



Parent and Student Handbook 2023-2024

“We’re So Glad You’re Here!”

Liberty Elementary School

140 West 6100 South, Murray, UT 84107
(801) 264-7424

<https://liberty.murrayschools.org/>

Principal: Shana Mondragon

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PRINCIPAL'S WELCOME



Dear Liberty Families,

It is an honor to introduce myself as the new principal of Liberty Elementary School. I consider it a privilege to join the Murray City School District and community and look forward to working together to provide a safe and successful learning environment for your children.

This year at Liberty, our faculty and staff are committed to our school mission of helping our students establish a love of learning. We will maintain high expectations and work collaboratively with our community to ensure all students' academic, creative, social, and emotional needs are met.

I welcome and encourage you to be actively involved in our school community. We have several opportunities for parent and community involvement, and our children's success depends on our efforts to work together. Volunteering and participating in our classrooms, our Parent Teacher Association (PTA) and School Community Council (SSC) will benefit not only your child, but our entire Liberty Elementary community.

Please know that I am always available to discuss any questions or concerns relating to serving our community and the children of Liberty Elementary.

Thank you for your support and the opportunity to be part of your child's educational journey.

Sincerely,

Shana Mondragon
Principal, Liberty Elementary

SCHOOL MISSION & VISION



Mission

Liberty is a safe environment where students establish a love of learning, become creative problem solvers, and develop the skills necessary towards becoming successful, contributing members of our community. Parents, faculty, and staff will have high expectations and will work collaboratively to ensure all students' academic, creative, social, and emotional needs are addressed and met.

Vision

We believe that the most promising strategy for achieving the mission of our school is to develop our capacity to function as a professional learning community. We envision a school in which faculty, staff, students, families, and community members work together to create a friendly, respectful, and safe environment that ensures high levels of learning for all students.

STUDENT REGISTRATION



Murray City School District student registration is now completed online. Registration must be completed for new and returning students at the beginning of each school year.

To register, please visit the district website, (www.murrayschools.org), and select the 'Registration Page' under the 'Parents' tab.

Required Documents

For students that are new to Liberty Elementary, the following documents must be provided to our front office:

- Certified birth certificate, passport or I94 document
- Immunization record or completed exemption certificate
 - Immunization requirements as recommended by the Utah Department of Health Immunization Program can be found
- Two (2) documents proving residency
 - **must** include parent/guardian name and physical address
 - must be dated within 60 days
 - acceptable documents include:
 - copy of lease or mortgage statement
 - utility bill
 - acceptance email for non-resident application

Additional Documents

Your child may qualify for **free or reduced price meals**. Please ask the front office for more information and an application for this program. You may also complete the form online by visiting <https://sisweb.murrayschools.org/Login/>.

SCHOOL INFORMATION



Liberty Elementary School

140 West 6100 South

Murray, UT 84107

(801) 264-7474

www.liberty.murrayschools.org

Front Office Hours: 8:15 am - 3:45 pm

Student Daily Schedule

Students should be dropped off between 8:30 am and 8:40 am in the morning and picked up no later than 3:25 pm in the afternoon.

Monday, Tuesday, Thursday, Friday

8:40 am - 3:15 pm

(Half day kindergarten released at 11:20 am)

Wednesday (Early Dismissal)

8:40 am - 1:15 pm

(Half day kindergarten released at 11:20 am)

Daily Lunch Schedule

Kindergarten	11:25 am
1st Grade	11:10 am
2nd Grade	10:55 am
3rd Grade	11:40 am
4th Grade	12:30 pm
5th Grade	12:10 pm
6th Grade	11:55 pm

Daycare centers that pick up and drop off at Liberty

Small Fri Academy	(801) 266-0177
Murray Boys & Girls Club	(801) 284-4254
Aunt Loretta's Day Care	(801) 262-8136
Kidz Academy	(801) 293-0941
Almost Home Playcare	(801) 262-7657
ABC Great Beginnings	(801) 747-1016

