

# Freedom Elementary School

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Colorado Springs, CO 80923  
(719) 228-0800

Sandra Park, Principal

# PARENT HANDBOOK



Revised August 2017

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# **Colorado Springs School District 11**

## **Vision**

Every student prepared for a world yet to be imagined.

## **Mission**

**Provide excellent, distinctive educational experiences that equip students for success today and in the future.**

<h2><b>Freedom Elementary</b></h2>
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<h2><b>Mission</b></h2>
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Our mission as a school community is to inspire a sense of wonder and a joy of learning as we prepare students academically and socially for a global environment. The Freedom Falcons will work together within a safe and nurturing environment in which individuals are respected and treasured. Our journey will develop confident citizens that embrace an ever changing future.

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# **School Goals and Purpose of Handbook**

Welcome to Freedom Elementary School. We are proud of our school and feel certain you will share that pride. We want to establish an atmosphere in which children approach learning with self-assurance and enthusiasm. The Freedom PTA is an important part of our school and is a great place to begin your involvement in our school.

The cooperation and understanding of parents and faculty members can make the school life of your child a rich and rewarding experience. Please feel free to visit our school often and attend our school functions. If you have questions or suggestions, please call us. We are a family-oriented school, and we look forward to your participation in your child's education. Our phone number is 719-228-0800.

## **Purpose of the Handbook**

A need always exists for excellent relationships and understanding between the home and the school. It is with the goal of better understanding in mind that we make this booklet available for every family. We hope that you will find it helpful and that you keep it handy for quick reference. This book contains answers to many questions that arise regarding your school and its policies and procedures. It may be necessary to make certain changes and additions from time to time by sending communicating via email or on our website. Detailed information regarding Board of Education Policy can be found at <https://www.d11.org/Page/469>

## **2017-2018 Freedom Elementary School Improvement Goals**

Freedom Elementary' Vision and Strategic Plan is structured around five components: Learning, Teaching, Leading, Professional Development and Wider Community. The full Vision document can be found at:

<https://www.d11.org/cms/lib/CO02201641/Centricity/Domain/23/Freedom%20Vision%20Final%20September%202016.pdf>

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## 2017 – 2018 Freedom Elementary Unified Improvement Plan

### Freedom Elementary SCHOOL

#### 2017-18 USIP One Page Summary

***Our school is working to increase the personalization and DOK of math instruction to improve student achievement which was validated on May 10, 2017 by a Root Cause Analysis Protocol.***

#### Focus in 2017-18

(Major improvement strategy #1)

Teachers will increase the effectiveness of vertical and horizontal PLCs to increase student learning in math.

#### ACTION STEPS:

1. Teachers will build a continuum of learning in the content area of math
2. Teachers will continue to develop common assessments in math
3. Schedules will be developed to allow for teachers to participate in both vertical and horizontal PLCs
4. Staff development in Competency Based Education will support staff in prioritizing math standards and developing mastery benchmarks.
5. We will track the content area of Math strategically school wide via PLCs and staff meetings – to make sure what we are doing is working
6. Increased opportunities for students to apply learning in an authentic manner will be provided
7. All teachers will have a math goal as a part of their evaluation

#### Focus in 2017-18

(Major improvement strategy #2)

The Freedom staff will continue to implement the prioritized Next Generation strategies from the Freedom Vision Document.

#### ACTION STEPS:

1. The Vision Team (Strategic Planning Committee) will prioritize and implement deliverables from our 5 year strategic plan and Vision document – developed for our DoDEA grant
2. All teachers will participate on at least one Deliverable committee
3. All teachers will included their committee work as a part of their Professional Growth Plan

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# School Schedule

## School Hours

### Kindergarten and Grades 1-5

7:50 - Students permitted on playground

7:55 -1<sup>st</sup> Bell – Students line up by class

8:00- School start time

2:30 - School dismissal

2:40 - Students should clear off the playground and go home safely

Please note: Schedules are subject to change according to the needs of Freedom. Parents will be notified of any schedule changes by a notice via the D11 Loop, email and/or on the Freedom website.

