

WELCOME TO LIBERTY ES!!!

Liberty Elementary Mission Statement

Liberty Elementary School's Mission is to empower students to become responsible citizens who will be ready to face the challenges of the future. Liberty ES will foster a love of learning, provide quality education, promote being kind and serving others, and create an engaging, supportive learning environment. Liberty ES is a school where students receive academically rigorous instruction in order to positively impact academic achievement and critical thinking.

SCHOOL HOURS:

7:00 a.m. Building Opens

7:25 a.m. Homeroom and Classwork begins

7:40 a.m. Start time - Tardy Bell rings (students must be in seats)

2:15 p.m. Dismissal

2:30 p.m. Car Rider Line closes and ASP begins

6:00 p.m. ASP Ends

OFFICE HOURS: 7:00 a.m. – 3:00 p.m.

SCHOOL PHONE: 770-704-1300

SCHOOL FAX NUMBER: 770-721-6388

Liberty Elementary School Wide Rules

The entire staff at Liberty Elementary has the goal of establishing an atmosphere throughout the school in which children feel safe, secure, happy and have a maximum opportunity to learn. In an effort to accomplish this goal, we have developed the following school wide **PRIDE Values**:

Prepare and be punctual

Respect others

Inspire others to be kind

Display responsible behavior

Exhibit excellence and empathy

Other important expectations to remember are:

Every child is expected to walk when traveling inside the building.

Students are **NOT** permitted to chew gum inside or outside of the building or on the school bus.

Glass containers are not permitted in the classroom, lunchroom or on the school bus.

Trading, buying, or selling of food, school supplies, or other items among students is prohibited.

Students are not permitted to bring toys, cellphones, or other items distractible to the learning environment to school unless requested to do so by the classroom teacher.

Attendance

The Cherokee County Board of Education recognizes that in order to receive maximum benefit from the instructional program, students are expected to attend school each day. It is understood that students' good attendance habits positively impact the learning process. While administrators and teachers are responsible for providing quality instruction in an environment where learning can flourish, parents/guardians and students **must** assume responsibility for being punctual and attending school regularly.

Although circumstances may necessitate that a student be absent from school, the Cherokee County BOE recognizes that optimal learning takes place when the student is present and involved in classroom activities. It is critically important that parents/guardians make every effort to have their children attend school.

Liberty opens at 7:00 a.m. Students not in their seats in their classrooms at 7:40 a.m. are counted as tardy.

As permitted under state law and State Board of Education policies, students may be excused lawfully for the following reasons:

- personal illness and when attendance in school would endanger their health or the health of others;
- serious illness or death of an immediate family member;
- mandated by order of governmental agencies, including preinduction physical examinations for service in the armed forces, or by a court order;
- celebrating religious holidays;
- conditions that render attendance impossible or hazardous to one's health or safety; and
- registering to vote or voting, for a period not to exceed one day.

If major sickness or injury occurs and absenteeism is lengthy, the student may receive credit for attendance by receiving instruction through an approved application of the hospital/homebound process. Inquire within the office about the parameters of receiving instruction through the homebound process.

Excuses for absences will be furnished in writing on the day the student returns to school or within five days of the absence as per CCSD BOE policy. Excuses received after five days will not be considered without the principal's approval if deemed an extenuating circumstance. All excuses will be evaluated by the principal or designee to determine if the absence is excused or unexcused.

It is the expectation of the Cherokee County BOE that all work missed due to any absence will be made-up. Some work by its very nature is impossible to make-up and may necessitate alternative assignments. The principal or designee will be the final authority in determining alternative assignments.

The responsibility for arranging to complete work missed is to be assumed by the student and parent/guardian in conjunction with the teacher. Make-up work is to be completed at the time specified by the teacher/principal. The time limit is not to exceed ten (10) school days. Exceptions will be decided by the parent/guardian, student, teacher and principal, with the principal having the final decision. Teachers are given 24 hours to collect assignments and send them to the office for pick up.

After-School Program (ASP)

Liberty Elementary offers an After School Program. The program will run from 2:30 p.m. to 6:00 p.m. **A valid photo ID** is required to be shown to workers at the ASP desk **at each visit** before students will be released. Details regarding cost and enrollment are located on the enrollment form. **ASP is mandated by CCSD to be a prepaid program** and parents must pay in advance \$10 per day when signing up their students in order for them to attend. **Any students not picked up from car riders by 2:30 p.m. will be placed into ASP with a late fee applied of \$15.00 per child.** If a transportation change is made to ASP after 10:00 a.m., a late drop in fee of \$15.00 will be charged to the account. In order to avoid fees, parents may utilize an on-line ASP account system (<https://osp.osmsinc.com/CherokeeGA/default.aspx>). One check per family is allowed for payment as well. Information to pay on-line is provided on the Liberty ES website.

