

# Freeman Elementary School Student Handbook

Version: 6/21/22—formatted for the FES Student Planner

- ⇒ **Be Respectful**
- ⇒ **Be Responsible**
- ⇒ **Be Ready to Learn**
- ⇒ **Be Safe**



**Academic Accountability.** All students are capable of learning. It is the responsibility of the student to apply consistent and sustained effort toward learning experiences that are available. Promotion should be based on the attainment of clear academic standards and/or a consideration of the best interests of the student concerned.

It is the responsibility of the Freeman staff to employ a variety of instructional and assignment strategies and modifications designed to meet the individual student's needs while maintaining an ongoing communication with parents/guardians, teachers and administrators.

Parents/guardians are vital partners in the educational process along with Freeman staff. Maintaining an open and collaborative spirit between home and school is essential to the student's success. It is the responsibility of parents to provide support at home by reinforcing the established academic expectations. Parents may view their child's grade information on the school website (See Family Access, page 3).

**Alcohol/Drugs.** The Freeman School District is an alcohol-free, drug-free campus.

**Arrival at School.** The elementary building opens at 7:30 a.m. Classes begin at 8:15 a.m. Only students participating in the breakfast program may enter the K-8 MPR / cafeteria at 7:50 a.m. Students should not be left at school prior to 7:50 a.m. as there is no on-duty supervisor.

**ASB.** The Associated Student Body is governed by the Student Council, a group of elected students who address questions or problems that arise from either the students, staff or the administration. The role of the Student Council is to represent the student body, assume as much responsibility for organizing school activities as possible, provide student input to the administration of the school and teach the students the values of working in a democracy. Officers of the Student Council are elected in the spring by students. Elementary Grades 3-5 participate in this vote, and their classrooms elect a representative to the Student Council which meets monthly.

**Attendance/Tardiness.** All public schools in Washington must comply with Washington Administrative Code rules and state laws. See WAC 392-401-020:

**Absences (Excused/Unexcused).** The statewide definition for excused/unexcused absences may be found at **WAC 392-401-020**. The school principal or designee has the authority to determine when an absence meets the criteria herein for an excused absence. Districts may define additional categories or criteria for excused absences.

## **Freeman School District Policy # 3122**

**Definition of Absences.** *Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district: Absences due to illness or a health condition; a religious observance when requested by a student's parent(s); school-approved activities; family emergencies; and, as required by law, disciplinary actions or short-term suspensions shall be excused.*

**Excused absences:** *the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher except that in participation-type classes a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.*

**Unexcused absences:** *as a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. A student's grade shall be affected if a graded activity or assignment occurs during the period of time when the student is absent.*

Regular attendance is important to success. Research indicates excessive tardiness/absences negatively affect a child's progress and grades. Students are expected to be present and punctual for all classes throughout the year.

**Google Classroom.** FES teachers in Grades 4-5 utilize Google Classroom. This tool permits teachers to post assignments, students to submit them and teachers to return grades through this paperless method. It is a means to more efficiently share information and assignments.

**Late Arrival.** Arriving 15 minutes after class begins is considered an absence for that period, and students must report to

the office on arrival. The parent must sign their child in or send a note with their child regarding the late arrival, and receive an admit slip. Frequent tardiness may result in a letter from the Principal. In the case of an absence or tardy, parents/guardians are asked to call the Attendance Hotline at (509) 291-7425 by 9:00 a.m. on the first day of the absence, and leave a message regarding the absence. This enables the school to inform teachers and to be aware of childhood illnesses affecting students. Each student absence is recorded in Skyward (the student data management system) as unexcused. Failure to notify the school of an absence will result in the absence *remaining* unexcused.

Students are expected to be in their seats with required materials when the bell rings at 8:15 a.m. Tardy letters are mailed to parents to alert them of repeat issues. Extensive tardies may result in discipline.

**Prearranged Absence.** When a family has a planned absence of three days or more, advance notification of the absence should be given. A Prearranged Absence form may be requested from the elementary office and sent home with your child, to be completed and signed by the parent. The form must be submitted to the applicable office at least two days prior to the absence.

## **Bus Information**

- Students should be at their assigned bus stop five minutes prior to the assigned stop time.
- When students wish to ride a different bus home with a friend or wish to get off at a stop other than their own, they must have a note from a parent. Elementary students' bus notes must include a teacher's signature. Notes should be shown to the driver when boarding.
- If a student does not have a note authorizing an alternative plan, s/he is sent home on the regularly assigned bus. Telephone calls cannot be made from the office to make alternative arrangements.
- Due to limited space on the buses, any items that are too large to be held in the student's lap must be transported by the parent. This includes items such as large school projects, oversize athletic bags, instruments, etc. Students are never allowed to store items in the luggage compartments under the bus.
- When a student will have several additional friends riding the bus home with them (as in the case of a party), the parent should call Transportation at

(509) 291-5555 to ensure there is room on the bus.