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# **Student Enrollment**

## **Entrance Age**

A child entering kindergarten must be five years of age on or before October 1 of the school year of registration. A birth certificate, or some other document that establishes age, is required upon entrance. A birth certificate is also required of a child entering school for the first time in Colorado Springs. Children enrolling in first grade must be six on or before October 1 of the school year. A complete immunization history is required of all students in Colorado Springs District No. 11 schools.

## **Parent Information Form for Student Placement**

We welcome your input and help in guiding our decision of teacher assignment for your child. A parent information form for student placement is available and should be completed in the spring of each year. This form will not be treated as a request for inclusion in, or exclusion from, a specific teacher's class. It is in no way a guarantee for class placement, but please know that we will definitely consider your suggestions. Every staff member has his/her strengths that help meet the many and varied needs of our students at Freedom. Your input will be taken into advisement to best meet your child's needs and learning style. We appreciate your support and trust in the professional decisions we make. Class lists posted in August are not permanent lists and are subject to change. By board policy (IKE), final decision regarding student placement will rest with school administration. Student placement input forms will be available in the spring.

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# School Attendance

Freedom Elementary School and the Board of Education want to stress the importance of regular attendance so that each student may experience maximum benefit from the instructional program. Colorado State Law requires children between the ages of seven and seventeen to attend school regularly. Failure to attend school regularly may result in the inability of the student to complete required academic work and thereby either lose credit or be unable to progress from one grade level to the next. Additionally, the courts may require the parents or guardians to ensure attendance of their child.

## Attendance Procedures

There are occasions when, due to illness, injury, or an emergency, students need to be absent from school. These absences require the parent to notify the school. Attendance will take calls each day and night at 228-0800. After crosschecking with classroom attendance records, families will receive an automatic call regarding those children who have not had a call made on their behalf before 9:30 a.m.. This provides a check on the location and safety of all children at Freedom. In order for us to be successful with your child, it is imperative that they are in school. If possible, please avoid arranging trips, vacations, etc., during the school year, particularly during student assessment times.

In the case of regular absences, illness, injury, or emergency, students are required to make up work that was missed. Either the student or the parent may request make-up work from the teacher immediately following an absence. Students are allowed one day to make up work for each day that was missed.

## Family Vacations

We have many families going on vacation during school time. We realize this may be necessary because parent's holiday times do not always coincide with school vacations. We know you understand that it is not feasible to ask teachers to do extra preparation to accommodate individual vacation plans. Please communicate the dates of family vacation plans with the teacher and front office staff.

## Tardiness

It is important for your student to be at school on time (8:00 AM) and ready to learn. Students are considered tardy at 8:01. Parents must accompany their students to the office when late or submit a note for tardiness to be considered as excused.

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## **Release from School During the Day**

Please send a note with your child if it is necessary for him/her to be excused during the day. Students must be signed out in the office before leaving school. **Under no circumstances are students to be excused directly from their classroom or playground.**

## **Student Information**

### **Change of Address/Telephone**

It is extremely important that every student maintain an up-to-date address and working telephone number record at the school office. Please notify the school immediately if you have a change of address or telephone number during the school year. Changes should be made online by parents/guardians by logging in with parent portal accounts.

### **Custody Changes or Name Changes**

It is the responsibility of the custodial parent or legal guardian to notify the school of a change in custody or a child's name change. Copies of legal papers attesting to the change must be presented to the school. Student records are kept under a student's legal name, and this name cannot be changed until legal documents are presented to the school. Release of a child to his or her natural parent cannot be denied unless one of the following documents is on file with the school office:

- A restraining order issued by a court against that parent
- The portion of a legal custody agreement that indicates the rights and privileges of each parent with regard to child care and visitation

### **Accident or Illness**

The information on the pink student health form will be used in the event that your child becomes ill or in the event that an accident occurs at school. We will notify you by phone for instructions. If these numbers cannot be reached, 911 will be called if the situation warrants immediate attention. **PLEASE KEEP YOUR CHILD'S ENROLLMENT INFORMATION UP TO DATE.**

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## **Moving**

When you are planning to move, please notify the teacher and the office as early as possible. It is necessary for us to have the moving date and your new address for proper record transfer.

## **Student Safety**

The staff of Freedom strives to provide a safe environment for the students. One of our major concerns is the dangerous situation resulting from the traffic around the school at dismissal time. If you pick up your child, please park so the child does not have to cross the street in the middle of the block. If this is not possible, teach your child to go to the crosswalks or to the corner and cautiously cross to the side of the street on which you are parked. We also request that parents not double park while waiting for a child to be dismissed, as this also creates a dangerous situation.