Faculty Directory

Principal	Ms. Mondragon	smondragon@murrayschools.org
Administrative Secretary	Ms. Best	lbest@murrayschools.org
Facilities Manager	Mr. Burnett	tburnett@murrayschools.org
School Social Worker	Ms. Bouwman	mbouwman@murrayschools.org
Instructional Coach	Mrs. DeMann	jdemann@murrayschools.org
Kindergarten	Mrs. McIntosh	amcintosh@murrayschools.org
1st Grade	Mrs. Maxfield	lmaxfield@murrayschools.org
1st Grade	Mrs. Westenskow	cgwestenskow@murrayschools.org
2nd Grade	Mrs. Flower	kflower@murrayschools.org
3rd Grade	Mrs. Ballard	aballard@murrayschools.org
3rd Grade	Ms. Loveless	tloveless@murrayschools.org
4th Grade	Ms. Keating	mkeating@murrayschools.org
4th Grade	Mrs. Pham	kpham@murrayschools.org
5th Grade	Mr. Cook	ccook@murrayschools.org
5th Grade	Mrs. McLean	amclean@murrayschools.org
6th Grade	Mrs. Benedum	sbenedum@murrayschools.org
6th Grade	Mrs. Larsen	cerkson@murrayschools.org
Special Education	Mrs. Carter	acarter1@murrayschools.org
Special Education	Mrs. Herrmann	sherrmann@murrayschools.org

District Calendar

July 2023						
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MURRAY CITY
SCHOOL DISTRICT
We Are Murray!

2023-2024 CALENDAR

August 15	Teachers Begin
August 18	First Day of School, Grade 7 (HALF DAY)
August 21	First Day of School, Grades 1-6, 8-12*
August 28	First Day of School, Kindergarten**
September 4	Labor Day Holiday (NO SCHOOL)
September 25-28	Elementary/Secondary Parent Teacher Conference
September 29	Teacher Compensatory Day (NO SCHOOL)
October 18	Professional Dev. All Teachers (NO STUDENTS)
October 19-20	Fall Break (NO SCHOOL)
October 27	Teacher Workday (NO STUDENTS)
November 22-24	Thanksgiving Holiday (NO SCHOOL)
November 27	Professional Dev. All Teachers (NO STUDENTS)
December 19	Student Half Day
Dec. 20 – Jan. 2	Winter Break
January 3	School Resumes from Winter Break
January 15	Dr. Martin Luther King, Jr. Holiday (No School)
January 22	Teacher Workday (NO STUDENTS)
February 19	Presidents' Day Holiday (NO SCHOOL)
February 26-29	Elementary/Secondary Parent Teacher Conference
March 1	Teacher Compensatory Day (NO SCHOOL)
March 29	Teacher Workday (NO STUDENTS)
April 1-5	Spring Break (NO SCHOOL)
May 3	Teacher Workday (NO STUDENTS)
May 27	Memorial Day Holiday (NO SCHOOL)
June 6	Last Day of School

*The first week of school will be five (5) half-days for students and full days for teachers on Aug. 21 and 25.

**Kindergarten assessments will be August 21-25 and May 28-30 (No School for Kindergarten only during assessments).

The Murray Board of Education reserves the right to alter or amend this calendar as needed (notification will be made if so).

TERM ENDINGS

- 1st Term: Oct. 26, 2023 (45 days)
- 2nd Term: Jan. 19, 2024 (45 days)
- 3rd Term: Mar. 28, 2024 (47 days)
- 4th Term: Jun. 6, 2024 (43 days)

PARENT/TEACHER CONFERENCE DATES

- September 25-28, 2023
- February 26-29, 2024

January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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Final Approved 04.13.2023
Design Updated 04.14.2023

ASPIRE Student Information System

ASPIRE is the online system to check student grades, attendance, lunch balance, and even update contact information. You can access ASPIRE using the following link:

<https://sisweb.murrayschools.org/>.

Murray Aspire Student Information System has two types of accounts to access this system.

1. STUDENT account, that is meant for the student to access their grades. The username for this account is the student ID number. Students can reset their password at any time at the school.
2. PARENT account that is meant for the parents/guardians only. The username and password is created by the parent/guardian. Registration can only be done using a parent account. Parents have access to view grades, attendance, emergency contacts, lunch balances, assessment scores, as well as edit some information. There is a “subscribe” button that can be clicked if you would like automatic emails regarding your student’s progress. DO NOT SHARE YOUR LOGIN INFORMATION WITH YOUR STUDENT, and do not include your student’s personal cell phone number anywhere in this system. The password for this account can also be changed at any time by clicking on need help logging in.

