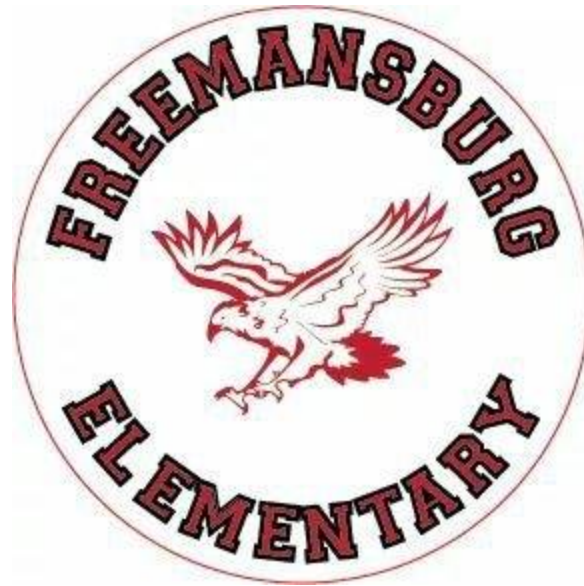


2023-2024

Student and Parent Handbook



Soaring to New Heights

Freemansburg Elementary
501 Monroe Street
Freemansburg, PA 18017

Phone: 610-866-6681

Fax: 610-807-5988

Website: <https://basdwpweb.beth.k12.pa.us/freemansburg/>

Mrs. Ashlee Woodson, Principal
Email: awoodson@basdschools.org

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Mrs. Tanya Francis, Counselor
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Ms. Alana Lowe
Community In Schools Coordinator
alowe@basdschools.org



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ADDRESS AND TELEPHONE NUMBER

It is very important for the school to have your correct address and telephone number on file at all times. If you move, please inform the office of your new address and/or telephone number. Please contact the office directly if there is a change to your contact information. District personnel can require proof of residency at any time.

ANNOUNCEMENTS

The primary way we will communicate with parents will be through Class Dojo, The Eagle Express Newsletter, and written correspondence/flyers. Please remember to check with your child every evening to see if any information has been brought home.

APPOINTMENTS (Dentist, Doctor and other)

A child who comes to school after a morning appointment is recorded as having an excused tardy. Please obtain a written excuse from your child's doctor to ensure that the appointment is marked appropriately in our computer system. If your child has to be dismissed early from class in order to attend an appointment, please send a note in with your child to let the teacher and office know your child will be dismissed early.

ARRIVAL OF STUDENTS

DO NOT PARK IN THE BUS LANE TO HAVE YOUR CHILD RUN TO THE FRONT DOOR. ALL WALKERS SHOULD USE THE SIDE DOORS TO ENTER AND EXIT THE SCHOOL. ALL CAR RIDERS SHOULD BE DROPPED OFF AND PICKED UP AT THE CAR RIDER LANE.

Please do not arrive prior to the beginning of the school day (8:55 a.m.) The students enter the building at 8:55 a.m. They are to report directly to their classroom. There is no FB staff/faculty supervision prior to 8:55 a.m. Parents are responsible for student supervision until 8:55.

Parents are asked not to enter the classroom when dropping off or picking up students.

ASSEMBLIES

At various times throughout the year, special programs are presented to the student body.

ATTENDANCE

There is a high correlation between student attendance and student achievement. All students are required by law to attend school every day. BASD considers the following conditions to constitute reasonable cause for absence from school: illness of child, quarantine, death in the family, recovery from an accident, required court appearance, observance of approved religious holiday, 5 days of pre-approved educational trip. You are required to submit a written explanation for the legal absence of your child within three (3) days from the date of your child's return to school.

A maximum of 10 cumulative absences during a school year are permitted. All absences after the 10th day of cumulative absences will require a physician's note.



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Excused Cumulative Absences include:

- An absence in which the parent provides a written excuse within 3 school days of the student's return - maximum 10 days
- Pre-approved educational trip/family vacation - maximum 5 days

Unlawful Cumulative Absences include:

- An absence in which the parent does not provide a written excuse within 3 school days of the student's return
- Any absence not excused by a physician's note after 10 cumulative absences
- An absence in which the excuse does not meet the requirements for reasonable cause for absence from school (illness, quarantine, etc.)

Non-cumulative (Excused) Absences include:

- Suspension from school
- Illness verified by a physician's note submitted within 3 school days of a student's return
- School sponsored activities
- Required court appearance

If your child reaches 5 unlawful absences, a referral will be made to the school district's Attendance Officer. At that time, you will receive a legal notice that could result in a court appearance and possible fines.

