtain one if needed). We know it's long - that helps keep the data secure - so type carefully. Once the code has been activated, it can't be used again.
5. Follow the prompts to set up your username/password and to add a recovery email address.
6. If you've forgotten your username/password, click on EXISTING USER LOGIN in the Portal, then click FORGOT USERNAME/PASSWORD, and the information will be sent to the email used to set up the account. If you no longer have access to the email you used when setting up the account, please send a picture ID and your student's name and date of birth to [parentportalaccess@columbus.k12.oh.us](mailto:parentportalaccess@columbus.k12.oh.us).

The Parent Portal login will also allow you to have personalized alerts sent directly to your smartphone through the Columbus City Schools Mobile App. You can download the free Columbus City Schools Mobile App now by searching "Columbus City Schools" in the app store on your mobile device.

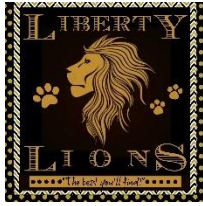
# School Calendar at a Glance

## Traditional School Year Calendar

2024-2025

August 19-20	Professional Development Days for Staff
August 21	Students Report to School (Grades 1-5)
August 21-23	Staggered Start for Kindergarten (By Appointment Only)
September 2	<b>Labor Day – No School</b>
September 18	<b>Professional Development Day-No School</b>
October 18	<b>Professional Development Day – No School</b>
October 22	End of Quarter 1
October 23	<b>Records Day – No School</b>
November 5	<b>Professional Development Day – No School</b>
November 25-29	<b>Wellness Week- No School</b>
December 20	30 Minute Early Dismissal
Dec 23-Jan. 3	<b>Winter Break – No School</b>
January 3	Classes Resume
January 17	End of Quarter 2
January 20	<b>MLK Jr. Day-No School</b>
January 21	<b>Professional Development Day – No School</b>
January 22	<b>Records Day – No School</b>
February 5	<b>Professional Development Day – No School</b>
February 17	<b>Parent Teacher Conference Day – No School</b>
March 5	<b>Professional Development Day – No School</b>
March 21	End of Quarter 3
March 26	<b>Records Day– No School</b>
April 17	30 Minute Early Dismissal
April 18-25	Spring Break- School Closed
April 28	Classes Resume
May 7	<b>Professional Development Day- No School</b>
May 26	<b>Memorial Day – No School</b>
May 29	Last Day of School for Students
May 30	Records Day- <i>Staff Only</i>

**Let's Go Lions**  
**Have a great year!**



## Liberty Elementary School/Parent Compact

As a parent at Liberty Elementary School, I will provide a caring, supportive and safe home. I will model skills, attitudes and behaviors of a good citizen. I will support the school in developing solutions when there is a problem. I will be actively involved in my child's education.

As a student at Liberty Elementary School, I will respect myself and the rights of others. I will come to school ready to actively participate in learning. I will behave in a safe, cooperative, and responsible way.

As a teacher at Liberty Elementary School, I will provide a caring, supportive and safe classroom environment where all students can learn with QUALITY. I will establish high expectations of behavior and academics for all students. I will plan and establish conditions for success for all students in a consistent manner. I will communicate regularly with parents and seek their help for the benefit of their children.

As a principal, I will help students, parents, and staff be successful. I will collaborate with staff to provide a caring supportive and safe school environment for all students. I will provide open lines of communication. I will collaborate with parents and teachers to establish individual success plans for students.

### *Liberty Pride Pledge*

*As a Liberty Lion  
I am proud to say  
I will learn and be positive  
each and every day.*

*I will be respectful,  
responsible,  
safe,  
and kind.*

*Liberty Lions are the BEST  
you will find!*



Dear Parents,

At Liberty Elementary School, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind. These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. Parents have the right to:

- have access to their child's individual performance levels on statewide assessments.
- know if their child's school is making progress.
- know the qualifications of their child's teachers, and
- be informed if their child is being taught by a substitute or a non-highly qualified teacher for longer than four consecutive weeks.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's progress, do not hesitate to reach out to the classroom teacher, principal or assistant principal. We can be reached at (614) 365-6482.

Sincerely,

*Shalonda Likely-Roach*

Shalonda Likely-Roach

*Eric Butler*

Assistant Principal



STUDENT - PARENT HANDBOOK

PLEASE COMPLETE AND RETURN TO YOUR CHILD'S TEACHER -

I have received the "Liberty Student-Parent Handbook" and have reviewed it with my child.

Parent's Signature: \_\_\_\_\_

Child's Signature: \_\_\_\_\_

Grade: \_\_\_\_\_ Room Number: \_\_\_\_\_

Comments:

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Thank you for your continued support!

