

Freedom 7 Elementary School of International Studies



PYP Coordinators: Jennifer Noe and Lisa Enrique
Principal: Kathryn Lott Asst. Principal: Lisa Megown

PARENT/STUDENT HANDBOOK 2026-2027

Dear Parents,

Welcome to Freedom 7 Elementary School of International Studies. The entire school staff is looking forward to an exciting and creative school year. We anticipate year long, successful experiences that will be the foundation upon which we build our future. Our faculty has dedicated themselves to the implementation of the key components of the International Baccalaureate Primary Years Programme. Our staff is committed to providing a quality education for all of our students.

This year we will strive to maintain academic excellence by:

- Maintaining our authorization as an International Baccalaureate Primary Years Programme School
- Setting high standards of achievement in the basics of reading, writing and math, along with providing enriching, co-curricular activities
- Providing on-going, high-level training for our faculty
- Encouraging parental involvement and cooperation necessary for success

Please review this ***Freedom 7 Elementary School of International Studies Handbook and the Brevard County Elementary Student/Parent Handbook*** to become familiar with policies and procedures that pertain to ***Freedom 7 Elementary School of International Studies*** and other Brevard Public Schools. Please do not hesitate to call us with any questions you have concerning either.

Sincerely,

Kathryn Lott
Principal

School Hours

Our school hours are 9:00am to 3:30pm Monday through Thursday, and 9:00am to 2:30pm on Friday for all children. Students may not arrive on campus before 8:45 am unless under the supervision of the Child Care Program Coordinator or a parent or participating in breakfast program which begins at 8:30am.

Child Care Program

The Child Care Program is available during, before and after school hours. Please check their website for rates and hours or email forrester.brenda@brevardschools.org

Website: <https://www.brevardschools.org/o/f7es/page/bps-before-after-care-freedom-7>

Absences

We shall require a written notice from Parents/Guardians directly following absences from school, stating the date and reason for the absences. In addition, you can help us by calling the school office when your child is ill or needs to be out of the school for more than two days. Excessive student absences during the school year may require a doctor's statement.

When a child accumulates 5 absences in a grading period, a letter will be sent home to the Parents/Guardians. **Students with excessive absences may be withdrawn from *Freedom 7 Elementary School of International Studies*.**

Requested make up work will be sent to the office for pick up at the end of the day. You may not request work prior to a planned absence.

District Policy

All students must be in attendance a minimum of **one (1) hour** of instructional time to be considered present each day.

Kindergarten students must be in attendance for a minimum of 162 days as criteria for progression to first grade. **The principal may, in consultation with the teacher, deny promotion based upon attendance.**

A student who has **nine** absences within a semester may not receive a passing grade. Absences not counted under this policy are court dates, religious holidays, illness with medical documentation, chronic and extended illness.

Tardiness

Please encourage your child to develop the good habit of being on time. If a child is tardy he/she must report to the office for a permission slip to enter class. Tardiness will be excused **ONLY** for illness and medical appointments if a **written notice** from the parent is provided.

Excessive tardiness (five in a grading period or nine in a semester) will be brought to the attention of the principal. The principal will make the parents aware of the problem by letter.

Travel and Safety

The safety policies for pickup and drop off of students will be strictly enforced in order to ensure students' safety at *Freedom 7 Elementary School of International Studies*. The speed limit on the school campus shall be 5 miles per hour. Cell phone use is prohibited while driving through either car loop. The cooperation of all drivers is expected and appreciated.

During school hours, students in grades K-2 are expected to travel in pairs to restrooms, and other areas of the school. Students in grades 3-6 may travel alone within a secure perimeter.

All visitors to the campus must check in at the office with a driver's license and obtain a visitor or volunteer ID tag prior to reporting to any classroom or other area of the school.

