



Liberty Tree Elementary  
6877 Sawmill Parkway  
Powell, OH 43065  
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July 2023

Dear Liberty Tree families,

It is my pleasure to welcome back students, parents, staff and our entire Liberty Tree community to another great school year ahead! We are looking forward to the 2023-2024 school year and all that it will bring for our school family. Our teachers and staff have been hard at work preparing 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 in August.

Communication with our families is important to us and we have several places where you can find back-to-school information 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, from the App 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 and set push notifications. 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 in grades 3-5 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.

**Seesaw:** Young learners in grades K-2 can capture and showcase their learning with ease using Seesaw. Parents are able to engage in their child's learning, view their child's work, provide motivation and encouragement, and communicate with teachers.

**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. The district's mass notification system is integrated with PowerSchool and the contact information provided on the back-to-school forms, so please make sure information is accurate and updated throughout the year.



New families should opt into the district's text messaging service by texting YES to 87569.

**Social Media:** Facebook, Twitter, Instagram, LinkedIn, YouTube and the podcast share what makes Olentangy unique and special. Follow Olentangy Schools social media here:

Facebook - [www.facebook.com/olentangyschools/](http://www.facebook.com/olentangyschools/)

Twitter - [@olentangysd](https://twitter.com/olentangysd)

Instagram - [@olentangylocalschools](https://www.instagram.com/olentangylocalschools)

LinkedIn – [Olentangy Local School District](https://www.linkedin.com/company/olentangy-local-school-district)

YouTube - [www.youtube.com/user/OlentangySchools](https://www.youtube.com/user/OlentangySchools)

Podcast - [rss.com/podcasts/helloolentangy/](https://rss.com/podcasts/helloolentangy/)

Understanding and using these communication tools is the best way to stay in the know about events and information for not only our school but all schools across the district.

As is the case with any new school year, we are welcoming some new staff members to the Liberty Tree team. Please join us in welcoming:

Sydney Blankenship – Behavior Specialist

Kory Chloe – ELL

Kayla Collins – Night Custodian

Sarah Fox - Preschool

Jonathan Guerrero – PE

Elizabeth Van Camp – Preschool

Michael Ward – Head Custodian

Additionally, a few of our favorite familiar faces will be working in a new area. Please join me in welcoming these staff member to their new roles:

Mackenzie Brunke – 3<sup>rd</sup> Grade

Erin Budic – Media Specialist

Monique Martinez – Lead Night Custodian

Austin Shaver – 4<sup>th</sup> Grade

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, your children.



Please note some of the following beginning of the year procedures:

**Lunch/Recess:** Lunch and recess schedules will be posted as we get closer to the opening of the school year. Decisions about parent protocols for having lunch with their child during the school day will be made after Labor Day as we consider seating space and safety.

**Birthday Treats and School Parties:** We recognize our students' 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.

**Parent Volunteers:** All parents must be background checked and fingerprinted to volunteer at the school. No exceptions will be made as student safety is our number one priority. Start the process now, so you can help right away.

**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 help their child and get out of the car, we ask that the parent park in the parent lot and walk their 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 buses will be dropping students off as well in the morning. This may cause a delay at times. We appreciate your patience and support in 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 their 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 email the 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 emailed to [ltesattendance@olsd.us](mailto:ltesattendance@olsd.us) and please copy your teacher. Our goal is a smooth dismissal that supports student safety.**

Dates to mark in your calendar include:

August 15 – Open House:

Kindergarten Mon/Thurs 8am-9am

Kindergarten Tues/Fri 9am-10am

1<sup>st</sup> – 5<sup>th</sup> Grades 4pm-6pm

August 17 – First Day of School

August 18 – First Day of School for Tuesday/Friday kindergarten students

August 24 – Curriculum Night, K-2<sup>nd</sup> grades

August 31 – Curriculum Night, 3<sup>rd</sup> –5<sup>th</sup> grades

Parent/Teacher Conference Dates:

Thursday, November 9<sup>th</sup>, 3<sup>rd</sup> – 5<sup>th</sup> Grades ONLY

Thursday, November 16<sup>th</sup>

Monday, November 20<sup>th</sup>

Testing Dates:

Second Grade – February 26<sup>th</sup> – March 7<sup>th</sup>

Third Grade – October 25<sup>th</sup> –31<sup>st</sup> & February 26<sup>th</sup> –March 7<sup>th</sup>

Fourth Grade – April 4<sup>th</sup> – May 7<sup>th</sup>

Fifth Grade – April 4<sup>th</sup> – May 7<sup>th</sup>

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 to start each day with a healthy breakfast helps ensure that your child has a momentous day at school and can focus on the day ahead.



School hours are 9:05 AM – 3:45 PM. Tardy bell rings at 9:05 AM.

Once again, we are excited for another year at Liberty Tree Elementary! If at any time you have questions or concerns about your child, please contact your child's teacher first and then our front office. I look forward to seeing all of you on our first day back to school, Thursday, August 17 (Friday, August 18 for Tuesday/Friday kindergarten students). 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 and Go Larks!

Sincerely,

**Terri Caton**

Principal  
Liberty Tree Elementary

**Erika Harris**

Assistant Principal  
Liberty Tree Elementary