If you are not sure if you have a parent account, or if you can’t remember your username, click on Need Help Logging In.

If you do not have a parent account, you can create one on the Aspire homepage by clicking on Request a Username.

ParentSquare

Murray City School District and its 10 schools use ParentSquare as a primary method of communication with parents which uses email, phone, text, and in-application platforms. It is imperative that parents/guardians keep their contact information current in the student information system (Aspire) so that we have clear channels of communication in the event of an emergency.

To use ParentSquare, go to your phone's app store and download it or visit the [ParentSquare website](#). At the login, enter your email or phone number listed in Aspire and follow the prompts. If your email or phone number is not recognized, please check your Aspire account. They have to match for ParentSquare to work.

SAFETY INFORMATION

Parking Lot Loading and Unloading Procedures

Liberty students arrive and leave school using multiple walking routes, buses, and private transportation. To ensure the safety of all students we ask that you adhere to the following pick-up and drop-off procedures:

- Only drop off and pick up students in the designated lot.
- Only use the 'Student Loading and Unloading' area to pick up and drop off students. Cars in this area should never be left unattended.
- The front entrance and driveway are for daycare and school buses only in the morning, (8:15-8:45 am) and afternoon, (3:00-3:30 pm).
- Please drive slowly and always watch for students.

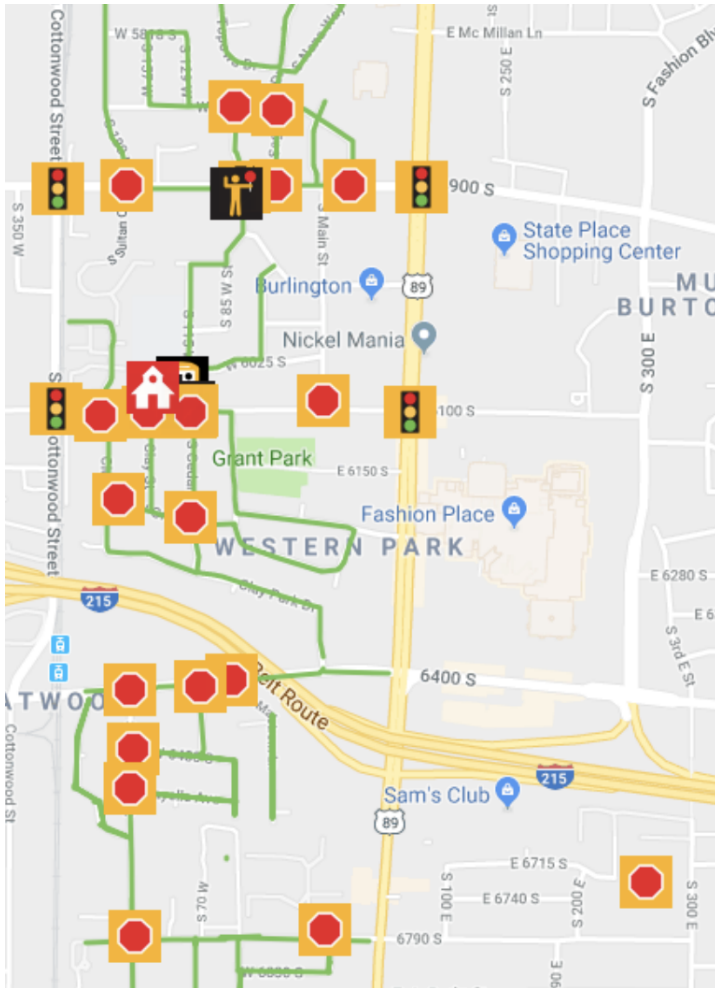


Safe Walking Route

The green lines on the map below identify the safest general routes for students to walk to school. (The map is also available on our website.) Families are encouraged to walk with their children to and from school for the first week of school to see that the selected route best meets their child's needs.

