



Freedom Elementary School

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2019 – 2020 Student/Parent Handbook

Matt Treadway
Principal

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____

Any member of our faculty / staff can be reached through email using the following information:

first name.last name@bullitt.kyschools.us

Example: john.doe@bullitt.kyschools.us

Vision

Empowering students to SOAR!

Mission Statement

To SOAR we will...

Strive to be confident and focused on learning.

Overcome obstacles and maintain a growth mindset.

Always encourage and help each other.

Rise to meet our full potential.

Principal's Message

It is an exciting time to be a Freedom Falcon! Thank you so much for trusting us with your most precious belonging.

Freedom is a wonderful school with a staff completely devoted to the development of each individual child. Our focus on meeting the needs of every student will be a top priority. We are excited about seeing the direct impact we have on student learning as a result. Helping kids grow is a team effort and we certainly value your feedback and input along the way. By working together in educating our young minds, we know the possibilities are limitless!

Freedom has a longstanding tradition of academic excellence because we put students first in everything that we do. We have very high expectations for every student that walks through our doors. Please be sure to speak with your child regularly about their attendance, attitude, and effort in school. All three are very important components to helping students reach their potential.

Our school vision at Freedom is "Empowering Students to SOAR!" We aim to do that every single day. As we progress through the school year, please do not hesitate to contact me with any questions or concerns as I am always happy to help! We look forward to a working with you and your child! We can't wait to see how amazing the 2019-20 school year will be!

Sincerely,
Matt Treadway
Principal- Freedom Elementary School

ARRIVAL/DEPARTURE

Arrival begins at 8:30 each morning. Students may go directly to breakfast if they wish to eat or to their classroom. Official school hours are 9:00 – 3:40 for students K-5. Morning preschool hours are 9:00 – 12:00 and afternoon preschool hours are 12:30 – 3:30.

Students should not enter the building before 8:30 unless they are part of the YMCA program.

All students are encouraged to ride a school bus.

Bus rider information:

All students will be a bus rider at some point during the school year, even if only on a field trip. All students will be given information explaining the rules that apply to bus transportation, entitled "Regulations for Pupils Riding School Buses." Each parent is asked to review these regulations with their child. They are located in the BCPS Student Information and Acknowledgement Packet.

Notification: Bullitt County Schools' Department of Transportation has installed a video monitoring system on each of our school buses. This system has video and audio capabilities. This system will provide improved safety, security, and is another means of monitoring conduct.

Car rider information:

- Any car riders wishing to eat breakfast should arrive at school by 8:45 to allow time to eat.
- All other car riders should arrive by 8:50 am. It is extremely important that all students arrive a little early so that they may settle in prior to morning announcements. This also prevents your child from receiving a tardy at 9:00 am.
- All students who are car riders must have a current year car rider tag. These can be obtained from the front office. **NO CHILD WILL BE RELEASED TO ANYONE WHO DOES NOT POSSESS A CAR RIDER TAG.**

Changes in transportation:

A change in transportation may only be requested by a parent/guardian, in writing, handwritten note or fax (with parent/guardian signature and last 4 of Social), by 3:15 each day. Changes in transportation via the telephone will not be accepted. Please keep student's transportation as consistent as possible. This will prevent confusion for your child and transportation errors. When change is necessary your child will be given a "change of transportation" permission slip following receipt of your written request.

ATTENDANCE

Maximum achievement of a student's potential can be obtained by full participation in the total school program. Regular class attendance of all students is expected in order to achieve this goal.

Absences from school occur for a variety of reasons. A note from the parent or guardian explaining the absence will be expected after each occurrence upon the student's return to school. A parent note will be accepted for no more than 6 days of absences in a school year. When a child sees a doctor, dentist, or goes to a funeral home, you will need to get a note from that office and send it to school when the child returns. A note is required even if you call the school and notify us of the absence or sign your child in or out during the school day.

If a student is absent from school due to fever, vomiting or any other illness, that student will not be allowed to attend an afterschool event. **Students must be fever-free or vomit-free without medication for 24 hours before returning to school.**

BCPS policy requires excuse notes to be submitted no later than five school days after the absence. After this time frame, notes will not be accepted.

Definitions of tardies and events:

- **Tardy:** Any absence less than 60 minutes
- **Event:** When a student is absent more than 60 minutes, the absence is considered an "event" and is calculated based on the percentage of the day. For example: If a student misses 100 minutes of a 400 minute school day, an "event" of 25% absence will be recorded for the student.