- Glass containers are prohibited. This includes pop bottles, jars with bugs, etc.
- During winter months, school closures or late-start information is shared using the school messenger system, and is available on radio and television. Please keep all contact information current with the office.
- **Activity Buses:** the activity bus *does not* take all riders to their homes. Activity routes have limited stops. Contact the Transportation Office at (509) 291-5555 to determine the closest stop and drop-off time for your child.

#### **Care for Buildings and Campus.**

Classrooms, halls and common areas are our home and we must care for them.

**Cell Phone Use.** Please closely monitor your child's use. At Freeman we have addressed: technology cheating, sexting, ringing and vibrating cell phones during lessons, vibrating phones signaling students to leave class, harassing and unkind text messages, and students who want to spend their learning time texting instead of paying attention to the teacher or their assignments. Therefore, the following expectations are in effect:

- Cell phone usage by students may not interrupt teaching and learning. Therefore, no cell phones may be turned on from 8:12 a.m. to 2:45 p.m. If a student has a phone out between these hours, teachers may refer the student for discipline and turn the phone over to administration. The parent/guardian will need to contact the Principal to make arrangements for the return of the cell phone.
- Children should be reminded to use the classroom telephone to contact parents. In emergencies, parents may call (509) 291-4791, the elementary school office, to get information to their children.
- Diabetic students may carry cell phones for monitoring purposes, coordinated with the school nurse.

We appreciate support in this important matter.

**Closed Campus.** Freeman is a "Closed Campus." Therefore, students are not to leave the school after arrival unless they have properly checked out from the office. This includes visits to the Freeman Store.

#### **Communication Between Home & School.**

Students are more successful in school when the important adults in their lives work together to support the efforts of the child. A concerted effort is made by staff at Freeman to inform parents of skills, topics and activities pursued, and the success of each child's achievement.

Freeman Elementary issues *The Scottie Scoop!*, a semi-monthly newsletter, which contains a calendar of upcoming events and schedule changes. School newsletters are distributed to parents/guardians by School Messenger and also posted on the school's website. [www.freemansd.org](http://www.freemansd.org) (then select the school).

Please visit the district's website where information and activities are posted.

Staff enjoy exceptional relationships with their parents and community. Parents are encouraged to keep in touch with teachers via email.

**Counseling Services.** The school counselor is available to help students with social-emotional needs, academic development and college career readiness. Students or parents may make an appointment by calling the school office or completing a counseling request through our website. When a student has a serious problem that requires immediate attention, the student should request assistance from a teacher. The teacher will determine where to acquire services as quickly as possible.

The student counselor provides short-term, solution-focused interventions and can make referrals for mental health services by parental request.

**Disciplinary Authority.** The FSD Board of Directors delegates the superintendent and/or his/her designee(s) the authority to administer discipline including all exclusionary discipline, suspensions and expulsions on students for misconduct which violates district rules. The superintendent designates disciplinary authority to impose in-school suspensions, short-term suspensions, long-term suspensions, expulsions and emergency expulsions to school principals and assistant principals. Each certificated teacher may recommend to their principal/designee the imposition of suspension or expulsion on students.

**Discipline Model.** An alternate consequence or a more or less severe punishment may be imposed at the discretion of the principal/designee. To determine the level of discipline, school authorities will consider several factors including, but not limited to:

1. student attitude, intent and discipline history
2. mitigating circumstances and the severity of conduct
3. effect on other students and/or staff, including safety
4. other forms of discipline to support students in meeting behavioral expectations

**Discipline: Emergency Removal.** After attempting at least one other form of discipline, each certificated teacher, school administrator, school bus driver and any other school employee

designated by the board of directors possesses the authority to impose discipline on a student for conduct which violates district rules, and certificated staff may impose an emergency removal from class, subject or activity and send the student to the building principal/designee.