## **School Visitors**

Parents, grandparents, and community members are always welcome to visit the school. Visitors are required to sign in at the office and are required to wear a visitor badge or sticker. If you wish to conference with a teacher, please notify the teacher in advance to schedule a time. No student will be permitted to leave the building with a visitor unless that visitor's name appears on the student's enrollment record, indicating he or she is authorized by the child's parent or legal guardian to take the child from school. Picture ID is required to release any student from school.

## **Fire Drill/Emergency Exit Drills**

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the alarm sounds everyone obeys instructions and clears the building by the assigned route as quickly as possible. The teacher in each classroom will give the students instructions to follow.

## **Recess**

Recess provides for a break in the day, informal play, and a release of energy in a positive way. All recesses are formally supervised. Unless the temperature is less than 15° and/or conditions of precipitation are present, students will be expected to go outdoors. For this reason, please see that they are adequately dressed for cold weather.

## **Cell Phones**

Students are allowed to bring cell phones to school. However, use of cell phones for phone calls and texting is restricted to before or after school. Cell phones must remain turned off during the school day, and in the student backpack. If a student cell phone goes off during the school day or students are found texting, it will be confiscated by the teacher and returned at the end of the day. If this happens repeatedly the cell phone will be delivered to the office and parents can pick it up from the office during working hours. If students bring a "smart" phone to school, it may be used for classwork under teacher direction.

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## **Cold Weather Policy**

Unless the weather is extremely inclement, children will remain outside before school and during recess periods. On these days students should dress warmly so that they are comfortable during brief periods outside.

## **Inclement Weather Information**

Colorado weather is very changeable and does not always permit adequate warning time in the event of unexpected severe storms. If the school is to be closed early, we will follow the directions you have submitted on the Early Dismissal Form. Please be sure you have filled out the Early Dismissal Procedure Form and returned it. The decision to open school or to close early will be made by the Superintendent. This message will be carried by local radio and TV stations, the D11 app, put out through the D11 Loop, as well as the main District 11 website ([www.d11.org](http://www.d11.org)).

**Please do not rely on calling the school as our telephone lines become congested.**

When raining, snowing or temperatures 15 degrees or lower, a **yellow** flag will be flown from the flag pole signaling students to enter through the front of the building. Parents are encouraged to use the "Kiss N' Go" to drop off students and they will go directly into the school. Students will be supervised and released to their classroom at 7:50 AM.

## **School Phone**

Students are permitted to use the school phone in cases of emergency. However, we do not allow phone use by students for calls that are not an emergency. The school office and classrooms are considered places of business, and without restrictions on their use, phone lines may be tied up when a parent is trying to contact the school.

## **School Supplies**

Through the year, parents are asked to supply their children with pencils, pens, paper, crayons, and other needed supplies. Each teacher will inform the parents of any other special needs as they arise.

A listing of grade level supplies is provided on the Freedom website.

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# Student Health

## Student Health Problems

A parent should inform the school of any special health problems a child may have. Copies of reports from the doctor explaining the nature of the condition will assist the school in meeting the needs of the student.

## Emergency Medical Authorization

All students must have emergency information listed in their enrollment record. This information must include a current telephone number so that parents may be notified and assistance may be given in providing proper care in case of illness or accident. This record is mandated by school district policy.

## Illness

If a student becomes too ill to remain in class, we will contact you by phone. It is so important that we have an updated, working phone number on the enrollment record. Transportation cannot be provided for sick children. A student will be sent home in the event of a temperature of 100 degrees or above, or if the student is vomiting. If your child is ill, please do not send him/her to school. Students must have a temperature below 100 degrees for 24 hours before returning to school. A student who contracts a contagious disease or condition, such as conjunctivitis (pink eye), chicken pox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected. A written doctor's release may be required in the cases of conjunctivitis, chicken pox, ringworm, impetigo, or other infectious diseases.

## Immunizations

In accordance with Colorado law, immunizations are required for all students enrolled in the district schools.

Students will **NOT** be permitted to enroll in school without meeting the immunization requirements.

