

# Freedom Elementary School

## Parent & Student Handbook

### 2023-2024

5280 Butterfield Drive  
Colorado Springs, CO 80923  
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### **Identity Statement**

*In partnership with our community, Freedom Elementary is a Quality Neighborhood School in D11 with a close-knit culture anchored in authentic learning experiences through exploration, collaboration, and integration of content areas. Our students take initiative and ownership in their learning.*

### **Focus Areas**

- ★ At Freedom learners demonstrate understanding that knowledge in one content area supports global understanding.
- ★ At Freedom, we thrive as a close-knit community that is supportive and engaged.
- ★ At Freedom, learners make connections to their own interests, engage in knowing their strengths and areas for improvement, and know their why.

### **Belief**

We will build positive relationships.  
We will value others' unique qualities.  
We will challenge ourselves to learn new things.  
We will pursue equity ruthlessly.

### **Arrival, Dismissal, and Parking Lot**

Students have a dismissal card that is color coded and indicates how they get home. Students must give the card to the dismissal teacher before leaving the building. Any family that indicates their child is a parent-pickup will meet in the front of the building by the flagpole. Students will be dismissed out of the side gym doors. We will continue to ask families to stay to the right of the building to allow our bussers to get on the bus safely. Please ensure small children stay with an adult for safety reasons.

As we continue to implement this new dismissal protocol, we ask that you have patience. It will take time to train the students to turn in their dismissal cards, but it will also create a safer and more accountable dismissal process.

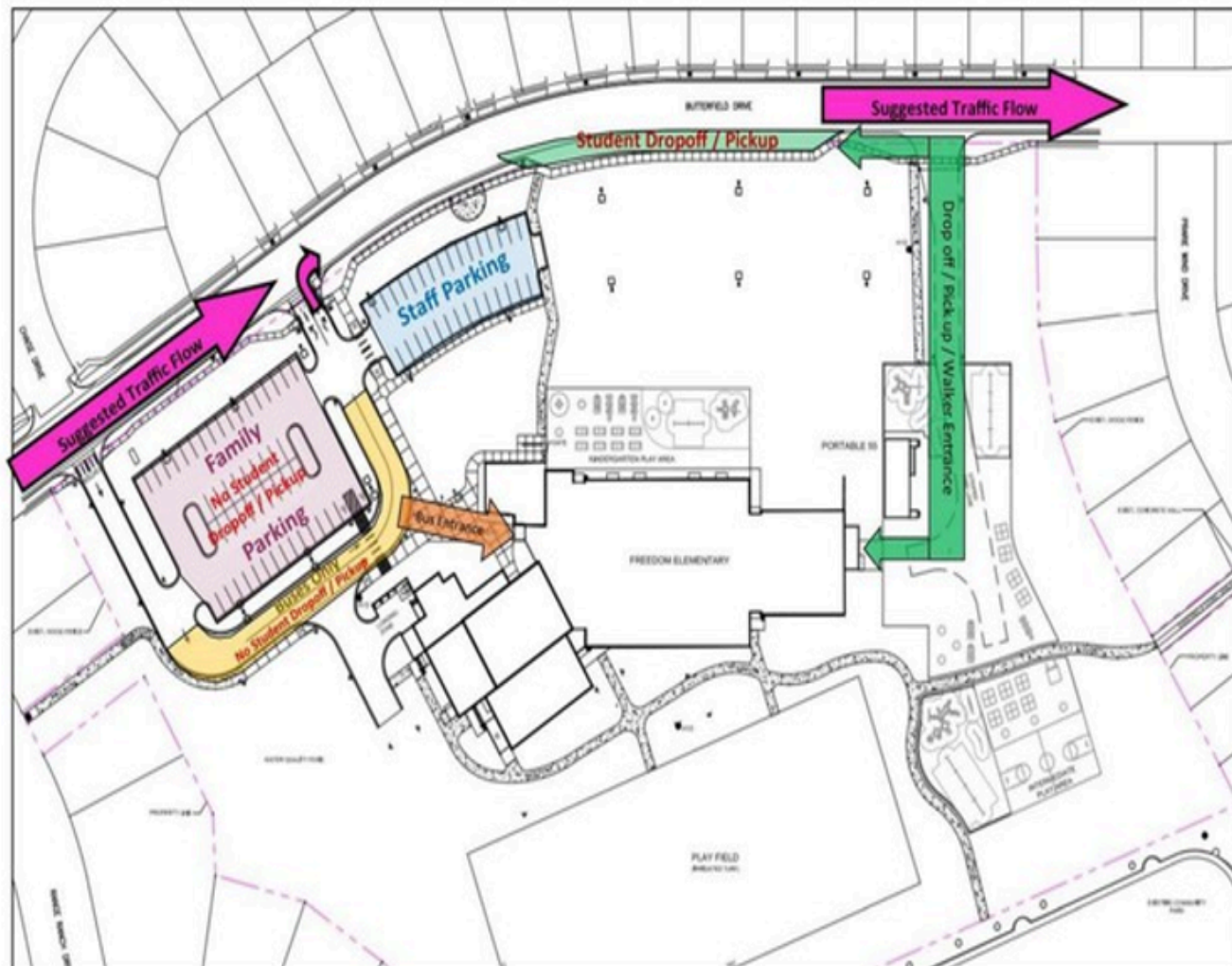
Lastly, please remember to call the office by 2:30 if your child's dismissal plan changes.