Birthdays

A special snack may be sent in to celebrate your child's birthday if you make arrangements in advance with your child's teacher as he/she will be the one to notify you of various food allergies within the classroom. You may be asked to send in an alternative snack for those students who may not be able to have the snack you have planned to send in. Foods brought in may only be shared with students in the one designated classroom that has the teacher's approval. Furthermore, invitations cannot be distributed in school unless the entire homeroom receives an invite. Administration reserves the right to review any correspondence sent out with students so no sealed envelopes may be sent home.

Bus Transportation

A student on his/her way to or from school, on the school bus, at any school function or activity is under the jurisdiction of school authorities and is subject to certain rules and regulations. For a complete outline of these rules, please refer to your copy of the Cherokee County School District Student/Teacher Handbook and Discipline Code (Blue Book).

Riding a school bus is a privilege – it is not a required service. Bus privileges can be suspended either temporarily or permanently for students who do not behave on the bus. County rules regarding school bus behavior must be followed. Cooperation in the following areas will increase both the safety and comfort of your bus ride:

- A. Be at the bus stop on time five minutes before your assigned pick up time and be ready to load when the bus arrives.
- B. Wait until the bus comes to a complete stop before attempting to board or leave the bus.
- C. Sit quietly and remain seated until time to unload.
- D. Only carry on items related to school work on the bus. Food is not allowed to be eaten on the bus. No animals, balloons, large project boards, glass items, or sharp objects may be transported. Key chains and dangling objects on book bags are to be kept inside the book bags because they can be a safety hazard.
- E. Administration reserves the right to restrict other items from being on the bus at any time.

Cafeterias

Breakfast will be served daily between 7:00 a.m. – 7:40 a.m. Students wanting to eat breakfast should arrive to school before 7:35. All students will have a daily lunch choice. Menus will be accessible on the school website. Parents are encouraged to pay monthly and can pay on-line at <https://k12paymentcenter.com> to check on balances and make deposits. Payments can be made by check, credit card or direct deposit. Cafeteria staff will gladly accept cash or checks provided in envelopes with the student's name and ID attached.

Prices are:

Breakfast - \$1.50 Reduced Breakfast - \$.30
Student Lunch - \$2.35 Reduced Lunch - \$.40
Visitor Lunches - \$4.00

If parents/guardians wish to join your student for lunch, we ask that you notify the teacher in advance and plan to purchase a school lunch if eating as **it is a county policy that outside food purchased from "fast food" restaurants, and remaining in**

original packaging, is not permitted in the school cafeteria. Also keep in mind that seating for students is **very limited**.

Parents will be allowed to **eat with their child only**, no friends, at the overflow or outside tables during the lunch visit. Upon arrival at the school, the parents/guardians will need to sign into the front office and receive a visitor's ID badge which must be visible at all times during the visit. Once lunch is over, visitors are to promptly return to the office to check out and should not follow students back to the classrooms in order to avoid causing a distraction to the learning environment.

Car Riders and Walkers

All vehicles transporting students in the mornings must utilize the car rider line that unloads at the front of the building. Vehicles are not to unload in the bus lane zone or in the parking lots. Students may enter the building starting at 7:00 a.m. and the line closes promptly with the tardy bell at 7:40 a.m. Students must stay in their vehicles until coming to a complete stop, as the drivers will be instructed by staff to **pull all the way down to the beginning of the line. Students must exit the vehicles curb side, from the front of the line all the way back to the front of the building by the flagpole**, and may enter the building from the side doors to the cafeteria. It is an expectation that students will be prepared to exit their vehicle and close the door to their vehicle independently while drivers stay inside their vehicles. Notify duty staff if students need assistance with exiting vehicles. To ensure the safety of students and staff, **drivers should refrain from using cellphones while in the car rider line.**

Students walking to and from school must be escorted by an adult. Parents should not leave cars to pick up students from car riders. The office staff will facilitate the check-out process for parents needing to park in order to retrieve their student.

Students going home in the afternoons by car will wait in the cafeteria for pick up and will load on the passenger side of the car. To ensure student safety, all drivers will be required to have a car rider **VISOR SIGN** displayed before students will be called for release as adults have presented a valid ID to office personnel before signs are issued. Additional car rider passes may be purchased in the office for \$5.00. The VISOR SIGN should stay displayed until the student enters the vehicle so that personnel may assist students in locating their vehicles. Students not picked up by **2:30 p.m.** will be placed into ASP with a late fee charge applied of \$15.00 per child.

