

# Freeman High School

## 2025-2026 Student Handbook



14626 S. Jackson Road • Rockford, WA 99030

509-291-3721 • [www.freemansd.org](http://www.freemansd.org) • fax 509-291-7337

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## General Information

### Mission Statement

We provide a safe environment for all students to experience meaningful, rigorous learning opportunities that allow them to dream and develop into capable, confident and ethical members of the 21st Century.

### Non-Discrimination Statement

Freeman School District does not discriminate in any programs or activities on the basis of race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental or physical disability, neurodivergence, or the use of a trained dog guide or service animal by

a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination:

Civil Rights, Title IX, and Section 504 Compliance Coordinator: Randy Russell, [rrussell@freemansd.org](mailto:rrussell@freemansd.org), 509-291-3695, 15001 S Jackson Rd. Rockford, WA 99030

### **A Note From The Principal**

It's a great year to be a Freeman Scottie! Amazing things are going to happen in 2025-26 and your FHS Staff is eager to support you in your journey whether it is your first year or your last year here at Freeman. As we continue to learn and grow as a school community, we want to continue to contribute to a long-standing tradition of excellence as well as try new things and be the best version of ourselves that we can be.

Throughout the year, you can expect a continued focus on establishing meaningful, supportive relationships, a commitment to our school-wide expectations, and a continued focus on our culture where we celebrate, support, and care for one another. Every day brings the opportunity to learn and grow. Let high school be a place where you are free to take risks in your learning, build lasting memories, and see what you are capable of achieving. Your Freeman Family is here to cheer you on!

With Scottie Pride,  
Jeff Smith, Principal

### **School Colors**

Columbia blue, red, and white

### **High School Faculty and Staff**

<b>Staff</b>	<b>Position</b>	<b>Room</b>	<b>Email</b>
Smith, Jeff	Principal	Office	jsmith@freemansd.org
Ripke, Chad	Athletic Dir/Dean of Students	Office	cripke@freemansd.org
Ashmoore, Amber	Para-Ed		aashmoore@freemansd.org
Bowen, Joe	Lead Custodian		jbowen@freemansd.org
Branon, Joe	Technology		jbranon@freemansd.org
Bruno, John	History	203	jbruno@freemansd.org
Carolan, Scott	PE/Health	220	scarolan@freemansd.org
Cayce, Rob	Para-Ed		rcayceiii@freemansd.org
Clark, RaeAnne	Secretary/Registrar	Office	rclark@freemansd.org
Felvarg, Ryan	SRO	Office	rfelvarg@freemansd.org
Forkner, Brooke	Art	209	bforkner@freemansd.org
Fraizer, Lisa	Culinary	207	lfrazier@freemansd.org
Frye, Angela	Math/Science	213	afrye@freemansd.org
Hayek, Kristal	Secretary/ASB Bookkeeper	Office	khayek@freemansd.org
Holm, Kaela	Counselor	108	kholm@freemansd.org

Humann, Todd	Night Custodian		thumann@freemansd.org
Jackson, Deena	Para-Ed	122	djackson@freemansd.org
Jydstrup, James	Band/Choir/Drama	317	jjydstrup@freemansd.org
Longinotti, Pia	English	119	plonginotti@freemansd.org
Marro, Josie	English	200	jmarro@freemansd.org
McJimsey, Mary Lee	Science	213	mmcjimsey@freemansd.org
Monasmith, Kyle	Business Ed/Leadership	118	kmonasmith@freemansd.org
Morton, Caleb	Math	212	cmorton@freemansd.org
Orrino, Colton	Voc. Ag/Biology	210	corrino@freemansd.org
Pace, Doug	Para-Ed		dpace@freemansd.org
Rae, Jim	Industrial Arts	311	jrae@freemansd.org
Reed, Todd	Technology Director		treed@freemansd.org
Robinson, Lorraine	Spanish	120	lrobinson@freemansd.org
Sawyer, Garrett	Strength Training		tsawyer@freemansd.org
Smith, Matt	Social Studies	204	msmith@freemansd.org
Thompson, Dan	English	201	dthompson@freemansd.org
Warr, Hannah	Resource Room	122	hattridge@freemansd.org
Williamson, Bryce	Resource Room	117	bwilliamson@freemansd.org
Youseph, Heidi	College/Career Counselor	Office	hyouseph@freemansd.org

## **FHS Policies and Procedures**

### **Administrative Office**

The high school office is located just inside the main entrance and is open from 7:45 am to 3:45 pm every day school is in session. This is the location of the principal, athletic director, counselor, registrar and bookkeeper.

### **Absence/Illness Notification**

If a student is ill or absent, a parent or guardian must call 291-3721 that day to notify the office or send a note with the student upon their return to school to excuse the absence. Coming to class more than 15 minutes late is considered an absence. A student shall be allowed one makeup day for each day missed of an excused absence. If the student participates in sports and misses 15 minutes or more of the day, they are required to bring a note from their doctor to be able to compete. Pre-planned absences of 3 or more days require written or verbal notice by a parent to the office and a completed pre-arranged form which can be picked up in the high school office. See complete [attendance policy](#).

### **Automobiles and Parking**

All students must register any vehicle they may drive to school. Students are expected to enter and leave school property in a safe and orderly fashion. There is ample student parking in the lot north of the school building as well as in the lot across Jackson Road. Make sure to park within the lines of designated spaces. Students may not park in staff or visitor spaces located in front of the building. Students do not drive to classes in other buildings. Violations will be processed through regular discipline procedures. To ensure the safety of our students, students are not allowed to access their vehicles during school hours unless given permission from a teacher or administrator. Students are required to sign out and back in. Driving and parking at school is a privilege.

