

Student and Parent Handbook  
2016-2017



Eagle Nation!  
Lead, Learn, Soar

School Hours: 7:30am – 2:20pm  
Phone Number: (270) 887-7150  
District Phone Number: (270) 887-7000  
Bus Garage: (270) 887- 7099

### **Administration**

Principal: Brooke Stinson  
Assistant Principal(s): Chris Guier & Jason Wilson  
Guidance Counselor(s): LarNique Lunsford & Denisha White

### **Agenda/Planner**

All students in grades 2 through 6 will be issued an agenda book on the first day of school. The agenda book is a great tool for communication between home and school as well as an organizational tool for managing homework assignments. Many teachers require the agenda to be signed by a parent signifying that you, the parent, have reviewed the items that are due. It is important that the parent has also checked to make sure the child's homework is complete and in the child's backpack ready to come to school the next day.

If the agenda is lost or damaged during the school year, you will need to replace the agenda with a \$2.00 charge. We have extra copies of the agendas in the front office. Students are expected to have their agendas with them daily at school. Please make sure the agenda is in your child's backpack each morning to return to school.

### **Assemblies**

We try to limit the number of full-school assemblies during the school year. Teachers treasure every possible moment in the classroom with your children. But occasionally, there are some great educational enhancement opportunities that we become aware of and want to share with the student body.

### **Attendance**

Regular attendance in Kentucky schools is mandatory per KRS 159.010. Please refer to the Christian County Code of Conduct regarding attendance. Your child's regular attendance at school helps in their success, enjoyment, and achievement at school. Please send a note to school, upon your child's return, with a parent signature stating the reason your child was absent, or a note from the doctor.

### **Early Dismissal**

In the event of an early dismissal (your child is leaving early for the day), we ask that you send a note to your child's teacher so that work may be gathered and sent home with your child. This way the child will not miss vital instruction while they are absent. If the early dismissal is due to a doctor or dentist appointment, please be sure to send a doctor's note when you return to school so that the absence may be recorded as a doctor's visit rather than a parent excuse. A parent or guardian will need to come into the office to sign the child out. Please note that early dismissals are absent events and do count toward perfect attendance.

### **Educational Enhancement Opportunity (EHO)**

Students shall be granted an opportunity to explore educational or cultural enhancement opportunities. All requests need to be submitted to Mrs. Stinson for approval and can be found on our district website. Applications for EHO must be submitted at least 5 days prior to the scheduled opportunity. Students who take advantage of an EHO have the same rights to make up work as students receiving an excused absence.

## **Before and After School Care**

B.A.S.I.C. Training is our before and after school care program. It operates in our school commons between the hours of 6:00am through 7:00am and between 2:20pm through 6:00pm. It is open Monday through Friday as a courtesy to our working parents. The program does not operate on one and two hour delays or do they operate in the event of an early dismissal or if school is closed. To enroll, call the school, 887-7150 and ask for Jeff.

## **Birthdays**

Please do not bring birthday invitations to be passed out at school as this creates problems and tension among classmates. Birthday treats may be sent in on your child's birthday and will be delivered after 1:00pm to their class. If there are allergies in the classroom, our school nurse will let you know.

## **Book Fairs**

We will have two Scholastic Book Fair in both the fall and spring. Mrs. Harrell, our librarian, will send out more information as time gets closer to the fairs.

## **Buses**

For safety reasons, students are expected to act in a reasonably quiet and orderly manner at the bus stops, as well as when loading, riding, or unloading the bus. If you have concerns about specific situations on the bus, or with a specific bus driver, please contact the bus garage at 887-7099. Making Mr. Wilson or Mr. Guier aware of a situation is helpful. Please understand that BUS SERVICE IS A PRIVILEGE and may be denied for undesirable behavior.

## **Cafeteria**

Carole Hudson is our cafeteria manager. If you have any questions, please contact her at [carole.hudson@christian.kyschools.us](mailto:carole.hudson@christian.kyschools.us).

### **-Lunch Visitors**

We will allow lunch visitors at Freedom Elementary as long as it does not become a distraction and as long as our space allows it.

### **-Community Eligibility Provision (CEP)**

We participate in the Community Eligibility Option (CEO) and all students will be served breakfast and lunch at no charge regardless of their economic status.

## **Car Pick-up**

Car tags will need to be issued to any student and/or family that will be picked up from school in the car pick up line. Each family will get a set of two tags. Car pick up will begin at 2:25. We will let the students out based on the order of the car line for that particular day. Safety is our number one priority and we ask parents or guardians picking up students to remain in their vehicle until their child comes out. We will not release any child to adults who come to the doors unless they are walkers. If you need your child earlier than 2:20, please come to the front office to check them out. Please understand that if it is before 2:20, it will be counted as a tardy. Please make arrangements to have your child load from the passenger side. This way student's do not have to walk between cars to get in on the other side. We appreciate anything you can do to assist your child in learning their car tag number. This will help all students load the cars quicker.

## **Clubs**

There will be many opportunities for our students to join different clubs during the school year. Most of our clubs will meet once a month on Fridays during the school day, and some will be after-school. Below is a list of possible clubs:

- Art
- Book Club
- Drama
- Gardening/Environmental
- Helping Hands
- Knitting
- Lego
- Math
- Chess
- Student Lighthouse
- Student PBIS
- \*Academic Team (Grades 3-6 *try-outs only*)
- \*Student Technology Leadership Program
- \*Jr. Beta Club (Grades 4-6)
- \*Yearbook

*\*Meets after-school and will need transportation*

## **Committees**

Our SBDM (Site Base Decision Making) council invites you to participate in our school committees. You may sign up by calling the front office and speaking to Marie, our school Secretary.