#### **Discipline: Classroom.**

1. When a problem arises, progressive discipline may be imposed as follows:
  - a. **STEP 1.** The teacher talks to the student one-on-one to develop a plan for the student to improve his/her own behavior. A Minor (Behavior) Infraction slip is sent home to communicate behavior.
  - b. **STEP 2. Grades K-5:** parents are contacted when a Minor Infraction slip is sent home:
    - I. restitution
    - II. lunch detention(s)
    - III. individual behavior plan
  - c. **STEP 3.** Progressive discipline as referenced in FSD Student Responsibilities & Rights, and or in-school suspension for 1-2 days.
  - d. **STEP 4.** Short-term suspension, 1-3 days.
  - e. **STEP 5.** Short-term suspension, 5-7 days.
  - a. **STEP 6.** Recommended long-term suspension.

#### **Discipline: Intervention/Detention.**

Students may be assigned In-school Intervention (ISI), or after-school or lunch detention for an assigned period of time. Schoolwork and other assigned tasks are expected.

#### **Discipline: Minor (Behavior) Infractions.**

Not all behavior incidents are worthy of a discipline referral, but may take away from providing a safe and efficient learning environment for all students, so they cannot be ignored. These are minor infractions. If inappropriate behavior, such as horseplay, talking loudly in the hallways, etc. continues after sufficient warning from teachers and staff, then students will be given a slip to be taken home that describes the minor infraction, or contact may be made to the parents, and the matter is discussed with, and signed by, parents. A copy of this slip will be kept with the classroom teacher. Multiple slips may result in a discipline referral to the office.

**Suspension.** The behaviors on pp. 32-38 are not exclusive of other behaviors for which a student may be disciplined, up to and including expulsion (FMS/FHS), and notification of non-school agencies (parent and/or the appropriate enforcement agency).

The following considerations are made before imposing suspensions for behaviors in the matrix provided in the FSD Student Responsibilities & Rights Handbook:

- Before imposing in-school or short-term suspension for offenses, there will be a first attempt of one or more other forms of discipline to support students' meeting behavioral expectations.
- Before imposing a long-term suspension or expulsion, Freeman will first consider other forms of discipline.
- Students with disabilities will be disciplined in a nondiscriminatory manner on a case-by-case basis.
- Repeat offenses in any one category or combination of categories may result in more severe sanctions.
- Students who have received a suspension or expulsion for misconduct may be required by the building administrator/ designee to sign a re-admittance contract.
- Due process procedures are available for parents and students aggrieved by the imposition of disciplinary measures.

**Dismissal of Students.** For the safety of students, children who leave school at a time other than regular dismissal times, are to be dismissed to parents or guardians only through the office. A student is never to leave school unless arranged through the school office.

- Parents/guardians must come to the office and sign their student out. Please do not ask to have your child waiting in the office for you. Your child cannot be released from the classroom until you arrive at the office to sign him/her out. The student is called to the office to meet their ride.
- Students dismissed from the classroom (for doctor appointments, etc.) must be signed back in at the office by the parent/guardian for same-day return where students receive an admit slip to return to class.
- When there is a change to the child's normal, end-of-day routine, the school needs to have a note sent to school with your child or a call from the parent/guardian. Children are placed on the bus if the school has not been notified as required.
- If your child is already on the bus when you arrive to pick him/her up, then you must go to the office to sign the child out and have the office release your child from the bus. Your child will meet you in the office.

**Displays of Affection.** Displays of affection, such as holding hands, frontal hugs, kissing and inappropriate touching are not allowed. Conduct should be confined to tasteful, socially acceptable behavior at all school functions. Inappropriate displays of affection may result in school discipline.

**Dress Code.** Students will be asked to change their clothes when they violate Dress Code guidelines. If students do not

have appropriate clothing, the school will provide a school-themed alternative.

Guidelines:

- Multiple violations of the dress code is a discipline issue.
- Caps or headwear must be removed on entering the school building (except for religious observance, medical reasons or as a reward by the classroom teacher/Principal).
- Apparel/accessories, e.g., chains, jewelry, bandanas, items that can be considered inappropriate or that may be used as a potential weapon may not be worn.
- Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, weapons, profanity or that is disparaging to gender, ethnicity, religion or that has a sexual connotation is not allowed.
- Revealing clothing is not school attire. Midriffs and cleavage must be covered.
- Shorts and skirts should be an appropriate length—at a minimum, approximately one-third of the leg should be covered.
- Undergarments shall be worn and not visible.
- Spaghetti strap tank tops and halter tops are not acceptable school attire and must be covered by a light sweater.
- Sagging pants are not acceptable school attire.
- Long belts must be tucked into belt loops.
- Safe footwear is required (students in grades K-5 may not wear flip flops). Tennis shoes are required for PE participation.
- No student on or about school property or at any school activity will wear or display clothing or symbols which are gang-related or representative of hate groups, advocating noncompliance with the law, vulgarity, lewdness, immoral conduct or the use of tobacco, alcohol or other drugs. The uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