## **Leaving During School Hours**

Students are not allowed to leave the school grounds at any time during the school day without first obtaining permission from a parent or administration. Students must sign out upon leaving. In the event of an emergency or illness, the student shall notify their teacher who will direct them to the office. Parent or guardian notification will be required for the student to leave the school grounds. Failure to follow this procedure when leaving school will result in truancy.

## **Bell Schedules**

Regular Schedule		
1	8:15 -- 9:02	47 min
2	9:06 -- 9:53	47 min
SCOTTIE BREAK	9:53 -- 10:01	8 min
3	10:04 -- 10:51	47 min
4	10:55 -- 11:42	47 min
5	11:46 -- 12:33	47 min
LUNCH	12:33 -- 1:03	30 min
6	1:07 -- 1:54	47 min
7	1:58 -- 2:45	47 min

Late Start Schedule		
1	10:15 -- 10:46	31 min
2	10:50 -- 11:21	31 min
3	11:25 -- 11:56	31 min
4	12:00 -- 12:31	31 min
LUNCH	12:31 -- 1:01	31 min
5	1:05 -- 1:36	30 min
6	1:40 -- 2:11	31 min
7	2:15 -- 2:45	30 min

## **Change of Address Procedures**

Students or parents must contact the office or update information through family access as soon as possible if an address, email or telephone number changes during the school year. This is a priority for emergency contact and school updates!

## **Course Materials**

Textbooks, Chromebooks and all other materials issued for student use will be examined at the completion of the course. Students will be charged fees for lost or damaged materials.

## **Emergency School Closures**

Freeman will use the *Instant Alert System* (email and text notifications) to inform families of late starts, school closures or cancelled events so it is VITAL to keep the office updated on contact phone numbers and email addresses.

## **Guests/Visitors**

Freeman has a closed campus. Guests may visit FHS but arrangements MUST be made with the principal at least one day in advance. Parents or guardians are welcome at any time. All visitors are requested to sign in at the office to secure a visitor's pass.

## **Illness at School**

Ill students must check out through the office before leaving school and are not allowed to remain in bathrooms or unsupervised areas. A parent, guardian or emergency contact must be notified before a student may drive home.

## **Lockers**

Each student is assigned a locker to store their personal items while at school. Students may not switch lockers without the permission of the school office. Lockers are the possession of the school and may be inspected without notice. It is highly recommended that students lock up their belongings to prevent theft. The school will not be responsible for lost or stolen items

## **Lost and Found**

Lost items are put in the lost and found closet located across from the library. Electronics and jewelry that are found will be kept in the office. Items will be emptied at the end of each semester and all unclaimed items will be donated to charity. Students are responsible for their personal property, as well as books, Chromebooks, uniforms and other items issued to them by the school. The school will not be responsible for lost or stolen items.

## **Lunch**

Each student is assigned a 4 digit PIN number to access their account for lunch. Any misuse of a PIN number by another student, may result in school discipline. If you know of a student using your PIN number, please notify Nutrition Services. The cost of a lunch and breakfast (served during Scottie Break) is available on the [Nutrition Services website](#). Please apply for free and reduced priced meals if you think your household qualifies. Applications are available on the [Nutrition Services website](#). During lunch students will eat in designated areas only.

## **Medications**

By law, any child who needs to receive any oral medication at school, whether prescription or over-the-counter, must have a Medication Authorization Form signed by both a licensed health Care professional and a parent/guardian. All medications must be brought to school by the parent/guardian in the original bottle with the prescription label attached. Over-the-counter drugs (including ointments, Tylenol, aspirin, ibuprofen, etc.) Must also be in their original container with the student's name on the container.

## **Personal Spray Devices**

Persons over 18 years of age and persons between 14 and 18 years of age with prior written parental or guardian permission may possess personal protection spray devices on school property. No one under 18 years of age may deliver such devices, nor may anyone 18 years or older deliver a spray device to anyone under 14 or to anyone between 14 and 18 who does not have parental permission. Persons younger than 14 years of age may not possess personal protection devices.

## **Schedule Changes**

Students will be allowed to request a schedule change within the first five days of the semester. This can be done by filling out a Schedule Change form in the office. The school will do our best to honor these requests; however, it is not guaranteed.

## **Security**

The Freeman School Board has authorized the use of security cameras throughout the Freeman School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members



who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property. FHS is a single point of entry building. All school entry doors will be locked once school begins and students arriving after that time as well as any visitors will be required to buzz the front desk for entry.

### **Transportation**

Bus routes, emergency routes and bus policies are handled through the transportation office at 291-5555. Students with a written note or parent phone call may pick up a bus note in the office to ride a different bus.

### **Academics**

Graduation Requirements for the Classes of 2026 –2029: 24 Credits Required

<b>Credit Requirements</b>	<b>Freeman School District Graduation &amp; Community College Admission Requirements</b>	<b>4-year College &amp; University Admission Requirements</b>	<b>NCAA Eligibility and Requirements Division I</b>	<b>NCAA Eligibility and Requirements Division II</b>
<b>Subject Area</b>	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>	<b>Credits</b>
English	4 (a)	4	4	3
Social Studies	3 (b)	3	2	2
Mathematics	3 (c)	3 (through Algebra 2)	3 (Algebra 1 or higher)	2 (Algebra 1 or higher)
Science	3 (d)	2 (both lab, 1 math-based)	2 (natural/physical science, 1 must be lab-based)	2 (natural/physical science, 1 must be lab-based)
Fine Arts	2 (e)	1 (e*)		
Health and Fitness	2 (f)	2		
Career and Technical (CTE)	1 (g)			
World Language	2 (h)	2		

Electives	4		4 additional core courses (world language, or core) + 1 additional (English, math, science)	4 additional core courses (world language, or core) + 3 additional (English, math or science)
High School and Beyond Plan	(i)			
Washington State History	(j)			
Graduation Pathway	(k)			
<b>Total Credits</b>	<b>24</b>			

We like to think of PPR\* as “flex credits” in that a student can personalize courses toward his/her intended future Career. The Four-Year College option can also be personalized with one instead of two Fine Arts all dependent on what career and college admission options the student is pursuing. Any changes to the standard requirements will require the student and parent to complete a HSB Plan change form and to upload the form into My School Data to document the change to the HSB Plan.