Children may be exempted from the requirements if parents/guardians furnish certification from a physician that one or more of the immunizations would endanger the child's health, or submit a signed statement that immunizations are contrary to their religious or philosophical beliefs.

Parents will be contacted by the school nurse if questions on immunizations arise.

## Doctor and Dental Appointments

Parents are encouraged to arrange doctor or dental appointments before or after school whenever possible. If a student must be taken from school early, the parent is required to come to the school office and sign out the student. **A STUDENT WILL BE RELEASED ONLY TO AN ADULT**

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**WHOSE NAME APPEARS ON THE CHILD'S ENROLLMENT INFORMATION.** Office staff will request that picture identification be presented.

## **Medication**

It is the policy of School District Eleven that no medication is to be given in the schools without a signed blue form from the doctor giving the name of the student, the medication, the dosage, and a signature of the parent giving Freedom Elementary School permission to administer the medication. Most medications can be given at home either before school or as soon as the student arrives at home after school.

However, in a few cases, we will administer the medication if the rules below have been followed:

- A blue medication form needs to be completed. This form is available at Freedom. This needs to include both physician and parent signatures, and the exact name of the drug, dosage, student's name, and time to be given.
- Medication may only be dispensed from a **current** pharmaceutically labeled container.

This policy is for both over-the-counter medications (antihistamines, aspirins, etc.) and prescription drugs. All medications are kept locked in the office, and the child should remember to come to the school office at the time specified to take the medicine. Please provide the original prescription bottle for Freedom to keep in the health clinic for the duration of the time the medications are to be dispersed.

### **NO MEDICATION IS TO BE SENT TO SCHOOL IN A CHILD'S LUNCHBOX, COAT POCKET, PLACED IN THEIR DESK, ETC.**

If medication can be given at home, this is preferred. We certainly appreciate your help in following the above procedures. If you wish to consult with our school nurse, please call the school office, and they will arrange for you to do so.

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## Parent Information

Parents, grandparents, and community members are encouraged to participate in our school programs and activities. We appreciate and rely on the additional support provided for our school.

### Parent Volunteers

We are always in need of parent volunteers. All volunteers must complete a volunteer form that can be obtained in the school office. Please contact your child's teacher to learn about classroom volunteer opportunities. Information about PTA volunteering opportunities is available on the Freedom PTA website and Facebook page.

### Parent-Teacher Association (PTA)

We have a very active and dedicated parent organization at Freedom Elementary School. If you are interested in becoming involved in the group's activities for the benefit of the students, please contact the PTA Membership or Volunteer Coordinator. The PTA meets on a monthly basis to plan how to best support Freedom's students and teachers.

The Freedom Elementary School Accountability Committee meets monthly to plan and assess the school's progress in reaching building goals and objectives. The committee members participate in planning and implementing school programs. The building school improvement plan is updated yearly and available on the Colorado Department of Education (CDE) website. The committee is composed of parents, principal, community members, and staff representatives. Please contact the office if you are interested in participating in our School Accountability Committee.

### Parent-Teacher Conferences

Parent-teacher conferences are scheduled for all students in the fall. Spring Conferences are scheduled on an "as-needed" basis. Parents are urged to conference with teachers if concerns arise. Teachers are not to hold conferences during their instructional time. It is the school's desire that every student work to the best of his/her ability at all times. Occasionally, however, it is desirable to inform parents or guardians of a student's unsatisfactory progress in time for the student to improve his/her work before the next grade report is prepared. Report cards are available online at the end of every quarter.

### Homework

Homework assignments may be given by the teacher. Homework serves valid purposes when it:

- Provides essential practice in needed skills
- Provides opportunity to reinforce good work habits and promotes growth in responsibility
- Enriches and extends the school experience
- Helps students learn to budget time
- Brings students into contact with out-of-school learning resources

### Criteria

Criteria help keep homework activities in line with homework purposes. When assignments are given, the following criteria should be considered:

- Does the homework serve a valid purpose?

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- Has the class been thoughtfully motivated for the work?
  - Does the assignment grow out of school experience?
  - Is the work adapted to individual needs, interests, and capacities?
  - Does the assignment extend students' fund of information?
  - Are students clear about what they are to do?
  - Can the students do the work without the assistance of parents and others?
  - Does the assignment minimize the temptation to merely copy information?
  - Can the assignment be used to determine the reteaching needs of the students?