After six unexcused events or tardies, a report will be filed with the Bullitt County Board of Education. Final determination concerning excused or unexcused events will be made by the principal. The following are acceptable reasons for being absent from school, thus making the absence excusable.

- Personal illness
- Professional appointments which cannot be scheduled outside the regular school day
- Death in the family
- Court appearance required by subpoena or citation
- Failure of the school bus to run (This is still an absence, but will be excused.)
- Religious holidays and practices
- One day for the Kentucky State Fair
- Other reasons of an extraordinary nature approved by the principal or her designee. Absences for family vacations will not be excused.

Tardies

Students arriving after 9:00 am and leaving before 3:40 pm will be marked tardy. Notes are needed with the reason for the tardy so that we may determine if it will be excused or unexcused.

There is a limit of six parent notes each school year. All absences beyond those six days must have a note from a health care professional.

Checking Students Out Early:

It is the school's recommendation that students not be checked out early unless it is absolutely necessary. Checking out a student early disrupts the educational process for every child in the classroom. In the event that a child becomes ill, a parent or parental designee will be called. At any point a student leaves school, he / she must first report to the school office and follow proper check-out procedures.

- The person checking out the student must appear on the student's identification card.
- The person checking out the child must show proper photo identification and complete the sign-out sheet.
- The person checking out the child must be 18 years old or older.

The above procedure is to keep all of our children safe. Freedom Elementary adheres to this policy with no exceptions being made.

BIRTHDAYS

The sharing of birthday treats such as cupcakes or cookies is up to the individual classroom teacher. Please check with your child's teacher prior to purchasing a birthday snack. Please keep in mind that we do not hold birthday "parties" at school, but will allow a quick break to celebrate a student's birthday. If your child's teacher gives you permission for birthday treats, please drop them by the school office the morning of the birthday and the teacher will pick them up. We do not allow balloons or flower arrangements to be delivered to students. **Students will be allowed to distribute birthday invitations to students in their homeroom class only. Invitations must be given to every student in the class or they will not be allowed to be distributed.**

CLASS ASSIGNMENTS

Freedom Elementary School does not accept parent requests for teachers. As students enroll after class assignments are made, the principal or his designee will make the student assignment according to appropriate placement and enrollment needs. Class assignments will not be changed during the school year unless the change is deemed appropriate by the principal. No changes regarding student assignment and / or schedules will be made without principal approval. In the event a grade level is over state regulated capacity, the school has until September 15 of the current school year to comply with the capacity regulation. Sometimes this involves adding staff and having to create an additional class. Students will be moved if this is the case. We ask for your cooperation through this process as it is the school's number one priority to appropriately place students.

COUNSELING SERVICES

Freedom Elementary has a full-time guidance counselor to offer assistance to students, staff, and parents. Our guidance counselor provides classroom guidance, individual guidance / counseling, and referrals from teachers and parents. Our guidance counselor treats every child as a unique individual with differing developmental and personal needs. Guidance services strive to enhance the overall potential within every student.

DISCIPLINE

Each family will receive a copy of the Bullitt County Public School's Student Discipline Code Handbook if requested. One of the most important goals of Freedom Elementary School is to teach students how to become responsible for their own behaviors as well as being accountable for their actions. Along with this process, we wish to teach students the importance of being a respectful individual and what that entails. We hope to develop students who are respectful of themselves, fellow students, parents, and staff.

Again, all students at Freedom Elementary are treated as individuals with individual needs. Based on this, student behavior will be evaluated on an individual basis. Fairness among all students is a high priority of this administration and faculty. **Basic everyday school rules include:**

- Listen and follow all instructions of staff members.
- Respect school and personal property of others.
- Always walk and keep your hands, feet, and objects to yourself.
- Talk appropriately and be kind to each other.
- Stay on task in class and do not create a disruptive environment which affects others' learning.
- Absolutely no fighting / bullying.
- Follow all classroom guidelines.

FREEDOM ELEMENTARY HOLDS HIGH EXPECTATIONS IN ACADEMICS AND CHARACTER

Along with teachers' classroom behavior policies and to further communication between special area teachers, classroom teachers and families, Freedom has instituted **FALCON PRIDE!** Students showing the **PRIDE** expectations may be awarded a "**GOLDEN EGG**" which then is put into a drawing for prizes or a special activity.