Please refer to the BASD policy regarding absences on the district website.

BUILDING HOURS

The FB office is open from 8:00-4:00. Classrooms close at 3:40. Students, parents, and/or visitors are not allowed into the building outside of these hours unless here for a specific leased event or a scheduled parent meeting/conference. Students/Parents are not allowed back into the building after 3:40 to retrieve forgotten items such as lunch boxes, backpacks, homework, and/or study materials.

BUS RULES AND REGULATIONS

Riding the school bus should be a safe time for everyone. It is every student's responsibility to act in such a way that he/she will not hurt him/herself or others. While riding the bus, students should be reasonably quiet and remain seated at all times.

If a problem arises while on the bus, it should be reported to the bus driver immediately. The bus driver is the first contact for such issues. Please speak to the driver and/or someone in the transportation office prior to speaking to Mrs. Woodson. If you have a problem with a bus driver, please contact the transportation department.

Students are only allowed to ride to or from school on the bus that they have been



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assigned to. Students are not allowed to switch buses for any reason. Questions should be directed to Mrs. Sandy McKeon in the transportation office at 610-861-0360 or smckeon@basdschools.org.

If a child is reported for misbehavior on the bus, the Framework for Citizenship will take effect. Please refer to the BASD Framework for Citizenship for further information.

1. Be ready to board/exit the bus on time and board/exit in an orderly manner
2. Be careful approaching the school bus stop
3. Wait until the bus is at a complete standstill before attempting to board/exit
4. Assist in keeping the bus as safe and sanitary as possible at all times
5. Practice courtesy to fellow peers
6. Keep hands, arms, or any other part of the body inside the bus
7. Keep noise level at a minimum
8. Eating is not permitted
9. Remain in your seat while the bus is in motion

Additional specific rules may be established by the bus drivers.

If a student violates any of the bus rules and regulations, students can lose the privilege of riding the bus. If the student loses the privilege of riding the bus, then the parent or guardian will have to provide transportation to and from school.

BAND & ORCHESTRA

We have an elementary band and orchestra, both of which are led by our instrumental music teacher. Lessons are available to all interested fourth and fifth grade students. The district does not have enough instruments for all students to borrow. Some students may have to rent an instrument. Be sure to have your child's name on the instrument case to avoid lost/misplaced instruments.

BEHAVIOR: CAFETERIA

It is the child's responsibility to show good manners and appropriate behavior while in the cafeteria. The following rules are to be obeyed at all times:

- Stay in line when getting trays and food.
- Walk carefully to avoid person-to-person collisions and/or food spillage.
- Eat and talk quietly.
- Sit in your assigned area, and stay seated while eating.
- Clean the individual eating area, throw away your trash, & return your own tray.
- Leave in an orderly manner when dismissed by the adults in the cafeteria.
- Listen to all directives given by the adults who are supervising.

BEHAVIOR: RECESS

The playground in and around our school is for the use and enjoyment of everyone. It is everyone's responsibility to act in such a way that the time spent on the playground is safe and enjoyable. The following rules are to be obeyed at all times:



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- Participate in a sportsmanlike manner in an assigned playground activity.
- Travel to and from the play area should be done orderly and quietly.
- Keep your hands to yourself.
- Take turns on the playground equipment.
- Share playground equipment.
- Participate safely in all activities.
- Any problem during the recess should be reported to the teacher assistants, teacher, or any other adult in charge (principal, guidance counselor, etc.).
- Listen to all directives given by the adults who are supervising.

Indoor recess may be held in lieu of outdoor recess.

BIRTHDAYS & INVITATIONS

While most students enjoy celebrating their birthday with their classmates, parents are required to adhere to the following guidelines:

- **No food or “goodie bags” will be allowed in school for birthdays.**
Non-food suggestions: Decorative pencils, a classroom game, a hardcover book for the classroom/school library, or school store gift certificates.
- Do not send in balloons, flowers, gifts for the birthday student, candles, etc. These items will not be distributed during school hours.
- Do not have items (such as flowers, balloons, food, etc.) delivered/brought to the school. These items will not be distributed during school hours.
- Students are not permitted to hand out party invitations in school unless **every** student in the class is being invited. If the entire class is not being invited, invitations must be mailed home by the parent.
- Student birthdays that occur during the school year will be announced on the morning announcements. If you do not want your child’s birthday announced, please contact Ms. Rodriguez, FB’s secretary.

BOOKS

Textbooks and library books provided by the school are the responsibility of the child. Children who lose or damage textbooks or library books will be required to pay for them. This is the school district’s policy.

