
Liberty School Parent Handbook

2023-2024

Home of the Legends



Liberty's Vision and Value Statement

Liberty School shares the district's vision for our local learning community. Liberty is committed to providing a safe, nurturing environment for all of our children.

Our children are creative, thinking high-achievers, confident in their own abilities. They are committed to life long learning and responsible citizenship. They are unique individuals who take pride in developing their own full potential. Our diversity gives us strength and promotes equity for all. Our learning environment is based on high expectations and clear standards. Families, school, and the community work together for the benefit of all children which fosters respect for one another.

We embrace a rapidly changing world and look to our community and district for support. Students are provided the tools and strategies to become self-sufficient and technologically proficient, accessing information from all over the world. Students are motivated to meet high academic standards, which include art, drama, and physical fitness. Students appreciate all cultures and languages and do not take note of individuals' economic status.

We look forward to the future with hope and confidence.



DAILY SCHEDULE

School begins at 7:45 AM
 Students can arrive at school after 7:20.
 There is the YMCA program (fee-based)
 for students who need to arrive before
 7:20 AM.

Daily Schedule for Grades 1 – 6

Monday – Thursday	7:45 – 2:15
Friday (Minimum days)	7:45 – 12:45

Recess Schedule

First Recess
 M – Th 9:40 – 10:00
 Fri 9:40 – 9:55

Second Recess
 M- Th 10:10 – 10:30
 Fri 10:15 – 10:30

Lunch Schedule

Grades K-1-2	10:55 – 11:40
Grades 3-4	11:25 – 12:10
Grades 5- 6	11:55 – 12:40

Kindergarten Schedule

Full Day Kindergarten

M – Th	7:45 – 2:00
Fri	7:45 – 12:30

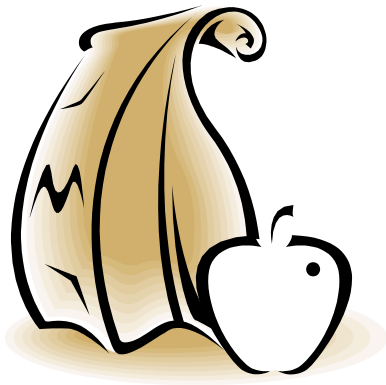
Students not enrolled in an after school program need to be picked up by 2:30 as there is no supervision after school.

REPORT CARDS/CONFERENCES

Report cards are given to students on the last day of each quarter.

Parent conference dates are minimum days. Students will be dismissed at 12:45.

Parent conferences are schedules at the End of Q1 and Q3. In Q1 in lieu of a report card with grades, there will be the computerized summary sheet.



NAME	GRADE	Voicemail EXT
Dumas, Carolina	K	696964
Vasquez, Anna	K	696596
Lovett, Brizeida	K	696960
Aguilera, Brenda	1	696961
Escobedo, Teresa	1	697440
Martinez, Adelaida	1	
Dallet, Martha	2	696962
Santamaria, Mirna	2	696965
Wallbank, Karrie	2	696966
De La Cruz, Cristina	3	696958
Kozlowsko, Patty	3	696970
Langfeldt, Darci	3	696967
Loera, Lilian	3	696968
Rivero, Martha	4	696971
Robinson, Delia	4	696978
Ruperto, Jill	4	696972
Osuna, Martha	5	696974
Sanchez, Gloria	5	696975
Crellin, Scott	5	696956
Rodgers, Jayme	5	696973
De Gomez, Lisandra	6	696976
Ugarte, Marcelino	6	696969
Whitaker, Michelle	6	696979
Contreras, Karla	6	696977
White, Melinda	MM	
Hoffman, Yanitzia	MM	697147
Peñalosa, Theresa	MM	696981
Arizpe, Brenda	Impact	696959
Antlitz, Carrie	OT	696627
Chaidez, Anita	ART	696989
Grant, Kelly	RSP	696805
Gerster, Cassandra	RSP IT	
Montgomery, Lauren	Drama	696988
Hill, Katie	LSH	696892
Mendoza, Bianca	P.E.	697180
Montgomery, Lauren	LSH	697168
Torres, Kristen	Music	696501

