

**IDA FREEMAN  
ELEMENTARY  
HANDBOOK**

**EDMOND, OK**

### **CURRICULUM**

The curriculum at Ida Freeman includes an integrated study of reading, math, language arts, phonics, social studies, science, writing, technology, health, physical education, music, and art.

### **ACADEMIC SKILLS**

A copy of the current state standards mandated by the Oklahoma State Department of Education is available on the State Department of Education web page.

### **ASSESSMENT**

Teachers use multiple assessments when measuring student mastery of the stated objectives through projects, daily assignments, performances, tests, etc. Each child's progress is observed and recorded at regular intervals. Results are used to improve and individualize instruction. Grades PK-2 receive report cards listing the academic performance for each state standard. Grades 3-5 receive report cards with A-F letter grades in the areas of English Language Arts, Reading, Math, Science, and Social Studies.

### **READING AT HOME**

Students are expected to complete the grade level appropriate home reading expectation. (Typically 20 minutes a day) See specific grade level expectations for more details.

### **HOMEWORK**

Homework offers an opportunity to reinforce skills and concepts studied at school. Ida Freeman students should not receive an excessive amount of homework. Most homework is assigned because of special projects, tests, or unfinished assignments. All work is expected to be turned in on time unless a student has been absent due to illness or for other authorized reasons.

### **MAKE UP WORK**

A request for assignments missed due to illness may be made by contacting the school office before noon on the day on which the work will be picked up.

### **CLASSROOM PLACEMENT CHANGE**

From time to time parents feel a need to request moving their child to a different classroom. A decision as whether to change placement will only be made by the administrator after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and administrator and a thirty (30) day action plan has been developed and implemented.

### **PARENT INPUT SHEETS**

Ida Freeman does not take teacher requests, but does provide parents the opportunity to fill out an input sheet about their child. Information from these forms (delivered in April of the previous school year) will be used in an attempt to make appropriate and well balanced class placements.

### **ENTRANCE REQUIREMENTS**

Students must be five years of age on or before September 1 to be admitted to kindergarten. A birth certificate or other acceptable documentary evidence of birth, two proofs of residence, and a record of immunization must be presented by students new to the district prior to enrollment. Students who live within the boundaries of Ida Freeman and are four years of age on or before September 1 are eligible for our full day prekindergarten program. See the office for further details.

### **ARRIVAL/DEPARTURE**

Students may arrive between 7:55 and 8:25 a.m. Teachers are on duty to provide supervision at this time. Children are asked not to arrive at school prior to 7:55. If not eating school breakfast, students should report directly to the gym. All students must be picked up before 3:45 p.m. when supervision ends. Students who remain at school after 3:45 will be placed in our Jaguar Den Aftercare program. A "drop in fee" will be added to the student account.

### **ATTENDANCE**

Promptness and regularity are essential characteristics for success. Pupils arriving late or leaving early disrupt the entire class. Students who are tardy must be accompanied by a parent and check in with the office to pick up a late pass. Parents or guardians should contact the school secretary before noon on days on which students must be absent. Parents of unaccounted students will be contacted by the office. All students who are picked up by the parent or guardian during the school day must be signed out in the office.

### **CAFETERIA**

Edmond Public Schools participate in the National School Lunch Program. Nourishing and balanced meals are served daily. The My Payments Plus account program makes it possible to keep money on your student account. Children from households whose income falls within federal guidelines are eligible for either free or reduced price meals. Applications may be picked up during enrollment or in the office. Lunch loans are available only on an emergency basis. These are personal loans and should be repaid the following day. Efforts will be made to notify parents of this debt. Parents are welcome to eat with their children. Reservations may be made by phoning the cafeteria office before 8:50 a.m. or by having the child inform his/her teacher during the morning lunch count. The school cafeteria may be called at 340-2965. Optional prepay program for cafeteria meals. Add to and check your account online at <http://mealpayplus.com> or call (866) 904.6087. Visa, Master Card, Discover cards accepted. Service fees apply. You can still pay with a check or cash in the cafeteria. Contact the cafeteria for updated lunch and breakfast prices

### **BIKE RIDERS**

Bikes should be walked on sidewalks and across crosswalks and parked in the bike racks. It is recommended that locks be used to secure bikes during the day. The school will make every effort to safeguard bicycles, but cannot assume responsibility for them. Students should not be around the bike area except to put away or pick up their bikes.

### **CLOSING SCHOOL**

Oklahoma's severe weather makes it necessary at times to close school. Area television and radio stations will alert the public when this decision has been made. Early dismissal is not a common practice in the Edmond School system due to the inconvenience it would cause to working parents. See the EPS Severe Weather Procedures for more information.

### **CAR RIDERS**

Parents wishing to drop off (7:55) or pick up (3:15) their children should use the traffic loop located in the front parking lot. Students will not be able to get into cars parked in the street. Those persons needing to wait for extended periods of time or needing to leave their vehicles should pull into a parking space. Students crossing the parking lot unaccompanied by adults are instructed to use the crosswalk. School Hours Grades K-5 School Begins 8:25 a.m. Dismissal 3:15 p.m. Pre Kindergarten School Begins 8:25 a.m. Dismissal 2:45 p.m.