**Drop-off/ Pick-up Students.** It is imperative that drivers follow the established traffic flow when dropping off and picking up students. It is a loading zone between 7:00 a.m. and 5:00 p.m. Auto speed should not exceed 5 mph in the parking lots and driveways. There is no parking along the drop-off/pick-up lane. Park vehicles in the upper car lot when visiting buildings. Do not park in the fire lane and/or leave vehicles running/unattended. The Freeman parking lot is a "No Idle Zone." For safety purposes, this is

the only FES/FMS pick-up/drop-off area.

**Emergency Procedures.** An emergency plan has been developed to ensure the maximum efficiency and safety for evacuating buildings during drills or actual emergencies. Instructions are posted in each classroom to follow during fire, earthquake and other emergencies. Drills must be taken seriously. Students are expected to maintain classroom conduct throughout the entire drill and to know the exit routes from the classrooms. Students should be at least 50 feet from the building during drills and actual emergencies. Parents are contacted via the instant alert system for any emergency updates such as school closures or delays.

**Family Access (Skyward Student Information System ).** Parents may view information about their child, such as lunch account balances, attendance, grades, missing assignments and more by logging in to Family Access/ Skyward on the Freeman School District website at [www.freemansd.org](http://www.freemansd.org). If you don't know your login information, there is a place on the webpage to request it.

**Fees.** Some classes at Freeman collect fees. A fee may be collected for any program in which the end product becomes the personal property of the student. Some of these classes may include physical education or athletics, art, music, consumable texts or materials, or security deposits for the return of materials or equipment.

- ⇒ Band instrument rentals are \$40/yr. (Recorders for 4th grade are purchased by parents as part of the student supplies.)
- ⇒ Art class fees, if collected, are \$10/term.
- ⇒ Yearbooks are \$20 each (subject to increase depending on annual contract with vendor).

**General Behavior During School and While Attending Activities.** Schoolwide expectations should be observed at all times: be respectful; be responsible; be ready to learn; be safe. Students should not verbally harass other students, run, push, shove or engage in horseplay when in school buildings, on a school bus, at a school activity or on campus. Students should use good judgment to avoid disciplinary action.

For safety and flow, students should walk on the right side of the hallway as well as enter and exit all doors on the right.

**Grading.** Grades 4-5 students may review progress reports and semester grades through Family Access. A final report card is also mailed home at yearend. Grades 4-5 are graded at the completion of each of two semesters.

TABLE 1.				
Week	Cutoff Date	Posted	Verified	Post on Family Access
<b>Semester 1 (Terms 1 &amp; 2)</b>				
3 (Sem 1)	Tues, Sept 20			Thurs, Sept 22
6	Tues, Oct 11			Thurs, Oct 13
9 <i>Term 1 Gr K-3 Ends</i>	Tues Nov 1			Thurs, Nov 3
12	Tues, Nov 29			Thurs, Dec 1
15	Tues, Jan 3			Thurs, Jan 2
18 1 <sup>st</sup> Sem Grade Report <i>Term 2 Gr K-3 Ends</i>	Fri, Jan 27 (end of sem)	Wed, Feb 1 8:00 pm	Thurs, Feb 2	Fri, Feb 3
<b>Semester 2 (Terms 3 &amp; 4)</b>				
3 (Sem 2)	Tue, Feb 21			Thurs, Feb 3
6	Tue, Mar 14			Thurs, Mar 16
9 <i>Term 3 Gr K-3 Ends</i>	Tue, Apr 11			Thurs, Apr 13
12	Tue, May 2			Thurs, May 4
15	Tue, May 23			Thurs, May 25
18 2 <sup>nd</sup> Sem Grade Report <i>Term 4 Gr K-3 Ends</i>	Wed, Jun 14	Thurs, Jun 15 8:00 pm	Fri, Jun 16 @ Staff Meeting	Thurs, Jun 23 Mailed

Table 2. Grade	Range	Grade Point Value
A	100-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-60	1.0
F	59-0	0

**Grading Deadlines.** See Table 1.

**Guest (Substitute) Teachers.** Our school is fortunate to have highly capable professionals to fill in whenever the regular teachers are not in school. Guest teachers are important visitors whose impressions of our school are carried into the community. Students should be certain these are good impressions by being as polite, helpful and considerate as they would be with their regular classroom teacher.