Parent/Guardian Guidelines to Promote Child Safety

- All parents/guardians should set a definite time by which children are expected home. If a child is unusually late, Parents/Guardians should contact the school.
- Parents/Guardians should be sure children know their full name, address, and the telephone number to call in order to reach a Parent/Guardian or other responsible adult.
- Parents/Guardians should keep a copy of their children's fingerprints and a recent photograph.
- All Parents/Guardians and children should know the route used to and from school. Children who walk or ride bikes should travel using the "buddy system." **Never alone.**

Car Loops

- Follow the *Freedom 7 Elementary School of International Studies* traffic plan for loading and unloading cars and vans.
- Remain in the drivers seat at all times.
- Students get in and out of the cars at curbside only. Car seats should be moved to accommodate this.
- Children may not cross the parking lot unescorted.
- **Please DO NOT park your vehicle in the car loop.**
- Use designated parking areas.
- Please do not use a cell phone while driving in the car loop.

The Primary Playground shall be closed at all times that the car loop is in use (i.e., during arrival and dismissal times).

Car Pick-up

Please be sure to place the designated school sign with your child's number on your windshield. Your number will be keyed in to initiate your child's dismissal to the car loop. If you do not have the school provided number, you will have to park and bring your ID inside to be issued a new one.

Walkers

- Are dismissed at 3:40
- Use crossing guards whenever possible.
- Use sidewalks.
- NEVER WALK ALONE. Follow pedestrian safety rules.

Bikers

- Are dismissed at 3:40
- Use crossing guards whenever possible.
- Follow bicycle safety for riding on sidewalks or streets.
- Wear a helmet and travel with a friend.
- Park bicycles and scooters in the DESIGNATED area for security and safety.
- LOCKS ARE REQUIRED FOR ADDITIONAL SECURITY
- Walk bicycles on school grounds.
- Skateboards, scooters and roller blades are not allowed to be used on school property.

Student Check Out

To ensure your child's safety the following procedures have been established for any change(s) in your child's dismissal from school:

- Students will not be allowed to leave school prior to the normal dismissal unless the Parent/Guardian comes to the school and checks out the student through the front office.
- Parent/Guardian may be asked by the office staff to show photo identification when signing students out of school.
- They may also be asked additional student identification questions, such as a designated code word.
- **Parents/Guardians are requested NOT to call the office to change a student's normal departure routine except in an emergency. Parents/Guardians may be asked for identification when calling.**
- In order to reduce congestion in the front office, no student will be checked out after 3:00 p.m. Monday through Thursday, or after 2:00 p.m. on Friday, unless it is an emergency.
- According to School Board Policy, students are released to the Parent/Guardian of the record only. A Parent/Guardian must give **advance written notice** to the school when requesting a child be released to someone other than the designated person(s).
- Due to limited seating at school performances and the interruption of learning, we respectfully request that parents do not check out their other children to attend the sibling's performance during the school day.

Dismissal

Please remember the following guidelines:

- A written note with clearly stated directions should be given to the child's teacher.
- A teacher has to be notified in writing of any change in transportation. Email is not the best way, as teachers are instructing during the day and not always checking email.
- Teachers cannot accept any verbal statements about the child's transportation arrangements.
- If you are taking your child out early and are requesting school work, please give the teacher adequate notice to prepare materials. Please do not expect the teacher to prepare materials at the time of pick up without prior notice.

Inclement Weather

- All Brevard Public Schools have a Critical Incident Manual. This manual lists procedures to follow under emergency weather conditions. *Freedom 7 Elementary School of International Studies* will follow the Critical Incident Procedures in the adopted emergency plan.
- In times of severe weather, children may be held in the classroom by their teacher to avoid dangerous conditions. Parents need to be patient while waiting for dismissal. Teachers will dismiss children when conditions improve.

Grading Policies

The district grading system for grades 3 – 6 is:

- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- F – 59 – below

The district grading policy for grades 1 – 2, uses M, E, N, and U as a developmental system.

Progress reports are issued four times per year (each nine weeks). Interim reports are issued at the mid-point of each grading period. To achieve Honor Roll status, students will have earned all As, all Bs, or all As and Bs, with no Ns or Us in Lifelong Learning.

