# Freedom
## Elementary School

5720 Geronimo Road
Fort Sill, OK 73501
(580) 713-0060



# PARENT HANDBOOK
# 2026-2027

Dear Freedom Families,

On behalf of the staff at Freedom Elementary School, we are happy to welcome you to our school. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that to be successful in school, our children need support from both home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share responsibility for our children's success and want you to know that we will do our very best to fulfill our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Share school experiences with you so that you are aware of his/her school life
- Informs you if he/she need additional support in any area or subject
- Knows that you expect him/her to succeed in school and go on to college

Please consider joining our school PTA, as our students can greatly benefit from your involvement and contributions to the school's program and its operations. PTA seeks volunteers to help with the following activities:

- Friday Sales
- Restaurant fundraisers
- School-wide events
- Various activities throughout the year, including class parties, field trips, and fundraisers

Please make sure you read the Freedom Parent Handbook to become familiar with school procedures and guidelines. Keep it in a safe place for easy referrals throughout the year. If you have any questions about the rules and expectations, please feel free to contact us to discuss concerns. It is very important that you and your child are fully informed about standards for appropriate behavior to ensure a safe and productive school year. Please feel free to review the LPS Parent Handbook, which you will receive at Back to School Check-in. We, the wonderful Freedom Elementary staff, feel privileged to be a part of this school family. We thank you for your support and look forward to meeting you.

Sincerely,
Freedom Administrators

Sara Breeze
Margaret Ploof
David Duncan
Maddie Stanley
Shaylyn Higginbotham

## HOW TO CONTACT US:

Freedom Elementary Office: 580-713-0060
Address: 5720 Geronimo Road
Fort Sill, OK 73503

**Principal:** Sara Breeze
Extension: 4900 Email: sbreeze@lawtonps.org

**Asst. Principals:**

- David Duncan
  Extension: 4905 Email: dduncan@lawtonps.org
- Margaret Ploof
  Extension: 4906 Email: margaret.ploof@lawtonps.org
- Maddie Stanley
  Extension: 4990 Email: madison.stanley@lawtonps.org
- Shaylyn Higginbotham
  Extension: 4953 Email: shaylyn.higginbotham@lawtonps.org

**Counselors:**

- Sarah Owens
  Extension: 4907 Email: sowens@lawtonps.org
- Kim Shahan
  Extension: 4983 Email: kshahan@lawtonps.org
- Linda Butemeyer
  Extension: 4942 Email: linda.butemeyer@lawtonps.org
- Stacy Anthony
  Extension: 4966 Email: stacy.anthony@lawtonps.org

**Secretaries**:

- Natalia Watson Extension: 4904
- Rhonda Aikens Extension: 4902
- Samantha Stalf Extension: 4903
- Nicole Garrido Extension: 4901

**School Nurse:**

- Brandi Hargrove Extension: 4909
- Kristi Morrow Extension: 5004

**Freedom Cafeteria:** Extension: 4913

**Resource Officer**
- Officer Herrera

## Daily Schedule
8:30 am - Breakfast

8:45 am - Homeroom/Instruction begins and breakfast ends.

3:45 pm –School is dismissed. End of the day.

## SCHOOL HOURS - Students are tardy after 8:45 am.

- School Instruction begins at 8:45 a.m. and ends at 3:45 p.m.

**FREEDOM IS A CLOSED CAMPUS!!!**
**TO ENSURE THE SAFETY OF ALL STUDENTS AND STAFF, PARENTS WILL NOT BE ALLOWED TO ENTER THE BUILDING PAST THE MAIN ENTRY AREA. IF YOU HAVE A SCHEDULED APPOINTMENT, PLEASE CHECK IN WITH THE OFFICE, WHICH INCLUDES MORNING DROP-OFF!!! PLEASE TRY TO SCHEDULE APPOINTMENTS BEFORE OR AFTER SCHOOL.**

### DISTRICT ATTENDANCE POLICY

**Absences**
Parents are responsible for ensuring that their children attend school regularly and punctually. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching children the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work. Children are expected to be in school a minimum of ninety percent (90%) of the time.