### **IMPORTANT**

1. Please let your son/daughter's teacher know your plan for after-school pick-up
2. If your child's dismissal changes, please call the office by 2:30

### **Parking Lot /Traffic Flow/Kiss & Go/Bus/Drop Off Information**

## Parking and Drop Locations



### Traffic Flow and Your Child's Safety



- Traffic is very heavy before and after school. Please teach and encourage your child to always use the crosswalk and to watch for traffic in all directions.
- Our parking lot capacity is limited. Daycare vehicles and District 11 vehicles have reserved drop-off and pick-up spaces in our parking lot.
- IMPORTANT: All buses pick-up and drop-off in the Freedom parking lot.
- 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 DRIVE SLOWLY in and around the school.
- The "Kiss-N-Go" traffic lane is for drop-off and pickup up only. It is not to be used as a place to park and leave a vehicle.
- Please use the "Kiss-N-Go" lane to safely drop students off at school.

All students will be dismissed at 2:50 and parents are encouraged to pre-plan pick-up location. All students

will exit the building at the end of the day from the same doors that they entered the building.

### **Important information about Kiss-N-Go and Bus pick up and drop off:**

- Kiss-N-Go is located on Butterfield Drive in the street cut-out.
- Bus pick-up and drop-off will be in the loop directly in front of the school.
- To use the Kiss-N-Go location, please access it from Range Ranch. Head east on Butterfield drive to the cut-out in the street. Pull to the end of the cut-out.
- Please access Butterfield Drive from Range Ranch so all school traffic moves east on Butterfield. Access Range Ranch from westbound Bridle Pass.
- DO NOT Block the entrance and exit to the parking lot.
- Kiss-N-Go: When students exit the vehicle for safety purposes it should always be from the right side of the car, not the street side. DO NOT PARK YOUR VEHICLE.
- BUILDING ENTRY & EXIT:
- Students using Kiss-N-Go enter and exit the school building from the double doors of the upper playground blacktop.
- Students riding the bus enter and exit the building from the front double doors.
- Students walking to and from school also enter and exit from the double doors off the upper playground blacktop.

### **To park and walk your child to the front entrance:**

- Enter the Freedom parking lot from Butterfield Drive
- Pull into the LEFT lane
- Enter the Family Parking Lot by making a left turn into the lot (this was known as the staff parking lot).
- Staff Parking lot is now located by the preschool and kindergarten
- Park your vehicle
- Escort your student to the crosswalk to the front doors
- Your student will enter through the front double doors.

### **Preschool and Kindergarten parking**

- Enter the Freedom parking lot from Butterfield Drive
- Pull into the LEFT lane
- Enter the parking lot by making a left turn into the lot
- Enter the Family Parking Lot
- Staff Parking lot is now located by the preschool and kindergarten playground.
- Park your vehicle
- Escort your student(s) to the crosswalk to the door of your preschool door

Pick Up - What if I can't be here on time to pick up my child?

If you cannot be here to pick up your student WITHIN 10 MINUTES of dismissal, please make other arrangements with a family member or daycare provider. We understand everyone is going to run late at times, and we strive to be understanding of emergencies.

At the same time, late pick-ups interfere with scheduled meetings, training, and our ability to use resources effectively. Freedom staff cannot provide supervision to siblings of students practicing. Freedom staff cannot provide supervision to siblings of students participating in tutoring, athletics, clubs etc. It is the families' responsibility to ensure students not involved in after school activities are picked up within 10 minutes of school dismissal.

### **Attendance**

School Hours: 7:50 a.m. – 2:50 p.m.

School begins promptly at 7:50 AM. Students are considered tardy by 7:50.

#### **Freedom Attendance Policy**

Colorado's Compulsory Attendance Law, JH/JHB (7104), establishes the expectation that all children between the ages of seven and sixteen be registered and attending school. Excused absences are those due to illness, both temporary and extended, those that occur when the student is in the custody of the court of law or its agencies, and those approved by the principal.

#### **Parent/Guardian Cooperation**

Freedom Elementary requires parents' cooperation in school attendance and punctuality.

#### **Parents/Guardians should:**

- Ensure your child arrives and is picked up on time each day.
- Schedule routine medical and dental appointments after school hours when possible.
- Schedule family vacations during the school's vacation days.

#### **Absences**

Students are required to be in school except in cases of emergency, illness, or religious observance. The family must inform the office by 9:00 a.m. by calling (719)228-0800, or it will be marked "Unexcused." Freedom's automated attendance system will notify parents/guardians of the absence.

#### **Excused Absences**

The principal and/or her designee will grant excused absences with substantiated reason. The following will be considered:

- A temporarily ill or injured student whose absence is approved by the principal on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside of school hours.
- Requests for ongoing prearranged absences shall be considered on a case-by-case basis. To qualify, the student must agree to abide by an educational contract agreed upon by the student, parent/guardian, teacher, and principal.
- A student who is absent for an extended time due to physical, mental, or emotional disability.

- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval of the administration. The following may be considered an excused absence at the discretion of the principal:
- Serious illness or death in the family, as well as family emergencies or hardships.
- Religious observances when requested by a parent or guardian.
- Absence required by a legal body or social agency.
- Family vacations - although strongly discouraged, such absences shall be prearranged with the principal, with no more than five days total per school year being granted as excused absences. If a student has poor attendance or poor academic performance, the administration shall deny an excused absence for vacation purposes.

The administration may require suitable proof regarding the above exceptions, including a written excuse from a medical provider.

### **Unexcused Absences**

An excused absence is defined as one not covered by one of the preceding exceptions. Students who are suspended or dismissed shall be considered excused. If a student is absent and the parent does not notify the school attendance office by 9:00 a.m. on the same day, this will constitute an unexcused absence. Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally.

In accordance with the law, the principal may impose academic penalties that relate directly to academic time missed while unexcused. The school administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may appeal to the Board for exceptions to this policy or the accompanying requirements imposed by the Board and principal as conditions granting any exceptions.

### **Habitual Absenteeism**

If a student is absent from school or class four unexcused absences in one month or ten unexcused absences from class or school during a school year, the student may be considered habitually absent. If the student is deemed to be habitually absent, a meeting between Administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interest of the child's educational process. Additionally, this evaluation would include, but not be limited to, a home visit by a Freedom staff member. If the parents do not allow a visit or attend the meeting, Freedom Administration's decision shall be final unless overruled by Student Support and Engagement.

### **Tardiness**

Tardiness is defined as the appearance of a student after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness. Parents and students share responsibility for being on time for school.

If your student is tardy, it is necessary for you as a parent/guardian to come into the office and sign the student in.

Excessive tardiness shall be referred to the administration for consideration as an attendance problem. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy, provided that the teacher or administrator gives the student a pass to enter class. Teachers shall honor all passes presented in accordance with this policy.

### **Leaving School Early**

A parent or guardian **MUST** present a state ID and sign out students before leaving the school campus. If the student is going to leave with someone other than a parent or guardian, the parent must grant permission. Students will be called out of class once the parent has signed the student out for the day.

### **After-School Activities**

A student who was absent during a school day will not be allowed to participate in any after-school activities on that day. A student who is 30 minutes late to school cannot participate in any after-school activities.

### **Make-Up Work**

Prearranged absences – teachers will do their best to collect and provide as much make-up work as possible prior to the absence. It is still the student's responsibility upon return to check with their classroom teacher to see if there are additional assignments that need to be completed.

Remember that good attendance benefits your child's education. Students who miss a day of school not only miss instruction but must make up work and catch up with the new material at the same time. It is the law that students are to be in school. They can miss no more than 10% in a school year.

If absenteeism becomes a chronic concern:

- 1) A parent meeting will be initiated, and an attendance contract signed
- 2) Intervention with after-school tutoring
- 3) If absenteeism persists, D11 Student Support and Engagement will become involved.
- 4) Finally, Truancy Court may be utilized

Our goal is to work together to ensure your child arrives at school on time every day ready to learn.

To support your child's attendance:

- A. Try to schedule doctor's and dentist appointments outside of school hours. Please provide a doctor's note each time your child is out for necessary appointments.
- B. Monitor your child's attendance through the front office at 328-3200. If an absence is marked unexcused, please provide a note or contact the school as soon as possible.
- C. Remember that there are 180 school days out of the 365 total days in the year. Families are encouraged to take vacations during the eight weeks of summer vacations, two weeks for the holidays, or over the spring break.
- D. Keep in mind that patterns are formed early. It is more difficult to break the bad habit of children begging to stay home from school "just once" than saying "no" in the beginning.

### **Contact Information**

Please notify the office of any changes to your child's address, phone number, emergency number, or parent's/guardian's work number as soon as possible. It is vital that the office keeps this



information up to date. Please call (719) 228-0800 for any changes. Also, contact your child's teacher via email for any changes in after school care.

## Bell Schedule

- *Bell Schedule*

AM	PM
7:50 AM	2:50 PM (end of day)

## Capturing Kids Hearts (CKH)

Freedom Elementary School is a Capturing Kids Hearts School. We believe that for students to learn, we must first have strong relationships with them, or “capture their heart”.

At Freedom you will see that we greet every child, every day with a non-contact greeting, eye contact and a kind word. Students soon learn how to greet others in a socially appropriate manner, and how to help other students feel comfortable. Teachers and students work together to develop Social Contracts, which outline how we are expected to treat one another. Your children may come home and talk about their Social Contract or even tell their brothers or sisters to “check their hearts” and be kind to one another.

As part of Capturing Kids Hearts, we also give affirmations to students and teach them how to affirm one another as well. Students have opportunities to share good things and to learn about their classmates. Students learn to self-manage their behaviors and their learning.

## Child Abuse/Neglect/ DHS Reporting

Staff are required by Colorado law to report suspected child abuse or neglect to the appropriate authority. Failure to report can result in criminal misdemeanor charges.

