

July 2021

Dear Liberty Tree families,

It is my pleasure to welcome back students, parents, staff and our entire Liberty Tree community to a great school year ahead! I am looking forward to the 2021-2022 school year and all that it will bring for our school family. Our teachers and staff have been hard at work preparing our building, classrooms and lesson plans to fulfill our District's mission to facilitate maximum learning for every student. While it isn't quite time yet, please know we will be ready and waiting with enthusiasm for all to return in August.

Communication with our families is important to us and we have several places you can find back-to-school information now as well as gather pertinent information throughout the year. Please take a moment to familiarize yourself with these resources and bookmark or download them.

**Website:** Bookmark [Liberty Tree website](#). You will be able to retrieve building specific information here throughout the year. Additionally, you will find district-level news and contact information here.

**OLSD App:** If you have not already done so, please download the district's free mobile app, Olentangy Schools, at the Apple Store or at Google Play to stay connected with our schools. Once you download the app, select the school(s) you would like to follow. Doing so allows you to receive customizable news, calendars, and notifications including district and building level news on your mobile devices.

**Schoology:** Schoology is used for classroom level communication from teachers about assignments, activities, homework and other classroom events. Parents can also communicate with teachers directly through this system. Schoology may also be accessed through the district mobile app.

**PowerSchool:** PowerSchool is where parents will complete and update important electronic forms at the start of the year, pay fees, receive student grades and report cards and district-level reports and letters.

Understanding and using these various communication tools is the best way to stay in the know about events and information for not only our school but all of our Olentangy Schools.



Looking toward the start of another great school year, it is important to remember we want to give time for our students to gain some independence and build confidence in settling into their new school routines. We believe our students will be most successful if they are able to learn to take care of themselves and take pride in their independence. Thank you for partnering with us to build these skills in our students. Please note some of the following beginning of the year procedures:

**Lunch/Recess:** At this time, we are not sure what the guidelines will be for parents being allowed to have lunch with their children at school. Please stay tuned as we continue to follow the CDC guidelines for school visitors.

**COVID Protocols:** At this time, we do not have any guidelines regarding masks, social distancing, and barriers used throughout the building. This will be communicated as we get closer to the opening of the new school year.

**Birthday Treats and School Parties:** We recognize our student's birthdays in the cafeteria and in the individual classrooms. Each month birthday wishes are sung by the grade level students led by the teacher/staff on duty, and summer birthdays will be acknowledged in May. Due to the many concerns with food items brought into the building, we are having a **no food policy with birthday treats**. Students may share pencils, stickers, erasers, etc. **but no food please**. Food will be allowed during some classroom activities or events once the teacher is made aware of any health and dietary concerns and restrictions. Our primary concern is food safety for all, and we abide by medical concerns related to food allergies to the best of our abilities and in the best interest of our students.

**Drop-off:** Parents may choose to bring their child to school by car, but please know that traffic can be heavy on poor weather days. To ensure that students are arriving at school on time, we ask that parents pull up to the teacher on duty with the stop sign and students quickly jump out. If a parent needs to assist the child and get out of their car, we ask that the parent parks in the parent lot and walks the child in with heavy items. By doing this procedure, traffic moves along quickly. Also, students should be exiting their car once they reach one of the pillars at the front doors. This procedure allows 4-5 cars to empty at a time and keeps traffic flowing. **Please note that daycare busses will be dropping students off as well in the morning. This may cause a delay at times. We appreciate your patience and support of our mission to keep our kids safe by being aware of small children around you.**

**Dismissal:** Our dismissal time is officially 3:45 p.m. but starting at 3:40, assigned staff members take student attendance for parent pick-up students, students who walk home from school, daycare bus students and our Y-Club students before we dismiss bus students. We do this for safety reasons and student accountability. Parents picking up



their children should place a sign with last name in the front right window of your car. Please make sure it is clearly written. Once your car pulls up, your child will be brought outside to your car. Remember you must send a note to school if you want your child at parent pick-up. Once you have your permanent dismissal plan in place, please understand that if you make any changes in your daily dismissal routine with daycare or Y-Club, you must also contact their staff as well or you will hold up the building dismissal protocol until your child is located. **All attendance and dismissal changes must be sent to [LTESattendance@olsd.us](mailto:LTESattendance@olsd.us)** Our goal is a smooth dismissal that supports student safety.

As you begin to prepare for your own family's back-to-school routine, you may consider incorporating some of the following activities:

**Reading:** Read at home together at least 20 minutes each day, making it a fun, family tradition.

**Sleep:** Getting a good night's sleep is an essential key to a productive day for each of us. Establishing a school bedtime routine a week or two before the beginning of school makes adjusting to the school year easier for everyone in your home.

**Healthy start:** Planning ahead to start each day with a healthy breakfast helps ensure that your child has a great day at school and can focus on the day ahead.

Once again, I am excited for another year at Liberty Tree Elementary! Open House for **kindergarten parents and students**, I will see you on **Tuesday, August 17th at 8:30 AM in the lobby. Grades 1st -5th students and parents**, I look forward to seeing all of you on Open House Night for grades 1st -5th on **Tuesday, August 17th at 4:00 PM at the front doors**. Our first day back to school, Thursday, August 19th. If you have any questions you may contact me at [terri\\_caton@olsd.us](mailto:terri_caton@olsd.us) or 740-657-5600.

Enjoy the rest of your summer!

Sincerely,

**Terri Caton**

Principal

Liberty Tree Elementary

**Kevin Pulfer**

Assistant Principal

LTES/HES