Before 9:15 a.m. on the day of any absence, it is the responsibility of the student's parent/guardian/legal custodian (hereafter referred to as the parent) to notify the school secretary or building administrator regarding the reason for the absence. If the school is not contacted, a school official will attempt to reach the parent.

"Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance. This relationship between attendance and achievement may appear early in a child's school career." — *U.S. Department of Education, National Center for Education Statistics (2009)*

Additional attendance information will be forthcoming.
*****In the event your child is absent from school, please call the school office before 9:15 am on the day of the absence.**

## COMMUNICATION

Teachers will communicate weekly through grade-level newsletters, emails, etc. The office will communicate emergency-type situations, for example, late buses, school cancellations, and tornadoes, via the District Messaging platform.

- Parent Communication: Every teacher is expected to communicate via ROOMS newsletter, email, etc., informing parents of upcoming events, celebrations, visitors, etc.
- School Website
- Freedom Facebook Page

**PLEASE FEEL FREE TO EMAIL OR CALL.**
**CHECK OUR SCHOOL WEBSITE FOR INFORMATION.**

www.lawtonps.org
**Schools-Freedom**

## PHONE CALLS TO AND FROM HOME

Phone Calls from Students to Parents -Teaching students to be responsible is an integral part of the educational process at Freedom Elementary. We discourage students from making phone calls home because they forgot lunch, homework assignments, books, and personal items.
We desire that the student, parents, and staff work together to promote responsible behaviors in our students. We encourage students to organize their belongings the evening before, for the following school day. Included in these needs:

- Books, homework assignments, folders, planners, etc.
- Permission slips and money for field trips or special events
- Musical instruments
- Notes from home: Bus passes, absence
- Sneakers for gym
- Appropriate dress for winter (boots, hats, gloves/mittens)

# ARRIVAL AND DISMISSAL PROCEDURES

## Breakfast is FREE for all students. All students will walk through the breakfast line and then straight to class.

**Arrival**

- Walkers—enter A Wing South entrance.
- Bikers—enter A Wing South entrance.
- Bus—enter through the gym.
- Car Drop-Off
    - **8:25 am—PreK, Kindergarten, & First Grade students (with intermediate siblings) - Main Car Drop-off under the blue awning.** Students walk directly to the gym for breakfast, then to their classroom, where they will be greeted by their teacher at the classroom door. Faculty and staff will monitor hallways to ensure all children get to class. *(PreK will have breakfast in their classroom; they do not need to walk to the gym.)*

    - **8:25 am— 2nd, 3rd, 4th, and 5th grade - South Parking Lot Drop off.** Students will walk down the steps to A wing doors to enter the building. PLEASE SEE MAP AND DIRECTIONS.

Please DO NOT drop your students off in the Main parking lot. Parents wishing to remain with their child until 8:25 am must park in the South Parking lot and walk their child to the A Wing South entrance.

**Please consider this and help us keep your children safe by adhering to our arrival procedures.**

## Safe School Mode will begin at 3:15. (For the safety of our students, the front doors will be locked, and dismissal changes cannot be made at this time.)

## Dismissal- 3:45 p.m.

1. Walkers/Bikers—escorted up the hill to the crossing guard.

2. Bus—escorted to designated gym to be released.

**ONLY DESIGNATED BUS STUDENTS WILL BE ALLOWED TO RIDE A BUS.**

3. **Car lane pick up**—Pre-K with siblings will begin at 3:45 pm (Must have Car Placard).

4. **Pre-K Parent Walk-up**—begins at 3:45 pm. Must have a classroom ticket from the teacher.

## Dismissal Procedures-

### Walkers



Grade level teachers will escort walkers to their assigned spot in A wing orange hallway. Walkers are divided by grade level or they meet up with their siblings. Each grade level is released beginning with Kindergarten followed by first. Each grade level must reach the first crossing guard before the next grade level may leave. Students are escorted up the hill to the crossing guard after bikers.

The area marked in yellow is where parents will park to pick up their child. Do not park in either of the Freedom parking lots. The area marked in red is where you are able to pick up your child. Please do not cross Honeycutt Rd. to pick up your child. We are not able to release children until they have crossed the crosswalk. This is due to safety and accountability. We are not allowed to release students as they walk up the hill. The only designated release spot is circled in red.