## Coduct and Discipline

At Freedom Elementary, we strive to give our students the best well-rounded education. Each student has the right to learn and each teacher has the right to teach. Our goal toward excellent instruction requires that students adhere to school and classroom rules to create the best learning environment possible.

Here at Freedom, we are 100% committed to the academic and social/emotional success of all students. We believe that the best decisions for managing behavior are based on a value system that maintains the dignity of each student in all situations. We advocate a discipline model that is highly flexible, yet structured, incorporating the best current thinking of education experts. A key component of our campus behavior plan is to acknowledge students who do follow our expectations.

This year, we will be using a variety of Social Emotional Learning (SEL) behavior tools such as: Positive Behavior Intervention Supports (PBIS), Random Acts of Kindness (RAK), Capturing Kids Hearts (CKH) as our School-Wide Positive Discipline Plan to encourage students to:

- Develop positive social skills
- Learn to be a cooperative member of a community
- Use empathy, problem solving and anger management skills

## **Playground Expectations**

The playground is not supervised before 7:40 AM or after 2:50 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 their hands and feet to themselves. There will be no running in the halls. Teachers will accompany their classes when using the hallway. This year, socially distancing recommendations will be followed while students are in lines and in the hallways.

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.

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 students' positive behavior and utilize Capturing Kids Hearts. Behavior that 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). A discipline referral may be appropriate if classroom-managed behaviors continue and are chronic.

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 the 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 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 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 substantially disrupts 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 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, or Special Education services as a discipline.

Cell phones are allowed on school grounds, but they must be turned off and in a student's backpack during school hours. Students may not use personal cell phones to call home for illness, homework, lunches etc. They must go to the office to make these calls. If student cell phones are in use during the school day, they will be confiscated and can be picked up by the teacher. For the first infraction, the teacher will give it back to the student. The second infraction, the phone must be picked up by a parent/guardian.

Textbooks, iPads, and laptops

All electronic equipment and basic textbooks are on loan to students for their use during the school year and so they should be kept clean and handled carefully. Students and parents have signed the D11 Student Technology Agreement Form assuming responsibility for any damage or loss of a district issued device. Students agree to follow all expectations for the use of technology in the classroom. If proper procedures are not followed, paper/pencil alternative assignments will be given.

### **Collective Commitments to Excellence**

We believe in a shared responsibility for learning which will ensure the children enrolled at Freedom Elementary will be successful learners and members of our community. To that end, we pledge to work together with our families to support the school's mission.

#### **FAMILY COMMITMENT:**

We ask all families to support our students in the following ways:

- We will make sure our child arrives at Freedom every day no later than 7:50 A.M., but no earlier than 7:40.

- We will ensure that our child is in school every day, except for illness or other legitimate reasons. We agree to make every attempt to schedule appointments after school when possible. If our child is going to miss school, we will notify the office by 9:00 a.m.
- We will carefully read all the papers the school sends home to us.
- We will always help our child in the best way we know how, and we will do whatever it takes for them to be successful. We will help our child develop good time management skills.
- We will always make ourselves available to our children and the school and promptly address any concerns they may have.
- We will ensure that our child takes the State Assessment tests and puts forth their best effort in doing so.
- We will make sure our child follows District 11's dress code.
- We understand that our children must follow all Freedoms and Social Contracts to protect all individuals' safety, interests, and rights in the classroom. We, not the school, are responsible for the behavior and actions of our children. We are a Capturing Kids' Hearts School!

### **STUDENT COMMITMENT:**

I understand that the following is expected of me so that I may do my best learning:

- I will arrive at Freedom every day by 7:50 A.M.
- I will always work, think, and behave in the best way I know how, and I will respect the rights of other students in the school and their right to learn.
- I will follow District 11's dress code.
- I am responsible for my own behavior, and I will follow the teachers' directions.
- I will follow the guidelines aligned with a Capturing Kids' Hearts School.
- I will use my technology in a respectful and responsible way.

### **Communication**

- *Weekly communication*- Classroom teachers will provide a weekly communication.
- Staff will return parent phone calls/emails/notes- within 24 hours.
- *Emails*-Keep to a minimum. Phone calls are the preferred choice. While email can still be a valuable tool for certain types of communication, utilizing phone calls as the primary mode of response demonstrates a commitment to effective parent-teacher collaboration, individualized support, and open lines of communication.
  - Verbal communication allows for immediate clarification and the ability to convey nuanced information effectively. It provides an opportunity to address complex or sensitive matters promptly, reducing the potential for misunderstandings that might arise from written communication.
  - Each situation is unique, and a phone call provides an opportunity for tailored communication. Educators can adapt their communication style, provide individualized explanations, and offer personalized guidance based on the specific needs of the parent or student.
  - Complex or Sensitive Issues: Certain matters, such as confidential or sensitive information, may require more discretion and a higher level of security than email communication can provide. Phone calls offer a more secure and confidential platform for discussing such issues.
- *Freedom Falcon Parent Newsletter*- A weekly newsletter will be emailed on weekend. Please be sure to read these important date changes and other announcements will be listed.
- *Social Media*-You can follow Freedom on FB and IG for the latest news.