Student Assignments

It is the responsibility of the staff of *Freedom 7 Elementary School of International Studies* to assign students their teachers each school year. A variety of factors are considered which may include balancing class size, academic, social and emotional needs of the child. Regretfully, **teacher requests cannot be honored.**

Parents who have specific information about their child, which they feel is pertinent to class assignments, may provide this in writing on or before May 1st of the year prior to the upcoming school year.

Every effort will be made to assure consistency in placement policy. In the event that unusual circumstances indicate a need for change in classroom assignment, the individual needs of students will be reviewed by appropriate staff members, who will subsequently make a recommendation to the principal.

Cellular Phones

The school recognizes that access to cellular telephones may be necessary after school. Parents who wish their child to have access to a cellular telephone must complete a “Cellular Telephone Agreement” form in the school office. Cellular telephones must be turned off while on campus. Cellular telephones will not be visible during the school day. **If a student is found in violation of this agreement, the cellular telephone privileges may be revoked for the remainder of the school year.**

Technology

Technology use is a part of the teaching and learning at *Freedom Elementary School of International Studies*. Parents and students will sign a Cloud Collaboration Permission form to allow children to access the suite of Google tools to support instruction as well as other tools to support learning. Students will also have a laptop assigned to them for use at school. Parents have the option to Opt Out using the Student Internet Acceptable Use Opt Out form at registration.

Parent Volunteer Hours

When parents are involved in their children’s education, the likelihood of success is great. At *Freedom 7 Elementary School of International Studies*, parents agree to volunteer their service and to assist in a variety of ways, for a minimum of 20 hours per school year, per family. Visitors must wear I.D. badges, generated by the volunteer computer. This will ensure a secure environment for all students. Failure to complete the required 20 hours per school year will result in the student being withdrawn from *Freedom 7 Elementary School of International Studies*.

The intent is for parents to be involved throughout the year. We recommend that parents attempt to obtain five (5) volunteer hours per quarter so as not to overload teachers and classrooms in the last months of school. While some volunteer activities can be completed at home, it may not be possible to obtain all of the required hours in this manner. Volunteer opportunities are posted in the school’s newsletter, and through other school communications. Parents may also contact the school volunteer coordinator through the school office for assistance.

All volunteer hours must be completed by the last school day.

Volunteer Guidelines

- Know school rules and regulations.
- Know emergency procedures such as fire drill routes, hurricane drills, etc.
- To ensure the safety of all, please do not bring, with you, children who are not enrolled at Freedom 7 Elementary (when volunteering).
- No underage children while volunteering
- Please do not bring your cell phone into the classroom, unless it is turned to the SILENT mode.

- Understand that discipline is the teacher's responsibility. Maintain order when assisting children but refer discipline problems to the teacher.
- Conduct yourself in an ethical manner. Understand that discussion of confidential matters and criticism of professional staff, pupils, and programs is inappropriate inside and outside of school.
- Know that the professional must do the evaluation of a child's learning and it is not a volunteer's responsibility to judge student competence.
- Support your school. If you have concerns or if others come to you with criticisms or complaints, encourage them to direct them to the principal, assistant principal, guidance counselor, teacher, or volunteer coordinator.
- Don't make any promises that you cannot keep. In other words, don't overload yourself. When you sign up to volunteer, be dependable. If you have to miss, and we understand that happens, please call the school and let them know you will not be able to come that day. Please be on time!
- Please do not show up in the classroom unless previously planned with the teacher. Volunteer names must be submitted to the office prior to the volunteer's arrival by the teacher.
- Teachers, administrators and staff promote healthy eating habits with the students. Candy and sweet treats are not used as incentives or rewards. Parents are asked to support this initiative by not providing candy for students.
- Volunteers chaperoning field trips will be asked to sign a **Chaperone Field Trip Agreement**.

Find ways to establish a high quality rapport with children and staff by:

- Being warm, friendly, and courteous at all times
- Maintaining a sense of humor
- Staying calm in emergencies
- Displaying a positive attitude
- Keeping your commitment to the program

In summary, we need the help of persons who have high standards of responsibility and Integrity, and who can relate with patience and understanding to children and staff.

