

Freedom Elementary School

5720 Geronimo Road
Fort Sill, OK 73501
(580) 713-0060



PARENT HANDBOOK 2022-2023

Dear Freedom Families,

On behalf of the staff at Freedom Elementary School, we are happy to welcome you to our school. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school, our children need support from both the home and the school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject
- Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school PTA as our students can greatly benefit from your involvement and contributions to the school's program and its operations. PTA seeks volunteers to help with the following activities:

- Friday Sales
- Bingo
- School-wide events
- Various activities throughout the year to include class parties, field trips, and fundraisers

Please make sure that you read the Freedom Parent Handbook so that you are familiar with school procedures and guidelines. Keep it in a safe place for easy referrals throughout the year. If you have any questions about the rules and expectations, please feel free to contact us to discuss concerns. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. Please feel free to review the LPS Parent Handbook which you will receive at Back to School Check-in.

We, the wonderful Freedom Elementary staff, feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,
Freedom Administrators

Sara Breeze
Chelsea Henderson
Margaret Ploof
Charity Williams

HOW TO CONTACT US:

Freedom Elementary Office: 580-713-0060

Address: 5720 Geronimo Road
Fort Sill, OK 73503

Principal: Sara Breeze

Extension: 4900

Email: sbreeze@lawtonps.org

Asst. Principals:

- Charity Williams

Extension: 4905

Email: charity.williams@lawtonps.org

- Margaret Ploof

Extension: 4906

Email: margaret.ploof@lawtonps.org

- Chelsea Henderson

Extension: 4953

Special Education Services

Email: chelsea.henderson@lawtonps.org

Counselors:

- Nicole Dillinger

Extension: 4907

Email: nicole.dillinger@lawtonps.org

- Kim Shahan

Extension: 4983

Email: kshahan@lawtonps.org

- Linda Butemeyer

Extension: 4942

Email: linda.butemeyer@lawtonps.org

- Shaylyn Higginbotham

Extension: 4966

Email: shaylyn.higginbotham@lawtonps.org

Secretaries:

- Rhonda Aikens

Extension: 4902

- Sheri Hennessee

Extension: 4904

- Liz Worth

Extension: 4901

- Jessica Route

Extension: 4903

School Nurse:

- Kim Abernathy

Extension: 4909

- Tori Codopony

Extension: 5004

Freedom Cafeteria:

Extension: 4913

Resource Officer—Officer Herrera

Daily Schedule

8:25 am - Building opens.

8:25 am - Breakfast

8:45 am - Homeroom/Instruction begins and breakfast ends.

3:35 pm –School is Dismissed, End of the day.

SCHOOL HOURS - Students are tardy after 8:45 am.

- The school day begins at 8:45 a.m. and ends at 3:35 p.m. Doors will open at 8:25 a.m. for all students to go immediately to their classroom.

FREEDOM IS A CLOSED CAMPUS!!!

TO ENSURE THE SAFETY OF ALL STUDENTS AND STAFF, PARENTS WILL NOT BE ALLOWED TO ENTER THE BUILDING PAST THE MAIN ENTRY AREA. IF YOU HAVE A SCHEDULED APPOINTMENT, PLEASE CHECK IN WITH THE OFFICE WHICH INCLUDES MORNING DROP OFF!!! PLEASE TRY TO SCHEDULE APPOINTMENTS BEFORE OR AFTER SCHOOL.

DISTRICT ATTENDANCE POLICY

Absences

Parents are responsible for ensuring that their children attend school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching children the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work. Children are expected to be in school a minimum of ninety percent (90%) of the time.

Before 9:15 a.m. on the day of any absence, it is the responsibility of the student's parent/guardian/legal custodian (hereafter referred to as the parent) to notify the school secretary or building administrator regarding the reason for the absence. In the event the school is not contacted, a school official will attempt to contact the parent.

Additional attendance information will be forthcoming.

*****In the event your child is absent from school, please call the school office before 9:15 am on the day of the absence.**

COMMUNICATION

Teachers will communicate weekly through grade level newsletters, emails, etc. The office will communicate emergency type situations, example: late bus, school cancellations, and tornado via District Messaging. Classroom teachers will digitally send the Freedom bi-monthly newsletter through their communication app.