## **Deliveries to Students**

Please help your student plan. Could you make sure they have everything they need before leaving home? This includes lunch, homework, jackets, water bottles, etc.

They must eat the school lunch that day if they forget their lunch. ALL food deliveries, except in emergencies, will be turned away. This includes fast food or restaurant food that you bring to them.

If a parent must drop off an item (lunch, snack, jacket, homework, etc.), it will be dropped off in the front office. Parents cannot go to their child's classroom to drop off items. Classrooms are protected for instructional purposes and should not be interrupted for any reason.

Our main office is protected for school operational tasks, not deliveries of items or food.

## **Dismissal**

All students must have a dismissal card. Dismissal cards are used to track students. Teachers will NOT let a student leave without a dismissal card.

### **Changes to Dismissal:**

#### **Parents:**

Parents are responsible for calling the front office for any changes to dismissal.

Office staff will call over the intercom for changes in dismissal at 2:30 p.m. Teachers must write on sticky note and place it on students' dismissal card.

#### **Inclement Weather/Late Bus:**

Email will be sent, office staff will announce the PA system telling staff to check their email.

#### **Late Pick-Up:**

Students are to be brought to the office after ten minutes.

#### **Pre-K:**

Dismiss from classrooms.

#### **Kindergarten (no dismissal cards needed):**

Parent pick-up-dismiss from classrooms.

#### **Dismissal Cards (1st-5th Grade)**

Each teacher will collect dismissal cards. They will be responsible for bringing cards to the office and placing them in the appropriate spot.

#### **1st - 5th Grade:**

Kiss-n-go (Blue Index Card):

One teacher from 1st, 2nd/3rd, 4th/5th will gather the kiss-n-go in a line outside and walk them to the kiss-n-go location where parents will pick them up. Parents will remain in their cars. Teachers will collect student dismissal cards.

**Walkers/Falcon Club (Green Index Card):**

One teacher from 1st, 2nd/3rd, 4th/5th will be responsible for escorting the students who walk and attend falcon club to the blacktop. Teachers will take students outside, let walkers go first, then walk the falcon club to the portables. Walkers-teachers will collect student dismissal cards once they go through the back double doors. Falcon Club teachers will collect dismissal cards once students go through the portable.

**Bus/Adventure Club (Yellow Index Card):**

One teacher from 1st, 2nd/3rd, 4th/5th will be responsible for escorting the students who ride the bus and attend the adventure club to the front of the school. Mr. Chris will meet the adventure club in the foyer, and then the teacher will walk the rest of the students to the bus. Adventure Club-Teachers will collect students' dismissal cards once they walk to Mr. Chris. Bussers-Teachers will collect student dismissal cards as they walk on the bus.

**Parent Pick-Up (Flag Pole) (Red Index Card):**

One teacher from 1st, 2nd/3rd, 4th/5th will gather parent pick-ups and walk to the gym. Students will exit the side gym doors once they see their parents/guardian. Teachers will collect student dismissal cards once a student sees a parent.

**Siblings:**

Students are to go to their locations; siblings will meet them at their dismissal location.

**Dress Code**

At Freedom Elementary, we believe in fostering an environment that maximizes our children's ability to learn and grow. School dress is a joint concern between the school and parents. Student dress and appearance, along with student conduct, have a definite influence on class discipline and achievement, even in elementary school. Students shall be appropriately attired and groomed during school hours for the classroom. Freedom Elementary is a no-hat zone inside the building; only hats may be worn outside.

- Please remember that students are out on the playground every day (weather permitting), so clothing and shoes should be conducive to outdoor play. Only closed-toe shoes are allowed to be worn. Tennis shoes with wheels (wheelies) are prohibited for safety reasons. Sandals must have a closed toe and heel with an ankle strap.
- Shorts and skirts must be mid-thigh or longer and worn on the hips or above. Belts are encouraged.
- Spaghetti straps or shirts with less than two adult fingers wide on the shoulder are not permitted.
- Clothing that contains advertisements, symbols, words, slogans, patches, or pictures that are obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.

- More information on the dress code is available at [www.d11.org](http://www.d11.org).

## **Drug Free Schools**

Illegal and/or inappropriate use of alcohol and drugs is strictly prohibited in Colorado Springs School District 11.

## **Field Trips**

The Philosophy of Freedom Elementary is that students learn in many settings. A well-planned meaningful field trip can be a valuable extension of the classroom. A good field trip follows the format of a standards-based lesson plan that requires an evaluation of what the students learned. Academic field trips are encouraged.

If you choose not to allow your student to attend a field trip, then you will need to keep the student at home. Please observe the deadlines for field trip money and permission slips, so your child may attend the field trip.

## **Grading and Reporting**

Teachers are legally required to follow the District 11 Grading and Reporting policies and procedures.

### **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 on instruction and aligning the 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?**

While easy to understand and familiar to parents, percentage grades 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 class assignments through 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 rare; parents will be notified if their student is working beyond grade level expectations.

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.

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 that demonstrate evidence of learning will be collected, 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.

## **Illness**

There are two reasons to keep sick children at home:

1. The child does not feel well enough to participate comfortably in usual activities (such as extreme signs of tiredness, unexplained irritability, or persistent crying).
2. The child requires more care than the program staff can provide without affecting the health and safety of the other children.