### **Freedom Homework Policy**

Homework is to provide review, reinforcement, and practice of skills and concepts previously taught in the classroom. It is assigned at the discretion of the teacher based on the learning needs of each learner.

### **Parental Support**

Parents may assist their child and the classroom teacher by:

- Showing an interest in the assignment
- Encouraging the child in a warm, positive non-threatening manner
- Providing a quiet area conducive to study
- Helping the child assume responsibility for assignments and proper care of materials

### **Grading Policies**

#### **Elementary Report Cards**

The elementary school report card in District 11 is based on standards and benchmarks that are clearly stated in the Colorado Academic Standards on the District's website. It is designed to comply with state mandates and to help improve student achievement by focusing instruction and aligning curriculum with state standards. Our grading policies are intended to efficiently and succinctly communicate how a student is performing relative to content standards.

#### **Why do we use grades?**

- a) To gather evidence of student achievement to help determine instructional decisions and whether or not a student has learned an essential skill
- b) To give students feedback on their progress
- c) To communicate with parents how their student is progressing in the classroom
- d) To look for growth over the quarter, the semester, and the school year

#### **How will we communicate progress to parents?**

Percentage grades, while easy to understand and familiar to parents, can provide little to no accurate information about students' progress on content standards and learning. Teachers will not be averaging scores (i.e., averaging assignments, homework, and tests

together) to achieve a student’s quarterly grade. While percentages may be used to calculate a single grade for an assignment, the teacher will not use the percentages as part of an overall score. Instead, grades will be determined by evidence of learning gathered through unit assessments, short cycle assessments, and assignments in class through the use of standards and performance rubrics.

**Letter Grades:**

Letter grades will be reported in grades 3-5 on a report card, using a wide range of performance indicators to arrive at a letter grade. Letter grades will correspond with the performance levels noted below. These grades are based on the demonstration of mastery of skills according to grade level standards.

**Performance levels:**

Adv	Adv	Adv	Performing beyond expected level
4	P+	A	High level of performance
3	P	B	Expected level of performance
2	PP	C	Progress approaching expected level
1	M	D	Marginal progress toward level
0	U	F	Lacking adequate progress toward level
N/A	N/A	N/A	Not assessed or taught that quarter
N/E	N/E	N/E	Not enough evidence of learning

(Refer to District 11 Standards-based Reporting Handbook, p. 10, for more detailed explanations of each score.)

**Note:** An advanced score indicates that a student is consistently working beyond their current grade level with documentation/body of evidence/data. This is a rare instance, and parents will be notified if their student is working beyond grade level expectations.

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**Homework** is a chance to practice and apply learned skills independently. It allows students to learn from their mistakes and provides an additional opportunity for teachers to determine if students have mastered a skill. See Freedom homework policy for more information.

**How will grades be compiled at the end of a quarter?**

In order to assign a final grade, we use specific criteria, based on standards. Over the course of a quarter, teachers will have compiled an accurate view of how a student is performing according to Colorado Academic Standards. Artifacts will be collected that demonstrate evidence of learning, such as unit assessments, short cycle assessments, assignments in class, and student data folders/portfolios. Best Practice indicates that a body of evidence strongly supports the overall proficiency or grade decision.

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## **GENERAL INFORMATION**

### **Money**

When it is necessary for money to be brought to school, it should be placed in an envelope labeled with the child's name. Extra money should not be brought to school. However, if a child does need to have a significant amount of money with him/her, please advise him/her to leave it in the office for safe-keeping.

### **Communications**

Parents will be informed of special events, schedule changes, and other school-related news items by means of communication through one or more of these methods: posted on the Freedom webpage, through the Freedom Facebook page, through the D11 App, through the D11 Loop, via e-mail and/or notes sent home with students. Please discuss with your children the importance of taking home these communications and of giving them to parents.

### **School Calendars**

A calendar of events scheduled is posted on the Freedom webpage.

### **Websites**

The main School District 11 website is a valuable information resource for school staff members, students, parents and community members. It may be reached at the following address: **<http://www.d11.org>**.