Freedom's Pride Expectations

- P** – Positive Attitude
- R** – Respect for All
- I** – Integrity
- D** – Do the Right Thing
- E** – Effort Toward Learning

Possible interventions and disciplinary practices may include:

- Phone call home from classroom teacher requesting assistance and/or correction of child's misbehavior.
- Oral and written warning to student.
- Time out in a supervised area with classroom assignment, away from point of infraction.
- After school detention.
- Conference request.
- Working day/working lunch with school work being completed.
- Referral to administrator.
- Community service work within the school.

Again, parent – teacher communication is essential in dealing with student misbehavior. Please work with your child's teacher to ensure that your child is successful.

DRESS CODE

Appearance should not disrupt or distract from the educational process. Students should dress in a manner conducive to positive behavior and exhibit dress appropriate to the school environment and learning process. We encourage our students to be well groomed and wear appropriate school apparel. Please see the guidelines below. The following are **not appropriate for the school environment:**

- No bare midriffs, halter tops, or spaghetti straps. Sleeveless shirts must have at least 2 inches of fabric between the neck and shoulder.
- No shirts that have writing, decals, or messages that are inappropriate for the school setting (clothing or accessories advertising gangs, drugs, alcohol, tobacco products, obscenities, or adult themes) and reflect inappropriate character attributes.
- Pants/sweats with wording across the backside of them may not be worn. Example: "Here comes trouble" or "I've got an attitude" or such clothing/shirts of this nature.
- No shorts, skirts, or dresses above mid-thigh. Clothing that comes above the fingertip of students with their hands straight down to their side is not permitted. No baggy or "sagging" pants will be permitted.
- No hats, bandanas, or other head coverings, except on days where they are explicitly permitted.
- No shoes that restrict physical activity such as platform shoes, flip flops, high heels, or shoes that do not securely fasten around the ankle. Shoes must be tied, and be on at all times. No pajamas/house shoes may be worn to school as regular attire, except on days where they are explicitly permitted. **Tennis Shoes must be worn for PE.**
- No body piercing other than ear lobes. No body tattoos, wallet chains, or sunglasses.
- No hairstyles that impede learning will be allowed due to the disruption they cause to the educational setting. This includes brightly colored hair dyes and images or words shaved into hair.

Dress guidelines must be followed. The building principal reserves the right to determine the appropriateness of student dress. Parents will be notified if a change of clothing is needed.

EMERGENCY DRILLS

Emergency Drills will be held periodically to ensure that every student and adult is familiar with the procedure in case of an emergency. These include tornado, fire, earthquake, and lockdown drills. Teachers will instruct students in procedures for each type of emergency.

Bus Drills are held four times a year. Each child participates in order to know what to do in case of a bus emergency.

FIELD TRIPS

Field trips are a part of the instructional program and must make a definite contribution to an activity, project, or subject area. The teacher will send home a permission slip that gives all information concerning the trip. Students are not allowed to participate in a field trip without a signed permission slip from a parent or guardian. In order to act as a parent chaperone, a criminal records check must be on file prior to the trip. ***Only students / children enrolled at Freedom Elementary may attend field trips on a school day. Preschool aged children may not accompany parents chaperoning a trip.***

HARASSMENT

Harassment can be verbal, non-verbal, or physical and is defined as a behavior that is repeated after a request has been made for it to stop. Harassment will not be tolerated, and students who engage in harassment shall be subject to disciplinary action. Harassment includes bullying. Incidents of suspected harassment should be reported to a teacher, counselor, or principal.

HEAD LICE

Upon discovery of head lice on any child within a classroom, the following steps will be taken:

- The infested child's parents will be called to pick up the child and treat his/her hair.
- A note will be sent home with each child in the classroom stating that a case of head lice has been discovered in the classroom.
- The entire class will be checked.

Parents: For more in depth instructions on how to get rid of head lice please contact Sherri Bishop, our Family Resource Director.

Once treated, parents must bring the student to the school office for a thorough head-check by school personnel before returning to class. Students sent home with head lice are not permitted to ride the school bus until school personnel have completed the head-check. Students with a second infestation of live head lice shall repeat the above steps and be checked upon readmittance by school personnel. **A third live infestation will warrant a referral to district DPP and social workers.**

HOMEWORK

Each teacher or team of teachers issue assignments or homework according to what is developmentally appropriate for the ages of students in the respective class. Work assignments assist in establishing responsibility as well as reinforcement of school curriculum. Teachers are required to provide adequate directions and information related to any type of homework assignment or project. A project is defined as an assignment to be completed over a specific period of time. Information related to project completion may be updated as the project progresses. All work assignments are expected to be the original work of the student. Parent assistance is always encouraged; however, the student's work should be original.