**Gum.** No gum chewing is permitted in the elementary school, unless as a reward by classroom teachers or the Principal.

**Hallway Expectations.** Students who leave class must carry a Hall Pass authorized by the teacher or sign in/out of

the classroom. Students going to the health room must have a pass signed by a teacher or s/he will be sent back to class. Students may not come to the health room during transition times, lunch or recess without permission from a paraprofessional or teacher.

**Harassment, Intimidation and Bullying: See Freeman School District Policy #3207.**  
**Freeman School District Policy #6590, Sexual Harassment.** The district is committed to a positive and

productive education and working environment free from discrimination, intimidation, bullying and harassment including sexual harassment. The district prohibits harassment of students, employees and others involved in district activities. Harassment should be reported to the office immediately. The policy and procedures are posted on the website [www.freemansd.org](http://www.freemansd.org) and covered in more detail in the Student Responsibilities and Rights handbook posted on the Freeman School District website. (See also Sexual Harassment in this Handbook)

**Health Services.** Students do their best work at school when they are in the best possible physical and emotional health. Although parents have the primary responsibility for their child's health, school personnel are available to assist parents in maintaining, improving and promoting the health of their school-age child.

The following policies help accomplish this:

- Washington immunization laws require that all immunizations are current. Without proof of immunization, or an exemption, your child will not be allowed to attend school (RCW 28A.210.060 through 28A.210.170). [MMR may not be exempted for personal or philosophical reasons.]
- There is a health room in the elementary school. This room is used as a center to give proper care to students who have suffered an accident or become ill at school. It provides a safe environment for students waiting for a parent/guardian to pick them up. This room is not a treatment center.

- When your child needs medication at school, the school must have a completed medication permission form on file with signatures from both the parent and the physician before any medications can be dispensed at school. This form can be obtained in the school office. Medications must remain in their original containers as dispensed by the pharmacist.
- If your child has allergies/asthma or severe allergic reactions (such as to bee stings, nuts, etc.), please notify the office so the school can be ready to respond. This should be included on the Health Update annually or as changes occur. Allergy/asthma medicine can be kept in the office during the school year provided there is a signed/approved medication form on file in the office.
- When a student is unable to remain in the classroom due to illness, or a serious accident has occurred, the parent is notified. Transportation home and all medical care is the responsibility of the parent. When a parent cannot be contacted, emergency contacts are called. Please ensure the school has current information.
- During the student's school years, s/he will receive vision, hearing tests, etc. The nurse may recommend further evaluation by the child's personal physician.

**HIV/AIDS/Human Growth and Development.** In 1988, the Legislature passed the Washington State AIDS Omnibus Bill mandating all school districts in the state teach a state-approved curriculum regarding AIDS to students in Grades 5 through 8. A committee of parents, community members, staff members and administrators prepared a state-approved AIDS curriculum for the Freeman School District that is taught every spring by district staff.

Parents are notified before the AIDS curriculum is taught so that they may preview the material covered. (Parents, please note, by law you cannot opt your child out of the class unless you have previewed the materials.)

**Homeless Information.** Under the McKinney-Vento Homeless Education Assistance Act, preschool and school-aged children have certain rights or protections when their family lives in any of the following situations: a shelter, motel, vehicle, campground, on the street, in an abandoned building, trailer or other inadequate accommodations, or doubled up with friends or relatives because the family cannot find or afford housing. For more information contact Freeman's Liaison for Homeless Education, the school counselor, (509) 291-4791, Ext. 103.

**Homework.** As per Freeman School District Policy # 2422, we believe homework is a constructive tool in the

teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. Please review the building homework policy with your child.

We recommend each student has a plan, place and procedure for homework. Students who have difficulty completing homework in a timely fashion, or who appear to need extra help with homework, may be assigned after-school study time with their teacher, in which case parents are contacted to make arrangements. Students may ride the activity bus home following homework assistance time.

- **Freeman's Homework Philosophy:** FES staff post assignments utilizing Google Classroom (see page 1). Freeman believes homework provides an extension of learning, complements learning, teaches time management and allows the student to reach a necessary level of proficiency. Homework provides parents an opportunity to be proactive in the academic development of their child.