- A resume is finalized during the senior year based upon the experiences, activities, courses and goals student has set and documented throughout the course of high school.
- Much of this Plan will be completed and signed off with your assigned Advisor during advisory.
- High School & Beyond Plan is a State of Washington graduation requirement. Freeman collects the plan data submitted by students in My School Data on the Skyward Student Information System. Students need to complete:
  - A career interest inventory (updated yearly starting from 7th grade.) Students will find that interests may change based on courses and activities a student is exposed to.
  - Educational goal setting (updated yearly by researching career requirements, admission requirements and the cost to attend.)
  - A 4-year plan of courses is a work in progress. As the student completes each year of courses, the online course plan is updated. This is a good place for students to track dual enrollment coursework.
  - State Of Washington Testing Requirements

ENGLISH LANGUAGE ARTS	2024-2025 Smarter Balanced ELA (achieve ELA exit exam score) Tested in 10 <sup>th</sup> grade
MATHEMATICS	2024-2025 Smarter Balanced Math test (achieve math exit exam score) Tested in grade 10
SCIENCE	Washington Assessment of Science (WCAS) is administered in the 11 <sup>th</sup> grade.

**A note about testing:** Testing requirements are established by the Office of the Superintendent of Public Instruction, which frequently reviews the state testing requirements and required scores to meet graduation requirements as well as the **College and Career Readiness**. The state has developed alternative pathways for students who have not met standard through the Smarter Balanced and WCAS tests. This information is available in the counseling office. **Benchmarks.** The required scores to graduate and meet college benchmarks may change at the discretion of OSPI. Students receiving special education services are eligible to earn a Certificate of Individual Achievement by meeting standard in the Washington Alternate Assessment System after sitting for the Smarter Balanced ELA and Math and WCAS exams.

### **Grading Scale and Credits**

This grading scale is used by all teachers at FHS.

93-100	A	4.0	80<83	B-	2.7	67<70	D+	1.3
90<93	A-	3.7	77<80	C+	2.3	60<67	D	1.0
87<90	B+	3.3	73<77	C	2.0	0<59	F	0.0
83<87	B	3.0	70<73	C-	1.7			

### **Information About Course Registration, Exams and Honors**

- Students may make schedule changes only in the first week of school. After that time, students will not be allowed to change courses.
- Students are eligible for one teacher's aide position their senior year if they are in good academic standing, passed state assessments and on track for graduation.
- Comprehensive final exams or projects are directed by the teacher. Check the class syllabus for requirements.
- Students may earn Honor Cords for graduation with a cumulative 3.4 GPA or higher.
- Student Honor Roll is earned for a semester of 3.25 grade or higher.
- Students maintaining a 3.8 cumulative GPA over a minimum of three semesters will qualify for an academic letter.
- Valedictorian and salutatorian transcripts shall include all necessary graduation requirements. Valedictorians shall be those seniors with a cumulative GPA of 4.0. Students need to be enrolled full time at FHS for two years in order to be eligible for these honors. Determination is made at the end of first semester in the senior year.
- Students earning 145 hours of Community Service per year as submitted and verified by the School Secretary, and earning at least a 2.0 GPA will be recognized for their efforts. Although highly recommended to complete, community service is not a graduation requirement.

### **Parental Access To School Records**

Privacy Act: Parents and/or students 18 years of age and older have the right to examine and question the contents of their school records. Others having access include school staff, another school district, the judicial system, college or educational institutions in which the student may enroll. The District's Board Policies for students' rights and responsibilities and disciplinary action appeal are available at FHS or the District Office.

The Family Educational Rights and Privacy Act (FERPA) specify rights related to educational records. The Act gives the parent or legal guardian the right to:

- Inspect and review his/her child's educational records
- Request copies of these records
- Ask for an explanation of any items in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights
- Request a hearing on the issue if the school refuses to make the amendment
- File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the FSD to comply with the requirements of the Act and this section.
- Parents are encouraged to check on their child's daily progress. Parents can obtain a parent login and password to see their student's progress through online family access. These access codes allow the parent to see all assignments and grades. If a parent has a question about grading, an assignment, etc., the first point of contact is the teacher. Contact Freeman High School office if you are unsure of your access login.

### **Progress Reports**

Freeman reports academic progress to parents every three weeks. Progress reports are emailed to the parents' email address in the student records. Parents must let the office know if they prefer a hard copy sent home with their student.

### **Report Cards**

Report cards are issued at the end of the year. Letter grades are used to designate a student's progress. Students receiving a I (Incomplete) for a semester has two weeks from the last day of the semester to complete work. At that time, the grade will be figured with assignment(s) missing as zero(s). If there are extenuating circumstances, the student should contact the principal immediately upon returning to school. Family Access is turned off the last week of school.