Additionally, the website for Freedom also provides essential contact information for parents. The address of our school's website is **[www.freedom/d11.org](http://www.freedom/d11.org)**

### **Child-Abuse and/or Neglect**

Cases of child abuse, neglect, or battered children are often first suspected or detected by school personnel. Colorado Statute (19-10-102 to 115) requires the reporting of cases to the appropriate county department or local law enforcement agency. The intended result of such reports is that protective social services shall be made available in an effort to prevent further abuse and to safeguard and enhance the welfare of such children. In the child abuse bill enacted in the 1976 session, "School official or school employee" is listed as one of the persons required to report abuse or neglect.

Concerned citizens are encouraged to report suspected child abuse or neglect. No person who reports a case of suspected child abuse may be sued for making a good faith report. Phone numbers for reporting suspected child abuse or neglect are listed below:

444-5700 - 8:00AM-5:00PM

475-9593 - 5:00PM-8:00AM (also holidays and weekends)

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## **Labeling of Possessions**

Coats, caps, gloves, notebooks, etc., should have your child's name on them to assist us in locating the right owner if the items are lost. The school maintains a lost and found area. Please check with the school if an article of clothing becomes lost. At the end of each semester, unclaimed items are donated to one of the many community organizations. The Lost and Found area is located in the main hallway.

## **Bicycles at School**

A rack is available for students who ride bikes to school. When students arrive on the school grounds, they are to walk their bicycles to the racks and lock them securely.

The school cannot be responsible for lost or damaged bikes.

## **Skateboards, Heelys and Scooters**

Skateboards and scooters are not allowed at school. The school does not have an area to store or secure them. Many of the walkways are gravel and all concrete walkways are designed for pedestrian traffic only.

## **Care of School and Personal Property**

We try to instill pride in students in the appearance of their school. Students must not mark on furniture, walls, ceilings, floors, or equipment with pen, pencil, marker or any other instrument. Students must not tamper with fire alarms, fire extinguishers, or electrical systems at the school. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

Students are responsible for lost or damaged books or school property. Students will have to pay the required amount. Included are textbooks, resource books, and library books.

Please do not send large amounts of money to school with your child. Also, toys, electronics, skateboards, scooters, rollerblades and items of high value are not appropriate for school. If such an item is brought into the classroom, it will be kept by school personnel until the end of the school day, at which time the student can retrieve it. Teachers will provide information regarding the use of personal devices such as iPads, laptops and Smartphones within the classroom.

## **Pets on School Property**

Please help us keep our students safe: Dogs are not allowed on campus, especially before and after school. Although most pets are well behaved and within their owner's control, some are understandably excited and sometimes anxious with the volume of student and parent traffic. The most trained and disciplined dog can be unpredictable given the heavy pedestrian traffic.

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## **Field Trips**

Field trips are designed to provide learning experiences for students outside the school setting. The goal is to supplement educational activities provided in the classroom. Students are expected to follow the rules of the school even though the students may be far from the actual school building. In addition, other rules may apply to the field trip, which ordinarily are not stressed at school. These additional rules may be necessary for the safety of students, to maintain order on the bus, or to comply with the regulations of the facility being visited.

Following the rules and displaying proper manners are requirements for students on all field trips. Students may be excluded from field trips because of poor behavior before the trip. If student behavior is unacceptable during the field trip, uncooperative students may be excluded from participating with the other students and may be required to remain on the bus or wait in another area under adult supervision until the activity has been completed.

Parental permission slips are required for all field trips. Each child is held responsible for returning permission slips. No student will be allowed to participate or join the class without a proper permission slip.

## **Playground Expectations**

The playground is not supervised before 7:45 AM or after 2:40 PM, and students should not be on the playground before or after that time. Students will follow stated game rules showing good sportsmanship. Students are to line up immediately when the bell rings or the whistle blows. The following activities will not be allowed:

- Pushing, shoving, wrestling, fighting, pulling other's clothing
- Throwing rocks, dirt, snowballs, or woodchips
- Standing on the slide or bars or improperly using equipment
- Bouncing balls against the building

## **Hall, Restroom, and Assembly Expectations**

Hall conduct shall be quiet and orderly. Children are to pass on the right side of the hall without talking, keeping hands and feet to themselves. There will be no running in the halls. Teachers will accompany their classes when using the hallway.