### Bikers

Grade level teachers escort bikers to their assigned spot in the main hallway just south of the library classroom door where they will get on their bikes. Students are escorted up the hill to the crossing guard. Students must walk their bike all the way to the top of the hill.

### Bus

We have 12 regular education buses. Each bus has a different colored tag. Grade level teachers will escort students to their designated bus where the students are checked off by another adult. Students are then loaded on their bus, badges are scanned, and placed in their assigned seat and taken home.

### CAR LANE PICK UP—PK ONLY (with siblings)

You will be given a numbered Car Lane Placard that will correlate with your child. Please let the teacher know if you are transitioning to PreK Car Lane two days before you would like to begin. This placard is your permission to use the car lane in the afternoon. It's also how we track who is being picked up each afternoon. All siblings of the prek student will be placed in a designated PreK Classroom at the end of the day for dismissal - regardless of grade. If you do not have a Car Lane placard, you will be asked to park and retrieve your child from the Front Office.

### PK Parent Walk up

Students are assigned a designated seat in the main hallway. Parents park and walk to the designated door between the kindergarten wing and the main office to pick up their PK student and siblings. Parents stop at the door and produce identification/verification to the staff on duty. The student/students are walked to the door and handed off to the parent/guardian. Parents return to the parking lot with students.

**Day Care/Cooper/Tincher**
Prek and Kindergarten students that utilize the CDC's Early Childhood Center (Tincher/Cooper) or another daycare off Ft. Sill, are escorted by staff to the north entryway by the prek bus loop. When the bus/van arrives, students are placed on the bus or day care van and taken to their daycare locations.

**SAS (School-Age Services)**
Students in grades 1st-5th who use the CDC's SAS program leave the school grounds by bus. Staff members walk the students from each grade level to the green gym to await the bus. When the bus arrives, students are escorted on the bus and taken to the SAS Center.

**Extended Day**
Students assigned to the extended day program are escorted to the blue/green gym where they are supervised until they are picked up by their parents.

**ATTENTION: Parents, please discuss with your child the importance of going straight home once they are dismissed from school (walking or riding a bus). If your child does not come home in a reasonable amount of time, please notify the school immediately.**

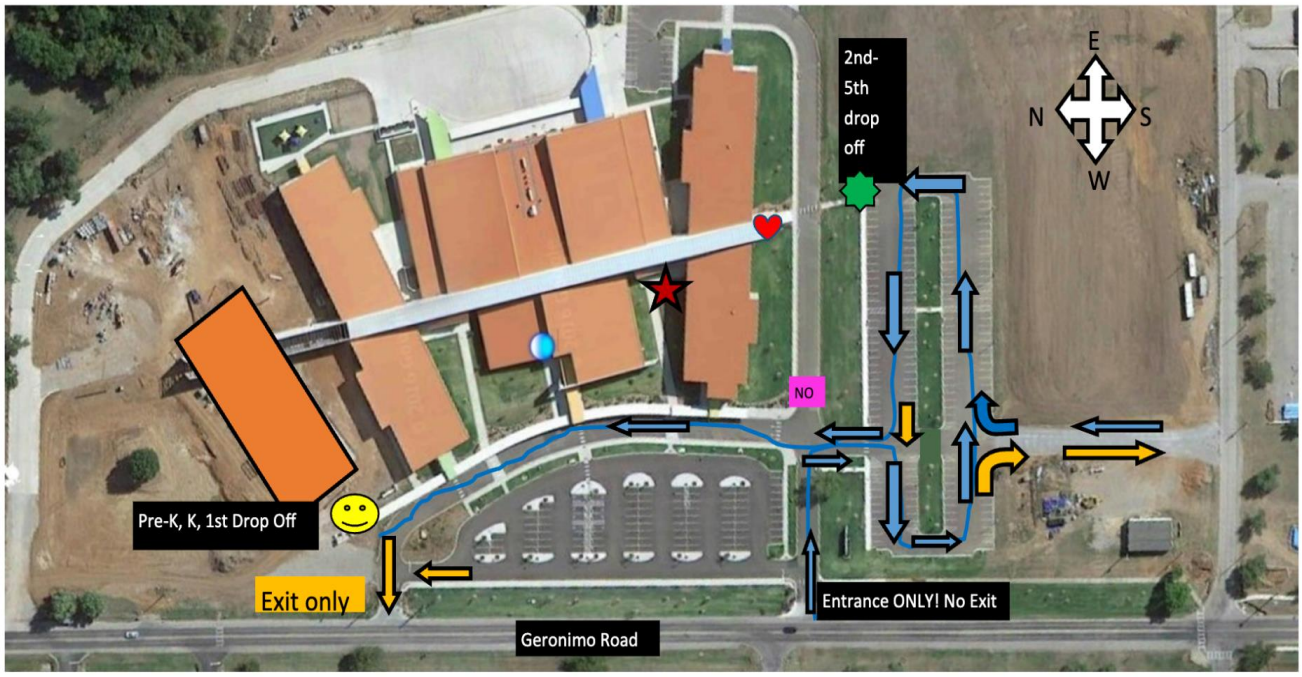
**If your child is riding a bus this year, make sure they know where their bus stop is located. If your child is unsure where to go, they need to let the bus driver know immediately. Please encourage your child to talk with the bus driver about any questions they may have.**