### **Technology Policy**

Message to Students Regarding: fsdnet Access: As a condition of my right to use the fsdnet, including access to public networks such as the Internet, I understand and agree with the following:

- To abide by the fsdnet Acceptable Use Procedures
- The network administrators have the right to review any material stored in fsdnet files and to edit or remove any material which they, in their sole discretion, believe may be unlawful, obscene, abusive or otherwise objectionable and I hereby waive any right of privacy which I may otherwise have to such material.
- That the Freeman School District will not be liable for any direct or indirect, incidental or consequential damages due to information gained and/or obtained via the use of the fsdnet, including, without limitation, access to public networks.
- That the Freeman School District does not warrant that the functions of fsdnet or any of the networks through fsdnet will meet any specific requirements you may have, or the fsdnet will be error free or uninterrupted.
- That the Freeman School District shall not be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with

the use, operation or inability to use fsdnet.

- That the use of the fsdnet, including use to access public networks, is a privilege which may be revoked by network administrators at any time for violation of the fsdnet Acceptable Use Procedures. Network administrators will be the sole arbiter(s) of what constitutes a violation of the fsdnet and acceptable Use Procedures.
- Freeman School District may provide and assign students Chromebook for use at school and at home as a means to promote achievement and provide flexible learning opportunity. The usage policy can be seen through Family Access under FHS Registration for all returning students.

## **Student Rights and Responsibilities**

Students are responsible to:

- Be aware of all school rules governing student behavior and conduct themselves according to those rules.
- Be regular and punctual in attendance at all classes, assemblies, and assigned school activities.
- Make satisfactory academic progress consistent with his/her abilities and aptitudes.
- Comply with a reasonable directive made by any school authority acting within the scope of his/her duty.
- Express their ideas and opinions in a respectful manner, being careful not to libel or slander others.
- Dress in a manner that is not disruptive to the educational process nor threatening to the health and safety of themselves or others.
- Conduct themselves in a manner which will not disturb their education nor disrupt or deprive others of their education.
- Fully respect the rights of others.
- Follow established procedures if they desire to seek changes in any policies or rules with which they may disagree.
- Identify themselves, upon request, to any District employee or school agent, on school grounds, on school busses or at school events.

## **Rights of Students**

Each student has stated and implied rights in the context of District policies and procedures. These rights are guaranteed by the Constitution of the United States and the State of Washington.

Students have the right to:

- Participate in relevant educational activities in a safe and sanitary environment.
- Equal educational opportunity and freedom from discrimination in all phases of the educational process.
- Fair and just treatment from school authorities and freedom from unreasonable treatment or unlawful physical abuse.
- Freedom from unlawful interference in the pursuit of an education while in the custody of the District.
- Be secure in their persons, papers and effects against unreasonable searches and seizures.
- Freedom of expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by laws governing obscenity, libel and slander.
- Instruction in rules and regulations relating to their rights and responsibilities.
- Use of established channels to voice concerns and opinions having to do with elements of the educational process that affect them.

- Representation on advisory committees affecting student rights.
- Present petitions, complaints or grievances to school authorities and to receive responses within a reasonable time.
- Consult with teachers, counselors, administrators, and other school personnel at reasonable times.
- Be involved in school activities, provided they meet the qualifications for such participation.
- Have representation in student government organizations that may exist at their school.
- Receive an explanation of the requirements of the course of study and the basis on which grades will be determined.

Reasonable limitations must be placed upon the time, place, and manner of exercising these rights so that the school may effectively fulfill the function of educating young people. The school may not, however, infringe unduly upon these rights.

### **ASB Activities**

School activities are a very important part of school life. Students are encouraged to participate in activities in order to enjoy a full high school experience. School activities are an extension of the regular educational programs and all school rules and policies will apply.

### **ASB Card**

Students may purchase an ASB card for \$35.00. The ASB Card is required to participate in all sports or extracurricular activities/clubs. The card also allows students a discount on school sponsored events and allows students to attend all varsity home sporting events (except tournaments and playoffs) for free. Pictures for the cards will be taken shortly after the start of the school year. If a card is lost, there is a \$5.00 fee to replace it.

### **Dances**

In an effort to maintain a safe and orderly environment, the following rules apply at all dances:

- FHS students may attend dances with a guest from another High School or under 21 years old if...
- The student and guest must fill out a Guest Request Form to be turned in no later than 3 days before the dance. If the guest breaks a school rule, the student who has brought the guest will receive the discipline associated with the infraction.
- Middle school students are not admitted to high school dances.
- Once a student leaves the dance, he/she will not be allowed to return to the dance.
- A dance is closed to admission one hour before the scheduled end of the dance.
- School dress code applies to all persons attending the dance.

### **Extracurricular Transportation Fee**

A fee of \$20.00 will be required for any student participating in any extracurricular activities/clubs at FHS. This is a one-time per year fee and has been put in place to help defray the expenses of transporting students to and from these activities throughout the school year. Middle school students have a fee of \$10.00.

### **Fees**

Some classes and extracurricular activities at FHS include fees: (Some assistance may be available if the fees present a hardship. See the ASB Bookkeeper, Principal, Counselor or Athletic Director.)