Each team/classroom will set their respective guidelines and procedures for handling homework and assignment issues as well as consequences. Each team/classroom teacher will incorporate the above information into those specific guidelines.

If you have a question regarding a classroom assignment or project, please contact your child's teacher or team.

INFINITE CAMPUS

Infinite Campus is the student data system in place throughout the state of Kentucky. This system is used for recording student attendance, grades, and behavior. All parents can obtain access to the Parent Portal of Infinite Campus. Parents of students in grades three through five can view student grades as recorded in the grade book as well as attendance and behavior notes. Parents of students in kindergarten through grade two can view attendance, behavior, and each quarter grade as recorded on the report card. To obtain access to this site, a parent or guardian must come to school and verify their family's household data. At that time an access code will be given. Directions to access the Parent Portal are posted on the Bullitt County Schools home page.

MEALS

Breakfast will be served each morning 8:30 – 8:50. Students may choose to eat breakfast or go directly to the classroom. Each class has a scheduled lunchtime. Students will sit together as a class in the cafeteria. All students must eat a lunch, whether it is brought from home or bought at school unless we are notified in writing from a parent or guardian. **FOOD FROM RESTAURANTS MAY NOT BE BROUGHT INTO STUDENTS FOR LUNCH.** Students with special dietary needs must have a Special Diet Request form completed by their Doctor. Students bringing their lunch from home may purchase their milk from the cafeteria. **Carbonated beverages and glass containers may not be brought to the lunchroom.**

Meal prices are as follows:

Student breakfast....\$1.50
Student lunch.....\$2.85

Student breakfast (reduced fee)....\$.30
Student lunch (reduced fee).....\$.40

Extra milk\$.50

Parents may send in money for their child's lunch account or go to myschoolbucks.com to electronically deposit funds into their child's account. The cafeteria manager will notify students on the day their lunch account is depleted so that parents will know to deposit additional funds the following day. Parents may monitor their child's account through myschoolbucks.com.

Parents, guardians, grandparents, or other immediate family members as approved by the principal/designee may have lunch with their child. **These family members must be on the child's locator card and must present a picture ID.** Otherwise, except for authorized district personnel, each school shall observe a closed campus at lunch.

MEDICAL INFORMATION

Medical Disability/Allergy: If your child has a medical disability or allergy, this should be reported to your child's homeroom teacher. If this disability or allergy needs special attention, please submit a doctor's note.

First Aid: Several staff members at Freedom Elementary School are trained in first aid. Students who require first aid for minor injuries are to report to the office. More seriously injured students are not to be moved, and their injury must be reported immediately. Parents will be notified to come to the school when a serious injury occurs.

Parents will be expected to have students picked up in a **reasonable amount** of time when a child is running a fever, may be contagious, or feels too bad to continue with the normal school routine. **A child must be fever free for 24 hours before returning to school.**

Medication Administration for Students: Medication is to be given only with the parent or legal guardian's written permission. BCPC Board Policy 09.2241 requires all prescription medications be dispensed using form 09.2241 AP21 which must have a doctor's signature.

- Medication must be brought to school in the **original prescription container by an adult. This includes cough drops!**
- Information listed on the container shall include the student's name and the name of the prescribed medication as well as the dosage of medication with all dates listed.
- Students taking prescription drugs while at school or at a school-related activity must register their medication with the Principal's office.

Again, all prescription medications must be accompanied by a completed form with the doctor and parent signature. *Over-the-counter medications must also be accompanied by the appropriate form signed by the parent. Over-the-counter medications may only be administered and/or dispensed for a three (3) day period. Over-the-counter medications needed for more than three days will require the appropriate form signed by parent and attending physician.*

A medical log will be kept in the office. Failure to follow appropriate procedures may result in disciplinary action.

NEWSLETTERS

An electronic newsletter is compiled each Friday to inform parents of events and happenings at school. Many Teachers also send home a newsletter telling of happenings in their classroom. **Parents will receive a school-wide newsletter via the email provided to the school through Infinite Campus.**

PARENT TEACHER ASSOCIATION

We encourage you to become a member of our Parent Teacher Association. The PTA allows our school to improve educational and programming opportunities for students. PTA meetings and activities will be held throughout the school year. We welcome your attendance and support. Watch for meeting and activity dates. The PTA often plans after school, evening, and weekend activities for students. Students must be accompanied by a parent to all PTA/school sponsored events. No child may be dropped off at school to attend an after school event.