- Parent Communication: Every teacher is expected to communicate via a communication app, newsletter, email, etc. informing parents of upcoming events, celebrations, visitors, etc.
- School Website

- Freedom Twitter Page @FreedomPRIDE15
- Freedom Facebook Page

PLEASE FEEL FREE TO EMAIL OR CALL.
CHECK OUR SCHOOL WEBSITE FOR INFORMATION.

www.lawtonps.org
Schools-Freedom

PHONE CALLS TO AND FROM HOME

Phone Calls from Students to Parents -Teaching students to be responsible is an integral part of the educational process at Freedom Elementary. We discourage students from making phone calls home because they forgot lunch, homework assignments, books, and personal items.

It is our desire that the student, parents and staff will work together to promote responsible behaviors in our students. We encourage students to organize their belongings the evening before, for the following school day. Included in these needs:

- Devices (charged and ready to go)
- Books, homework assignments
- Permission slips and money for field trips or special events
- Musical instruments
- Notes from home: Bus passes, absence
- Sneakers for gym
- Appropriate dress for winter (boots, hats, gloves/mittens)

ARRIVAL AND DISMISSAL PROCEDURES

Arrival—Doors will open at 8:25 a.m. for all students and they will walk directly to class.

- Walkers—enter A Wing South entrance.
- Bikers—enter A Wing South entrance.
- Bus—enter through gyms.
- Car Drop-Off
 - **8:25 am—PreK, Kindergarten, & First Grade students (and intermediate siblings) - Main Car Drop off under blue awning.**
Students walk directly to their classroom and will be greeted by their teacher at the classroom door. Faculty and staff will monitor hallways to ensure all children gets to class.
 - **8:25 am— 2nd, 3rd, 4th, and 5th grade - South Parking Lot Drop off.**
Students will walk down the steps to A wing doors to enter the building. PLEASE SEE MAP AND DIRECTIONS.

Please DO NOT drop your students in the parking lot. Parents wishing to remain with their child until 8:25 am must park in the South Parking lot and walk your child to the A Wing South entrance.

Please take this into consideration and help us keep your children safe by adhering to our arrival procedures.

ATTENTION: There is no supervision for students dropped off prior to 8:20 AM. Students dropped off earlier than 8:20 AM will be placed in our Extended Time program. The cost will be \$5.00 per child for each day. Please be conscious of weather when dropping off students.

Dismissal- 3:35 p.m.

- Walkers/Bikers—escorted up the hill to crossing guard.
- Bus—escorted to designated gym to be released. **ONLY DESIGNATED BUS STUDENTS WILL BE ALLOWED TO RIDE A BUS.**
- Parent Pick-up—**Park in South parking lot and walk down to designated area (Library). PLEASE SEE MAP.**

Car lane pick up—Pre-K with siblings will begin at 3:35 pm (*WHITE PLACARD*).
Pre-K Parent Walk-up—begins at 3:35 pm. Must have classroom ticket.

ATTENTION: Parents, please discuss with your child the importance of going straight home once they are dismissed from school (walking or riding a bus). If your child does not come home in a reasonable amount of time, please notify the school immediately.

If your child is riding a bus this year make sure they know where their bus stop is located. If your child is unsure where to go, they need to let the bus driver know immediately. Please encourage your child to talk with the bus driver about any questions they may have.