<b>ASB</b>	<b>Amount</b>	<b>District</b>	<b>Amount</b>
ASB Card	\$35.00	Anatomy & Physiology	\$10.00
ASB Card - Replacement	\$ 5.00	AP Biology	\$10.00
		Band Percussion	\$10.00
Conservation Club	\$12.00	Band Instrument Rental	\$40.00
FBLA Dues	\$25.00	Chemistry	\$10.00
FFA Dues	\$20.00	Physics	\$10.00
Art Club	\$10.00		
Honor Society Dues	\$12.00		
Robotics Club	\$15.00		
Skills USA Club	\$20.00		
Sports fee - (per season)	\$25.00	Transportation Extra Curricular (Per Year)	\$20.00
Yearbook—Early Purchase	\$45.00		
Yearbook - Late	\$50.00	Scottie Break	\$2.50
Yearbook—Personalized	\$ 5.00	School Lunch	\$3.90

## **Sports**

Any student involved in extracurricular activities must have a current physical (good for two calendar years), a signed athletic code, concussion form, sudden cardiac arrest form, sports safety guidelines form, accident insurance and medical release form. These forms must be completed online prior to the start of the season and are available online through Final Forms. Follow this link: <https://freeman-wa.finalforms.com/> This includes all athletes and cheerleaders. Students involved in these activities must also abide by specific academic standards to be eligible.

## **Sports Participation Fee**

We ask our athletes to help support their programs through a sports participation fee to help with expenses for officials, uniforms and supplies. There is a \$25.00 participation fee for each season played; it is due during the first two weeks of the season. The following sports are offered:

### **FALL**

Cheer

Cross Country

Football

Girls Soccer

Volleyball

### **WINTER**

Boys Basketball

Girls Basketball

Cheer

Wrestling

### **SPRING**

Baseball

Golf

Softball

Tennis

Track

## **Athletic Code**

The opportunity to participate in interscholastic and associated student body activity programs is a privilege granted to all students at Freeman High School who have fulfilled all school district and WIAA requirements. Participants in these voluntary programs are expected to conform to the specific athletic code established by the Freeman School District. Provisions are made for a student who allegedly violates one or more of the rules

described in the athletic code to appeal a disciplinary action as specified in this code.

The following rules shall apply to athletes for an entire sports season. A sports season shall be defined as the first practice until the awards banquet. If the violation occurs during the last twenty percent of a sport season the student will be suspended for twenty percent of the contests of the next sport season. The student must serve the suspension during the next season that the student participates. In addition, the student must attend an intervention program before the student can compete in another sports season.

### **Use and/or Possession of Alcohol, Tobacco Products or Illicit Drugs**

A student who is found by a school district employee or a law enforcement official to be in possession of alcohol, tobacco/tobacco dispensing products, legend drugs (RCW 69.41.020 – RCW 69.41.050) and/or controlled substances (RCW 69.50) or uses alcohol, tobacco/tobacco dispensing products, legend drugs (RCW 69.41.020 – RCW 69.41.050) and/or controlled substances (RCW 69.50) shall be considered in violation of the eligibility code and standards, and shall be subject to the following disciplinary action:

#### **1<sup>st</sup> Violation**

- Removed from the athletic team or club for duration of two weeks, and will be required along with a parent to attend an intervention program for alcohol/drug abuse. The student will be required to attend all practice sessions, but will not be allowed to participate in any contest during the probationary period.

#### **2<sup>nd</sup> Violation**

- Ineligible for interscholastic competition for a calendar year (365 days).

#### **3<sup>rd</sup> Violation**

- Permanently ineligible for interscholastic competition for the remainder of their high school career.

Violations are totaled separately in Middle School and High School.

Any student attending and/or remaining at an event where it is reasonably known that consumption of any drugs, alcohol, tobacco, vaping or performance enhancing substances by a minor(s) occurs will also be subject to these rules. It is the responsibility of the student to remove himself/herself immediately and safely, beyond all reasonable doubt and proximity, from the situation. A student who makes a willful choice to remain at such an event is in violation of the Freeman Athletic Code.

When a student-athlete signs the Athletic/Activities Code, it is valid for one calendar year (all school year) rather than just the sport season. Meaning, if a spring athlete has an infraction during the fall or winter season, it will affect the start of their next spring season.

### **Academic Eligibility to begin 1st and 2nd Semester Sports Seasons (WIAA Rule 18.8.0, 18.8.6)**

Students entering grades 10-12, shall have passed the minimum number of classes in the most Recently completed semester, as listed in WIAA Rule 18.8.0, but FHS requires a higher standard. At Freeman High School, this would be the equivalent of passing 7 out of 7 classes. Students entering 9th grade are not required to meet the previous semester rule for fall sports eligibility but are required to meet the previous semester rule to have full competition eligibility for second semester and beyond. At Freeman High School, this would be the equivalent of passing 7 out of 7 classes



## **Academic Probation/Suspension Period**

### **WIAA Rule 18.8.6**

A student in grades 10-12 who failed to meet the requirement of FHS academic standards shall be placed on Academic probation/suspension. If a student is placed in probation they can still practice and compete in games. If a student is in suspension they can still practice, but are ineligible to compete in games.

#### **1st Semester Academic Probation/Suspension Period**

Student is placed in academic probation for the first four weeks of the 1<sup>st</sup> semester if they failed a class from the previous spring semester. If the student is passing all of their current classes after the 4<sup>th</sup> Saturday in September, they are removed from their probationary status.

If the student is failing any class after the 4<sup>th</sup> Saturday in September, they are then in Academic suspension for the next three weeks. WIAA Rule 18.8.6.1 B.

#### **2nd Semester Academic Suspension Period**

Student is placed in academic suspension for the first 5 weeks of the semester if they failed a class from 1<sup>st</sup> semester. WIAA Rule 18.8.6.2

## **FHS Academic Progress Grade Check Procedures**

The activity/athletic department will check grades weekly via Skyward. Grade checks will be conducted every Wednesday throughout the school year.

The first 3 weekly grade checks of each semester will not count against a student's eligibility.