PARENT/TEACHER CONFERENCES

There will be parent / teacher conferences scheduled, usually one in the Fall and one in the Spring. However, teachers are available during the school day by appointment. If a parent wishes to request a conference with a teacher or teachers, they should make an appointment through the teacher(s) or call the front office. Good parent / teacher communication is important to enhance student progress. We ask that you schedule a conference because unannounced visits may disrupt the instructional time for many students.

REGISTRATION

To be eligible to enroll in preschool a child must be:

- Three years of age by August 1 and qualify for special education services OR
- Four years of age by August 1 and qualify for either special education services or qualify for free/reduced lunch.

To be eligible to enroll in the first year of primary (Kindergarten), a child must be five years of age by August 1.

Kentucky Law and Bullitt County Board of Education policy dictates that students must attend school in their appropriate school attendance district.

To register a student at FES, parents must submit the following documents:

- **Proof of residence** –Proof of residence must be submitted in the form of a current utility bill, lease, or home contract. A valid Driver's License with this address must also be presented.
- **Birth Certificate** – All students enrolling in a Kentucky public school, regardless of age or grade level, must present a birth certificate. This must be the state issued certificate – not the hospital certificate.
- **Immunization Certificate** – A current Kentucky Immunization Certificate must be on file for every student.
- **Physical Examination** – All students initially entering school through either preschool, first year primary (kindergarten), or from another school that is not in the Kentucky Public School System must have a physical examination prior to starting school and submit it to the school office.
- **Eye/Dental Examination** – All students initially entering school through either preschool or first year primary (kindergarten) must have an eye examination conducted by an optometrist or ophthalmologist and a dental exam by a Dentist before January 1 of the school year. This should be submitted to the school office.
- **Social Security Card**

SCHOOL CLOSING PROCEDURES

In the event schools must be closed, the following procedures will be used:

- The announcement will be made on local television and radio if school is to be closed that day.
- School will be closed one day at a time unless the announcement on the TV/Radio states otherwise.
- As soon as the decision is made to close school the following day, the announcement will be made on TV/radio.
- **PLEASE DO NOT CALL THE SCHOOL, THE BOARD OF EDUCATION OFFICE, OR YOUR PRINCIPAL.** They will not know about school closing prior to the TV/radio announcement, and it is impossible for them to answer calls from everyone.
- In the event that school must be dismissed before the regular time, the announcement will be made on local TV/radio so that parents may make arrangements for someone to be at home to meet the children. Your cooperation in following the above procedures will be greatly appreciated and will make our operation at these times much easier. We are unable to call all parents, so make arrangements ahead of time. Please update our records as needed.

When the schools are closed or dismissed early for emergency reasons, all school-sponsored activities and programs will be automatically cancelled or postponed.

TELECOMMUNICATION DEVICES

Students using or displaying a telecommunication device (e.g. cell phone, pager, etc.) at school will be subject to confiscation of the device.

- 1st offense: Device returned to student at the end of the next school day.
- 2nd offense: Parent must pick up device at the end of the next school day.
- 3rd offense: Device returned at the end of the semester.

VISITORS

All visitors, including parents, must present a picture ID when entering the building. Visitors will receive a badge or pass before reporting to any area within the building. Parents are not to go directly into their child's classroom nor are they to wait/watch outside the classroom. This can sometimes create a disruptive situation within the classroom and instructional time is lost.

Siblings of Freedom Elementary students enrolled in other schools are not permitted to visit Freedom students during the instructional day, during classroom parties and/or special functions (e.g. Field Day, etc.). This policy includes preschool-aged siblings.

VOLUNTEERS

Criminal and CAN Background Checks: In compliance with Board of Education Policy 161.044, ALL ADULTS who attend field trips or volunteer at Freedom Elementary must undergo a criminal background check and a CAN Background Check **bi-annually** at a cost of \$10.00 each. These background checks must be done prior to attending trips and volunteering. Please visit the school volunteer office to complete this EARLY in the school year. These must be on file in the school office.

Volunteers at Freedom Elementary are to sign-in with the volunteer coordinator and register in the appropriate log. Coordinators schedule parent/grandparent volunteers to assist in various areas within the school. Volunteers make a great addition to the overall programming within the school, be it tutoring students, working on materials for teachers, or just being a helping hand with various projects. We encourage you to be a volunteer.