**Change of Dismissal**
- Call the office before 2:30 pm if your child will not be transported home according to normal procedure.

## THERE WILL BE NO GUARANTEES IF NOTIFIED LATER THAN 2:30 PM

# Freedom Elementary—Morning Drop off

**Only Pre-K, Kindergarten, 1st and their siblings may use the front of the building car lane. Please remain in line and proceed to the blue awning at the end of the circle drive. All other students will use the south wing doors to enter the building.**




Pre-K, Kindergarten, 1st and their siblings using the car lane drop off—follow BLUE arrows through the parking lot and stop at the blue awning to disembark.

2nd—5th grade student drop off point—follow the blue arrows and drop off at the top of the hill. Students use the stairs and enter the building through the South Wing doors.

Bike riders will walk their bikes onto school grounds and secure their bike at the bike rack—students will enter the building through the South Wing door.

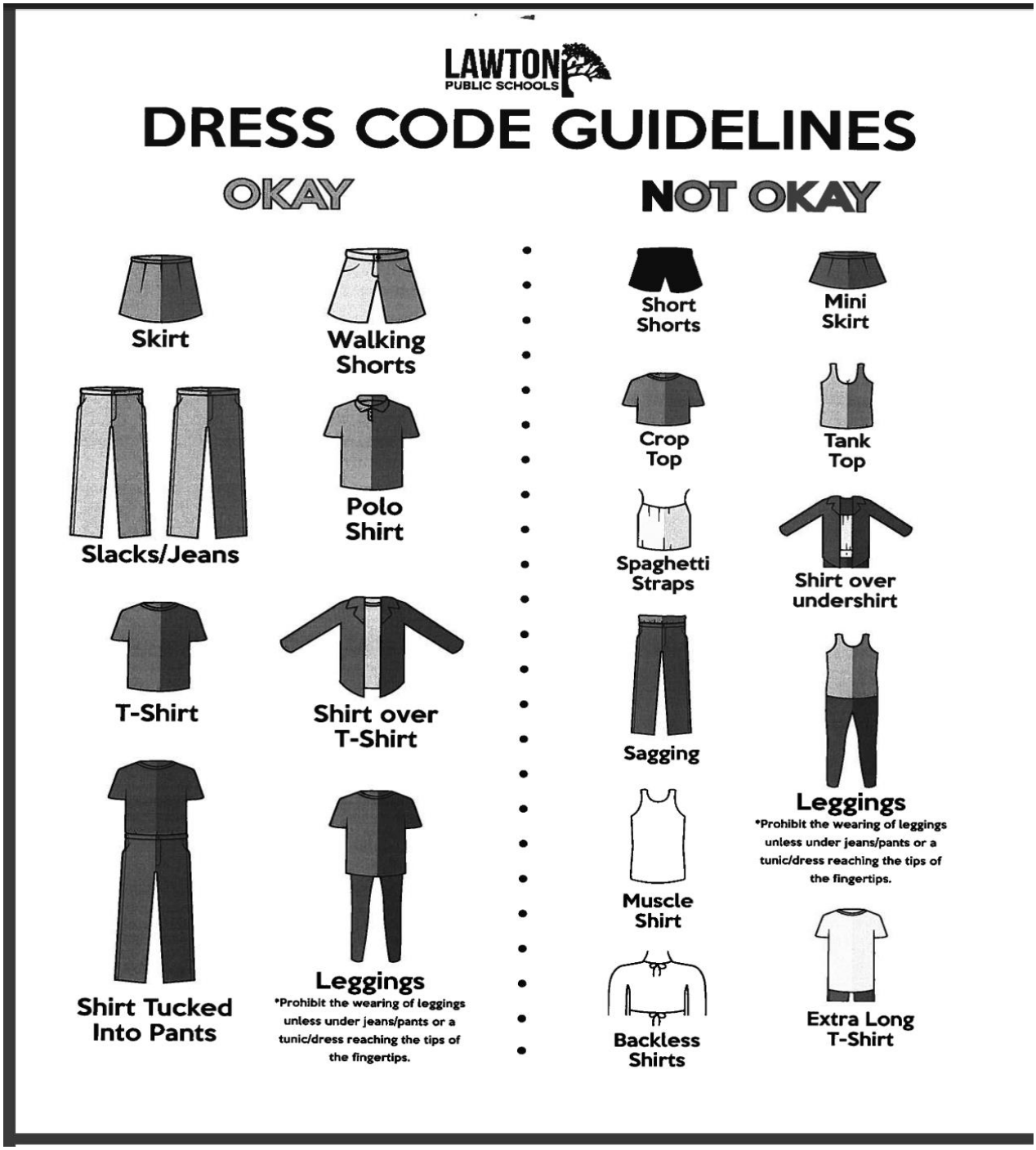
Students walking to school will enter the building through the South Wing doors.