Beginning on the 4th Wednesday of each semester, and continuing every Wednesday through the rest of the semester, grade checks count and could impact a student's competition eligibility.

If after the 4th week of the semester the student-athlete has 1 or more "F" grades on the weekly grade check, he/she will be deemed academically ineligible to participate in competition for one calendar week (Wednesday-Tuesday).

Students can regain full eligibility without competition restriction for the current week with a signed eligibility sheet that they are passing the class or classes that they were failing when the grade check was ran.

## **Sportsmanship**

An athlete shall exhibit appropriate conduct in the classroom, in the school building, as a fan, in the locker room, at practice and in contests. As stated earlier, student participants must be held to a higher standard and will be held responsible for their actions. We expect all participants to follow the core virtues of the Freeman School District: Sportsmanship, Teamwork and Perseverance. Any violation is subject to disciplinary action up to and including dismissal from the team or from further participation in activities for the remainder of the school year. The coaches and principal may be involved in determining disciplinary action. Teachers may also be involved in the decision when determined necessary.

## **Additional Rules**

In addition to the rules and regulations listed here, each team or club member may be required to adhere to rules that are unique to a particular sport or activity.

## **Grievance and Appeal Process for Disciplinary Action**

When infractions occur, the following procedures will be followed:

- Upon the imposition of penalties regarding rule's violation -- The student and parent shall have the right to an informal conference with the building Principal, designee, and/or Activity's Director. If the student and parent do not make a written request for this informal conference within three (3) school days of the infraction, they will have waived their right to the conference and appeal procedure. The informal conference will be scheduled within three (3) school days of their request.
- The student and parent may appeal to the superintendent of schools within three (3) school days of the appeal decision. The superintendent of schools, after hearing the case in detail, shall render a decision within ten (10) school days of the request.
- \*NOTE\* Student-Athletes who appeal disciplinary action will remain on suspension (can practice but cannot participate in events or travel during school) until a decision is made.

## **Penalties for Violation of the Athletic/Activity Code**

Violation of the activity code may result in discipline by the coach, athletic director, etc. In a school setting, student participants are role models. Therefore, violations of the drug, alcohol and tobacco policies will automatically exclude them from league, team and special awards for the season in which they were in violation. This includes (but is not limited to) MVP, Most Inspirational, Team Captain. Violation of the activity code may also be the basis for school discipline, suspension or expulsion.

## **Procedure for Violations of the Athletic/Activity Code**

In the event a coach has reason to suspect a student-athlete is in violation of the Activity Code, a conference should be held with the student. Discipline imposed for violations not requiring suspension or expulsion will be carried out by the coach. Notification will be made to the AD. Prior to suspension or expulsion, the varsity coach will discuss the situation with the AD.

## **Types of Sanctions:**

### **Level 1 – Team Rules**

Team rules and regulations will be determined by the coach and will be submitted to and approved by the AD prior to the sport season.

### **Level 2 – Activity Code**

All rules and regulations of the Athletics/Activity Code should be enforced by the coach. It is expected that coaches/advisors will go over the Activity Code with participants on the first day of practice.

## **Self-Admittance/Self Report**

Students and parents are encouraged to self-report infractions of the Athletic/Activities Code (regarding themselves) by contacting the school administration. Self-admittance is defined as either initiating the discovery, by admittance of attendance/participation, and/or admittance of attendance/participation during the initial round of investigation. If a student athlete self-reports/self-admits, the suspension may be reduced

based upon information and a decision by the Athletic Director.

### **Student Council**

The Student Council's primary purposes are:

- To unify student activities under one control and promote the general activities of the school
- To aid in the internal administration of the school
- To teach the students the values of working in a democracy Officers of the Associated Student Council (ASB) are elected in school wide balloting in the spring for the next school year. Presidents of each class and club as well as a representative from each classroom during a designated class period complete the full council.

The ASB Officers for the 2025-2026 school year are:

President	Greta Van Gemert
Vice-President	Cooper Florence
Secretary	Avery Boswell
Sr Treasurer	Ava Aylward
Jr Treasurer	Briley Snyder
Historian	Emma Dreyer
Spirit Commissioners	Trenton Sandborn & Rylee Russell

The class presidents for the 2025-2026 school year are:

Freshmen	Audrey Shaw
Sophomore	Kelsey Hollen
Junior	Ellie Wineinger
Senior	Mae Cashmere

### **Attendance**

Attendance is the single-most important factor in determining academic achievement. Students are expected to be at school every day and on time. Please schedule appointments and family vacations outside of the school day as much as possible.

#### **When a student is absent:**

The parent/guardian emails ([fhsoffice@freemansd.org](mailto:fhsoffice@freemansd.org)) or telephones the main office (291-3721) on the day of the absence but no later than 48 hours after the absence. Students are responsible for getting their make-up work from the teacher and have one day per day absent to make up the work.

An absence will be considered unexcused if the parent/guardian does not excuse the absence with proper written documentation within two days (48 hours of the absence). Students with unexcused absences will be assigned detention and be subject to the BECCA process.

#### **Excused Absences**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students, at times, may appropriately be absent from class. Parents must provide the school with a

valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences according to state law and district policy:

- Personal illness, health condition, or medical or dental appointment (Students must bring doctor's note upon returning from an illness requiring five or more days of absence.)
- Appearance in court when required by law
- Disciplinary action (i.e., in-school, short-term, long-term suspension, emergency expulsion)
- Religious observance (i.e., an established special day on a religious calendar)
- Family emergency (i.e., funeral, death, hospitalization)
- School-approved activities (i.e., field trips, athletic competitions)
- Pre-arranged absence approved by the administration (pre-arranged absences for 3 or more days require a form to be completed and signed at least 2 days in advance.)