School Phone Number

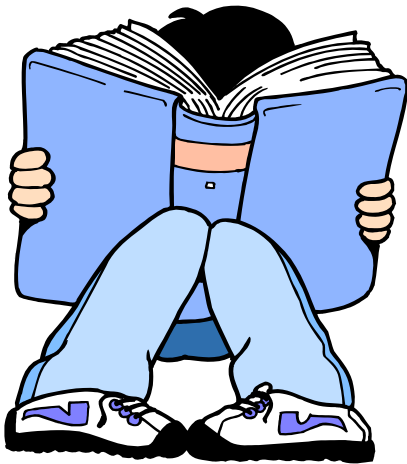
(619) 397-5225

During the day teachers are with students and may not be able to check messages until the next work day. For important or emergency calls please call the office directly.



SCHOOL ATTENDANCE

Studies show that there is a direct correlation between school attendance and student achievement. Therefore, parents should reinforce the importance of good school attendance and students should attend school every day except in certain unavoidable circumstances such as illness or death in the family.



Please plan medical appointments during school vacations or after school when possible. If your child will be absent, it is important that you call the school office that day (See absence procedure below).

We encourage you to send your child to school for at least part of the day when you find it necessary to keep your child home for reasons other than illness. It is important that your child not be counted absent and not miss-out on school assignments. If for some unavoidable reason your child will be absent for a week or more, please see your child's teacher or the attendance office in advance so we may arrange for an **Independent Study Contract**.

TARDIES

It is extremely important that students arrive at school on time. School starts and Students are tardy at 7:45 a.m. If your child is tardy, he/she must report to the school health office for a tardy slip.

Students are recognized for perfect attendance on an annual basis. Perfect attendance is defined as no absences, no tardies, and no early dismissals.

Please be advised that attendance and/or behavior will be considered in determining zone transfer approval.

ABSENCE PROCEDURES

When your child needs to miss school, please call the school each day of the absence. Parents are asked to try to call by 9:00 A.M. We will then be able to follow up on those students whose absences are unverified.

To Report an Absence:

- **Dial the school phone number 397-5225 extension 590110.**
- **Record the student's name, teacher and reason for the absence.**

To Speak to the Attendance Health Secretary:

Dial the school phone number and enter extension 590110.

Upon returning to school following an absence, students must check in at the Attendance/Health Office with a note from home giving the date and reason for the absence. If a phone call is not received, the absence will be considered unexcused.

WEBSITE

Parents are encouraged to check the school website on a regular basis to stay apprised of activities, events and information regarding the school. The website is updated frequently.

It can be found at: www.cvesd.org/liberty

Many classrooms also have private websites to post photos.

SCHOOL MESSENGER/Robo Calls

Most parent communications from the school will come via our Phone Messenger system. Please ensure we have your current phone number and email address to ensure you receive relevant information.

WEDNESDAY FLIERS

All school fliers and other fliers distributed to students will be sent home on Wednesdays. We will only send home fliers to the oldest sibling for households with multiple students attending our school. This cuts down the number of copies we have to make by 200!

EMAIL

Many of our teachers use email to send home fliers, parent newsletters, homework, updates on student's progress, etc. You may also use email to contact us. All staff email is located on the school website at www.cvesd.org/liberty.

PEACH JAR – ELECTRONIC FLIERS

Our school is participating in a program that will save loads of paper and is convenient for families. You will receive notification by email. Peachjar is also located on our website where you can view many of our school fliers.

MARQUEE

Our school marquee, located at the front of the school, is also updated frequently with information about our upcoming events.

PHONE CALLS

Our office is open from 7:30 a.m. 3:30 p.m. You can contact our school office with any questions, comments or with information by calling 397-5225.

In order to ensure that instructional time is not interrupted, please be advised that phone calls during the instructional day will not be forwarded. Instead, you will be able to leave a message on the teacher's voicemail.