Our committees are:

Budget  
7 Habits: Family Learning  
PBIS  
Wellness

## **Communication**

Effective communication is a priority for us at Freedom Elementary. We want all of our parents/guardians to have accurate and timely information. For that reason, we have several methods of getting information to you.

-Remind 101 Text Messages  
-Notify Me Emails, Phone Calls, and Text Messages  
-Monthly School Newsletter  
-Classroom Newsletters  
-Website, Facebook Page, and Twitter Page  
-Agendas

## **Counselors**

Our school guidance counselors are LarNique Lunsford and Denisha White. They meet with students during the school day through scheduled guidance classes, social groups, or individually upon request by students, teachers or parents. In addition, they schedule and facilitate over Freedom's Admissions and Release Committee, Gifted Program, Preschool Program, 504 Plan, and Response to Intervention meetings.

## **Dress Code**

Our students are to dress in clothes promoting a safe and respectful learning environment. Please refer to the Christian County Code of Conduct for specific examples.

## **Daily Folder**

At the beginning of the school year we will issue a yellow vinyl folder to each student. This folder will be sent home each day and should be returned the next day. This daily folder is VERY IMPORTANT. Please check your child's backpack each night.

## **Family Resource Center**

The intent of the Family Resource Center is to enhance the abilities of our students to succeed in school by assisting children, youth and families in meeting some of their basic needs. This is accomplished by providing services at the center or by linking families to agencies in the community. All children at Freedom can use the services provided by the Family Resource Center. The center is open during regular school hours and during the summer months by appointment. Some of the activities and programs sponsored by the Family Resource Center are:

- Boo Hoo Breakfast for K Parents
- Challenge House Tutoring
- Volunteers to work in the classrooms
- Doughnuts for Dads
- Muffins for Moms
- WATCH D.O.G.S

Our E.A.G.L.E. Nest's FRC director is Chris Dudley. FRC Center of operation is from 7:00-3:00 p.m. and after hours by appointments only. Please feel free to contact him at (270)887-7153 or his email address is [chris.dudley@christian.kyschools.us](mailto:chris.dudley@christian.kyschools.us)

## **Grading**

Our Kindergarten program uses standard-based grading report card and grades 1<sup>st</sup>-6<sup>th</sup> will receive numeric grades based on the 10 point scale below. Specials classes (Math Enrichment, Music, PE, and STEAM *aka science, technology, engineering, art, and music*)

will issue conduct grades during the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks.

#### Christian County Public School's Grading Scale

A 90-100  
B 80-89  
C 70-79  
D 60-69  
F Below 59

Report cards for the primary and intermediate grades are issued every 9 weeks with mid terms issued every 4.5 weeks in grades 1 through 6. Students will bring report cards home with them at the end of each grading period. Please look for these in your child's daily yellow folder and contact your child's teacher if you do not receive your child's report card at the end of a grading period. These reports must be signed and returned to your child's teacher so that the teacher is aware you have seen them.

#### Honor Roll

Students in the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades with an "A" average will be recognized as a Principal's List member each quarter. Students with an "A/B" average will be recognized as an Honor Roll member for each quarter.

#### Parent Teacher Organization (PTO)

If you would like to join our PTO, please join us at our PTO meetings. Our PTO meets on the first Thursday of every month at 5:00 p.m. in the commons area. This partnership is an important part of our school. We hope you will join and help us make Freedom shine!

#### Site Based Decision Making Council (SBDM)

##### 2016-2017 Council

Brooke Stinson, Chair  
Dawn Bland, Teacher representative  
Artesia Pollard, Teacher representative  
Lakeysha Toliver, Teacher representative  
Jeri Lynn Adams, Parent representative  
Andrea Reynolds, Parent representative

The Council meets every third Monday of the month at 2:30pm in our media center. All agendas and minutes are posted on our school website under the SBDM page.

#### School Pictures

Individual photographs of students will be taken during the school year. Purchasing pictures will be on a voluntary basis. Prior to picture day, additional information will be sent home to parents/guardians listing prices of various packets. In the fall, standard yearbook photos are taken. In the spring, specialized individual photos as well as a class photo is offered. Southern Exposures is the company we use for our pictures.

#### Transportation Changes

All transportation changes need to be completed and called in by 1:00pm. We understand emergencies can happen, but if it is after 1:00, you will need to talk to Mrs. Stinson. She reserves the right to approve or not approve any changes when they occur after 1:00pm. Please understand, to ensure the safety of our students, it is important that transportation changes occur in a timely manner.

#### Visitors

All visitors must check-in at the front desk of the school office upon entering the building. Visitors will wear an identifying visitor's badge while in the building. **At no time should a visitor go directly to a classroom, gym, nurses office, or the lunchroom without a visitor's pass.** Parents/Guardians are welcome to visit the building and observe classes with the principal's permission. The principal will notify the teachers when the observation will take place. Per contract, teachers must be notified 24 hours prior to a parent observation.

#### Volunteers

We wouldn't make it without our very dedicated group of volunteers and we owe them so much for all they have done. To become a volunteer you must have a current (yearly) background check. All background checks are \$10 cash and usually take two weeks to come back from processing. Please contact Chris Dudley, our Family Resource Center Director for more information.