Early Pick-up

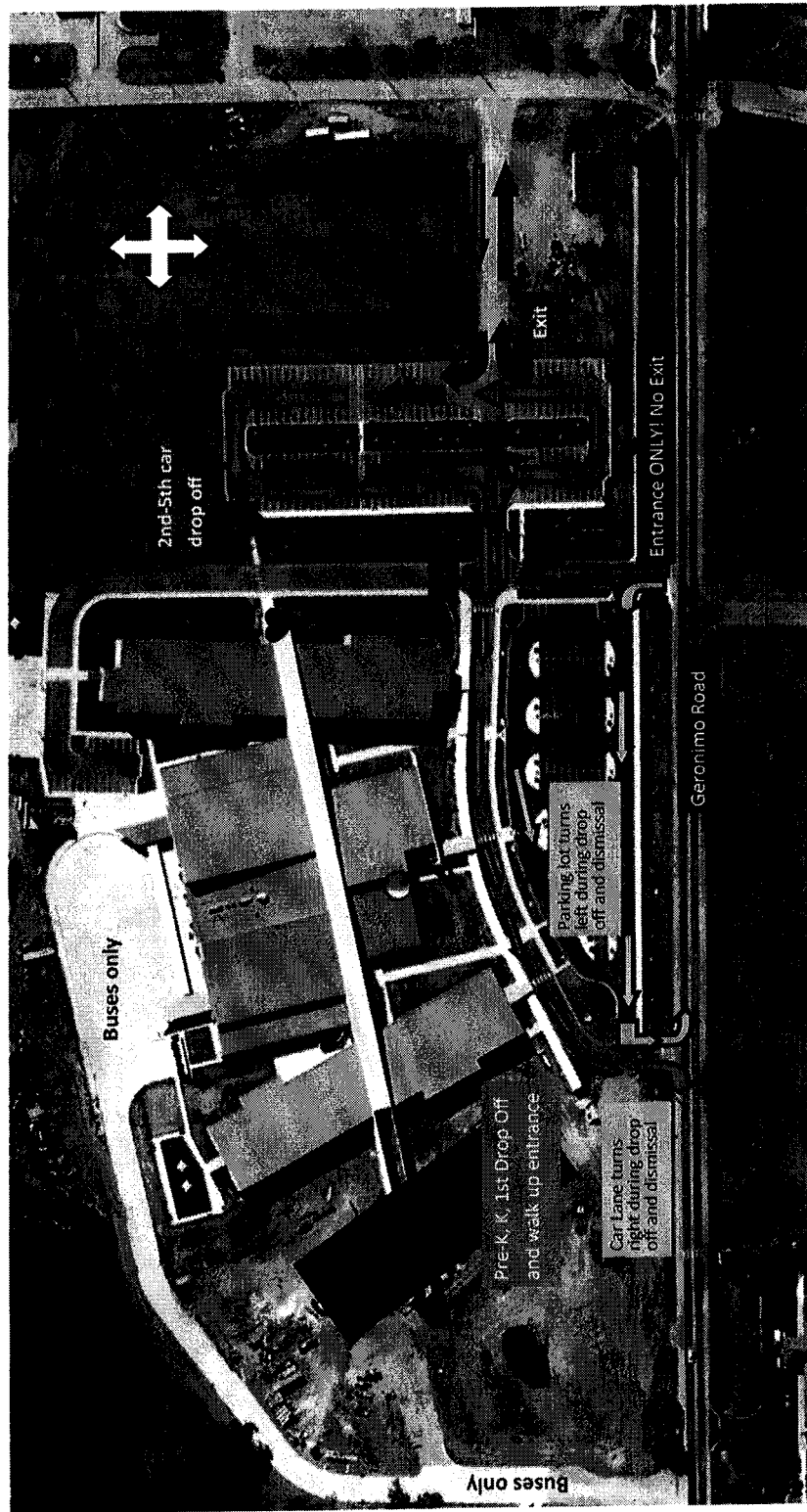
- Call office in morning to prevent disrupting instruction at the end of the day.
- Come to main office to sign student(s) out for the day.

Change of Dismissal

- Call office prior to 3:00 pm if your child will not be transported home according to normal procedure.

THERE WILL BE NO GAURANTEES IF NOTIFIED LATER THAN 3:00 PM.

Freedom Elementary Morning Arrival Map for car drop off



Students in grades PK, K, and 1st will be dropped off at the blue awning. Students in grades 2nd, 3rd, 4th, & 5th will be dropped off at the top parking lot and enter the building through the south door. Parents may also park and walk their child to either entrance door.

Students cannot be dropped off anywhere else on school grounds. For more information regarding drop off and dismissal, please visit our school website and watch the video. https://freedom.lawtonps.org/291840_2

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information regarding drop off and dismissal, please visit our school website and watch the video.
https://freedom.lawtonps.org/291840_2

Appropriate Clothing GUIDELINES for LPS ELEMENTARY STUDENTS PLEASE LABEL ALL CLOTHING!!!

School shirts may be purchased through Freedom PTA.
<https://www.facebook.com/groups/64212105307734/>



DRESS CODE GUIDELINES

OKAY



Skirt



Walking
Shorts



Slacks



Polo
Shirt



T-Shirt



Shirt over
T-Shirt



Shirt Tucked
Into Pants

NOT OKAY



Short
Shorts



Mini
Skirt



Crop
Top



Tank
Top



Spaghetti
Straps



Shirt over
undershirt



Sagging



Leggings



Muscle
Shirt



Extra Long
T-Shirt



Backless
Shirts

****Student shorts should be fingertip length or longer.
Jeans can be worn at any time.**

VISITOR'S POLICY

Freedom is a closed campus. Allowing Visitors to our building will be determined by State and District COVID regulations.