- If it is an emergency and you need to contact your child, please contact the office and they will relay a message or contact the student directly.
- If your child forgets his/her lunch, homework, house keys, etc., please bring them to the office. They will be delivered to your child's teacher.
- Messages to students will only be taken from individuals listed on the student's emergency information form. If the person is not listed the message will not be delivered.
- Please plan to leave messages earlier in the day as the last 15 minutes of school are extremely busy in the office. Our office staff cannot always ensure delivery of messages to all students during this time.

PARKING LOT GUIDELINES

Student safety is a priority at Liberty School. Parents are asked to observe the following parking lot procedures, which have been developed in conjunction with the Chula Vista Police Department.

- Use the loading zone in front of the school for drop off and pick up only.

Do not park or leave your car unattended in this area.

- Always use the cross-walk at the front of the school to access the school. Never cut across traffic.
- Do not double-park or release students from the second lane.
- Park in marked stalls only. Do not park in staff parking spots.
- When the lot is full, you may be able to continue driving down Proctor Valley Road and park in the nearby residential area, or circle back to try again.
- Please pull forward as far as possible to pick up/ drop off your child. The closer to the flag-pole, the better.
- Kindergarten students must be walked to class by a parent or guardian. They may not to be dropped off in our loading zone.

BICYCLES/SCOOTERS/SKATEBOARDS

Students in grades 4-6 may ride bicycles to school. By law, students must wear bicycle helmets when riding their bikes. Once a student enters campus, s/he must walk the bicycle to the bike rack located behind the office. All bicycles must be locked to the rack. Students are not allowed to ride scooters or skateboards to school.



GATES

To ensure student safety, all school gates will be locked after 8:15 every day. They will be re-opened 15 minutes before dismissal. We ask that you enter school through the front office during school hours. Please make sure to sign-in and receive a visitor's badge.

VOLUNTEERS

Liberty School welcomes parent and community volunteers. We have a variety of volunteer opportunities, whether you want to volunteer in the classroom or for school programs. Please contact your child's teacher or the office to inquire about volunteering.

Volunteers are asked to complete a registration packet once a year and maintain a current TB test on file in the office. TB tests are valid for four years. If volunteering for more than two days a week, you will need to submit fingerprints to the district per our Board Policy. Please speak to our school secretary for more information.

Please remember that all volunteers will need to sign-in at the office every time they are on campus.

Additionally, when volunteering in a classroom, volunteers will need to make sure that it has been scheduled in advance with the teacher.

MORNING ROUTINE

Kindergarten students will line up outside their classroom and wait with a parent or other adult until their class begins.

Children are not allowed to play on the play-structure before or after class.

Students in grades 1-6 are asked to line up at their class number on the black-top before school. They may also wish to participate in our Liberty Laps program. The first bell rings at 7:42. At this time students should walk to their classrooms. The second bell rings at 7:45. Doors will open and students will enter the classroom by this time. All students arriving after that time will be considered tardy. Students are not allowed to climb the play-structure of play in other areas while waiting on the blacktop.

Students also have the option of purchasing a breakfast from the cafeteria between 7:20-7:35. Students are able to eat in the lunch court area.

RECESS AND LUNCH

We encourage healthy lifestyle. Candy, soda, and other unhealthy snack foods may not be brought to school. While we appreciate students' generosity, for health and other reasons, **students may not share or trade food at school.**

Parents have been asked to send only healthy snacks and lunches, and **only enough for their child.** Large bags of food should be taken by the teacher and/or Noon Duty and may be picked up by the student at the end of the school day.

Students play at lunch recess before they eat their lunch. Research shows this will encourage them to eat more of their lunch, rather than throwing it away. It

will also help ensure a smoother transition back into the classroom after lunch.

BIRTHDAY CELEBRATIONS

Please be advised that birthday celebrations will be celebrated on the last Friday of each month, during the last 15 minutes of the day. Chula Vista Elementary School District recognizes the link between student health and learning and is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity for all District students. Federal Government requires all public schools to create and maintain a wellness policy. The full wellness policy can be found on the cvesd.org website. At Liberty, we support the wellness policy through limiting class parties to 2 food parties per year, increasing PE time, eliminating food as rewards and discouraging cakes and sweets for parties. Please make sure to follow the guidelines below:

- Contact the teacher at least one week ahead of time confirm.
- Please do not send any deliveries to the office such as flowers, balloons, cupcakes. We cannot accept any deliveries.
- Parents are encouraged to give students "fun bags" with party favors, stickers, pencils, etc. instead of donuts, cupcakes, pizza, chips, etc.