Clinic

Children who are ill or injured will be brought to the clinic and made comfortable. Parents of children who have indicated that their child may be treated during enrollment/re-enrollment, will be returned to class after they are treated or have rested in the clinic for 10 minutes. Parents will be contacted and asked to pick up children with elevated temperatures, upset stomachs and injuries not treatable with band-aids.

Communicable Health Issues

School policy requires that children with scabies, ringworm, or impetigo be treated with proper medication before being admitted to school. Students with head lice must receive proper treatment. Upon readmission to school the student will be checked by the clinic staff or school administration to assure there are no live lice.

Medication

Prescription medication will only be administered as approved by a physician. The parent must deliver the medication to the front office. Students are **NOT** to transport medication to and from school. Parents must give written permission to the school, including an explanation of the necessity for medication during the school day and/or for the student who may be away from school property on official school business.

The principal will designate person(s) to be responsible for accepting and administering the medication. The designated person(s) will complete a medication log for each student when medication is administered. Medication will be stored properly in the ORIGINAL CONTAINER UNDER LOCK AND KEY.

Medication may be left at the school overnight in cases where the physician and the Parents/Guardians request frequent and prolonged dosage requirements. At the end of the school year, Parents/Guardians

must pick up prescriptions in person. Non-prescription, over the counter medication in its original container will be administered in the school clinic under the following guidelines:

- Dosage cannot exceed manufacturer's recommendations.
- A doctor's prescription will be required if medication is to be administered for any period exceeding ten days in a school year. Over the counter medications can only remain at school for ten (10) days, unless you have doctor's note.
- In-service programs directed by the school principal, designee, and Brevard County Health Nurse will be conducted for those authorized to administer medication.
- Medication shall not be carried on a student's person in the school except as approved by the principal.
- Proper disposal of unused medication shall be the responsibility of the health technician.

Field Trips

- Teachers will notify Parents/Guardians in writing prior to each field trip; and if parents/guardians do not want a student to attend, they will notify teachers in writing.
- Selection and number of chaperones and drivers accompanying field trips shall be at the discretion of the teacher with the approval of the principal. Due to group size and other factors we regret that all parents may not always be able to attend all field trips.
- **A "Chaperone Field Trip Agreement" form will be completed by parents who wish to serve as chaperones for school sponsored trips.**
- Only vehicles meeting county safety guidelines may be used to transport students.
- Driver's licenses must be shown and approved by the front office BEFORE the day of the scheduled field trip. Proof of insurance must be presented at this time.
- Parents who are not official chaperones may not go on the trip or pick up children before the field trip ends at the school.
- Parents attending field trips may not bring siblings who are not members of the class attending the field trip.
- When traveling by bus to a field trip, parents who are designated as chaperones may drive their own vehicles to and from the field trip but may not transport students other than their own child.
- ALL students must ride the school designated mode of transportation both to and from the field trip destination, except as outlined above.

Request for exceptions to the above policies must be made in writing to the principal at least two days before the scheduled field trip.

School Lunch

Procedures for entering cafeteria:

- Enter quietly and in a straight line.
- Have money and choice made.
- Hold tray with both hands.
- Walk at all times.
- Go directly to your table and fill in each seat.

A healthy cafeteria environment requires:



Students in Kindergarten through 6th grade may purchase a hot lunch. Money may be brought daily or lunches may be paid for by the week, two weeks or a month in advance. Collection for advance payments is done on Monday mornings between 8:30 and 9:00 A.M. in the cafeteria. A free and reduced lunch program is also available. Lunch account may also be paid through MySchoolBucks.

<http://www.myschoolbucks.com>

Prepayment can be made in a weekly amount for lunch or cash accounts. Cash accounts are available for students who wish to purchase a-la-cart items. Parents should also be aware that there are several dessert items available to be purchased in addition to lunch. Younger children may not always make the appropriate choice when choosing to eat the meal or the extra dessert. Parents have the option to restrict their child's purchases to 'lunch only'. This can be done by contacting our school cafeteria.