DUE TO DISTRICT POLICY All visitors are required to enter through the main entrance, report to the office, show a picture ID, sign in, and receive a visitor's pass. All visitors are required to wear this pass while in the building; the pass will be removed when the visitor signs out of the building. In order to ensure only authorized persons are in the building, any staff members may ask visitors not wearing a pass to report to the office to sign in and receive one.

Scheduling Appointments/Conferences

Parents are always welcome at Freedom; however, if you wish to visit with your child's teacher you must make an appointment and schedule the conference during their teacher's planning time or before or after school.

If you have concerns regarding your child's education follow the chain of command:

- **TEACHER → GRADE LEVEL ADMINISTRATOR → HEAD PRINCIPAL**

Pets

Although we love pets please do not bring your pets up to the school. We want to keep students safe and some have severe allergies to pets.

ELECTRONICS AND OTHER DEVICES

CELL PHONES THAT ARE BROUGHT TO SCHOOL NEED TO BE TURNED OFF AND LEFT IN BACKPACK. IF PHONE GOES OFF IT IS THE TEACHER'S RIGHT TO COLLECT IT AND CALL PARENTS.

The use of electronics and other devices during the school day is prohibited. This includes, but is not limited to, cell phones, mp3 players, iPods, electronic games, tablets, smart phone watches, spinners, and fidget cubes. All electronic devices must be kept in their backpack, **NOT THEIR PURSE**, and turned off during the school day. Electronic devices used by students during the school day are subject to confiscation. Freedom Elementary will not be responsible for the loss or damage of electronic devices brought to school by students. Parents are asked to refrain from text messaging or calling their children during the school day. Should an emergency arise during the day, please contact the elementary office at 580-713-0060.

TEXTBOOKS

Each student is responsible for maintaining textbooks in the condition from which they were assigned. Lost, vandalized, or stolen textbooks will be replaced at the student's expense.

HEALTHY/FIT SCHOOL

Freedom is a nationally recognized school from the Alliance for a Healthier Generation. All food and beverages sold and served will follow the Smart Snacks in Schools Guidelines. Please see attached Smart Snack list for options.

SNACKS/BIRTHDAYS/HOLIDAY PARTIES

In order to pass out birthday invitations on school property you must provide one for every student in the class.

We know some may think cupcakes, candy, and cookies are cool but NOT here at our Healthy & Fit School!!!

Please follow snack guidelines and check for allergies in the classroom.

Healthier Snack Options

Beverages

- 100% Fruit Juice
- Bottled Water
- Nesquick

ANY FRESH FRUIT!!! ANY FRESH VEGETABLES

PLEASE CHECK FOR ALLERGIES!

Bars

- Bbar Cookie Dough Bar 1.5 oz
- Belvita Soft Baked Bars 1.76 oz.
- Betty Crocker Oatmeal Bars 1.24 oz
- Kashi Chew Granola Bar 1.2 oz
- Kashi Soft Baked Bar 1.2 oz
- Kellogg's Rice Krispies Treats (Whole Grain)
- Kellogg's Special K Nourish Bar 1.58
- Kellogg's Rice Krispie Granola Bar 1.27 oz.
- Nature Valley Chewy Granola Bar--.89 oz.
- Nature Valley Crunchy Granola Bar 1.5 oz.
- Nutri-grain Cereal Bar (Multiple Flavors), 1.55 oz.
- Nutri-grain Greek Yogurt Bar 1.3 oz.
- Special K Nourish Bars 1.58 oz.
- Quaker Chewy Granola Bar 25 % less Sugar .84 oz.
- Quaker Chewy 90 Calorie Bar .84 oz.
- Quaker Chewy Granola Bar(Multiple Flavors) 1.25 oz.

Chips

- Baked Lays (Multiple Flavors) 1.125 oz.
- Baked Tostitos Scoops .875 oz.
- Special K Cracker Chips, 1.06 oz.

Cookies, Brownies, & Pastries

- Bake Crafter mini Bagels Whole Grain
- Buena Vista Whole Grain Cookies, 1 oz.
- Buena Vista Whole Grain Fudge Brownie
- Otis Spunkmeyer Essentials Carnival Cookie, 1 oz.

PLEASE CHECK FOR ALLERGIES!