- Students in grades PK, K, and 1st (and intermediate siblings) will be dropped off at the blue awning.

- Students in grades 2nd, 3rd, 4th, & 5th will be dropped off at the top parking lot and enter the building through the south door. Parents may also park and walk their child to either entrance door. Students cannot be dropped off anywhere else on school grounds. For more information regarding drop off and dismissal, please visit our school website and watch the video. https://freedom.lawtonps.org/291840_2

# Appropriate Clothing GUIDELINES for LPS ELEMENTARY STUDENTS

School shirts may be purchased through Freedom PTA.
https://www.facebook.com/groups/64212105307734/
**Student shorts should be fingertip length or longer.
**Jeans can be worn at any time.**



## VISITOR'S POLICY

# Freedom is a closed campus.

**DUE TO DISTRICT POLICY,** all visitors are required to enter through the main entrance, use the kiosk located in the foyer to check out students. Please bring a valid driver's license. You will receive a pass from the kiosk. All visitors are required to wear this pass while in the building; the pass will be removed when the visitor signs out. To ensure only authorized persons are in the building, any staff member may ask visitors without a pass to report to the office to sign in and receive one.

*Visitors will be asked to remain in the foyer until their student is released to them.*

**Scheduling Appointments/Conferences**
Parents are always welcome at Freedom; however, if you wish to visit with your child's teacher, you must make an appointment and schedule the conference during your child's teacher's planning time or before or after school.

**If you have concerns regarding your child's education, follow the leadership chain:**

- **TEACHER➡GRADE LEVEL ADMINISTRATOR➡HEAD PRINCIPAL**

**Pets**
Although we love pets, please do not bring them to the school. We want to keep Students are safe, and some have severe allergies to pets.

## ELECTRONICS AND OTHER DEVICES

CELL PHONES THAT ARE BROUGHT TO SCHOOL NEED TO BE TURNED OFF AND LEFT IN A BACKPACK. IF THE PHONE GOES OFF, IT IS THE TEACHER'S RIGHT TO COLLECT IT AND CALL PARENTS.

The use of electronics and other devices during the school day is prohibited. This includes, but is not limited to, cell phones, MP3 players, iPods, electronic games, tablets, smartwatch phones, spinners, and fidget cubes. All electronic devices must be kept in their backpack, NOT their purses, and turned off during the school day. Electronic devices used by students during the school day are subject to confiscation. Freedom Elementary will not be responsible for the loss or damage of electronic devices brought to school by students. Parents are asked to refrain from text messaging or calling their children during the school day. Should an emergency arise during the day, please contact the elementary office at 580-713-0060.