#### WHAT IS HOMEWORK?

- ⇒ Unfinished work from the day
- ⇒ Make up or missing assignments
- ⇒ Reading for practice and enjoyment
- ⇒ Research or special projects
- ⇒ Test review
- ⇒ Improving and enriching skills
- **Parental Involvement:** homework allows parents the opportunity to support and be aware of their child's curriculum and academic progress. Homework is a means parents use at home to learn more about their child, who are his or her friends, how was his or her day, and what he or she is doing at school. This should be a positive, low-stress time. Examples: reading with the child, signing/looking at student planners, reading for enjoyment, flash cards, reviewing the day's assignment, educational games, practicing spelling lists and other specific suggestions from the child's teacher. Work should always be done by the student with assistance as needed by the parent or caregiver.
- Parents should remember that when their child is working on a special assignment or research paper, extra time may be required at home to complete the work. When a child's homework continually exceeds the guidelines stated here, the parent should contact the teacher.

**Honor Roll.** Students grades 4-8 achieving a 3.25 GPA or above at the semester's end will be listed on the honor roll.

**Incomplete (Grades).** Students receiving an Incomplete for the quarter have two

weeks from the end of the quarter to complete their work. When there are extenuating circumstances, the student/parent/guardian should notify the Principal or school counselor.

**Lost and Found.** Larger *Lost and Found* is in the K-8 MPR, and small items in the elementary office. Following fall/spring conferences and at the end of the school year, any unclaimed items are donated to a local charity. Valuable items that have been turned in to the office must be described before they will be returned.

**Lunchroom Expectations.** Food and garbage shall be confined to the cafeteria. Students are expected to exhibit acceptable social behavior at all times. Running in the cafeteria, taking food from others, throwing food, etc., are examples of unacceptable behaviors. It is each student's responsibility to clean up after themselves. All food must be consumed/discarded before leaving the cafeteria during breakfast and lunch. Students remain seated at tables until excused by the supervisor.

#### Meal Charges/ Negative Balance

**Procedure.** It is in the best interest of students to have nutritious meals for maximized learning. Payments can be made online by choosing the Lunch Menus icon on [www.freemansd.org](http://www.freemansd.org), then Prepayment Options. We understand there are extenuating circumstances in life. All families should submit a free and reduced meal application. Qualifying applicants will be notified subsequently.

- No tray is withheld from any student regardless of their meal balance.
- Students will continue to receive meals even with an overdrawn balance.
- Milk, juice or other a la carte purchases cannot be made with a negative balance.

#### Notifications include the following:

- Skyward notifications are sent **daily** to contact families with **\$6.00** left in their account.
- School Messenger contacts families with **-\$5.00** by phone and/or email once per week.
- At **-\$20.00**, the parent or guardian is notified, and Skyward Family Access may be locked until fees/lunch balance are paid.
- Negative meal account balances are counted as a fee/fine and must be paid in full before family may access Skyward Family Access.

**Nutrition Services Program.** Freeman offers an excellent food program that includes breakfast and hot lunch. There are two options to pay for student meals. Online payments may be made through [www.freemansd.org](http://www.freemansd.org)—Lunch Menu— then Pre-payment Option. Or, you may send money or checks to school with the

student's name and the name of their teacher.

A copy of the monthly menu is available on the school website and included semi-monthly in *The Scottie Scoop*!

Students with a food allergy must have a completed and signed "Dietary Prescription for Meals at School" form (signed by both their physician and parent,) and it must be on file in the school office and cafeteria to make accommodations. Dietary Prescription forms may be found online at [www.freemansd.org](http://www.freemansd.org) (lunch menu icon).

Visitors may buy a school lunch and should notify the office by 9:00 a.m. the day they plan to visit to ensure enough food is available to serve all students.

**Office Hours/Calls to Change Plans.** The elementary school office is open from 7:30 a.m. - 4:00 p.m., Monday through Friday. The office number is (509) 291-4791.

To ensure students receive messages from parents/guardians during the school day, please call before 2:00 p.m. to allow enough time for the student to be notified prior to loading the bus.

#### Parental Access to School Records.

Parents (and/or students 18 years of age and older) have the right to examine and question the contents of their school records. Others with access include school staff, another school district, college or educational institutions in which the student may enroll, and the courts. Anyone wishing to view a student's school file must make an appointment and sign in on the appropriate form. Please check with the school secretary.

The District's Board Policies for student rights, responsibilities and disciplinary action appeals are available online. The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This act gives the parent or legal guardian the right to inspect and review his/her child's educational records; request copies of these records; receive a list of all individuals having access to records; ask for an explanation of any items in the records; ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights; a hearing on the issue if the school refuses to make the amendment; and to file a complaint with the U.S. Department of Education under Sec. 99.64 concerning alleged failures by the Freeman School District to comply with the requirements of the act and this section.

