

# 2026-2027

## Student and Parent Handbook



*Soaring to New Heights*

Freemansburg Elementary  
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# **Freemansburg Elementary**

## **Student and Parent Handbook**

### **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 the child, quarantine, death in the family, recovery from an accident, required court appearance, observance of an approved religious holiday, and a 5-day 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. Please send all attendance correspondence to the email address: [freemansburgattendance@basdschools.org](mailto:freemansburgattendance@basdschools.org)

A maximum of 10 cumulative absences during a school year are permitted. All absences



# Freemansburg Elementary

## Student and Parent Handbook

after the 10th day of cumulative absences will require a physician's note.

### **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 in the building outside 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 a way that does not harm 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 before speaking with Mrs. Woodson. If you have a problem with a bus driver, please contact the transportation department.



# Freemansburg Elementary

## Student and Parent Handbook

Students are only allowed to ride the bus assigned to them to or from school. Students are not allowed to switch buses for any reason. Questions should be directed to the transportation office at 610-861-0360.

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 bus rules and regulations, they 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 an orchestra, both 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 student'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 from the supervising adults.

### **BEHAVIOR: RECESS**

The playground in and around our school is for everyone's use and enjoyment. 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:

- Participate in an assigned playground activity in a sportsmanlike manner.



# Freemansburg Elementary

## Student and Parent Handbook

- Travel to and from the play area should be done in an orderly and quiet manner.
- 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, the parent must mail the invitations home.
- 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 child's responsibility. 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.**



# Freemansburg Elementary

## Student and Parent Handbook

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 must be 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.

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

### **CERTIFICATES & END OF THE YEAR CEREMONIES**

Teachers will give certificates out to students for various reasons throughout the school year. Certificates are given at the teachers' discretion. On the last day of school, a Moving Up/Certificates Ceremony will be held for Kindergarten and grade 5 only. Due to space limitations, only 5<sup>th</sup> 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 due to an emergency or 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](http://www.wfmz.com) and click on STORM CENTER. Follow the prompts to *Create a Personal List* and choose a notification method (e.g., email, cell phone).

### **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.

### **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                      |



# Freemansburg Elementary

## Student and Parent Handbook

### 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 at 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 for who will 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 who 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.

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 district's dress code policy is listed on the district's web page in the BASD Framework for Citizenship. Please review it at your leisure.





# Freemansburg Elementary

## Student and Parent Handbook

### Physical Education Class:

Along with wearing sneakers for PE class, clothing should be appropriate and safe for physical activities such as running and jumping. 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 those activities and/or may pose a tripping hazard or cause injury.

### **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 on where to go if he/she hears the fire bell. 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 are as follows:

- 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 volunteering in the library are expected to remain there at all times.

### **FIELD TRIPS**

Throughout the school year, classes will be going on field trips. These trips are educational and will be carefully planned as learning experiences. 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





# Freemansburg Elementary

## Student and Parent Handbook

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 privileges that may be revoked 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 treat injuries that occur 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 by phone. 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. 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, it will often return. 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 the food stays 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 to protect not only your child but also the other children at the school. A sick child in school can infect other children, but the child’s resistance to other germs is weakened, and the child may end up with another “bug.” If you have any questions, please call and speak with a member of the health room staff.



# Freemansburg Elementary

## Student and Parent Handbook

### 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 at or below the 5th percentile (at risk for underweight) and at or above the 85<sup>th</sup> 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 the 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

#### 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, then 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.



# Freemansburg Elementary

## Student and Parent Handbook

**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 in grades 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 in grades 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, no parent permission is required 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

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** 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 the School's Medication Policy to you and provide the appropriate forms to complete so that your child may receive the required medication at school. The school cannot handle medication until these forms are completed. Our nurse is available to try to answer any specific questions you have on the subject and welcomes your interest.



# Freemansburg Elementary

## Student and Parent Handbook

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 every day for communication from the teacher and school.

Please see BASD Policy #130 for additional information.

### **[K12 Student Framework for Citizenship](#)**

School personnel believe 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 that teach them their decision was wrong so they will not repeat it. We realize that incidents occur at times, and as they arise, our hope is to turn the behavior into a learning opportunity. All of the staff work hard to provide fair and consistent disciplinary action. Students are expected to follow the school rules and the ***K12 Student Framework for Citizenship***.

The teacher handles most school rule infractions. In certain incidents, or if the student 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 will administer consequences***. 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's 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.



# Freemansburg Elementary

## Student and Parent Handbook

### 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 for behavioral and/or safety reasons.

### LEADER IN ME

We have been 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 that 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 an 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 out the forms completely to avoid delays in processing the application.

**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



# **Freemansburg Elementary**

## **Student and Parent Handbook**

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 meet 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 students will know why they received them based on which 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 in 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



# **Freemansburg Elementary**

## **Student and Parent Handbook**

district publications, please notify us immediately. (This includes the school yearbook.) We will provide a Photo Refusal Form for you to complete and keep 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, drug and alcohol, and other policies, 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 a privilege 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 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**

All student report cards will be available online through the ParentVUE portal. 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.





# Freemansburg Elementary

## Student and Parent Handbook

### **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 experiencing academic, behavioral, or family issues that affect 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](mailto: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 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. They are 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 applies.

### **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



# Freemansburg Elementary

## Student and Parent Handbook

questions. Student Council is a privilege that may be revoked at the discretion of the advisor(s) and/or the principal at any time. Please contact Mrs. Carlstrom with any student lighthouse-related question.

### **TECHNOLOGY**

The purpose of the District's Empower initiative is to provide each student with a Chromebook that is theirs, allowing them to access systems at home. The district utilizes GoGuardian to filter and monitor websites students visit, 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 specifically designed to protect the Chromebook. The Chromebook must be kept in its bag/sleeve at all times 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.

If your child's Chromebook needs to be repaired or replaced, the Information Services Department will repair it 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 given you their personal phone number, no parents should call teachers or any other school employee on their personal phone.



# Freemansburg Elementary

## Student and Parent Handbook

### **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.

Please see the School-Parent Compact and the Title I parent involvement plan on the school website.

### **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 Eric Fontanez, Supervisor of Equity Initiatives, at [efontanez@basdschools.org](mailto:efontanez@basdschools.org) or 610-861-0500.

### **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 at the main office when they arrive. 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**.