## HEALTHY/FIT SCHOOL

Freedom is a nationally recognized school from the Alliance for a Healthier Generation. All food and beverages sold and served will follow the Smart Snacks in Schools Guidelines. Please see the attached Smart Snack list for options.

## SNACKS/BIRTHDAYS/HOLIDAY PARTIES

To hand out birthday invitations on school property, you must provide one for each student in the class.

*We know some may think cupcakes, candy, and cookies are cool, but NOT here at our Healthy & Fit School!!!*

**Please follow snack guidelines and check for allergies in the classroom.**

### Healthier Snack Options

Beverages
--100% Fruit Juice
--Bottled Water
--Nesquik

**ANY FRESH FRUIT!!! ANY FRESH VEGETABLES!!**

**PLEASE CHECK FOR ALLERGIES!**

Bars
- Belvita Soft Baked Bars 1.76 oz.
- Kashi Chew Granola Bar 1.2 oz
- Kashi Soft Baked Bar 1.2 oz
- Kellogg's Rice Krispies Treats (Whole Grain)
- Kellogg's Special K Nourish Bar 1.58
- Kellogg's Rice Krispies Granola Bar 1.27 oz.
- Nature Valley Chewy Granola Bar--.89 oz.
- Nature Valley Crunchy Granola Bar 1.5 oz.
- Nutri-grain Cereal Bar (Multiple Flavors), 1.55 oz.
- Nutri-grain Greek Yogurt Bar 1.3 oz.
- Special K Nourish Bars 1.58 oz.
- Quaker Chewy Granola Bar 25 % less Sugar .84 oz.
- Quaker Chewy 90 Calorie Bar .84 oz.
- Quaker Chewy Granola Bar(Multiple Flavors) 1.25 oz.

Chips
- Baked Lays (Multiple Flavors) 1.125 oz.

- Baked Tostitos Scoops .875 oz.
- Special K Cracker Chips, 1.06 oz.

Cookies, Brownies, & Pastries
- Bake Crafter mini Bagels Whole Grain
- Buena Vista Whole Grain Cookies, 1 oz.
- Buena Vista Whole Grain Fudge Brownie
- Otis Spunkmeyer Essentials Carnival Cookie, 1 oz.

**PLEASE CHECK FOR ALLERGIES!**

Crackers
- Basil's Animal Snackers, 1 oz.
- Cheez-It Crackers made with 12g Whole Grain
- Cheez-It Crackers made with 9g Whole Grain, .75 oz.
- Honey Maid Lil' Squares Honey Grahams, 1.06 oz.
- Keebler Bug Bites Cinnamon Grahams, 1 oz.
- Keebler Elf Grahams (Multiple Flavors), 1.0 oz.
- Pepperidge Farm Flavor Blasted Goldfish, .75 oz.
- Pepperidge Farm Whole Grain Goldfish, .75 oz.
- Teddy Grahams-Cinnamon Graham Snack, 1 oz.

Fruit
- Del Monte Fruit Cups Multiple Flavors
- Dippin' Stix Apples and Caramel, 2.75 oz
- Dippin' Stix Carrots and Hummus, 2.75 oz.
- Dole Fruit Bowls in 100% Juice, 7 oz.
- Mott's Apple Sauce (Multiple Flavors), 3.9 oz.

Ice Cream and Frozen Novelties
- Annie's Frozen Yogurt,4-6 oz.
- Cooldaze Mini Ice Cream Cone, 3.0 oz.
- Fudge Bar
- Fruit Bars
- Vanilla Frozen Yogurt Cup, 4 oz.
- Vanilla Mini Ice Cream Sandwich

**PLEASE CHECK FOR ALLERGIES!**

Muffins and Loaves
- Otis Spunkmeyer Delicious Essentials Muffins, 2 oz.
- Mini Muffins (Blueberry/Chocolate Chip) 1.6 oz.