BREAKFAST PROGRAM

Students will eat breakfast in the classrooms. Additional information regarding this program can be found in the school district calendar and on the dining services page of the BASD website.

CELL PHONES, ALL ELECTRONIC DEVICES, & OTHER ITEMS

The school is not responsible for lost, missing, stolen, etc. cell phones. **Parents who send their child to school with a cell phone do so at their own risk. Students must keep cell phones in their backpack at all times.** Students are not allowed to carry cell phones on their person. All electronic devices must remain off during a school evacuation or drill. **The district is not responsible for any lost or stolen devices.**



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The use of Electronic Communication/Entertainment Devices, such as cellular telephones, is not permitted during the school day. All cellular telephone functions must be deactivated (powered off) and the cellular telephone placed in a backpack. No voice and/or text messages may be sent or received during the school day. Use of Electronic Communication/Entertainment Devices, such as cellular telephones, during a school-sponsored activity or athletic competition beyond the school day, will be at the discretion of the coach or advisor.

Electronic devices include, but are not limited to, MP3 Players, iPods, Game Boys, cellular telephones, pagers, CD players, etc.

Games, toys, trading/collecting/game cards, rollerblades, scooters, skateboards, etc. are not permitted in the school.

CERTIFICATES & END OF THE YEAR CEREMONIES

Teachers will give certificates out to students for various reasons throughout the school year. This may include certificates for academic reasons, clubs, and/or Leader of the Month. Certificates are given at the teachers' discretion. Certificates for perfect attendance are not issued. On the last day of school a Moving Up/Certificates Ceremony will be held for grade 5 only. Due to space limitations, only 5th grade parents/guardians/adult relatives are allowed to attend this ceremony. K-4 students will not be in attendance at this ceremony.

CLOSING OF SCHOOL: EMERGENCY/WEATHER

Please inform your child of your family's procedure to follow in the event that school is closed for an emergency or due to poor weather conditions. On occasions when school is closed early because of snow conditions or for some other emergency, your child should have an alternate place to go in the event that you are not at home.

The decision to close schools will come from the Office of the Superintendent. If the decision to close schools is made prior to the opening of school, a Parent Link message will be disseminated by the superintendent and listed on the district's homepage.

Parents requesting electronic notification regarding school closings and early dismissals may log on to www.wfmz.com and click on STORM CENTER. Follow the prompts for *Create a Personal List* and choose the method of notification (e.g. email, pager, cell phone, etc.).

CONCERNS

If you are concerned about any assignment, situation, or classroom problem, please contact your child's teacher first. If you still have questions, call the school office for a telephone conference or make an appointment to see Mrs. Woodson.



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CURRICULUM

Please visit the BASD website for more specific information regarding the district's curriculum. If you have a specific question regarding what is taught, please contact your child's teacher for additional information.

DAILY SCHEDULE

8:55 a.m. Doors open for student arrival
3:40 p.m. Dismissal

DIRECTORY

School personnel are not allowed to provide parents with other students' information such as addresses and phone numbers. School staff will not release this information.

DISMISSAL

Walkers will exit through the side doors on the west end of the school. Walkers should be picked up at 3:40 pm. **If prior arrangements for pick-up have not been made and your child is still here when the office closes, the police may be notified.**

If you are picking up your child, please be at the school promptly at 3:40. We respectfully ask that you stand as far back from the front doors as possible on the sidewalk, to reduce crowding by the doors.

Walkers & Car Riders:

All students are coded as either a "bus rider", "walker", or "car rider". If your child is not assigned to a bus, he/she is considered a "walker" or "car rider". If you plan to pick up your "walker" at dismissal time, please have a plan in place regarding who is going to pick that child up at 3:40.

Bus Riders:

If your child is a bus rider, he/she should report to the appropriate bus line when called.

PARENT REQUESTS FOR EARLY DISMISSAL

Early student pick up should be limited to medical/dental appointments. A parent note or email must be sent in the morning stating the time and the name of the person that will pick up your child in the office. That person must come into the school office with proper ID upon request to sign out your child. **No student will be dismissed early from school after 3:20, please plan accordingly.**

DRESS CODE

Shoes: Flip-flops or slides are not allowed at FB. Sneakers must be worn for gym class, and they are strongly encouraged for daily wear. Also, footwear with wheels on the bottom is not allowed in school.



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Clothing: As stated in the BASD Code of Conduct, “students are not permitted to wear revealing clothing...Revealing clothing includes, but is not limited to, clothing that reveals the midriff, halter-like tops, see-through blouses or shirts, short shorts, and cut-off shorts.”