### **Unexcused Absences**

Schools are not obligated to provide the opportunity for make-up work due to unexcused absences. Absences for reasons not listed above are unexcused. Students returning to school without providing a valid excuse from a parent within 2 school days will have the absence recorded as unexcused.

### **Tardies**

Students are considered tardy if they are not present in the classroom when the bell rings. Our process for tardies will be:

- Step One: Redirection/Reminder Teacher or staff member will remind the student to be in class on time.
- Step Two: Redirection/Reminder with Contact to Parent Teacher will remind the student of expectations, redirect their behavior, and follow up with parent contact regarding behavior.
- Step Three: Referral to Administration: Administration will conference with the student about the repeated tardies, assign lunch detention, and call home to inform the parents.

### **Washington State Attendance Requirements**

State law and district policies and regulations require daily and punctual attendance of all students unless officially excused. Parents and students are both responsible for assuring attendance. It is the parents' responsibility to ensure accurate contact information is in our student account system by regularly checking information with our registrar. Students who have a pattern/history of absences or tardies for personal illness may be required to have a note from a healthcare professional to excuse further absences or tardies due to personal illness.

### **BECCA Bill Attendance Requirements**

Under Washington State Law, RCW 28A.225, parents are responsible for their student's full-time school attendance. Schools must take action to prevent unexcused absences. After one (1) unexcused absence, schools contact parents by letter or phone and inform the parent of the potential consequences of additional unexcused absences. After two (2) unexcused absences, the school will schedule a parent conference to discuss solutions. After five (5) unexcused absences Freeman High School administration will meet with the student and parent to establish an agreement for school attendance. After seven (7) unexcused absences within a 30-day period or ten (10) unexcused absences in a year, Freeman High School will write a petition with Juvenile Court. Students with a current court order compelling school attendance on file will have a progress report filed with the courts with only one (1) additional unexcused absence.

\*Freeman High School will partner with families whose students are facing attendance issues prior to filing a BECCA petition.

## **Student Conduct**

### **Cell Phone Policy**

While on school property or while attending school related activities, students may possess and use cell phones at designated times. Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

- High school classrooms will be cell phone free during classroom time.
- Other cell-based devices, such as smartwatches, air pods, etc., also will be not allowed to be used during classroom time.
- Students with specific medical or other documented needs may have accommodations made on an individual basis.
- Cell phones devices may be used before and after the regular school day and during the student's passing period and lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.
- Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
- Students must follow the school-wide expectation with cell phones by following the classroom teachers' expectations. Failure to follow this expectation results in:
  - 1st offense: Teacher gives the student a verbal warning.
  - 2nd offense: Student stores the phone in the office for the remainder of the day (student can pick up at the end of the day).
  - 3rd offense: Student stores the phone in the office for the remainder of the day and parent may be asked to pick up at the end of the day.
- Failure to use cell phones appropriately will result in progressive discipline.

### **Cheating/Plagiarism**

Cheating, or copying the work of other persons, or turning in another person's papers, projects, computer programs, etc., as your own constitutes plagiarism.

Plagiarism includes, but is not limited to:

- Using another writer's words or ideas without proper citation, or merely rearranging or changing a few of the author's words and presenting the result as you own work, or not using quotation marks when citing a source;
- Having someone else write your paper, program or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the internet.

### **Cooperation**

Students will obey the lawful instructions of school district personnel and follow school and classroom rules (RCW 28A.600.040). Students are expected to cooperate fully with Freeman High School and School District

staff, including law enforcement when applicable. Failure to do so will result in disciplinary action leading up to and including suspension.

### **Displays of Affection**

Excessive, overt displays of affections anywhere in the building are prohibited and subject to discipline. The general rule of thumb is that behavior at school should mirror that of a professional job site. Displays of Affection could also be considered an act of harassment. It may be viewed as more offensive to others and has no place in a professional academic setting. Students are to comply with adult directions regarding this rule. Continuous violation of this rule may result in parent contact and disciplinary action.

### **Dress Code**

- Freeman High School acknowledges that a correlation exists between appropriate grooming, personal attire and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. Freeman's dress code is designed to allow for student comfort while maintaining an environment conducive to teaching and learning in the best available educational setting. In all cases, school administrators will make the final determination regarding specific dress code violations. Students are expected to be cooperative whenever their attire is determined inappropriate. Argumentative, hostile and defiant behavior will subject the student to other disciplinary violations and progressive consequences. The primary responsibility for a student's attire resides with the student and parents or guardians.

#### **Our student dress code is designed to accomplish several goals:**

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology/shop (eye or body protection), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without the fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, or pornography.
- Prevent students from wearing clothing or accessories that will interfere with the operation of school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference of invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene, or that reasonably can be construed as containing defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body.

### **Freeman Dress Code**

1. Students Must Wear: a shirt, pants/jeans or the equivalent, and shoes.

2. Students May Not Wear:

- Violent language or images, or clothing that suggest violence or gang affiliation.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, defamation speech, threats, profanity, pornography, vulgarity or lewdness.

- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears, including sunglasses (except for religious observance).

### **Corrective Action**

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in the sections above. Students in violation of the Dress Code will be provided 3 options to be dressed more to the code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

### **Loitering**

A student shall leave the school campus at the official close of the school day unless permission to do otherwise has been granted. By 3:25pm, students should be with a supervising adult and the cafeteria, hallways, and areas surrounding the school should be clear. Law enforcement may be notified.