Other Desserts
- Welch's Fruit Snacks Berries' n Cherries, 1.55 oz.
- Welch's Fruit Snacks Mixed Fruit, 1.55 oz.

Pretzels/ Trail Mix

- Rold Gold Heartzels, 1 oz.
- Simple Chex Brand, Snack Mix, 1 oz.

Yogurt
- Activia Fiber with Cereal, 4 oz.
- Dannon Fruit of the Bottom Low Fat Yogurt, 6 oz.
- Dannon Light and Fit Non-Fat Yogurt, 6 oz.
- Yoplait Greek 100 Calories, 5.3 oz.
- Yoplait Simply Go-Gurt, 2.25 oz.

## FOOD SERVICES

### Universal FREE School Breakfast

Breakfast is offered to all students who wish to take advantage of it. Breakfast is served from 8:30 am to 8:45 each day, the start of our instructional day.

### Universal FREE School Lunches

The school lunch menu is posted on the Lawton Public Schools website under Child Nutrition (www.lawtonps.org).

# Guidelines for children returning to school after an illness.

**Communicable Disease Policy**
For the protection of all school children and staff, students should be kept home or sent home in the following situations:

- Students with a fever of 100 degrees or higher will be sent home and may return when they are fever-free for 24 hours without the use of fever-reducing medications (Tylenol, Motrin, etc.).

- Students with nasal discharge and/or persistent coughing accompanied by fever will be sent home and may return when fever-free for 24 hours without the use of fever-reducing medications.

- Students with vomiting and/or diarrhea will be sent home and can return when the student has not had an episode for a 24-hour period without the use of medication (Imodium, Pepto Bismol, etc.).

- Students with any type of rash will be sent home. A rash is defined as an eruption or oozing of the skin. Students can return the following day if the rash is no longer visible. If the rash remains, a physician must provide a clearance stating that the diagnosis is clear and they are cleared to return to school.

- Students with any inflammation of the eye or lid will be sent home and may return to school once they have obtained clearance from a physician.

When there is reasonable doubt about the contagious status of any student who has been excluded from school for an infectious disease, a written statement from the physician may be required before the student is allowed to return to school.

## LOST AND FOUND

We ask parents to encourage their child to check the Lost and Found Department. Each year, many articles go unclaimed. **It would be helpful if your child's name were placed inside their belongings.** Those items misplaced, with the child's names, can be returned to your child quickly and accurately. Items not claimed every 9 weeks will be donated.

## PARENT INVOLVEMENT

Parents play a vital role in the education of children. Children excel when their parents are actively involved in the educational process and emphasize the importance of learning to their children. This involvement may take many different forms, from reading to your child each evening to becoming a parent volunteer during the school day. We invite you to find a level of involvement that you are comfortable with and one that fits into your schedule. We would love to have you involved!

**PRIOR TO VOLUNTEERING, YOU MUST COME TO THE OFFICE AND FILL OUT A VOLUNTEER FORM.**

## CRISIS PLAN

In the event of an emergency, a **Quick Reaction Force** will respond. Please respect our policy and procedures during a time of crisis.

**Lockdown--**Intruder in the building.

**Evacuation of Building--**The Building is deemed unsafe. Students will be escorted to designated rally points. Parents will be notified through either the LPS district messaging system or Fort Sill when and where to pick up students.

**STUDENTS WILL NOT BE RELEASED UNTIL ALL STUDENTS ARE ACCOUNTED FOR!!!**

## If, for some reason, Fort Sill closes, Freedom will still follow Lawton Public Schools' closing policies.

# IN AN EMERGENCY
# TAKE ACTION



## HOLD! In your room or area. Clear the halls.

**STUDENTS**
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

**ADULTS**
Close and lock the door
Account for students and adults
Do business as usual



## SECURE! Get inside. Lock outside doors.

**STUDENTS**
Return to inside of building
Do business as usual

**ADULTS**
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

**STUDENTS**
Move away from sight
Maintain silence
Do not open the door

**ADULTS**
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



## EVACUATE! (A location may be specified)

**STUDENTS**
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

**ADULTS**
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

**STUDENTS**
Use appropriate safety strategy for the hazard

| Hazard | Safety Strategy |
|---|---|
| Tornado | Evacuate to shelter area |
| Hazmat | Seal the room |
| Earthquake | Drop, cover and hold |
| Tsunami | Get to high ground |