Should your child forget to bring his/her lunch money, the child may "charge" his/her lunch up to two times, after which, a peanut butter and jelly sandwich and a carton of milk will be issued to the student. The cafeteria personnel will notify the parent that the student needs lunch money. A-la-cart policy is that students may purchase daily menu items with other school baked and packaged items. However, to purchase a-la-cart items, a student must first purchase a school lunch or bring a bag lunch from home. Only two a-la-cart items may be purchased. All items must be purchased while going through the lunch line.

Breakfast will be offered each morning from 8:30-9:00 A.M. Students are offered four items each day within the federally required breakfast pattern. Breakfast is **free** to all Brevard Public Schools students. Birthday treats can be pre-ordered through the food services program. Please contact the food services manager for more information. Other birthday treats are not permitted.

Uniform Policy

The standards of appearance shall ensure that the pupils be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are in conformity with the studious atmosphere and good personal hygiene necessary in schools. Compliance with Brevard School Board Policy 5511, which outlines Brevard Public School Dress Code, is expected of all students, during the school day.

Uniform Components

Students are required to wear the official school uniform of Freedom 7 Elementary School of International Studies. **It is required that uniforms be purchased from the school, designated vendors. (Bartman, All Uniform Wear, Land's End)**

Rationale

The benefits of wearing a school uniform include:

- Improved behavior
- More focus on schoolwork
- Develop self-confidence and self-discipline
- Encourage pride
- Students feel a sense of belonging

The school uniform components consist of:

A. Upper Garments

- Short sleeved and long sleeved Blue Ribbon T-Shirt with school emblem available for purchase at Freedom 7.
- Light blue polo with school logo available from the designated uniform vendors.
- Red, Eagle Spirit shirts may be worn on Fridays.
- Students who have earned an Action Ambassador shirt, may wear them on Mondays. These are no longer being distributed.
- White or Black long sleeve shirts may be worn in cold weather or are encouraged for sun protection.

B. Lower Garments

- Boy Bottom – Uniform vendor brand Khaki shorts or pants available from designated uniform vendors. Must have belt loops unless Kdg.
- Girl Bottom – Khaki shorts, pants, “skorts” or Capri pants available from designated uniform vendors.
- Belts- Brown or black belt to be worn with all shorts and pants. Kindergarteners do not have to wear a belt, or they may wear a black or brown belt with Velcro closure.
- Tights/leggings may be worn and must be white or black in cooler weather or are encouraged for sun protection.

C. Footwear

- Shoes are to be one **solid** color: either **all** black or **all** white.
No: sandals, open back shoes, sling back shoes, or **boots**
- Soles, shoelaces, and all marks/labels are to be the same color as shoe. (families have been known to black sharpie small logos when needed)
- Shoes must be maintained in appearance and laces tied at all times.
- Socks must be solid white or solid black and must be below the knee.

D. Hair

- Hair must be neat and well groomed. Radical hair styles that disrupt the learning environment will not be permitted. Hair color should be natural tones/color.

E. Accessories

- Hair accessories are to be solid white, black, blue or RED.
- Jewelry- limited to a necklace, single bracelet and small stud earrings.
- Parents should be mindful of playground safety and the potential for loss of valuable items or injury when selecting jewelry for their children.

F. Cool weather

- Navy blue or black sweater or lightweight jacket may be worn. Sweaters and lightweight jackets with **hoods are prohibited**.
- When temperatures are below **60** degrees, a student may wear any appropriate outer garment (coat or heavyweight jacket) to school. Once in the classroom, cafeteria or other school space, the garment will be removed.
- Students may wear white or black tights or leggings.
- Plain white, long sleeved shirts may be worn under the uniform shirt (no other color permitted).

D. Sun Protection

- Sunscreen should be applied at home daily.
- Long sleeve white or black tops may be worn for protection from the sun
- Hats and sunglasses are encouraged for all outside activities.
- Students may apply sunscreen to themselves as needed.

General Appearance

School uniforms are expected to be kept neat and clean. Clothing with stains, holes, tears or excessive wrinkling will not be permitted.