The entire dress code policy for the district is listed on the district’s web page in the BASD Code of Conduct. Please review it at your leisure.

Students violating the dress code will be issued a Code of Conduct Referral, which may result in disciplinary action.

Physical Education Class:

Along with wearing sneakers for PE class, clothing should be appropriate and safe for physical activity such as running, jumping, etc. For example, long pants may cause tripping. Skirts may also be inappropriate for the lesson activities. The PE teacher has the authority to restrict participation in the day’s activities if he believes a child’s clothing may be inappropriate for the day’s activities and/or has the potential to cause tripping, injury, etc.

EAGLE OF THE MONTH

Eagle of the month is a special honor used to encourage and motivate students. It helps to develop leadership and citizenship skills in students as well as promotes school spirit and pride. The “Eagle of the Month” is a role model for others in their classrooms. Students are selected by their teachers for exemplifying any of the 7 Habits throughout the month (Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand then to be Understood, Synergize).

EMERGENCY DRILLS

Each year a severe weather drill will be conducted sometime during the school year. Also, at least one emergency lockdown drill will be conducted during the school year in conjunction with the school’s emergency crisis plan. Parents are not notified of the exact drill dates.

Fire drills are held once a month. Your child's teacher will provide your child with directions regarding where to go if he/she hears the fire bell sound. Students must WALK when leaving the building and there is to be no talking so that all students can hear teacher directions.

In the event of an emergency that requires parents/guardians to pick-up their child from Freemansburg or at one of our evacuation locations, an automated phone message from Mrs. Woodson or another administrator in the district will be issued. This message will contain details regarding specific pick-up and sign-out procedures.

ENTERING THE BUILDING

For safety reasons, the Freemansburg guidelines for parents entering the building is as follows:



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- All parents entering the building must register in the office and be given a visitor's badge to wear. You will be required to present an ID and sign in through our RAPTOR Technologies system.
- Parents may not go directly to the classrooms to pick up children.
- Parents bringing lunches, library books, instruments, birthday treats, and all other items forgotten by students must leave them in the office and not take them to the classrooms. Please label all items with the child's name and the teacher's name.
- If parents wish to meet with the teacher in the classroom at any time, they are asked to call or email the teacher to make an appointment.
- Parents are required to stay in the designated area for which they are signed-in. For example, parents who are volunteering in the library are expected to remain in the library at all times.

FIELD TRIPS

Throughout the school year, classes will be going on field trips. These trips are of an educational nature and will be carefully planned to be a learning situation. Permission slips will be sent home for parental approval and signature. Any parents volunteering to chaperone a school-sponsored trip may not use any tobacco products or alcoholic beverages while on the trip. No weapons may be brought on field trips. No other siblings are to attend the field trip with parent chaperones. Chaperones must have all required clearances and forms on file in the main office prior to volunteering. The complete Field Trip Policy (#121) is online for you to view. Please be reminded that field trips are considered privileges that can be taken away from students by teachers and/or administrators at any time due to academic and/or behavioral concerns.

HANDBOOK UPDATES

School personnel take all reasonable steps to ensure that the content of this handbook is accurate and up-to-date. Changes to this handbook may occur. Changes will be posted on the "Student/Parent Handbook page" on the FB website. Please check this page frequently.

HEALTH SUITE

Either a nurse or an associate nurse will be available each day. The nurse/associate nurse is not here to take care of injuries that happen before or after school or at home. Please be sure to address injuries and illnesses at home if they occur outside of regular school hours.

Students should obtain a "Nurse Pass" from their teacher prior to going to the nurse. If an incident is serious, parents will be informed via a phone call. Not all trips to the nurse's office warrant a call to a parent. This is at the discretion of the nurse, associate nurse, and/or Mrs. Woodson.

Students are not allowed to carry medication with them. This includes cough drops and any over the counter medications. All medication, including cough drops, must be kept in the nurse's office.

Having a sick child can be a major concern for everyone who has contact with the child.



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The following are some guidelines for you to follow to help you decide if your child should come to school or stay home “one more day.”

- If your child has a fever over 100°F, your child should stay home.
- If your child has a fever over 100°F the evening before, your child should stay home. A child may not have a fever in the morning, but by noon often the fever will come back. The best rule to follow is that the child should be without a **fever for 24 hours without any Tylenol or Ibuprofen before returning to school.**
- If your child is vomiting the evening before, overnight, or in the morning, the child should stay home from school. Have your child eat something before coming to school to ensure that the food will stay down. If the child has kept food down for 12 hours, chances are the virus is out of his/her system.