**ADULTS**
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021 STANDARD RESPONSE PROTOCOL

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## WEATHER PROCEDURES

During severe weather watches, we will follow the procedures established by LPS and Ft. Sill. The procedure for severe weather watch is as follows: monitor the **NOAA Weather Station**, **bring all persons inside**, and **prepare students by reviewing weather drill procedures**. When a severe warning has been issued or spotted, the following will take place:

- **Sound the Weather Alert**
- **Students and Staff will immediately proceed to their assigned Safe Room**
- **Remain in the Safe Room until the warning expires or until Ft. Sill has given the "All Clear."**

During a severe Weather Warning, **STUDENTS WILL NOT BE RELEASED** until after Ft. Sill has given the "ALL CLEAR." All staff and students will follow shelter procedures, so it will not be possible to release students during this time. Freedom has (4) safe rooms built to FEMA standards to withstand F-5 category Tornadoes and has the capacity to accommodate all students and staff.

We want to encourage you to stay safe by seeking shelter during a Severe Weather Warning and waiting for the "ALL CLEAR" from Fort Sill before coming to the school to pick up your child.

**SNOW and ICE**

Lawton Public Schools does not dismiss school early due to snow or ice. Once school is in session, we stay in session until the end of the school day. All bus routes will run as normal. School closings will be announced on KSWO TV Channel 7 or via the district messaging system.

*A Freedom Eagle you will always be.*





# Freedom Elementary

Sara Breeze—Principal
Chelsea Henderson—Asst. Principal
Margaret Ploof—Asst. Principal
David Duncan—Asst. Principal

## HOME OF THE EAGLES

5720 Geronimo Road Fort Sill, OK 73503 Phone: (580) 713-0060

Dear Parents:

As we head into spring and severe weather season, this letter is to inform you of our procedures here at Freedom Elementary to ensure the safety of your child(ren).

**During times of severe weather watches, we will follow the procedures that have been established by Lawton Public Schools and Fort Sill. The procedures for a Severe Weather watch are as follows:**

***Monitor NOAA Weather Stations.**
***Bring all persons inside the building.**
***Prepare students by reviewing weather drill procedures.**

**When a Severe Weather Warning has been issued or spotted near Freedom Elementary, the following will take place:**

***Sound the Weather Alert Alarm.**
***Students and staff will immediately proceed to their assigned safe room.**
***Remain in a safe area until warning expires or until Fort Sill has given the "All Clear."**
***LPS Notification via text and phone call messaging announcing severe weather lock down and then again once the "All Clear" has been given.**

Please know that we take all Severe Weather Warnings seriously. **During a Severe Weather Warning, students will not be released until after the "All Clear" has been given by Fort Sill.** All students and staff will follow procedures taking shelter in their assigned safe room so it will not be possible to release students during this time. Doing so would put those concerned in danger. Freedom has four (4) safe rooms built to FEMA standards to withstand F-5 Category Tornadoes and have the capacity to occupy all students and staff. All safe rooms are equipped with restrooms and water. We have tornado drills on a regular basis to ensure that our students and staff know and understand the procedures in case of a tornado.

We want to encourage you to keep safe by seeking shelter during a Severe Weather Warning and wait for the "All Clear" from Fort Sill before coming to the school to get your child.

Sincerely,

Sara Breeze
Principal
Freedom Elementary

- Daily Schedule (p. 4)
    - 8:30am breakfast, 8:45am instruction begins, 3:45pm dismissal
- Chronic Absenteeism (p. 4)
    - Students are tardy after 8:45am
    - More than 4 absences in a 4 week period is considered chronically absent
- Safe School Mode (p. 6)
    - Front doors are closed at 3:15 p.m. each day.
- Dismissal Procedures (p. 7-8)
    - Notify the office before 2:30pm if there is a change in dismissal
- New office procedure (pg. 11)
    - Use the kiosks in the foyer, you must have your drivers license
- Healthy and Fit School (pg. 12)
- 1st-5th Grade Device Usage Fee (located in library) $15.00
- Transportation—Please let us know how your child will be getting home.