



Liberty Tree Elementary
6877 Sawmill Parkway
Powell, OH 43065

Phone: 740-657-5600

Building Contacts:

Principal: Terri Caton

Assistant Principal: Kevin Pulfer

Counselor: Heather Byerly

Secretary: Debi Miller

Attendance Secretary: Lucy Moseley

Fax: 740-657-5649

Daily School Hours: 9:05 a.m. – 3:45 p.m.

Building opens: 8:55 a.m.

Start of School Bell: 9:05 a.m.

Dismissal: starts at 3:35 p.m.

Daily Office Hours: 8 a.m. - 4:30 p.m.

Transportation:

Contact the Transportation Department at 740-657-4080 with any questions about your child's bus, route or driver.

Absences:

A parent/guardian must notify the school office if his/her child will be absent, no later than 10 a.m. the day of the absence. You may email us at our attendance/dismissal email address: ltesattendance@olsd.us or call the office at 740-657-5600. Please include the child's name, grade level, teacher's name, and reason for the absence. We also have a voicemail system that you may leave a message after hours.

Dismissal:

Please email the office with any dismissal changes by noon at ltesattendance@olsd.us. The child's normal dismissal plan will be followed without an email or phone call by noon. The students may:

- Ride school bus, daycare bus or walk home.
- Parents may pick-up their child at curb-side if the office has been notified in advance.
- Y-Club before/after school care program (Parents must pre-register their child for this YMCA program)

Recess:

Children are expected to be properly clothed for daily outside play. Students will be outside for recess when:

- The temperature is 20 degrees or above
- Or, the wind chill is 20 degrees or above

Trip (Vacation) During the School Year:

Always complete an Alternate Learning Experience form (ALE) if your child will be absent due to a trip or vacation on a school day. The forms are located on the Olentangy website>Parents>Forms. An ALE will not be approved for more than 10 days.

No Food Policy:

Due to our concerns related to food allergies, LTES has a **policy of no food for birthday treats.**

Communication:

Olentangy Local Schools website: olentangy.k12.oh.us

LTES Elementary PTO website: ltepto@gmail.com

Liberty Tree Website: ltes.olentangy.k12.oh.us