These guidelines are meant for the protection of not only your child, but also the other children in the school. A sick child in school can infect other children, but also the child’s resistance to other germs is weakened and may end up with another “bug.” If you have any questions, please call and talk to one of the health room staff.

Other Health Related Information

BMI: (Body Mass Index) Beginning with the 2005-06 school year, Pennsylvania required school health programs to calculate student BMIs in grades K-12. Children with a BMI equal to or under the 5th percentile (at risk for underweight) and equal to or over the 85th percentile (at risk for overweight) will have health referrals mailed home.

LICE: No one is immune to lice, no matter how clean.

If you suspect a lice infestation (extremely itchy scalp, visible lice or eggs especially around the ears and nape of the neck), see a doctor or school nurse and follow their instructions. If a doctor confirms the lice, please call the school nurse to alert her to the problem.

Description:

- Very small grayish-white insects, one sixteenth to one eighth inch in length
- Live on head and rarely leave the body for any reason
- Seldom live longer than 48 hours when removed from the human body
- Nit - a louse egg (yellow, one sixteenth inch long), often the first sign of head lice infestation
- Nits are attached to the hair shafts with a waterproof cement-like substance that cannot be dissolved by normal shampooing

Transmission:

- Lice are transported by people (head to head contact) and personal articles such as hats, clothes, wigs, curlers, combs, brushes, and bed linens
- Lice cannot hop or jump



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Treatment:

- Use medicated shampoo, especially formulated to kill lice. Can be purchased without a prescription at your pharmacy. Two applications should be applied, initially at confirmation of the lice and then again 7-10 days later.
- Bed linens/clothes (this includes hats, coats, scarves, etc.) - wash in hot water (150 degrees) or dry clean.
- Soak hair brushes, combs, hair ribbons, etc., in hot soapy water, wash and let air dry. Throwing away these items is another possibility.
- Other items such as stuffed animals, pillows, helmets, and headphones should be sealed in a plastic bag and stored for two weeks. If the stuffed animals can be washed, that is a better choice. Pillows can be put in the dryer for 30 minutes on high heat.
- No spraying, dusting or fumigating is necessary as lice do not hide in wall crevices or floor cracks as other household pests.
- Vacuum all rugs, overstuffed furniture, the car, and any other place the child has been sitting. This includes other houses that the child has visited. When all the vacuuming is finished, throw away the vacuum cleaner bag.

Mandated School Health Exams: Every student is required to have a physical exam on file in the nurse's office. Mandated exams are done upon entry into school (usually kindergarten or grade 1) and grade 6 and 11. All students entering from out-of-state must have a physical exam. Your child's private physician may do the exam. If a private exam form is not returned to the school nurse, the nurse will need signed permission for the school doctor to complete a school physical. Parents will be notified in advance of the exam and are not only welcomed but also encouraged to attend.

Every student is required to have a dental exam on file in the nurse's office. Mandated exams are done upon entry into school (usually kindergarten or grade 1) and grade 3 and 7. Your child's private dentist may do the exam. If a private dental exam form is not returned to the school nurse by the time the school dentist does exams in school, those students will be scheduled to see the school dentist. Parents will be notified in advance of the exam and are not only welcomed but also encouraged to attend. At this point there is no permission required by the parent for the student to be examined at school. Please feel free to let our nurse know if you do not want your child seen by the school dentist. You will have to provide a private dental exam report form to the school.

In addition to first aid and emergency care, medication administration (to selected students), and the above exams, each student will be seen in the health room once a year for health screenings. Screenings by each grade level:

Kindergarten and First: height, weight, vision, and hearing

Second: height, weight, vision (near and distance), and hearing

Third: height, weight, vision, and hearing

Fourth: height, weight and vision

Fifth: height, weight, and vision



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If your child has a problem with either vision or hearing screening, you will be contacted either by phone or by written notice. Feel free to contact the health room if you have questions about the physical, or dental exams or health screenings.

Medicine: It is very important that you do not send medications to school for your child unless it is absolutely necessary. If your child has recovered from an illness, but is still on medication to be given four times a day, it may be possible for him/her to take the proper dosage spaced before school, after school, at evening meal time and at bedtime. Discuss this possibility with your physician.

If your child has a chronic medical problem and must take medication during the school hours, in order to keep his/her medical condition under control, please call or speak to the school nurse. She will explain to you the School's Medication Policy and give you the proper forms to complete so that your child may receive the required medication in school. The school is not able to handle medication until these forms have been completed. Our nurse is available to try to answer any specific questions you have on the subject and welcomes your interest.