BREAKFAST AND LUNCH PROGRAM

Breakfast is served every day from 7:20 – 7:35. Our school breakfast program can provide relief for you and your children with hectic morning schedules. Give children a head start on successful learning. Make sure they begin the school day with a healthy breakfast. It is particularly important that students participating in the breakfast program arrive on time (preferably by 7:25) so they have sufficient time to eat breakfast before going to class.

All School meals are free in California.

FREE PRICE MEAL

If you feel you qualify for free price meals, you may complete an application. One is included in your back -to-school packet. They are also available in the school office.

You may apply for lunch application online at www.cvesd.org.

COMBINATION/MULTI-AGE CLASSES

Due to fluctuation in enrollment there may be a need for combination classes. The teachers are adept at differentiating lessons to meet the different needs of students. Your child's educational needs will be met whether a combination or straight grade level. There are many benefits to a multi-age class. See www.multiage-education.com for further information on pros/cons of multi-age learning. There are many rumors and falsehoods circulating concerning combination classes. How the parents respond will impact how the students feel and respond.

Our focus is always on student learning, no matter what the composition of any class. Our guarantee to you is that your child will receive grade level instruction in every general education class in the school, combination or straight grade.

FIELD TRIPS

Field trips are an extension of the learning from the classroom. Each grade level attends different field trips. Fourth grade attends Star of India and spend the night at San Diego Harbor. Chaperones and volunteers are needed for many field trips.

Parents who want to chaperone for a field trip will need to contact their teacher. The teacher decides the number of chaperones needed for the field trip based on safety, limits from the event they are going, and bus space. If there are more parents wanting to be chaperones than needed, then there will be a drawing to determine the chaperones.

Students must start at school with the class to be eligible to participate in the field trip. Students cannot join the group at a later time. Students should go and return with their class.

In a rare instance, if a parent wants to pick up their child from the field trip, they will need to pre-arrange with the teacher and sign the child out on the sign out form provided by the teacher. Parents may only sign out their own child and must be on the Emergency Information Card.

Students must start the school day at Liberty to be a part of the field trip. If parents wish to sign out their child from the field trip location they may as long as they are on the emergency card and they sign out on the sign out form from the office. Teachers will need to bring the form with them.

HEAT INDEX

According to the National Oceanic and Atmospheric Administration (NOAA) with the National Weather Service (NWS), “the Heat Index is a measure of how hot it really feels when relative humidity is factored in with the actual air temperature. “A chart is

used combining the air temperature and humidity to find the Heat Index. These recommendations are used in determining strategies to be implemented which could include limiting outdoor physical activity.

BEHAVIORAL EXPECTATIONS

In order to foster a safe, supportive learning environment, all students are expected to:

- Come to school each day, on time, ready to learn.
- Demonstrate respect for themselves and others.
- Demonstrate respect for school property and the property of others.
- Use kind, appropriate language and behaviors.
- Keep hands, feet, and objects to themselves.
- Respect the requests of Safety Patrol and Peer Mediators.
- Walk on campus.
- Follow Lunch Arbor Rules:
 - Remain seated with your feet under the table
 - Keep your voices at your tables.
 - Keep hands, feet, and objects to yourself
 - Keep food on your tray
 - Do NOT share food
 - Leave your area clean
- Follow Playground Rules
 - Be respectful.
 - Keep hands, feet, and objects to yourself
 - You must play a designated game or walk/run laps
 - Observe game and playground safety rules
- Always follow the directions of the adults on duty and be respectful
- No running on the black-top
- You must remain on the playground unless you are given a pass to the health room or office
- Use restrooms properly
- Follow Dress Code

- Leave toys (including “game boys,” iPods, and other electronic toys), gum, and candy at home.