SYMPTOMS	Child Must Be at Home?
DIARRHEA - frequent, loose, or watery stools compared to child's normal pattern; not caused by diet or medication	Yes - if a child looks or acts ill; if the child has diarrhea with fever and behavior change; if the child has diarrhea with vomiting; if the child has diarrhea that is not contained in the diaper or the toilet
FEVER - with behavior changes or illness <u>Note:</u> An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention	Yes - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.
FLU SYMPTOMS - Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting, and diarrhea	Yes - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine
COUGHING - severe, uncontrolled coughing or wheezing, rapid or difficulty <u>breathing</u> <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment	Yes - medical attention is necessary
Mild RESPIRATORY OR COLD SYMPTOMS - stuffy nose with clear drainage, sneezing, mild cough	No – may attend if able to participate in school activities
RASH <u>with</u> fever - <u>Note:</u> Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice	Yes - seek medical advice. Any rash that spreads quickly, has open, weeping wounds, and/or is not healing should be evaluated
VOMITING - two or more episodes of vomiting in the past 24 hrs.	Yes – until the vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration

**The illness is on the list of symptoms or illnesses for which exclusion is recommended:**

ILLNESS	Child Must Be at Home?
CHICKEN POX	Yes - until blisters have dried and crusted (usually 6 days) If blister occurs after vaccination, refer to Health Dept. Guidelines
CONJUNCTIVITIS (PINK EYE) OR pink color of the eye <i>and</i> thick yellow/green discharge	Yes - until 24 hours after treatment If your health provider decides not to treat your child, a note is needed.
CROUP (SEE COUGHING) <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities	Seek medical advice
FIFTH'S DISEASE	No - child is no longer contagious once rash appears
HAND, FOOT, AND MOUTH DISEASE (Coxsackie virus)	No - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
HEADLICE OR SCABIES	May return after treatment starts
HEPATITIS A	Yes – until 1 week after onset of illness or jaundice and when able to participate in usual activities
HERPES	Yes – if area is oozing and cannot be covered, such as mouth sores
IMPETIGO	Yes – for 24 hours after treatment starts
RINGWORM	May return after treatment <u>starts</u> Keep area covered for the first 48 <del>hrs</del> of treatment
ROSEOLA - <u>Note:</u> A child with rash and no fever may return to school	Yes – seek medical advice
RSV (Respiratory Syncytial Virus) <u>Note:</u> A child does not always need to be excluded unless he/she is not well enough to participate in usual activities	Seek medical advice. Once a child in the group has been infected, the spread of illness is rapid
STREP THROAT	Yes - for 24 hours after treatment and the child can participate in usual activities
VACCINE PREVENTABLE DISEASES Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes – until determined not infectious by the health care provider
YEAST INFECTIONS including thrush or candida diaper rash	No – may attend if able to participate in school activities. Follow good hand washing and hygiene practices.

### Medication Guidelines:

- Students will need a doctor's note and medication form filled out. The form is in the office.
- The child's name needs to be on the prescription bottle and current.
- All prescribed medicine must be kept in the office and be administered by a medically trained staff member.
- Students are not allowed to carry medications, including over the counter medications in their pockets, backpack, lunchbox, etc.

## **Inclement Weather**

### **Announcements**

In the case of bad weather, parents and staff should listen to local radio or television stations or check the D11 website ([www.d11.org](http://www.d11.org)). These locations will broadcast information about the delayed start of school, canceled school, or early dismissal of school due to bad weather.

All children should be sent to school with appropriate clothing for our frequent, and sometimes drastic, weather changes. Students will go out every day for recess unless the temperature drops to 18° or below, or in the case of severe weather. We are all in favor of fresh air and activity when possible.

### **Snow Day Policy**

D11 uses every available resource to help us with the decision to cancel school because of inclement weather or unsafe road conditions. We sincerely ask and urge parents to make decisions as far as their own children are concerned. If the parent's judgment is that it is too hazardous to send his or her child to school—the parent is encouraged to keep the child at home. Students will not be penalized for such absences and will be given ample opportunity to make up missed assignments.

### **Two-Hour Delayed Start**

In the event of a delayed start, all students should report to school at 9:50 a.m. Classes will be shortened, and lunch will be available at the regularly scheduled time.

## **Inclement Weather Dismissal**

In the event of inclement weather, including any of the following:

- lightning danger
- extreme winds
- extreme cold
- large amounts of precipitation

### **Falcon Club**

- Students go to the portables

### **Adventure Club**

- Students go to the cafeteria

### **Buses**

- Students ride the bus

### **Kindergarten**

- Parents come to the kindergarten doors.
- Students will be dismissed from their classrooms.

### **1st-5th Grade (walkers/kiss and go/parent pick-up)**

- Students will be dismissed from the gym.

- Parents are to walk through the front doors.
- Staff will escort parents to the gym.
- Child/children will go with parents.
- Parent and child/children will go out the side gym doors.

## **Lunch**

School lunches are free this school year for all students. Children who do not eat a hot lunch may bring a sack lunch.