Policies are available on the district website or in the main office if you would like them.

HOMEWORK

The purpose of homework is to reinforce concepts being taught in class. Your child should be able to complete assignments independently. Please do not make homework a battle in your home. Support your child's effort to complete their work independently. A little individual struggle is good, tears and frustration are not.

The best way for you to help your child is to have genuine conversations about their day, their interactions, and their learning. Encourage them to understand that this is their education and we are all here to help them. Also, please check their backpack/folder everyday for communication from the teacher and school.

Please see BASD Policy #130 for additional information.

[K12 Student Framework for Citizenship](#)

It is the belief of school personnel that there should be natural consequences for children's behavior. When children do well and make good, appropriate decisions they should experience praise and joy from learning and playing. When children make poor decisions, there should be consequences, which teach children that their decision was wrong so they will not repeat the poor decision/action. We realize that at times incidents occur, and as they arise our hope is to turn the behavior into a learning situation. All of the staff work hard to provide fair and consistent disciplinary action. Students are expected to follow the school rules and those outlined in the ***K12 Student Framework for Citizenship***.

The teacher handles most school rule infractions. In certain incidents, or if the student



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repeatedly defies rules of good behavior/conduct, the student will be sent to the office. In such cases, Mrs. Woodson will adhere to the *K12 Student Framework for Citizenship* and consequences will be administered. There are occasions when serious infractions of school policy have occurred and suspensions are immediate. These infractions are well defined within the *K12 Student Framework for Citizenship*.

Please thoroughly read the BASD [K12 Student Framework for Citizenship](#) and discuss this document with your child. Your support is critical in developing good character traits for each child.

LATENESS/TARDIES:

SCHOOL BEGINS AT 8:55. Any student who arrives after 9:05 a.m. will be considered tardy and must sign into the front office. Parents must accompany their child and provide a written excuse for any late arrival. If students are late due to a doctor appointment, parents are to bring a note from the doctor's office when the child returns to school. Tardiness without a doctor's note will be considered unexcused.

LAVATORIES

Most primary classrooms (grades K-2) are equipped with a single lavatory. Intermediate students (grades 3-5) must use the large lavatory in the intermediate wing. Students may be directed by a teacher and/or Mrs. Woodson to use the nurse's office bathroom due to behavioral and/or safety concerns.

LEADER IN ME

We are proud to be a Leader in Me school since 2014. Students in grades K-5 learn the Seven Habits of Happy Kids by Franklin Covey. Through leadership roles throughout the school year, students put the habits into practice. The seven habits are: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand then to be Understood, and Synergize.

LOST AND FOUND

A box is kept in the office for small lost items. Lost clothing will be hung in the cafeteria. Lost-and-found items are periodically discarded and/or repurposed.

LUNCH PROGRAM

The School District offers a school lunch, which includes milk. Pupils carrying lunch may purchase milk. Prices are listed on the district's BASD Dining Services page. Please notify the office of any dietary needs for your child.

Free lunches or reduced-price lunches are available to children where there is a need and after application has been made by the parents and approved by the district. **Each year a new application must be completed for children who received free or reduced lunches during the previous year.** Please be sure to fill in the forms completely so that there will be no delay in processing the application.



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EZ LUNCH: Every student is given an account number, which is the last four digits of their student ID number. Students enter this four-digit number into the computer which keeps track of what a student purchases for lunch each day.

Meal Pay: This enables parents to prepay on their child's lunch account. Parents may pay in advance (\$10, \$20, \$50, or more) for student lunches thereby not needing to send in lunch money with their child each day. Please see the monthly lunch menu or call Dining Services 610-861-8135 for more information. You can also sign up for this service online by visiting the district's webpage.

MOVING / RESIDENCY

If you plan on moving your residence, please notify the school secretary well in advance. The school will need proof of your new address and the name of your child's new school in order to send official records.

If residency is ever in question, the main office has the right and responsibility to ask parents to provide current proof of residency. Failure to produce proof of residency when requested may result in a child's removal from FB and/or BASD.

PARENT TEACHER ORGANIZATION (PTO):

Our PTO is the center of our school. We rely heavily on the PTO for many reasons; therefore, many volunteers are necessary and needed. Please consider supporting our PTO by joining and attending the monthly informational meetings. Even if you are only available to help during the evening, there is much to be done. Every volunteer is important! If you have questions regarding the PTO and/or would like to get involved, please contact the front office. There is a PTO link on the FB webpage.