Fidgets in the Classroom

Fidgets are small devices used by students to reduce distraction and increase focus. Flexible seating is also used in the classroom for students. Fidgets and flexible seating are tools used in the classroom by students who need them. Not all students need the same tools. Fidgets allow the student to remain focused in the classroom without distracting others. The teacher monitors the classroom and determines which tools (fidgets) are beneficial and which tools are starting to be used as a toy and therefore distracting. Fidgets should not be taken to the playground. Of course, we always follow student IEP and 504 plans should they dictate a specific approach.

Inappropriate items brought to school will be kept at school until a parent comes for them.

DISCIPLINE POLICY

(Established in accordance with CVESD Board Policy #5253)

Positive

Students are expected to follow classroom and school rules. Appropriate behavior is positively reinforced by all staff members in a number of ways. “**Bert Bucks**” are given to students who are caught following the rules or helping others. These are random rewards. Students put their name on the back of Bert’s Buck and put it in the box in the office. Every Friday morning student names are drawn, announced on morning announcements. These students go to the office during recess to pick a prize from the treasure box.

There are also plenty of opportunities for our students to practice their leadership as rewards for positive behavior. One example is

Peer Mediators helping students solve other students’ problems on the playground.

Student Recognition is another way to celebrate students doing well in the classroom and on the playground. Liberty Legends Assembly is the last Friday of each month. Your child’s teacher will contact you when your child is recognized.

Redirection

Should a student choose to disobey *classroom rules*, the classroom discipline policy will be followed.

If a student disobeys *school rules* s/he will receive a verbal warning, natural consequences, and/or a “red card” from the supervising adult. (A red card is a report to the teacher and parents of inappropriate behavior.) If a student continues to make poor choices, or if a student commits a more serious offense such as physical aggression, bullying, harassment, disrespect toward an adult, or use of foul language, the student may be sent directly to the Principal. Parents will be notified by referral or phone call.

If inappropriate behavior continues, a parent conference with the teacher and principal may be scheduled.

When unacceptable behavior persists after concerted efforts on the part of school personnel, and/or when student behavior is significantly or continually disruptive to a safe, positive learning environment, the following progressive consequences will result:

- loss of class/school privileges or activities;
- community service
- In-classroom “learning only” (student is on in-school suspension except during classroom learning);
- in-school suspension;
- suspension (out of school);

- limited attendance (child stays at school as long as behavior remains acceptable); and/or
- expulsion from school (by School Board action).

DRESS CODE

Any attire that may distract from learning or compromise safety should not be worn to school.

The following policy, adopted by the Chula Vista Elementary School District Board of Education on March 3, 2003, describes the dress code expected at Liberty Elementary School.

1. Shoes must be worn at all times. Sandals must have closed toes and heel straps. Thongs or other backless shoes or sandals are not acceptable. Also, skate shoes ("heelies") are not allowed.
2. Make-up is inappropriate in the elementary school. Dangling earrings, chains, wallets on chains, and keys worn visibly around the neck are unsafe and are not acceptable.
3. Clothing and jewelry shall be free of writing, pictures or other insignia which are crude, vulgar, profane and/or sexually suggestive or which advertise or advocate racial, ethnic or religious prejudice or the use of drugs, tobacco or alcohol.
4. Sun protection is encouraged. Students may use sunscreen and/or hats when outside. The use of hats inside the classroom will be determined by the teacher.
5. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder, strapless, or low cut

tops, bare midriffs and skirts or shorts shorter than mid-thigh are not acceptable nor are spaghetti straps.

6. Articles of clothing and accessories, including hats, belts, books, binders, lunch bags, etc. adorned with graffiti or alleging gang affiliations are not acceptable.

School staff should remind students about the dress code and intervene when any article of clothing, mode of dress, or hair style poses the potential for the disruption of learning and/or compromises a safe and orderly learning environment.