Families will need still need to apply for free lunches by checking with the front office or online at [www.d11.org](http://www.d11.org). This will help with federal funding for the next school year.

## **Parent Teacher Organization (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 school improvement plan is updated yearly and available on the Colorado Department of Education (CDE) website. The committee is composed of parents, principals, community members, and staff representatives. Please contact the office if you are interested in participating in our School Accountability Committee.

## **Additional Required School Responsibilities**

Freedom Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy in an organized, ongoing, and timely way by use of the phone out calling system and marquee sign of dates and times monthly activities and meetings are to be held.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold monthly coffee and conversations to review school-wide improvement plans, fundraisers, events, and expectations.
4. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about their children's education. The school will respond to any such suggestions.
5. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts, and reading, also providing parents with information and individual passwords to use District 11's Parent Connect program through the internet and phone line for updates on their child's grades and attendance.

## **Problems and Concerns**

For problems and concerns, 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. Teachers are not required to respond during instructional time; teachers have 24 hours to respond. Teachers are also expected to respond after school hours.

Call or email the principal/assistant principal if your concerns were not resolved after speaking with the teacher. 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.

## **Recess**

As the temperature changes in Colorado, Freedom students will play outside for recess as long as the temperature and wind chill is at 16 degrees or above, including light snow.

Please ensure your children wear hats, coats, mittens or gloves, and appropriate footwear to play outside.

## **School Accountability Committee (SAC)**

At Freedom Elementary, we care about your children's developmental needs! That is why our mission is to ensure that each and every student has access to the learning tools and programs they need to succeed in school, and in life. We strive for a higher standard of excellence and take the time to focus on those who need extra support. Joining our S.A.C. is a fantastic way to keep up to date with the initiatives our school has put in place to better our learners, and to also voice your opinions and concerns!

We look forward to the bright and brilliant future under the leadership of Rochelle Williams and welcome her to the Freedom Family!

If you are interested in joining Freedom's SAC committee, please reach out to Justin Edmisson @ 719-332-3615 or [justin.edmisson@gmail.com](mailto:justin.edmisson@gmail.com).

## **School Property**

### **Bicycles**

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.

### **Dogs**

Dogs are not allowed on school grounds.

Apart from service animals, dogs are not allowed on school grounds, playgrounds, or sports fields at any time throughout the calendar year during the school day. This is for the health and safety of our students and staff members.

When there are no students (after hours, on weekends, and on holidays), dog owners may walk their pets on a leash along the school property borders, such as on sidewalks/school roads. Please clean up and properly dispose of pet waste.

## School Safety

- **Evacuate:** Lead student to evacuation location. Account for students and adults. Using the red/green card, notify administrator of missing, extra, or injured students or adults.
- **Secure:** Get inside, lock outside doors. Bring everyone indoors, lock outside doors, increase situational awareness. Account for students and adults. Do business as usual.
- **Lock Down:** Remove students from the hallway if possible, lock the classroom door, turn out the lights, move away from sight, and maintain silence. Do not open the door, prepare to evade or defend. "All Clear" is only when emergency personnel or badged staff members unlock the door and acknowledge themselves using their badge, stating "All Clear".
- **Hold:** Clear the hallways, lock doors, account for students and adults, and remain in the room or area until the "All Clear" is announced. Do business as usual.
- **Off-Site Evacuation:** Freedom staff and students will practice an off-site evacuation procedure in the event it becomes necessary to evacuate everyone from the building to another location. The off-site location is Jenkins Middle School.
- **Shelter:** Hazard and safety strategy. Students line up outside classrooms on the 1st floor against the wall in a duck and cover position. Account for students and adults. Using the red/green card, notify administrator of missing, extra, or injured students or adults.



## Social Media

Freedom Elementary maintains a Facebook, Instagram, Smore, and Blackboard @Freedom D11 page to promote communication and dialogue among our community—feel free to join the conversation. D-11 also posts weather updates and other announcements on its home page at d11.org. Freedom Elementary will also send out information via the loop and through posts on Facebook and Instagram for upcoming events.

## Student Cell Phone

Students must keep cell phones in their backpacks and remain in their backpacks at all times. The school is not responsible for lost or stolen cell phones.

## Technology Use

Internet Acceptable User Policy for D-11 Students

### Overview

Access to the Internet is available at Freedom. There is a wealth of information available throughout the Internet that can serve to enhance and augment the Core Knowledge curriculum. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, Freedom is providing access to students after their parent or guardian has read, agreed to and both parents and student have signed this Acceptable Use Policy.

Freedom has taken all reasonable precautions to ensure safe access to the Internet. A filter is being utilized to limit access to questionable material. The computer lab is set up so that the instructor can view all monitors from one position. No students will be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have continual discussion on their Internet use at home and at school throughout the year.

### Privileges

Each student accessing the Internet will be trained on the proper uses of the internet. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges.

We encourage your help in guiding your child to use on-line services responsibly by reading over this document together. We further recommend continual discussion and monitoring of your child's interaction,

learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems. Please indicate that you have read this document with your child and agree with the rules specified by signing where indicated and returning this document to school.

If there is ever a question about your child's interaction with the on-line services, please contact your child's technology instructor immediately.