**Recess.** It is important for students to have opportunities for exercise throughout the day. Generally speaking, children too sick to go outside for recess are too sick to be at school. For children

who suffer from severe allergies and asthma, and at certain times of year, outside activities may prove harmful to their health. In this event, please see your child's teacher or the nurse to arrange an alternative recess plan. Outside recess continues, even in cold weather above 12°F. Send children with warm clothing, hats, gloves and an additional set of clothing to be kept in the classroom in the event a student gets very wet or muddy at recess. During noon break all students will be outside on the playground. In the event that the weather is particularly bad, students will move inside. Indoor noise must be kept to a minimum, and horseplay is not tolerated.

**Responsibilities & Rights.** A complete text of students' responsibilities and rights is available online at [www.freemansd.org](http://www.freemansd.org).

**School Closures.** In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may necessitate early dismissal. School closures, delayed start times or early dismissals are announced using the instant alert communication system; it also is available on radio and television. If no report is announced, assume that school is in session. Please do not call the school. Telephone lines must be kept open for emergencies.

**Sexual Harassment.** Sexual harassment is unwelcome behavior or communication that is sexual in nature and (1) leads the student to believe they must submit to the unwelcome sexual conduct or communication to gain something in return—for example, a grade or a place on a sports team, OR (2) the conduct substantially interferes with a student's educational performance or creates a hostile environment.

Any student can be the target of sexual harassment, regardless of sex, sexual orientation, gender identity, or gender expression. Examples of sexual harassment could include: pressuring a person for sexual favors; unwelcome touching of a sexual nature; distributing sexually explicit texts, emails, or pictures; making sexual jokes, rumors or suggestive remarks; physical violence, including rape and sexual assault.

A discussion with your school principal, or civil rights compliance coordinator at the school district, is often the best first step to address your concerns or disagreements about discrimination and work toward a solution. ☐ Focus on the facts related to discrimination and harassment, as you understand them, AND ☐ Let the principal or coordinator know what you want them to do to resolve the problem (See also *Harassment* in this handbook.)

**Snowballs and Water Devices.** Students

are not allowed to throw snowballs, ice, use water devices or any object that could be injurious to others on school grounds. (Snowball targets may be set up at different times and are under the direction of playground duty staff.)

**Specialists.** Freeman School District provides specialists in the areas of physical, occupational and speech therapy. Each specialist has their own referral and qualifying procedure. All special services are overseen by the school psychologist and school Principal. In addition, the following programs are available: Title I/LAP, Learning Center, etc.

**Students After School.** Students are encouraged to support the various activities scheduled after school. Elementary students must have a note and supervision to remain on campus for a school-related activity. Once the event begins, students must report directly to the event site and may not wander the hallways, buildings or grounds. The buildings are closed except for the event site. Students not participating in an after-school activity must go home. Parents are responsible to supervise their children at all after-hours school functions and are not to leave them unattended. Time between after-school release and games/activities must be supervised.

**Student Valuables and Personal Belongings.** Students are encouraged to leave cell phones, large amounts of money, video games, electronic devices, skateboards, cameras or other valuables at home. They are not allowed to be used during recess time. The school will not be responsible for these items if they are lost or stolen.

**Trading or Selling.** Trading and selling of personal items is forbidden at school. School staff will not spend time nor take the responsibility for non-school-related items that are lost, stolen or broken.

Personal possessions are brought to school at the student's own risk.

**Telephone Use.** The office telephones are business phones and may be used by students, with permission. Students may not use the office phones to arrange to go home with friends or to stay after school. Please make sure that you and your child have coordinated pick-up times for after-school events, as the office is usually closed at the conclusion of sporting events. Students should use classroom phones when practical.

**Textbooks.** Basic textbooks are loaned to students for their use during the school year. Students are required to pay a fine for lost or damaged books.

Textbooks assigned to elementary school students are to be kept clean, handled carefully and stored in desks. All books are required to be covered for the duration of the school year. Students are required to

put their names on their book labels to recover in the event it is misplaced.

**Tobacco.** In accordance with Washington State law, Freeman is a smoke-free environment. The use of any tobacco/e-cigarette product at any time in school buildings or grounds is strictly forbidden. This applies to all school-sponsored activities as well as the regular school day.

**Visitors / Pet Policy.** Parents/guardians are always welcome at Freeman. All visitors must check in at the office and scan their state ID through our Raptor Security System. A visitor's pass will be issued before proceeding on campus.