HOMEWORK POLICY

(Established in accordance with

CVESD Board Policy #6154)



Below is the district homework policy. Homework should be assigned to students in grades K-6, as follows:

- | | |
|-----|---|
| K-2 | 15-30 minutes of homework every evening (plus 20 minutes Reading) |
| 3-4 | 30-45 minutes of homework every evening (plus 30 minutes Reading) |
| 5-6 | 45-60 minutes of homework every evening (plus 30 minutes Reading) |
- (Times **may** vary slightly at teacher discretion.)*

Homework should help a child:

- review and practice what has been mostly mastered by the student
- develop independent study habits such as organization skills, time management, self-discipline, and responsibility
- extend and enrich learning

EMERGENCY CONTACT INFORMATION

It is important for parents, guardians and family members to know that in a real emergency, students will be released only to individuals listed on the Student Emergency Information Card. **Be sure to update your Emergency Information Card in the office if there are any changes to your phone numbers or emergency contacts during the school year.**

EARLY DISMISSALS

Students are not allowed to leave the school building and the grounds with anyone other than their parents or guardian, or a designated adult who is listed on the student's emergency form. Students must be signed out in the office by the parent or designee prior to leaving the school grounds. Unfamiliar individuals will be required to show picture identification to office personnel before the child can be released. Parents and designees will be asked to wait in the office, while school staff calls the child to the office.

**MEDICATIONS**

If your child is required to take medication during the school day, please make sure to notify our school nurse. Students will not be allowed to keep the medication with them, as all medicines need to be kept locked in the health office. All medications must be dispersed through the nurse's office with a note including all over the counter medications (i.e cough drops, aspirin). If you do not wish to keep the medication in the health office, you will be required to administer the medicine to your child.

Our health staff likes to support our families with their needs. If your child has a medical need, please communicate with our health office staff.

Jr. Academy

YMCA operates Jr. Academy program after school. Note: enrollment is limited for this program. Jr. Academy supervisors are available **15 minutes prior** to the program beginning.

Hours

2:15 – 4:15
12:45 – 3:45

Monday -Thursday
Fridays and
Minimum Days

For more information contact:

The YMCA office at 421-8805

YMCA/Jr. Academy (Formerly DASH)

The Chula Vista YMCA provides on-site child care before and after school.

Hours 6:00 AM to 6:30 PM

For more information contact:

South Bay YMCA
1201 Paseo Magda
Chula Vista, CA 91910

GETTING INVOLVED

Parent involvement and participation in their child's education are vital to student success. Parents may want to participate in our school by getting involved in our School Site Council (SSC), attending the English Language Advisory Committee (ELAC) meetings, and volunteering through our Parent Teacher Committee (PTC). Parents are invited to participate in classroom activities, field trips, programs, and assemblies.

ELAC meetings focus on providing parents of English language learners with school program's background knowledge and opportunities for them to serve as an advisory forum to the principal and the SSC.

SSC or School Site Council is an advisory committee comprised of teachers, parents and other staff. They meet monthly to discuss and provide input and decision making on the school's academic plan and the school budget. All parents are welcome to attend SSC meetings on the first Thursday of the month at 3:00 PM

DAC/DELAC meetings are district meetings that focus on sharing pertinent information to parents regarding district initiatives, programs and successes. Meetings are held 9 times a year,

Family Read is a monthly event that takes place on each first Friday of the month. Parents/family meet with the principal in the MPR prior being dismissed to read with your child.

Our **school library** is a great way to become involved. Volunteers can help with shelving books, organizing library displays and a variety of other tasks outlined by the Library Media Specialist.

Safe Routes to School Committee is a group of teachers and parents that organize events aimed at promoting walking to school as a way to encourage healthy and active habits.

Parking Lot volunteers contribute by helping parents observe safety procedures during morning drop-off.

We welcome volunteers and are continually seeking Educational Partnerships parents and the community. Please call 619-397-5225 if you wish to become involved in school activities. Spanish translation is available.

PTC

All parents and staff are encouraged to join the Liberty PTC. Our Parent Teacher Committee works toward building a positive school community and supporting the school programs. Our PTC has contributed by purchasing computers, playground equipment and shade structure, providing grants to teachers for supplies and fieldtrips, as well as many community activities throughout the year.

Please consider becoming a member and/or volunteering for one of their events. The amount of time you give is determined by you!

You may visit the Liberty PTC website for more information at:

<https://sites.google.com/site/libertyelementaryptc/>