Character Ed Initiatives

At Liberty, students participate in the **#BeKIND** initiative and learn about exhibiting positive character traits. Students will learn about the 11 principles of effective character and participate in service projects in order to practice caring for others. Students will also be discussing specific behavior expectations, academic goals, and learning how to use positive language during Morning Meetings and counseling classes. Students will learn what it means to show Liberty PRIDE Values as they become familiar with the **#BeKIND** pledge and PRIDE chant. Posters to help students remember expectations are displayed throughout the building. Furthermore, all students, staff, and visitors to Liberty will be able to utilize QR code readers on electronic devices to take a Liberty Lion Character Walk in the building where information on how character education is embedded within the school is on display. Character Walk Stops are designated with special lion paw tiles on the floor and by wall posters where QR code readers may be utilized to learn about character education at Liberty. Liberty was selected as a 2017 State School of Character and was the only school in Georgia to receive this honor. Liberty is very proud of this

distinction and school members work hard to practice and show #BeKind behaviors.

Discipline

All students will be held accountable for their behavior at school and while being transported to and from school on the bus. All classroom and bus misbehavior will be handled by procedures outlined by the Cherokee County School District. Please refer to the information provided in the Student/Teacher Handbook and Discipline Code (Blue Book) which is distributed to each student attending a Cherokee County School and can be found online at the CCSD website. All teachers are responsible for proper supervision of students, hallway behavior, and discipline regardless of students' homeroom assignments or grade levels. Whenever it is necessary for teachers to send students to the office for discipline, office referrals will be completed and an administrator will follow local board policy and/or school policy and handle each situation on an individual basis.

Early Dismissal

If a child needs to leave school before the end of the day, a parent or guardian must sign the child out at the office. Picture identification will be required. Your child will be released only to parents, guardians or other persons listed on the student's approved pick up form. Office personnel will call the child from the classroom. **No child** will be released directly from the classroom or the playground to any adult, including parents, unless accompanied by office personnel. In order to facilitate a safe dismissal, **STUDENTS MAY NOT BE SIGNED OUT AFTER 1:30 p.m.**

Field Trips

Field trips are planned activities designed to enrich students in a specific area of curriculum. All trips are planned by the teachers and approved by the principal. Students must have a signed permission form in order to attend the field trip. Students may be restricted from a field trip for failure to meet school expectations. For any field trip, students are expected to ride school provided transportation. Chaperones will be assigned as deemed necessary by the teachers. Siblings or guests of chaperones may not attend field trips.

Items Left at School

If students forget their textbooks, other school materials or jackets in the classroom, they will only be able to retrieve items if the teacher is in his/her room. **When teachers leave for the day, the classroom doors are locked and custodians or staff will not open them.** Make sure to sign in before going to the classroom.

Lost and Found

A Lost and Found area will house items by the gym. If your child loses something, please encourage him/her to check for it there. **It would be very helpful if you would label your child's clothing,** especially items such as jackets, water bottles, tote bags, caps, etc. This will assist us in finding the owner. Unclaimed clothing will be donated to a charity periodically throughout the year.

Media Center

The goal of the Liberty Elementary Media Center is to provide students with the skills, experiences and the confidence that will enable them to use libraries for life-long learning and to instill in our students the joy of reading for pleasure. Students may visit the media center with their class, in small groups or individually. Individual students are encouraged to visit the media center throughout the day. Teachers may send small groups of students at any time to work on an assignment. Students may check out books for a period of two weeks. Check out privileges are suspended when students have an overdue, damaged or lost book. However, students are encouraged to continue using the books and materials within the media center. No fine is charged for overdue books. Replacement cost is charged for each lost or damaged book that can no longer be circulated. If the lost book is found in good condition and returned to the media center, the payment will be refunded. Reminders for books that need to be returned will be sent out with progress reports and report cards.

Medications at School

1. All medications should be sent to the clinic along with a CCSD form signed by a parent giving specific instructions.
2. All (prescription and non-prescription) medicines should be in the original bottle. Ask the pharmacist for an extra bottle for school.
3. Medication that is prescribed three (3) times a day may be given before the student comes to school, after school, and again at bedtime.
4. The school clinic operates from 7:45 a.m. to 2:15 p.m. daily.

If a child is sick, the child must be picked up by the parent or their designee. We cannot treat serious illnesses at school. The school must have accurate and up-to-date emergency information. We need updated phone numbers on file at all times.

Money Sent to School

Any monies sent to school should be enclosed in an envelope or baggie and be labeled with the student's first and last name, student school ID number, homeroom teacher's name, and have a statement as to the purpose for the money (ex: field trip, ASP, etc.). If sending in a check, be mindful that a check must be written in blue or black ink only. A separate check should be written for each child per school event. The purpose for the check should be written in the memo line. For ASP only, a parent may write one check for all children attending as this amount will go into one account.

