



Freedom Elementary STEM School  
22150 W. Sundance Parkway  
Buckeye, AZ 85326

Liberty Elementary School District #25

## PARENT PROCEDURES AND INFORMATION

Thank you so much for your continued support of Freedom Elementary. We appreciate all you do for your child and Freedom. Please take a moment to review the highlights of some of our school procedures implemented to ensure the safety of your students, teachers, and community members.

### DROP OFF/PICK UP

In order to make our student drop off and pick up safe for students, bus drivers, and parent drivers, please note the following information:

School hours on Monday, Tuesday, Thursday and Friday are from 8:30 a.m. to 3:30 p.m. Every Wednesday is early release, students are released at 2:15 p.m.

**Please remember to pick your student up early on Wednesdays from the school or bus stop.**

Students eating breakfast will be admitted to the cafeteria at 8:00 a.m., all other students are not permitted on campus until 8:10 a.m. when supervision begins and the gates are opened.

It would be greatly appreciated if you did not park or stop along Sundance Parkway - not only is it a safety issue for your student and other drivers - the buses cannot complete their turn out of the south lot/bus ramps when cars are parked along the road. Please use the east parking lot (on the side of the building by the gym) for student drop off and pick up.

During arrival and dismissal times, the front parking lot is only for bus drop off and pick up, you must use the east

parking lot to drop off or pick up your student. If you wish to park your vehicle and meet your child to walk them to the car, you must park your vehicle in a designated parking space in the east lot. Please do not use the front lot or park on the street.

If you park in the parking lots, you must walk across the drop-off /pick-up lane to pick up your child or to drop them off. Children are not be allowed to be in the parking lot area without an adult.

Please always pull as far forward as possible in the drop off lane before dropping off or picking up your child. Stopping at the middle or back of the drop off/pick up line causes delays for everyone else that is behind you.

Finally, we would request that no pets be brought on campus. Even the friendliest of animals will sometimes act unexpectedly when faced with so many children and so much activity.

### SCHOOL ZONE REMINDERS

Our children's health and safety is just as important to us as their learning. When you are driving your children to and from school, please slow down to **15 MPH**. Please remember that the school zone starts east of the school and extends to the west end of Sundance Parkway and **INCLUDES** our parking lots.

The school zone starts at 7:00 a.m. and ends at 4:00 p.m. or whenever there are children present. Here are some things you might not know about the 15 MPH school zones:

- If any person is in the school zone crosswalk, they must be completely out of the crosswalk before any vehicle can proceed in either direction.
- Passing is not permitted in a 15 mph zone, no matter how slow another vehicle may be traveling.
- There is zero tolerance in a 15 mph zone. It is never reasonable or prudent to go faster in a school zone. You can be cited for going 16 mph in a 15 mph zone.

## **PARENT EMERGENCY/CONTACT INFORMATION**

Please make sure your contact numbers and emergency contact names and numbers are up-to-date with the office in the event we need to reach you or your designee. You can access your contact information via the Parent Portal through our website and update all of your contact information (as well as see your child's schedule, attendance, and grades). If you need assistance with the Parent Portal, or if you do not yet have access to the Parent Portal, please come in to the office with your photo identification and we will provide you with your activation code and instruction letter. If you already have an account but cannot recall the log in information, you can click the "forgot login name or password" link. You must have an email address on file as well as your activation code to reset your password or retrieve your username. If you do not have the above, please come to the office with your photo identification, and we can request your email be added to your file as well as provide your activation code again.

## **REPORTING STUDENT ABSENCES**

Please use our attendance number to call in your child's absence from school (623) 327-2858. Please leave your name, your student's full name as they are registered, your student's grade level and teacher's name, and the reason for their absence. This is very important to ensure absences are properly recorded and will assist us in accounting for every child every day.

## **ARRIVING LATE TO SCHOOL**

Students who arrive late to school must come through the front office to sign in on our Tardy Log and take a Tardy Pass with them to class. Please ensure your child arrives to school on time, not only do they miss instructional time, tardy students also interrupt their classmates and teacher. Students are only able to make up missed assignments if their tardy or absence is excused – you must call in your child's absence or sign your child in at the office to excuse a tardy. Tardies or late arrivals are unexcused unless the parent/guardian signs in the student.

## **SIGNING STUDENTS OUT EARLY**

When coming to sign your student out early, please have your photograph identification ready and available, our procedure is to verify the adult's authorization to pick up the student, and to verify their identity via photo identification. This process is not meant to inconvenience parents or guardians, it is intended to ensure our students' safety and that they are not checked out of school by an unauthorized adult. To minimize interruptions to instructional time and end-of-day wrap up, after 3:15 p.m. (or 2:00 p.m. on Wednesdays) we will not be able to call in to classrooms to call your child to the office. You will be requested to wait the last 15 minutes at the parent pick up area to pick up your child. Thank you for your patience and understanding.

## **BIRTHDAYS AND CELEBRATIONS**

To minimize interruptions and disruptions to instructional time, we request that all birthday celebrations be pre-approved by your child's teacher. Store bought/package cupcakes or cookies can be brought to the front office of the school, and will be delivered to the classroom during the last 15-30 minutes of the school day. No balloons or presents should be delivered to the school, those will not be delivered to classrooms and cannot go home on our buses.

## **IMPORTANT NUMBERS**

623.327.2858	Attendance Line
623.327.2855	Health Office
623.327.2854	Cafeteria
623.474.6667	Extended Day
623.474.6645	Transportation

## **VISITING OUR CAMPUS**

All visitors to our campus will be required to sign in and wear a visitor's badge while they remain on campus. It is preferred that you make prior arrangements with the teacher before visiting classrooms to lessen the interruptions to learning.