



**Liberty Tree Elementary**  
**6877 Sawmill Parkway**  
**Powell, OH 43065**

**Phone:** 740-657-5600

**Building Contacts:**

Principal: Teresa Caton

Assistant Principal: Erika Harrison

School Counselor: Heather Byerly

Administrative Secretary: Colleen Szerencsits

**Fax:** 740-657-5649

**Daily School Hours:**

Building opens: 8:55

Start of School Bell: 9:05 AM

Dismissal: 3:45 PM

**Daily Office Hours:** 8:00 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. Bus numbers and route information will be posted in PowerSchool no later than Thursday, August 10.

**Absences:**

Parent/guardian must email [ltesattendace@olsd.us](mailto:ltesattendace@olsd.us) or call the 740-657-5600 if his/her child will be absent, no later than 10 a.m. the day of the absence. A call may be made anytime and a voice message left. Please include the child's name, grade level, teacher's name, and reason for the absence.

**Dismissal:**

All teachers must be notified of any changes to your child's normal dismissal plan in writing. The child's normal dismissal plan will be followed without a note or email to [ltesattendace@olsd.us](mailto:ltesattendace@olsd.us) from a parent. The students may:

- Ride school bus, daycare bus or walk home
- Parent sign student out in the office
- Parent Pick-Up
- Y-Club before/after school care program (Parents must pre-register 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 15 degrees or above

**Communication:**

Olentangy Local Schools website: [olentangy.k12.oh.us](http://olentangy.k12.oh.us)

District mobile app: Olentangy Schools

Liberty Tree Elementary website: <https://ltes.olentangy.k.12.oh.us/>

Instagram: Liberty Tree Elementary @libertytreelarks