Parent Conferences and Teacher Contacts

Conferences requested by parents or teachers must be scheduled. The office will notify the teacher when the parents arrive. **Teachers will not be allowed to have unscheduled conferences during the instructional day.** The Principal and/or Assistant Principals will participate in parent conferences upon request by teachers and/or parents. Teachers will not be released from class to take phone calls unless it is an emergency. Messages may be left with the school secretary. Please notify the front office as soon as possible of any changes relative to a scheduled conference.

Photos at School

Any parent wanting to take a photograph will only be allowed to take a photo of only their child during special school events. Taking photos in the cafeteria will not be permitted and having other students in pictures will not be allowed without parental permission. **No photos taken at school should ever be placed into the media, including Facebook, and other social media, without permission of the parents of all students involved in the photos.**

Records Request Protocol

Parents requesting copies of school records must put their request into writing to present to the Student Records Facilitator. The request will be processed as soon as possible within one week and the copy of records will be put in the front office for pick up. Parents will be asked to show ID in order to pick up copies of the records.

School Celebrations

Kindergarten through fifth grade will have seasonal celebrations throughout the school year. Room parents may request refreshments for these activities. Due to limited parking, these school celebrations will be for students only. Celebrations held during the school day, such as parties or ceremonies, are not to be attended by Liberty siblings who would have their instructional day interrupted if they were allowed to attend.

Traffic and Parking

These simple guidelines will help ensure your child's safety. **Parents and visitors are not permitted to park in the bus entrance at any time. Visitors' cars are not permitted behind the building.** This area is used throughout the day for bus transportation, P.E., and recess breaks. Visitor parking is limited to parking spots in the front lot only. Please **do not park in the yellow striped area labeled "Fire Lane" as this poses a safety issue in the event of an emergency.**

Transportation Changes

Parents should note in their student's agenda daily transportation plans for going home. In order to reduce the amount of phone calls distributed through the front office, **only emergency transportation changes will be addressed when received by 1:30 p.m.** Turn in notes for bus home changes to the office so bus notes may be supplied to drivers. Any phone calls received will be verified by office staff. Changes **will not** be taken through email or fax.

Visitation

The safety of your child is our utmost concern. Therefore, to prevent strangers from entering our facility, **ALL VISITORS**, including parents and volunteers, are required to check in, present a valid photo ID, and check out at the Front Office. **ALL visitors must enter through our secured front entrance and present a valid photo ID with each visit** to obtain a visitor ID badge. **This VISITOR ID must be worn at all times and be clearly visible before entering any part of the school.** With the recent occurrences of violence in schools across our country, each Cherokee County School has updated their Crisis Intervention Procedures to insure the security and safety of our children and staff. We ask that you respect the policy and accept the likelihood of being stopped in the hallway to verify your presence in the

school. **Failure to check in or to properly display a visitor ID badge may result in removal from the school premises and this is a violation of Georgia law.**

While we do welcome visitors to our school, we ask that all visits be pre-planned with the classroom teacher to avoid any undue disruption to classroom instruction. Furthermore, while in the building, visitors should not pull their child out of class. If there is an emergency and a parent needs to speak to their child in person, the child will be asked to come to the office.

Volunteers

We welcome our volunteers at Liberty ES! There are always many things to be done and you can be an invaluable resource to us. All volunteers must attend a special orientation and fill out a volunteer application, to be kept on file with the Principal, before they begin working on campus. Volunteers missing the orientation may watch a power point volunteer training presentation in the office. It is at the principal's discretion if a volunteer participates at Liberty ES. Any volunteer found to be in violation of the CCSD confidentiality policy will be asked to no longer help.

Weather Announcements

During the months when snow and other conditions may warrant the closing of schools, you may get announcements from the CCSD website or local news stations. You will be asked to file an "Emergency Information for Early Dismissal" instruction sheet with your child's teacher. Since this form contains vital information concerning your child's safety, please make certain the information is accurate and kept current throughout the school year.

Withdrawals

Parents wishing to withdraw a child should give the classroom teacher and school office as much notice as possible in order to process the request. The parent/guardian will receive a copy of the withdrawal form to take to the student's new school once it has been completed, signed, and all school materials returned.

PROGRESS REPORTS AND REPORT CARD DATES

Progress Reports:	Report Cards:
August 30, 2018	October 17, 2018
November 12, 2018	January 11, 2019
February 7, 2019	March 26, 2019
April 25, 2019	May 29, 2019

PARENT INFORMATION EXPECTATIONS:

It is an expectation that parents will read and follow the guidelines displayed in the Student/Parent Handbook. Please sign below after you have read the student handbook:

Parent Signature Date