Students should always use sidewalks whenever they are available. If there are no sidewalks, students need to walk in a safe manner, facing oncoming traffic, as far away from oncoming traffic as possible.

Crossing guards are available before and after school and the following locations:



5900 South and Starlight Drive

(Students living North of 5900 South should cross here.)

8:00-8:25 am & 3:15-3:35 pm

Winchester and Blaine Street

(Students living South of Winchester should cross here.)

7:45-8:20 am & 3:15-3:45 pm

6100 South and 115 West

8:10-8:30 am & 3:15-3:30 pm

Inclement Weather

In the event of cold and stormy weather, or any unexpected emergency, MCSD will exercise the inclement weather options listed below. District officials will communicate one of these options no later than 6:30a am by ParentSquare, the District Website, Social Media channels, and through our local TV media.

- Late Start: Students and educators will begin two hours later
- Remote Learning: Students and educators will stay at home
- Full Closure: No in-person or remote learning

Recess 'inside days' will be determined by the principal and administrative secretary based on weather conditions and air quality.

Student attire should be appropriate for the weather conditions. If appropriate attire cannot be attained by the family, please contact the principal or social worker.

Emergency Procedures

MCSD has adopted the "I Love U Guys" Foundation Standard Response Protocol Personnel and students will be trained on these each year. For more information please visit

<https://www.murrayschools.org/standard-response-protocol/>.



The premise is simple. During an incident one of the above five commands will be given to students and staff. Each comes with a specific set of instructions that everyone will be expected to follow. Students and staff will drill on these multiple times per year to safeguard our communities.

SCHOOL INVOLVEMENT



Visitors & Volunteers

Visitors and volunteers can make positive contributions to the school and classroom and often enhance the learning experience for students. To ensure a positive experience for parents, students, and teachers we ask that anyone visiting the schools adhere to the following guidelines:

- Sign in at the front office and receive an ID badge.
- Appointments with teachers should be made in advance during non-instructional times.
- Volunteering in the classroom should be scheduled with the teacher in advance.

Parent Teacher Association (PTA)

All parents, guardians, and grandparents are encouraged to join the Liberty PTA. The membership pledge is not a commitment to serve on the board, work on a committee, or even volunteer your time. It is a commitment to work together with the school and community for the benefit of the Liberty students' education. If you would like more information about our PTA and the resources it provides to our school, please contact the front office.

School Community Council (SCC)

The purpose of school community council is to involve parents or guardians of students in decision making at the school level, improve the quality of education of students, prudently expend School LAND Trust Program money, and increase public awareness of school trust lands and related land policies, management of the State School Fund, and educational excellence. Parents, guardians, and school employees serve on the council together to make decisions for the benefit of the students at Liberty Elementary.

All parents and guardians of students who attend Liberty Elementary are encouraged to participate. If you would like more information about the school community council, please visit the school website or contact the front office.

Medication

Utah law requires that schools only administer prescription and non-prescription medications under certain conditions and with written authorization from the family and physician of the student. If you would like more information and a copy of the required form that needs to be completed, please contact the front office.

School Breakfast and Lunch Programs

Breakfast is served each morning at no charge for every student. Students will have the option to take the breakfast as they walk into class at 8:40 am and will eat in the classroom.

Students may bring their own lunch from home or purchase a lunch at school. Menus are available online at the district and school websites.

Your children may qualify for free meals or for reduced price meals. Following are the guidelines for who can receive free and reduced price meals:

- All children in households receiving benefits from SNAP (Food Stamps), the Food Distribution Program on Indian Reservations (FDPIR), or the Family Employment Program (FEP) are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
 - Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guidelines.

Please contact the front office for more information.

STUDENT CONDUCT



As a school, we will support positive behavior by modeling, teaching, reinforcing, and rewarding exemplary behavior traits that will help our students become successful, contributing members of our community.

Liberty Leaders

Each month, beginning in September, there will be a leadership trait the entire school will focus on and celebrate our successful implementation of at an assembly on the last Friday of each month. Following are the leadership traits we will focus on each month of the school year:

September - Grit

October - Honesty

November - Kindness

December - Resilience

January - Gratitude

February - Friendship

March - Reliability

April - Perseverance

May - Courage

Golden Spoon

To encourage positive behavior in the cafeteria, we will have a 'Golden Spoon' award for the class that demonstrates our school expectations in the cafeteria. The lunch workers and facilities manager will determine who the winning class is and will deliver the golden spoon and a treat to the winning class.