Restroom behavior is to be quiet. Restrooms are to be left in good condition. Toilets are to be flushed after use. Trash and paper towels are to be in containers.

During an assembly, student behavior should be courteous and respectful. Students are expected to enter, sit, and exit quietly. Boisterousness, booing, whistling, and talking during a program is unacceptable.

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## **Food Service Program**

The school cafeteria is operated as a school service to provide wholesome and nutritious lunches for the lowest possible price. Freedom serves hot lunches, and all students are invited to have lunch at school. Children who bring their lunch may purchase milk. Children from families whose income falls within federal guidelines may qualify for reduced prices or free lunches. If possible, please send money for lunches each Monday or pay on line for the entire week. You may also pay by the month.

Applications for Free and Reduced Lunch are available in the office or on the D11 webpage. A parent may apply at any time during the school year. Only one application is necessary per family. Lunches will be provided for those students who qualify when the application is approved.

Parents, grandparents, and community members are welcome to eat with their children at any time. All visitors must sign in at the office and wear a visitor badge or sticker.

### ***Breakfast/Lunch Prices***

Current lunch prices and the monthly menu can be found on the D11 Food Services website.

### **Lunchroom Expectations**

- Follow the classroom Social Contract.
- Listen carefully to the directions of cafeteria staff.
- Use good dining room manners at the table.
- Leave the table and surrounding area clean and orderly.
- Put trash in the proper containers.
- Do not leave the cafeteria while eating or carrying food or drink.
- Do not throw, flip, or spit food.
- Do not crush milk cartons or pop lunch bags.
- Talk in normal tones of voice—no shouting.
- Leave the lunchroom and the building in an orderly manner—no running.
- Children are not to go into classrooms as they leave the building for lunch recess.
- Children should get drinks, use the restroom, and wash their hands prior to the lunch period.

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# Student Conduct and Discipline Policies

**Discipline Referral System Procedure and Parent Notification:** Freedom Elementary is a school committed to the principals of Capturing Kids Hearts.

All classrooms will develop a Social Contract. Each teacher will determine the consequences if the Social Contract is not followed. These three items will be reflected on all Social Contracts:

- 1) Respect
- 2) Listen
- 3) No "put downs"

The purpose of Capturing Kids Hearts is to create a self-managed community of learners.

Every staff member in the building is responsible for monitoring the behavior of children in the hallways, in the cafeteria, on the playground, etc. Staff is expected to acknowledge the positive behavior of students and to utilize Capturing Kids Hearts. Behavior which necessitates an immediate office referral to be addressed by the principal is considered a "material and substantial" discipline infraction. Behavior not indicated as an immediate office referral is expected to be handled by staff through the school classroom management system (Capturing Kids Hearts). If classroom managed behaviors continue and are chronic, a discipline referral may be appropriate.

Consequences for students receiving a discipline referral will be determined by a school administrator on an individual basis. Examples of consequences are as follows: completing a refocus form, loss of privileges, time in office, replacement assignment, conference with student, parent contact or conference, in-school suspension, out-of-school suspension, bus suspension, detention, and other consequences.

## **STUDENT DISCIPLINE REGULATIONS DEFINITIONS: (Updated June, 2017)**

1. "Classroom behavior" infractions are those behaviors that are inappropriate for school and will be addressed by classroom teachers. Appropriate disciplinary response, including prevention and intervention shall take place. Repeated classroom behavior infractions may be referred to the Principal (or his/her designee(s)) for further disciplinary action.
2. "Minor" discipline infractions are those behaviors that disrupt the learning environment and are to be addressed by the Principal (or his/her designee(s)). Minor discipline infractions are those behaviors that do not present a material and substantial disruption to the school and/or do not harm the safety or welfare of pupils and/or staff. Appropriate disciplinary action, including prevention and intervention strategies, detention, and/or

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school based alternatives, shall take place. Further disciplinary action for repeated minor discipline infractions, including suspension by the school Principal (or his/her designee(s)), shall be optional.

3. "Material and substantial" discipline infractions are those behaviors that will be addressed by the building Principal (or his/her designee(s)). "Material and substantial" means any disciplinary infraction that creates a substantial disruption to the school day and/or threatens the welfare and/or safety of other pupils or school personnel. Behaviors that are material and substantial are presumed to be initiated, willful, and overt on the part of the student. Material and substantial behavior infractions are grounds for suspension by the Principal (or his/her designee) in accordance with C.R.S. 22-33-106. Further disciplinary action, including expulsion by the Superintendent (or his/her designee(s)) shall be optional.