- School uniforms are expected to fit the student appropriately (no low riding pants permitted), be cleaned on a regular basis, and cannot deviate from the color choice, style, or fabric.
- Shirts must be tucked in at all times.
- Adornments to the uniform are not permitted including adornments on shoes.
- Hats may be worn to school on days when there is inclement weather or during outside activities. The hats may not be worn in the classroom.
- Sunglasses may be worn outside only.
- Freedom 7 may designate special non-uniform days. Dress requirements for these days must follow the School Board Dress Code.
- Students are prohibited from writing on their person, words, temporary tattoos, symbols or pictures with ink or marker.

Communication

- Parent/Teacher conferences may be scheduled by writing or calling the teacher at school, and at least one is required each year.
- *Freedom 7 Elementary School of International Studies* must have a telephone number and name of the person to call in the event that the Parents/Guardians cannot be reached in an emergency.
- Parents will be contacted to participate in students' successes, resolve potential difficulties and co-counsel their children in crisis situations.
- The *Freedom 7 Elementary School of International Studies* newsletter, "**The Ambassador**," is published on a weekly basis to keep you updated on school events, activities and menus. Various committee, classroom and individual school newsletters are also sent during the school year.
- Student-Led conferences, held twice a year, are critical components in the overall academic program at *Freedom 7 Elementary School of International Studies*.
- FOCUS is used to communicate grades and student progress in third through sixth grade.
- All fundraising events or activities must be scheduled with prior approval of school administration

Character Education

The International Baccalaureate Primary Years Programme Learner Profile is the character education program, at *Freedom 7 Elementary*. The Learner Profile has attributes of an internationally minded student who strives to be: balanced, inquirer, principled, thinker, risk-taker, open-minded, caring, communicator and knowledgeable.

Each quarter, a student from each class will be recognized as an “IB Ambassador” for their exemplification of the Learner Profile attribute and/or taking Action.

School-wide S.O.A.R. agreements have been created with student, parent, and teacher input for common areas around campus:

Classroom Intervention

Classroom teachers are expected to implement and monitor the international mindedness of their students through the Learner Profile. Each teacher will create their own written classroom plan and procedures including “Essential Agreements”.

Classroom intervention steps should include:

- Several attempts to counsel/talk with student.
- Possible referral to peer mediation
- Parent/Guardian contact/conference
- Individual behavior plan
- Referral to child study team or guidance counselor
- **Severity Clause** – Severe disruptive behavior will be referred to the front office
- There is a zero-tolerance policy for verbal or physical threats to another member of the school community. Threats of violence are grounds for expulsion. Any additional office referral(s) may result in the student being withdrawn from *Freedom 7 Elementary School of International Studies*


Outside of Classroom

Cafeteria

Selected personnel will supervise the cafeteria during lunch. Proper lunch-room manners are emphasized, and each student’s cooperation is necessary in order to maintain a positive lunch-room atmosphere. Students are required to observe the guidelines posted in the cafeteria. Failure to consistently follow the guidelines may be grounds for an office referral.

School Campus

Students are expected to follow the directions of the personnel on duty in order to maintain a safe, orderly learning environment. Failure to consistently follow the school’s procedures and rules may be grounds for an office referral.

BATHROOM
FREEDOM 7 

EAGLES VOICE LEVEL 0-2

SAFETY

- Keep water in sinks and off the floor
- Feet on the floor
- All trash in garbage can
- Potty not Playing

OWNSHIP

- Report messes
- Keep area clean
- K-2 Stay with your buddy
- Wash your hands

ATTITUDE

- Wait your turn
- Be quick and return to learning

RESPECT

- Don't be wasteful with toilet paper and paper towels
- Be sure to flush
- Only visit when needed
- Respectful of custodial staff

ENRICHMENT
FREEDOM 7 

EAGLES VOICE LEVEL 1-2

SAFETY

- Listen for all directions
- Use all materials with care
- Hands to self
- Follow procedures given

OWNSHIP

- Hear all perspectives and ideas
- Be responsible for your learning
- Work collaboratively with your peers

ATTITUDE

- Keep a growth mindset
- Do personal best
- Be a risk taker and try new things
- Push your learning limits

RESPECT

- Positive body language
- Raise hands and be an active listener
- Take care of materials

Playground Essential Agreements

The following essential agreements for the playground should be observed by all:

Laugh, run, play and have fun!