PARENT/TEACHER CONFERENCES

Parent conferences are held twice a year and you are encouraged to have a conference with the teacher at that time. However, if you have questions concerning your child's academic performance at any time, please make an appointment with the teacher. Conference dates are listed on the district calendar. Students will be dismissed at 12:00 noon on conference days.

Cafeteria service will not be available on Parent/Teacher conference days.

PARKING

Visitors to the main office may park in the visitor parking spots located in the front of the building. All other visitors should park on the street. Please do not park in the bus lane or on the grass.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

Students will have the opportunity to earn "Eagle Bucks" for demonstrating positive behavior throughout the school day. Any staff member can issue "Eagle Bucks" and



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students will know why they received them based on what Leader In Me habits are selected on the back of the ticket.

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)

The PSSA testing dates are listed on the BASD calendar and webpage. Per the superintendent, please remember that vacation requests will not be approved during the testing window. There are no exceptions.

PHOTO REFUSAL FORM

Photographs, videotape and digital video footage of students involved in various school-related activities are often used as part of district publications. While we look for every opportunity to showcase the programs and activities of the BASD, it is crucial to the safety, security, and privacy of our children and families that we do not violate anyone's rights or cause unhappiness by featuring students whose parents/guardians do not want publicity.

If for any reason you do not want photographs, film or video of your child to be used in district publications, please notify us immediately. (This includes the school yearbook.) We will provide a Photo Refusal Form for you to complete and keep it on file to ensure your child is not included in any school or district publicity. The form must be returned to the FB main office.

POLICIES

District policies must be followed at all times. All district policies are available on the BASD's homepage. Various policies, such as the attendance policy, drug and alcohol policy, etc. are included in the Code of Conduct manual.

PRIVILEGES

Field trips, field day, assemblies, etc. are considered "privileges" that can be revoked at the discretion of school personnel for behavioral and/or academic reasons. Participation in clubs/groups/activities including (but not limited to) Safety Patrol and Student Council are also considered privileges that can be revoked at the discretion of the club advisors and/or Mrs. Woodson.

READING BY GRADE 3

The top academic priority of the BASD continues to be having all students reading at grade level by the end of Grade 3 (RBG3). We place additional emphasis on district-supported programs and regional collective impact efforts that: (1) Support and align Pre-K programming to RBG3 goals and strategies. (2) Expand parent education offerings to align to RBG3. (3) Meet the basic needs of BASD students and families that allow them to access needed educational opportunities. (4) Provide sustained training and job-embedded coaching to all professionals dealing with BASD elementary students in the most current reading pedagogy and assessment. (5) Implement with fidelity the Wonders reading series at the elementary level. (6) Support the use of meaningful and timely data to vigorously monitor the progress of learners toward RBG3 goals. (7) Enlist the support of



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community organizations in support of the BASD's RBG3 goals.

RECESS

The district mandates that all elementary students have 15 minutes of recess built into their daily schedule.

REPORT CARDS

Though our student grade reporting system is completed via computer, parents will receive a paper copy of their child's report card on a quarterly distribution. Report card distribution dates are listed on the BASD calendar.

RETENTION/PROMOTION/PLACEMENT

If a child is being considered for placement and/or retention, the district policy will be followed. (Please see that policy for additional information.) A meeting or retention hearing will be held in May with parents and school personnel. Placement can only occur one time during a child's tenure in elementary school.

SAFETY PATROL

Student Patrol procedures/guidelines/requirements are distributed to students at the beginning of the school year. Please contact Mrs. Francis (Safety Patrol advisor) for another copy if necessary or if you have questions. Safety Patrol is a privilege that can be taken away at the discretion of Mrs. Francis and/or Mrs. Woodson at any time.

STUDENT ASSISTANCE PROGRAM (SAP)

The BASD Student Assistance Process is designed to help teachers find appropriate assistance for students who are having academic, behavioral, or family issues affecting their school performance. The SAP process comes after a classroom teacher attempts to remediate the student's difficulty through the implementation of classroom interventions. During this process information will be gathered from across school settings, using a variety of sources. A plan will be developed to identify and implement strategies and support. As interventions are implemented, data will be collected to determine the degree of success. A successful action plan can follow a student from year to year. The process will initiate student goals in each area of concern. If you have any questions about this process, please contact our school counselor, Mrs. Francis at tfrancis@basdschools.org

SCHOOL/CLASSROOM HOURS

The FB office closes at 4:00 p.m. each school day. Classrooms close at 3:40. After the school closes, no students and/or parents will be allowed back into the building to pick-up homework or other forgotten items. Please do not bang on classroom windows to get the attention of teachers who stay late to work in their classroom and/or ask a custodian to let you back into the building. For safety and security reasons, teachers and custodians have been directed not to let anyone back into the building after hours. If you and/or your child are in the building for an evening event, please stay in the designated area. **If prior arrangements for pick-up have**



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not been made and your child is still here when the office closes, the police may be notified.