### **Specific Guidelines**

1. Student use may be permitted provided the students receives written parental permission and proper supervision is maintained by school officials. Students shall not use the Internet unsupervised.
2. No social media, live streaming music, (Facebook, Google+, My Space, Pandora, iHeart Radio, You Tube, Instagram, etc.) should ever be accessed.
3. No student is to be identified over the Internet by full name, photograph, etc. without written permission from the parent or legal guardian. If the parent or legal guardian has signed a form provided by the classroom teacher or technology instructor, personal information may be posted in certain circumstances.
4. Use of the Internet to defame or demean any person is prohibited.
5. Network etiquette: Be polite. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language. Do not reveal personal address or phone number or the personal addresses or phone numbers of others. Remember that illegal activities are strictly forbidden.
6. Users may not download or use any documents or data that could knowingly cause damage to the school's computer system. (i.e. viruses)
7. Students will not engage in any activity that requires an exchange of money, credit card numbers or where a student can enter into an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.
8. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited.
9. The illegal installation of copyrighted software for use on D-11 computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
11. Users shall not intentionally seek information on, obtain copies of, or modify files, other date or passwords belonging to other users, or misrepresent other users on the network.
12. CSCA shall be the final authority on use of the network. Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Internet Acceptable User Policy.

### **Technology User Policy**

The school has purchased iPads for every kindergartener and a brand-new laptop for every student grades 1st -5th. These are wonderful tools that can supplement a student's education. They give students access right at their desks to many of the technological updates that are enhancing education. They provide benefits in a way that a limited number of desktop computers cannot. Some of the ways in which our students will use their laptop or iPad in the classroom include developing keyboarding skills, conducting research, taking notes, lesson activities and completing homework assignments.

The following policies are in place for the student use of the iPad or their laptops:

1. Laptops and iPads will remain in school unless authorized by the teacher or administrator



2. No food or drink will be consumed by a student while using their laptop or iPad
3. If an iPad or the laptop is damaged due to what the teacher deems a student's lack of the use of common sense, the student is responsible for the repair or replacement of the device.
4. All the terms laid out in the Internet Acceptable Use Policy apply to student use of the iPad and laptop. If a student is in violation of the terms, school work will be completed in a comparable fashion for the duration of the suspension of the student's use of technology.

While there is certainly a need for students to be responsible while using iPads and the DELL laptops, there are several safeguards in place to protect our students. The school's technology management system allows the administrator to see all websites visited, emails sent, and documents created. Email has been restricted so that it can only be sent to and received from classmates or the teacher. Internet safety and proper usage lessons will be taught to the students.

## **Visitors**

Freedom prioritizes the safety and security of our staff and students. We ask our Freedom parents/guardians/visitors to help us in the effort to keep kids as safe as possible. Please check into the office before going into the building. Freedom appreciates your patience as we follow these procedures. To learn more about how you are approved as a visitor or volunteer please use the QRL code below to fill out your online registration.



## **D11 ENGAGE**

Do you want to register to become a volunteer at Freedom Elementary School? Great!

Click the registration link below and set up a username and password. Once you are registered you can log in and view your volunteer hours as well as search for available volunteer opportunities at all D11 schools.

<https://www.d11.org/Engage/Registration>

Already a registered volunteer? No need to re-register every year. If updates are needed the system will notify you via email. If you need your username or password, you can request it through the website.

## **Request a volunteer badge-**

Save time when you arrive. Your badge will be in the plastic bin under the sign-in desk. Scan your badge and wear it while you're in the building. Scan again when you leave. Your hours will be logged on to the Engage website.

Click on the blue registration link to register online, fill out the forms, print, sign, and bring them by the school office with your identification.

<https://www.d11.org/Engage/Registration>

## Volunteers

Please read the following criteria to become a volunteer. Any member of the child's extended family can volunteer. Please fill out an application online or submit the volunteer packet available at the school office before volunteering.

Teachers and school staff plan for volunteer assistance, so reliability is expected. If you need to be absent, call the school the day before and ask that the teacher or the volunteer coordinator be told of your absence. While in the building, you will be required to always wear a volunteer badge. Once done, remove the badge and return it to the front office. Remember that you are in the classroom to help the teacher. Please be sensitive to the teacher's direction and wishes for the students. If you have suggestions about the classroom, please discuss these with the teacher before or after school, not while you are volunteering. Dress comfortably. You are a role model for our students. In order to give your full attention to your volunteer time and because we do not have daycare available, we ask you not to bring your young children to the school while you volunteer. Please keep your information and impressions about students between yourself and the teacher. Misplaced comments can devastate a student, a family, and the volunteer program.

You do not need a teaching certificate to volunteer. However, you will need

- A background check
- A genuine interest in students
- A commitment to your volunteer activity
- Regular attendance
- A cooperative attitude
- Flexibility

### Identification

For the safety of our children, we require that you always report to the front desk before you begin your day and sign in and out and wear a Volunteer Name Badge when in the building.

Enjoy the Students: By giving of yourself, sharing time, and caring, YOU are making a difference!

### Instruction

We ask you that you do not interrupt instruction while volunteering.