No contact sports.

Use equipment safely:

- Swing back and forth, not side to side
- Stay clear of the swing area unless sitting on a swing
- No jumping off: swings, top of slide, tunnels, bars or high platforms.
- Slide: slide down, seated, going top to bottom
- Use of the tire swing requires adult supervision
- No standing or sitting on equipment made for hanging
- Play in a safe manner

OUTSIDE ACTIVITIES
FREEDOM 7 

EAGLES VOICE LEVEL 3-4

SAFETY

- Hands and feet to self- nature stays on the ground
- Walking in line and on sidewalks
- Use playground equipment properly

OWNSHIP

- Play together
- Be a team player
- Clean up equipment
- Be a positive leader

ATTITUDE

- Be positive and supportive while playing
- Show good sportsmanship
- Take personal belongings and garbage with you

RESPECT

- Be kind to each other and the nature around us
- Listen for teacher's directions
- Be fair to all
- Teach someone a new skill

Admission: Policies and Procedures

For the School Choice Information Booklet, please click [HERE](#)

When selecting a school of choice, parents are an essential part of the learning team, and their acceptance of an active role in their child's learning environment is expected. Support by parents and students of *Freedom 7 Elementary School of International Studies* mission statement, beliefs, objectives, policies, and procedures are essential. Therefore, enrollment in the *Freedom 7 Elementary School* is based on student and parent choice. The policies and procedures for admission in the *Freedom 7 Elementary* reflect this basic choice.

Application Process

- Admission begins with the completion of an **official application through FOCUS**. See the Choice Website for more information:
<https://www.brevardschools.org/o/bps/page/school-choice>
- Directions on how to create a Focus Parent Portal: [HERE](#)
- Approved applications shall be accepted within a prescribed time period. All applications received within this time frame will be treated equally.
- Applications for admission received after the prescribed period will be assigned a number and added to the waiting list for the appropriate grade level.
- Applications for admission remain valid during the current school year only.
- Students not selected for admission may reapply for the following school year.

Lottery Process

- A lottery will be held to determine enrollment each school year.
- Parents are required to log in to FOCUS to view lottery results and waitlist number.
- The lottery will select students through a random list of numbers and is maintained and controlled at the district CHOICE office.

Waiting List

- In the event that the class enrollments are filled, a general waiting list will be maintained. Siblings will receive preferences if you applied during the required window.
- The waiting list does not carry forward to the following school year.

Hardship Appeals

Appeals in hardship situations will be handled on an individual basis. The hardship must be in writing and addressed to the Open Enrollment- Parental Choice website. A panel of four people, including area superintendent, director of school choice and the principal will review the appeal.

General Policies

- Students maintaining continuous enrollment at the *Freedom 7 Elementary School of International Studies* need not reapply at the end of the school year. However, re-enrollment must be completed online in Focus.
- All initial applicants will be selected through the lottery system. Families with siblings will be selected as a family. This applies at individual sites only.
- Siblings of enrolled students and children of site employees will have preference in the lottery process.
- All children may apply for the appropriate grade level the year they become age eligible.
- Application dates will be announced on an annual basis.

- After screening applications, staff can recommend to parents that the *Freedom 7 Elementary School of International Studies* may not be the correct placement for their child in relation to the school's ability to meet specific student needs.
- A Student who has elected to withdraw and wishes to return to the *Freedom 7 School of International Studies* must reapply as a new student.

Re-Enrollment via Focus Parent Portal

- Each accepted student and their Parent/Guardian are **required** to attend an **orientation meeting** with a *Freedom 7 Elementary School* staff member prior to enrollment.
- *Freedom 7 Elementary School of International Studies* Parent-Student-Agreement must be signed and endorsed by each Parent/Guardian, student, and school representative.