\*\*To ensure your child is safely picked up, parents are requested to please place name card in front window. If the name card is not in the window you will be required to park and come in to show your identification. This will be provided to you on information day or may be picked up at any time in the front office.

### **PLAYGROUND**

Outdoor play provides students with opportunities to develop large muscle skills, to learn to interact in socially appropriate ways with other children, and to express themselves freely. Our playground has rules to ensure the safety of all children. Each child must obey the rules in order to participate in playground activities. In addition, students are encouraged to use good judgment in playing on all playground equipment. The equipment is safe when used properly.

### **PLAYGROUND RULES:**

1. Stay within designated play areas. Do not leave the school grounds.
2. Limit throwing and kicking of objects to balls in games. Rocks, dirt, sticks, twigs, and gravel should remain on the ground.
3. Respect the rights of others to use their own space. Avoid fighting, wrestling, shoving, and games that may cause injury to others such as "Chase" or "Tag".
4. Each child should support him/herself. Carrying another person, piggyback rides, human pyramids, etc. are not allowed.
5. Remember that words can also hurt. Name calling, teasing, and cursing are inappropriate behaviors at school and on the playground.
6. Leave toys, games, skateboards, skates, baseballs, and electronic devices (iPad, iPod, Kindle, Nook, etc.) at home for use outside of school.
7. Eat food and candy before leaving the cafeteria. Gum chewing is not allowed at school.
8. Go to the restroom before going outside. Only return to the building in an emergency, with the permission of the duty teacher.
9. Listen for special announcements regarding any safety hazards that may temporarily exist on the playground.

10. Classroom recess equipment will be distributed at the beginning of the year. It is the responsibility of each classroom to collect assigned equipment. The recess equipment will not be replaced if lost or destroyed.

### **MEDIA CENTER**

The Media Center is open daily from 8:05 a.m. to 3:35p.m. Students are welcome at any time with the permission of the classroom teacher. Pre-K & Kindergarten students may check out 1 book at a time. Grades 1-5 may check out 2 books at a time. The mission of the library media program is to enable students and faculty to become independent, lifelong learners in a rapidly changing technological and culturally diverse society. To accomplish this mission, the library media specialist and classroom teachers work cooperatively to teach students how to locate, select, evaluate, interpret, organize, and communicate the information relevant to Edmond Public School's educational curriculum goals. The library media program is vital in the promotion of literacy by placing strong emphasis on reading for pleasure as well as for information. A partnership is essential to the accomplishment of this mission. Administrators, library media specialist, classroom teachers, students and parents are the partners in the shared goal of providing successful learning experiences for all students. The separate but overlapping roles of the library media specialist as a teacher, information specialist, and instructional consultant ensure that the library media program is an integral part of the instructional program of the school.

Parent volunteers play a vital part in the operation of the Media Center. Volunteers assist with circulation and book maintenance, thereby allowing the media specialist more time to work with students. Please contact the Media Center for more information.

### **COUNSELING**

A counselor works with children needing individual counseling and coordinates all group and individual testing and placement activities. Classroom Guidance sessions are conducted in all grades on a regular basis. Areas of emphasis include: study skills, responsibility, self-concept, friendship, cooperation and decision-making.

### **ELEMENTARY ART**

An art teacher works weekly with all fifth grade students. Emphasis is placed on visual art techniques, appreciation and understanding. Third and fourth grade also receive art through the Fine Arts Institute program.

### **ENRICHMENT PROGRAM**

An enrichment program is provided for students who qualify as intellectually gifted. The class meets for a half day each week.

### **HEALTH**

The school health program includes various activities directed toward the promotion of good health and fitness habits.

### **INDIAN COUNSELING + TUTORING**

Personnel assist both teachers and children in meeting needs related to Indian education.

### **SPECIAL EDUCATION**

A Learning specialists works with children who have been determined special education after a series of tests and conferences. Children who qualify are given an individualized educational program (IEP) to help meet their specific learning needs.

### **MUSIC**

Music instruction is provided per week for students in kindergarten through fifth grade. Emphasis is on general music, as well as vocal music.

### **NURSING**

School nursing activities include identifying student health needs, administering health screening tests, providing emergency care for ill and injured children, giving health counseling and safety instruction, and assisting in the maintenance of a healthful school environment. Several nurses serve the Edmond Public Schools through traveling assignments.

### **PHYSICAL EDUCATION**

Elementary physical education classes meet for instruction each week. Emphasis is on motor skill development. The predominant activity focus is manipulative skills, gymnastics, and expressive movement.

### **PHYSICAL AND OCCUPATIONAL THERAPY**

Available services are provided where special needs warrant.

### **SPEECH THERAPY**

A speech/language pathologist provides services to designated children through a referral from teacher or parent.

### **TESTING**

School psychologists provide testing services for students referred for specific needs.