Student Behavior Expectations

Faculty and staff will consistently model, teach, and reinforce positive behavior using our school [rubric for behavior expectations](#).

Student Dress Code

Student dress should promote and maintain a healthy and focused educational environment where students are safe and happy. For more information regarding the student dress code, please refer to the [district guidelines](#) or visit our website.

Attendance

Your child's attendance at school is a big deal. Missing even 10% (just two days per month) leads to a significant loss of learning opportunities. Do everything you can to help your student(s) love school and show up daily. This is an important life skill that will serve them well into adulthood. Even when a child struggles to learn, showing up each day: shows resilience and also impacts their social and emotional learning:

- Teaches the payoffs of resilience
- Builds confidence
- Increases self-esteem
- Holds connectivity with their teacher(s) who can reinforce learning strategies
- Provides them with irreplaceable social interactions

This year, we will strive for students to come to school daily, be on time and stay for the entire day. Students who stay home because of illness should be exhibiting symptoms such as a fever, vomiting, severe cough/cold, etc. If you need to excuse an absence, messages to excuse must be received within 5 school days of the absence and must include a reason for the absence. Outside of these guidelines will result in absences remaining unexcused.

Students who arrive in their class, ready to learn, after 8:45 are considered tardy. Tardy slips are distributed beginning at 9:00 AM, but students arriving after 8:45 will still be marked tardy by the classroom teacher. Tardies are only excused with a medical note.

Students who feel ill while at school will be assessed for the same symptoms before calling home. Without one or more of these symptoms, we will supervise the student throughout the day and provide them opportunities to rest, when needed.

Checking Students Out

We ask parents to avoid checking students out early as often as possible to avoid missing valuable instruction. If you **must** check your student out, please come to the front doors and ring the bell. Ms. Best will ask you to come in to complete the Student Check Out form. She will also ask to verify your information on Aspire by checking your ID. Afterwards, the student will be called down from the classroom. This process can take up to 10 minutes so please allow yourself plenty of time. For student safety, we will not call students down prior to checking ID in the office. In the case a student must leave early for a doctor's appointment, please help us keep accurate attendance by providing a doctor's note the next school day or by email.

Please be aware that we will not check out a student during the last 15 minutes of school except in emergencies. This time is extremely busy for teachers and staff. Thank you for understanding.

These guidelines are in place to support student success. Research shows that chronic absences and tardies impact students' academic, social, emotional, and behavioral success. We want each student to be successful, and together we can make this happen!

If you have questions or need help with your individual student's needs, reach out to your student's teacher or the principal. We have resources, tips, and strategies that can make a difference.

TITLE I INFORMATION



The Every Student Succeeds Act (ESSA) requires that each Title I school hold an annual meeting of Title I families in order to:

- inform you of your school's participation in Title I
- explain the requirements of Title I
- explain your rights as parents and family members to be involved

This information was presented and distributed at the Liberty Elementary back-to-school open house on August 24, 2023. It is also available on our website at

<https://liberty.murrayschools.org/title-i/>.

[School Parent and Family Engagement Policy 2023-2024](#)

[School/Family Compact 2023-2024](#)

[Annual Meeting Presentation](#)

Murray Community Resources

Emergency Response
911

211 Information and Referral
www.211info.org

Youth Services
385-468-4500
www.slco.org/youth/

Valley Behavioral Health
1-888-949-4864
www.ValleyCares.com

Family Counseling Center
801-261-3500
www.FamilyCounselingCenterUtah.com

University of Utah Health Care Crisis Line
801-587-3000
<http://healthcare.utah.edu/uni/>

National Alliance on Mental Illness (NAMI)
801-323-9900
www.namiut.org

The National Suicide Prevention Lifeline
1-800-273-TALK (8255)
www.suicidepreventionlifeline.org

LGBTQ - Trevor Lifeline
866-488-7386
<http://www.thetrevorproject.org/>

SafeTALK
<https://www.livingworks.net/programs/safetalk/>