Crackers

- Basil's Animal Snackers, 1 oz.
- Cheez-It Crackers made with 12g Whole Grain
- Cheez-It Crackers made with 9g Whole Grain, .75 oz.
- Honey Maid Lil' Squares Honey Grahams, 1.06 oz.
- Keebler Bug Bites Cinnamon Grahams, 1 oz.
- Keebler Elf Grahams (Multiple Flavors), 1.0 oz.
- Pepperidge Farm Flavor Blasted Goldfish, .75 oz.
- Pepperidge Farm Whole Grain Goldfish, .75 oz.
- Teddy Grahams-Cinnamon Graham Snack, 1 oz.

Fruit

- Del Monte Fruit Cups Multiple Flavors
- Dippin' Stix Apples and Carmel, 2.75 oz
- Dippin' Stix Carrots and Hummus, 2.75 oz.
- Dole Fruit Bowls in 100% Juice, 7 oz.
- Mott's Apple Sauce (Multiple Flavors), 3.9 oz.

Ice Cream and Frozen Novelties

- Annie's Frozen Yogurt, 4-6 oz.
- Cooldaze Mini Ice Cream Cone, 3.0 oz.
- Fudge Bar
- Lemon Sherbert Cup
- Fruit Bars
- Vanilla Frozen Yogurt Cup, 4 oz.
- Vanilla Mini Ice Cream Sandwich

PLEASE CHECK FOR ALLERGIES!

Muffins and Loaves

- Otis Spunkmeyer Delicious Essentials Muffins, 2 oz.
- Mini Muffins (Blueberry/Chocolate Chip) 1.6 oz.

Other Desserts

- Welch's Fruit Snacks Berries' n Cherries, 1.55 oz.
- Welch's Fruit Snacks Mixed Fruit, 1.55 oz.

Pretzels/ Trail Mix

- Rold Gold Hartzels, 1 oz.
- Simple Chex Brand, Snack Mix, 1 oz.

Yogurt

- Activia Fiber with Cereal, 4 oz.
- Dannon Fruit of the Bottom Low Fat Yogurt, 6 oz.
- Dannon Light and Fit Non Fat Yogurt, 6 oz.
- Yoplait Greek 100 Calories, 5.3 oz.
- Yoplait Simply Go-Gurt, 2.25 oz.

FOOD SERVICES

Universal FREE School Breakfast

Breakfast is offered to all students who wish to take advantage of it. Breakfast is served beginning at 8:25 am each day and ends at 8:45, the beginning of our instructional day.

Universal FREE School Lunches

The school lunch menu is posted on the Lawton Public Schools website under Child Nutrition (www.lawtonps.org).

Eating lunch with your child

Guidelines for eating with your child will be determined by State and District COVID regulations.

If guests are allowed to eat in the building, the following will apply:

- If you plan on eating lunch with your child you must notify the office prior to the child's scheduled lunch time so the office has plenty of time to notify the teacher of a parent visit.
- There will be a designated table for parents and students to sit when possible.
- If you choose to eat lunch with your student you must follow the school-wide lunch room procedures.
- Parents, once lunch is over please report back to the office to sign out.

Guidelines for children returning to school after an illness.

CDC guidelines will be followed for anyone testing positive for COVID 19 or exposed to a positive case.

Communicable Disease Policy

For the protection of all school children and staff, students should be kept home or will be sent home in the following situations:

- Students with a fever of 100 degrees or more will be sent home and can return when the student is fever free for a 24 hour period without the use of fever reducing medications (Tylenol, Motrin, etc.).
- Students with any nasal discharge and/or persistent coughing accompanied by fever will be sent home and can return when fever free for a 24 hour period without the use of fever reducing medications.

- Students with vomiting and/or diarrhea will be sent home and can return when the student has not had an episode for a 24 hour period without the use of medication (Imodium, Pepto Bismol, etc.).
- Students with any type of rash will be sent home. A rash is defined as an eruption or oozing of the skin. Students can return the following day if the rash is no longer visible. If the rash remains, then a clearance must be obtained by a physician stating the diagnosis and they are clear to return to school.
- Students with any inflammation of the eye or lid will be sent home and can return to school when a clearance has been obtained by a physician.

When there is reasonable doubt as to the contagiousness of any student who has been excluded from school for infectious disease, a written statement from the physician can be required before the student is allowed to return to school.

LOST AND FOUND

We ask parents to encourage their child to check the Lost and Found Department. Each year many articles go unclaimed. **It would be helpful if your child's name was placed inside their belongings.** Those items misplaced, with child's names, can be returned to your child quickly and accurately. Items not claimed by the end of semester will be donated to Goodwill.

