

## Liberty Elementary School Communications Guidelines

The following are guidelines to ensure excellent, meaningful, positive, and respectful communication between home and school; communication which should always be directed to and from first person sources in an effort to avoid miscommunication and untruths.

**LISD Website:** [www.lisd.net](http://www.lisd.net) – Webmaster is Nick Rooney, [rooneyn@lisd.net](mailto:rooneyn@lisd.net); provides information on a wide range of topics regarding the Lewisville Independent School District.

**Liberty Website:** [liberty.lisd.net](http://liberty.lisd.net) – Webmaster is Mandi Tompkins, [tompkinsm@lisd.net](mailto:tompkinsm@lisd.net); provides specific information and regarding Liberty Elementary School and is updated regularly throughout the school year with information submitted in writing to Principal Tim Greenwell, [greenwellt@lisd.net](mailto:greenwellt@lisd.net).

**Liberty Daily Announcements:** Provide regular information to the campus of Liberty Elementary School each school day regarding activities, events, achievements, awards, and recognitions all delivered by members of the student News Team. Announcements must be submitted in writing 24 hours prior to the scheduled date via the NEWS TEAM Announcement Approval Form, located on the Liberty Website and in the main office, to Principal Tim Greenwell, [greenwellt@lisd.net](mailto:greenwellt@lisd.net). News Team staff advisors are Melanie Sibley, [sibleym@lisd.net](mailto:sibleym@lisd.net), and Mandi Tompkins, [tompkinsm@lisd.net](mailto:tompkinsm@lisd.net).

**Liberty Eagle Info:** Provides updated weekly information to the families of Liberty Elementary School from Principal Tim Greenwell via a current telephone number and current email address, both provided to school registrar Anne Hultman, [hultmanac@lisd.net](mailto:hultmanac@lisd.net). Items requested for inclusion in the weekly callouts must be provided in writing by noon Thursday the week prior to the callout on Friday to Principal Tim Greenwell, [greenwellt@lisd.net](mailto:greenwellt@lisd.net).

**Liberty Eagle Folders:** Provides weekly hard copy information from our school, the district, other schools, contracted activities vendors, and the PTA via a folder for each Liberty Elementary School student every Tuesday. The folder is expected to be returned empty to the homeroom teacher every Wednesday. Items for the Eagle Folder should be submitted no later than noon the Thursday prior to the designated distribution week to the staff in the main office at Liberty. A total of 500 preprinted copies should be counted out in 24 distribution stacks of 22 prior to delivery.

**Liberty Marquee:** Provides timely information to the school community and general public via the lighted sign in the southeast corner of the campus along Quail Run Road. Information included on the marquee is intended for wider interest audiences placing the focus on school wide events, large group activities, major accomplishments and achievements, and district news. Items for an entire month are gathered and prepared the last week of each prior month requiring advanced planning for submission of information. Items requested for inclusion on the marquee must be provided in writing by noon Monday the last week prior to the designated month of inclusion to Principal Tim Greenwell, [greenwellt@lisd.net](mailto:greenwellt@lisd.net).

**Liberty Newsletters:** Liberty Elementary School grade level teachers are expected to provide a weekly newsletter of class information to families either electronically and/or in hard copy form. The electronic copy will be available via a group email initiated by the teacher and/or the teacher website. The hard copy will be delivered via the Eagle Folder. Content, information, and form of delivery should be addressed to the individual homeroom teacher. Additionally, the Enrichment Team (whole school) and Special Education Team (students receiving those services) will provide newsletters at each of the nine week grading periods in hard copy form.

**Liberty Social Media:** Liberty Elementary School utilizes Facebook and Twitter for instant, snapshot types of information and pictures and **not** for blogs, “conversations”, feedback, personal information, etc. Questions or comments regarding our use of social media may be directed responsibly to Mandi Tompkins, [tompkinsm@lisd.net](mailto:tompkinsm@lisd.net). Liberty Elementary School cannot restrict but does discourage the use of social media to “discuss” the issues of our campus and school community in a worldwide public social media forum of any kind.

**Liberty Staff Email:** Liberty Elementary School staff members each have an Outlook email account that is to be checked daily. Individual email addresses are directly accessible via the Liberty Website, About link, Staff Directory listing. Email is expected to be responded to within 24 hours from receipt while school is in session. All email correspondence should remain factual, to the point, and positive. Inappropriate, disrespectful, non-factual, and overly lengthy email correspondence will not be addressed by the staff.

**Liberty Teacher and Staff Conferences and Meetings:** Liberty Elementary School conferences and meetings should be scheduled in writing to the teacher, in advance, and with no less than 24 hours notice between school and home at a time and date convenient to both parties and within the contracted staff work day of 7:15am to 3:15pm. Conferences and meetings should always be addressed first with those directly involved in the instruction or issue of an individual student (teacher-parent/guardian). Conferences or meetings with the counselor, assistant principal, or principal can be scheduled in writing to the designated administration team member or by contacting school secretary Kim Castagnino at 972-350-5900.

**Liberty Teacher and Staff Websites:** Liberty Elementary School teachers and staff each have a website directly accessible via the Liberty Website, About link, Staff Directory listing. Questions or comments regarding individual sites can be addressed directly to an individual staff member.

**Liberty Telephone Calls and Voicemail:** Liberty Elementary School has telephones in each classroom for emergency purposes and to utilize voicemail for leaving respectful messages or requests for teachers who are expected to respond to, if necessary, within 24 hours of receipt. Each office also has a telephone to receive and make calls throughout the school day to assist families and community members. The main telephone number for Liberty Elementary School is **469-713-5958** and is answered from 7:15am to 3:45pm each school day.

**Yard Signs:** Advertisements placed in the grassy areas near entrances/exits should not obstruct any permanent signs or driver views and must be removed after one week of being displayed.