SCHOOL SUPPLIES

We will provide all of the supplies needed for classroom instruction. Grade level supplies are sent at the end of each school year and provided at Open Houses. It is also located on the school website.

SCHOOL VISITATION

If you would like to visit your child's classroom we respectfully request that all parents give 48-hours notice to the classroom teacher and Mrs. Woodson. All visitors will be accompanied by Mrs. Woodson or designee. Parents and visitors are required to report to the school office to sign in and record the time. All visitors will receive a visitor's badge, which must be worn at all times. Upon leaving the school, the same procedure is to be followed.

STUDENT COUNCIL/LIGHTHOUSE

Student Council procedures/guidelines/requirements are distributed to elected students. Please contact the Student Council advisor(s) for another copy if necessary or if you have questions. Student Council is a privilege that can be taken away at the discretion of the advisor(s) and/or principal at any time. Please contact Mrs. Francis with any student council related question

TECHNOLOGY

The purpose of the District's Empower initiative is to provide a Chromebook to each student that is theirs to allow them access to systems when at home. The district utilizes GoGuardian to filter and monitor websites that students visit in order to attempt to block inappropriate material on the Internet and to assist classroom teachers in keeping students on-task and engaged. The district establishes that use of the district technology is a privilege, not a right. Inappropriate, unauthorized and/or illegal use may result in cancellation of this privilege and appropriate disciplinary action under the Framework for Citizenship.

Students will receive a stylus or active pen that comes with the Chromebook. The stylus or active pen must be kept in the Chromebook when not in use; A bag/sleeve sized to fit the Chromebook. Students must use the bag/sleeve provided by the District. The bag/sleeve is specially designed for protecting the Chromebook. The Chromebook must be kept in its bag/sleeve at any time when it is not being used; A power charger. Students must use the charger provided by the District. Students are not allowed to decorate or personalize the Chromebook itself.



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If your child's chromebook needs to be repaired or replaced, the Information Services Department will repair at no cost to the parent/guardian for the first repair. Students should take the Chromebook to their teacher who will enter the service desk ticket for it to be repaired. Students may also enter a service desk ticket themselves using the Student Chromebook/IT Help link on the school's website. Turnaround time varies depending upon the repair.

TELEPHONING TEACHERS & THE SCHOOL

All instructions regarding where and when you will pick up your child, where they are to go after school, if they may remain for special activities, etc., should be given to your child before he/she leaves for school. However, in an emergency, someone will relay a message to your child. We do not call teachers to the telephone while classes are in session. Unless a teacher has personally given you his/her personal phone number, no parents should not call teachers and/or any other school employee on their personal phone.

TITLE I

Freemansburg is a Title I School. Title I is a federally funded program designed as a supplemental program to ensure that all children have equitable access to quality educational opportunities. The financial assistance provided through Title I enables school districts to better meet the academic needs of children in schools with high poverty levels. Through Title I programs, students receive supplemental instruction in reading, language arts, and mathematics with the goal of reaching proficiency in academic achievement standards and state assessments.

RIGHT TO KNOW

In compliance with the Every Student Succeeds Act (ESSA), parents whose children attend a Title I school have the right to request and receive timely information regarding the professional qualifications of their child's classroom teachers. All Title I schools must meet federal regulations related to teacher qualifications. These regulations allow parents to learn more about their child's teachers' training and credentials. You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, the District can provide you with information about the paraprofessional's qualifications. Our administrators and teachers are committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements. If you have questions, please contact Dr. Draper, Director of Equity, at bdraper@basdschools.org or 610-861-0500.

Please see the School-Parent Compact and The Title I parent involvement plan at the end of this handbook.



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STUDENT PLACEMENT

Classroom assignments were mailed through the USPS in early August. Any child who registers after the letters are sent out will be notified via phone or email.

VISITORS

Before entering the building, you may be asked for your name and the reason for your visit. All visitors must sign in when you arrive at the main office. You must also wear a visitor's badge. School personnel have the right to request photo ID at any time and deny building access/visitation to anyone who cannot produce a valid photo ID.

VOLUNTEERS

A copy of the volunteer packet was in your child's first-day folder. If you need an additional copy, please contact the main office. Please understand that the new clearance forms and additional forms **MUST** be on file for **ALL** school volunteers. The clearances and paperwork are the same and required for **ALL**.