PARENT INVOLVEMENT

Guidelines for parent involvement will be determined by State and District COVID regulations.

Parents play a vital role in the education of children. Children excel when their parents are actively involved in the educational process and emphasize the importance of learning to their children. This involvement may take many different forms, from reading to your child each evening to becoming a parent volunteer during the school day. We invite you to find a level of involvement that you are comfortable with and one that fits into your schedule. We would love to have you involved!

PRIOR TO VOLUNTEERING YOU MUST COME TO THE OFFICE AND FILL OUT A VOLUNTEER FORM.

CRISIS PLAN

In the event of an emergency a **Quick Reaction Force** will respond. Please respect our policy and procedures during a time of crisis.

Lockdown--Intruder in the building.

Evacuation of Building--Building is deemed unsafe. Students will be escorted to designated rally point. Parents will be notified through either the LPS district messaging system or Fort Sill when and where to pick up students.

STUDENTS WILL NOT BE RELEASED UNTIL ALL STUDENTS ARE ACCOUNTED FOR!!!

If for some reason Fort Sill closes, Freedom will still follow Lawton Public Schools closing policies.

WEATHER PROCEDURES

During times of severe weather watches, we will follow the procedures that have been established by LPS and Ft. Sill. The procedure for severe weather watch are as follows: monitor **NOAA Weather Station**, **Bring all persons inside**, **Prepare students by reviewing weather drill procedures**. When severe warning has been issued or spotted the following will take place:

- **Sound the Weather Alert**
- **Students and Staff will immediately proceed to their assigned Safe Room**
- **Remain in Safe Room until warning expires or until Ft. Sill has given the "All Clear."**

During a severe Weather Warning, **STUDENTS WILL NOT BE RELEASED** until after Ft. Sill has given the "ALL CLEAR." All staff and students will follow procedures taking shelter so it will not be possible to release students during this time. Freedom has (4) safe rooms built to FEMA standards to withstand F-5 category Tornados and have the capacity to occupy all students and staff.

We want to encourage you to keep safe by seeking shelter during a Severe Weather Warning and wait for the "ALL CLEAR" from Fort Sill before coming to the school to get your child.

SNOW and ICE

Lawton Public Schools does not dismiss school early in the case of snow or ice. Once school is in session we stay in session until the end of the school day. All bus routes will run as normal. School closings will be announced on KSWO TV Channel 7 or you will be alerted via the district messaging system.

A Freedom Eagle you will always be.





Sara Breeze—Principal
Chelsea Henderson—Asst. Principal
Margaret Ploof—Asst. Principal
Charity Williams—Asst. Principal

Freedom Elementary

HOME OF THE EAGLES

5720 Geronimo Road

Fort Sill, OK 73503

Phone: (580) 713-0060

Dear Parents:

As we head into spring and severe weather season, this letter is to inform you of our procedures here at Freedom Elementary to ensure the safety of your child(ren).

During times of severe weather watches, we will follow the procedures that have been established by Lawton Public Schools and Fort Sill. The procedures for a Severe Weather watch are as follows:

- *Monitor NOAA Weather Stations.
- *Bring all persons inside building.
- *Prepare students by reviewing weather drill procedures.

When a Severe Weather Warning has been issued or spotted near Freedom Elementary, the following will take place:

- *Sound the Weather Alert Alarm.
- *Students and staff will immediately proceed to their assigned safe room.
- *Remain in safe area until warning expires or until Fort Sill has given the “All Clear.”
- *LPS Notification via text and phone call messaging announcing severe weather lock down and then again once the the “All Clear” has been given.

Please know that we take all Severe Weather Warnings seriously. **During a Severe Weather Warning, students will not be released until after the “All Clear” has been given by Fort Sill.** All students and staff will follow procedures taking shelter in their assigned safe room so it will not be possible to release students during this time. Doing so, would put those concerned in danger. Freedom has four (4) safe rooms built to FEMA standards to withstand F-5 Category Tornadoes and have the capacity to occupy all students and staff. All safe rooms are equipped with restrooms and water. We have tornado drills on a regular basis to ensure that our students and staff know and understand the procedures in case of a tornado.

We want to encourage you to keep safe by seeking shelter during a Severe Weather Warning and wait for the “All Clear” from Fort Sill before coming to the school to get your child.

Sincerely,

Sara Breeze
Principal
Freedom Elementary