A re-enrollment must be completed in FOCUS to include the following forms:

- 1) Permission to photo-opt out form
- 2) Home language survey
- 3) Health card
- 4) Health screening agreement
- 5) Parent/Student/School Agreement

Enrollment

- Formal registration will take place on a designated date during the week prior to the start of school.
- Students who will be attending *Freedom 7 Elementary School of International Studies* will be required to enroll in FOCUS for each school year.

The enrollment process includes the completion of the following items:

- 1) Verification of District Enrollment Forms
 - 2) Application for Free and Reduced Lunch/Breakfast (if applicable)
 - 3) Upload of Birth certificate (Kindergarten and new students to Brevard County only)
 - 4) Upload of Immunizations (Kindergarten and new students to Brevard County only)
 - 5) Upload of Physical Exam (Kindergarten and new students to Brevard County only)
 - 6) Teacher and room assignments
 - 7) Information on opportunities for parent involvement at *Freedom 7 Elementary School of International Studies*.
- Students cannot begin classes unless the enrollment and orientation processes are complete.
 - Late registrations will be with prior approval only.
 - Failure to register on the appropriate date (s) may result in the student's application being withdrawn from *Freedom 7 Elementary School of International Studies*.

Withdrawal Policies and Procedures

- Inaccurate information provided on the application form or incomplete pre-registration forms may result in the student being withdrawn from *Freedom 7 Elementary School of International Studies*.
- Upon violation of the *Freedom 7 Elementary School of International Studies* school agreement and recommendation of the administrative staff, a student's Parent/Guardian will be advised that the student's attendance at *Freedom 7 Elementary School of International Studies* is in jeopardy.
- A process for resolution will be followed and may include:
 - 1) Documentation of student/parent violations.
 - 2) Documentation of attempt to resolve violations
 - 3) Scheduled conference(s) with student, Parents/Guardians and appropriate school personnel.
- In the event the resolution process is not effective and upon recommendation of the *Freedom 7 Elementary School of International Studies* administrative staff, the Parent/Guardian will be asked to withdraw their child from *Freedom 7 School of International Studies*.

- *Freedom 7 Elementary School of International Studies* will make every effort to help the student maintain enrollment at the school site.

Nondiscrimination Notice

It is the policy of the School Board of Brevard County to offer the opportunity to students to participate in appropriate programs and activities without regard to race, color, religion, otherwise provided by Florida State Law.

It is the policy of the School Board of Brevard County not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age or handicap. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship and is prohibited. This policy shall apply to recruitment, employment, transfer, compensation, and other terms and conditions of employment.

Title IX/Section 504 Coordinator
Office of Civil Rights Compliance

Equity Act Coordinator
Florida Education Equity Act

School Board of Brevard County
2700 Judge Fran Jamieson Way
Viera, Fl 32940-1000
(321) 633-1000

This publication can be made available to a person with disabilities in a variety of formats including large print, cassette tape, and Braille. Telephone or written requests should include your name, address and telephone number. Requests should be made at least two (2) weeks prior to the time you need the publication to:

Kathryn Lott, Principal
Freedom 7 Elementary School of International Studies
400 4th Street South
Cocoa Beach, FL 32931



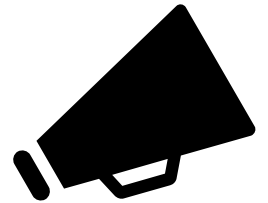
Initiated by students, PYP action is authentic, meaningful, mindful, responsible, and responsive.

From *Principles into Practice*, 2018, www.ibo.org

Action may include...



Social Justice... Learners taking action for positive change relating to human rights, equality and equity.



Advocacy... Learners taking action individually or collectively to publicly support positive social, environmental or political change.

Social Entrepreneurship...

Learners taking action in innovative, resourceful and sustainable ways to support positive social change in response to local, national, and global needs.



Lifestyle Choices...

Learners taking action in making positive lifestyle changes in response to learning.



Participation... Learners taking action in the learning community and showing commitment to contributing as individuals and as members of a group.