4. "Habitually disruptive student" is defined in state law as a student who has been suspended three times during the course of the school year for causing a "material and substantial disruption" in the classroom, on school grounds, on school vehicles, or at school activities or events.

**Removing Students from Educational Activities:** Students will not be deprived of or removed from music, gym, art, Spanish, or Special Education services as discipline.

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## **Dress Code (District Policy JICA)**

School dress is a joint concern between the school and parents. Students should dress appropriately for all occasions and should be neat and clean in appearance. Extreme styles are not appropriate dress for school. If in the opinion of the staff, a student's dress is inappropriate based on board policy, the parent will be asked to bring the child a change of clothing.

### Examples of Appropriate School Attire

1) Clothing should be worn as designed and should cover private parts of the body. Clothing that inappropriately bares or exposes private parts of a body, including but not limited to the stomach, areas above mid-thigh, buttocks, back and breasts is unacceptable school attire.

2) Clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that are sexually suggestive; gang-, drug-, or alcohol related; obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.

3) Ill-fitting clothing (i.e. clothing that is too tight or too loose) is unacceptable school attire.

4) Clothing must cover undergarments. Clothing that is worn in such a manner as to expose undergarments (i.e. boxer shorts, bras, underwear) is unacceptable for school.

5) Cut-off t-shirts, half shirts, midriffs, tops with spaghetti straps, tube tops, see through or revealing tops are unacceptable school attire.

6) Pants or shorts that are in the mid-thigh range or longer where the waistband rises to at least the hips are acceptable school attire

7) Skirts or dresses that are mid-thigh or longer where the waistband rises to at least the hips are acceptable school attire.

8) Acceptable footwear is required to be worn at all times. Bedroom slippers are considered unacceptable school attire.

9) Items considered sleepwear or lounge pants are considered unacceptable school attire.

10) Sunglasses and hats are unacceptable school attire, unless being worn for protection from sun and approved by a teacher or administrator to be worn during and outside school activity.

Please, no flip-flops, Heelys, and open-toed shoes which are unsafe for movement about the building and during recess.

Freedom is a hat-free school. Hats or caps may be worn to and from school, but must be removed when entering the building.

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## **Protocol for Dealing with Any Situation at Freedom Elementary School**

- First, email or call the teacher and discuss your concerns. You may have to make an appointment if the teacher has a previously scheduled appointment for your desired time or day.
- Teachers check their messages daily, but sometimes circumstances can interfere. Please be understanding and leave a message in the office if the teacher does not respond within a reasonable time period.
- If your concerns were not resolved after speaking with the teacher, call or email the principal. There are some situations where it is the principal's responsibility to assist in resolving an issue. If it pertains to your child's teacher and the classroom, please start with the teacher.

## **Traffic Flow and Your Child's Safety**

### **Parking Lot and Traffic Guidelines: For the Safety of Our Children**

- Traffic is very heavy before and after school. Please teach and encourage your child to use the crosswalk at all times and to watch for traffic in all directions.
- Our parking lot capacity is limited. The "Kiss N Go" traffic lane is for drop off only. Daycare vehicles and District 11 vehicles have reserved drop-off and pick-up spaces, on Butterfield and in our "Kiss N Go" lane.
- Entry to our parking lot requires a right turn from cars heading east on Butterfield and a left turn from cars heading west on Butterfield. The entry to our parking lot is narrow and will require that motorists take turns so that all vehicles can enter.
- Please remember: These are your friends and neighbors, and each of you has children attending our school. Please be patient and extend courtesy to your friends and neighbors as you enter and exit our parking lot, and/or pick up your children,
- Please use the "Kiss & Go" lane to safely drop students off at school.
- All students will be dismissed at 2:30 and parents are encouraged to pre-plan a pick-up location. All students will exit from the building at the end of the day from the same doors that they entered the building.

**THANK YOU FOR BEING PATIENT,  
AND FOR SLOWING DOWN IN OUR PARKING LOT,  
AND ALONG BUTTERFIELD!!**