A student's friends or relatives may come for lunch but are not allowed to spend the entire day as they pose a disruption to the educational process. When bringing a pet to share, the visit must be prearranged with the teacher and the pet kept outside, in the K-8 MPR or in the elementary foyer.

**Volunteers.** Freeman's Parent Teacher Student Group (PTSG) is an active organization which directs and supports many activities. Freeman encourages parents/guardians/community members to volunteer. State laws governing new employees and volunteers working in schools are in effect. Volunteer opportunities are many and are greatly utilized by staff members. Applications are online, [www.freemansd.org/page/3132](http://www.freemansd.org/page/3132). Current state identification is required, and background checks, as applicable.

**Water.** The elementary school is equipped with a filtered water station. Students are encouraged to bring a refillable water bottle which they may utilize throughout the day.

**Withdrawals.** Please notify the school office of intentions to withdraw a student from school and complete a withdrawal form available from the school office. All debts for books, meals, etc., must be satisfied prior to withdrawal. Medications should be picked up from the nurse's office.

*Additional policies & procedures that apply to students may be found in the Freeman School District Responsibilities & Rights Handbook.*

*Protect your confidential information.*

Freeman School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Civil Rights, Title IX, and Section 504 Compliance Coordinator: Randy Russell, [rrussell@freemansd.org](mailto:rrussell@freemansd.org), 509-291-3695, 15001 S Jackson Rd. Rockford, WA 99030 (Updated 2021)



## Schoolwide Expectations Positive Behavior Interventions & Supports (PBIS) Matrix

*The goal of Freeman School District is to ensure student safety, and to increase responsible behavior by having clearly defined behavior that is taught, modeled, practiced and reinforced consistently throughout the school.*

Where & when?	Be Respectful To self & others	Be Responsible for what I say & do	Be Ready to Learn	Be Safe
Transition	Stop, look and listen when spoken to by an adult. Talk Quietly.	Keep lines orderly. Keep hands and feet to yourself.	Walk quietly so others may continue learning.	Stay to the right. Stay within boundaries.
Lunchroom	Use good manners. Talk quietly.	Eat your own food. Wait to be excused.	Clean up after yourself.	Watch where you are walking. Stand in line appropriately.
Playground	Use positive, polite language. Keep hands, feet, body & belongs to yourself.	Leave toys & electronics at home. Stop play, and return to class at bell.	Play fair.	Use playground equipment correctly. Stay within boundaries.
Assembly	Enter and leave quietly. Eyes on speaker.	Take care of yourself.	Be a good listener.	Consider those around you while seated.
Bus	Quiet voices. Give others space.	Be on time. Sit in assigned seat.	Cell phone use before/ after school with parental permission.	Walk on designated pathways to and from bus.
Restrooms	Give others privacy.	Leave the restroom clean. Be quiet.	Return to class quickly.	Wash hands. Keep hands and feet to yourself.
Classroom	Enter and leave room quietly. Allow others to learn.	Come to class prepared to learn. Listen and follow directions.	Participate. Complete assignments in a timely manner.	Keep hands and feet to yourself. Use classroom equipment / supplies appropriately.



**PACE**  
PARTNERS ADVANCING  
CHARACTER EDUCATION

## Character Trait of the Month

<b>Respect</b> <i>September</i>	Recognizing, considering and properly honoring the worth of one's self and others
<b>Responsibility</b> <i>October</i>	Being accountable, the pursuit of excellence, and the exercise of self-control
<b>Citizenship</b> <i>November</i>	Positively contributing to society and community as well as dutifully respecting authority and the law
<b>Caring</b> <i>December</i>	Showing a genuine concern for the welfare of others and being a kind, supportive helper
<b>Fairness</b> <i>January</i>	Treating people and ideas with justice and impartiality
<b>Honesty</b> <i>February</i>	Sincerity and reverence or love for the truth
<b>Diligence</b> <i>March</i>	Persistence, dedication and hard work
<b>Trustworthiness</b> <i>April</i>	Inspiring complete reliability and confidence in his/her truthfulness, integrity and discretion
<b>Courage</b> <i>May</i>	Displaying integrity in spite of obstacles and challenges
<b>Integrity</b> <i>June</i>	Living a set of values which includes honesty, respect for others and a sense of personal responsibility
<b>Generosity</b> <i>July</i>	Unselfish giving and sharing of resources, time and talents with others
<b>Gratitude</b> <i>August</i>	Feeling and expressing thankful appreciation for benefits received

***Bringing Character to Light***

For more information visit [www.pacecommunity.org](http://www.pacecommunity.org)