### **Off Campus Behavior**

Discipline may be imposed for an off-campus act of misconduct if the discipline is reasonable under the circumstances and closely connected to the educational process. The District will respond to off-campus student speech that causes or threatens to cause a substantial disruption on campus or interference with the right of students to be secure and obtain their education. Substantial disruption includes, but is not limited to, significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student's education. The following criteria should be considered to decide whether an act of misconduct is sufficiently connected to the educational process:

- Location of the misconduct (proximity to school grounds or to a school activity);
- Hour and date of the misconduct (during school hours, but off-campus; immediately before or after school hours; on district-sponsored transportation, directly before entering or after leaving district-sponsored transportation, or during school-sponsored activities);
- Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel);
- Severity of the misconduct and its likely connection to student or school district personnel safety (e.g., fighting or other violent or destructive acts, the selling of a controlled substance, or possession of a weapon); and (e) Extent to which the off-campus activity affects the environment or safety of the school (e.g., students are afraid to come to school or afraid at school because of it; it is disruptive to the school atmosphere in that special precautions or actions need to be taken to protect students and staff; the arrangements for the activity were made on campus but conducted off campus, such as drug sales, a fight or assault, etc.; or there are likely repercussions such as students from other schools or

non-students coming onto the campus to effect retribution).

### **Profanity/Inappropriate Language**

Profanity is never acceptable at Freeman High School. Racist, insulting, inflammatory, and derogatory language is also unacceptable. Inappropriate jokes or comments are considered offensive and will not be tolerated.

### **Safety and Civility**

Students and staff at Freeman should learn and teach free from violence, intimidation, threats, harassment and fear. Each school community is unique to the adults and students who work and study in it. However, each school shall promote safety and civility for all. Students and/or adults who pose a threat to the safety and civility of the school are not welcome on campus and appropriate authorities will be notified.

### **Skateboards, Scooters, Bicycles and Toys**

Skateboards, scooters, toys that move, etc., are not permitted at school at any time night or day. These items are prohibited and will be confiscated. Bicycles are allowed but must be walked once on campus and parked in designated bike racks. Other vehicles and/or toys are also not permitted.

### **Discipline Policy**

Freeman High School's discipline philosophy is that all students practice behaviors that contribute to a positive school climate and do not interfere with teaching and learning. Students are expected to take ownership of their own behavior, follow directions, treat each other with kindness and respect, and learn the value of productive work and good citizenship. Doing so will help students become persons of good character. The goal is to help students acknowledge inappropriate behavior, to self-evaluate, to take ownership of choices and decisions, and to develop a plan for improving behavior.

### **Detention**

Detention is given to students for lower-level disciplinary infractions and/or truancy. Detention is held on designated days during lunch. Failure to comply with detention rules and/or skipping detention will result in progressive discipline including suspension. Pre-arranged changes to serving detention requires administrative approval prior to the day of the scheduled detention. It is the student's responsibility to know and understand the rules governing detention. Detention rules are as follows:

- Arrive on time (by 12:38) in the SOARS classroom; wait for supervisor. He/she will tell you where to sit – it is not the student's choice.
- Bring enough homework, missing assignments, or reading material to cover the extent of the detention.
- No talking or socializing. No sleeping – students are expected to be sitting up, alert, and working.
- No electronics, hats, or hoods. No leaving without permission.
- Follow the directions of the supervisor the first time they are given. Failure to comply with rules will result in progressive discipline.

### **Exclusion from School Activities**

Students must attend school for the majority of the school day in order to attend school activities or events.



Students who demonstrate poor conduct at school may be excluded from participating in school events and activities. Students may not be able to attend field trips, assemblies, dances, athletic competitions, or special activities if they violate school rules or policies. School administration may remove or exclude a student from any activity if they believe the student's conduct should prevent him/her from participating.

Attendance at assemblies, concerts, dances, field trips, sports, or other school-related events is a privilege and not a right of being a student at Freeman High School. If a student or group of students is rude, disruptive, insubordinate, obnoxious, or disrespectful at an assembly, or other school-related event, the student/s may be removed from the event immediately and denied entrance to future events or activities. All Freeman High School expectations and policies apply at school-related activities on or off campus. School consequences will be imposed when deemed necessary by administrators or their designee.

### **Progressive Discipline**

It is our goal to help kids grow into responsible, respectful citizens, so discipline at Freeman High School is progressive, which means that consequences get tougher as the situation becomes more severe or if you don't follow through with the consequences assigned for prior offenses. A student suspended, for any length of time, from school is not allowed to be on any Freeman School District property or to attend any district or school/district sponsored events, such as dances, sporting events, evening activities, etc. The following is the typical progression of discipline depending on the offense type – please note that exceptional misconduct behaviors will begin with suspension/expulsion.

- Step One: Redirection/Reminder – For low-level offenses (those not identified as exceptional misconduct), teacher or staff member will remind the student of appropriate behavior.
- Step Two: Redirection/Reminder with Contact to Parent – For low-level offenses (those not identified as exceptional misconduct), teacher will remind the student of expectations, redirect their behavior, and follow up with parent contact regarding behavior.
- Step Three: Referral to Administration: – For low-level offenses (those not identified as exceptional misconduct), Administration will conference with the student about the repeated behaviors, assign lunch detention, and call home to inform the parents.
- Step Four: Parent meeting with Administration-Administration will partner with the parents to develop a plan to ensure success for the student.
- Step Five: Short-term suspension – Administered by the building principal, assistant principal or designee. The student is removed from school (up to 10 consecutive school days determined by offense). A re-entry meeting with student, parent, and administration is required upon return to school.
- Step Six: Long-term suspension – Administered by the building principal, assistant principal, or designee. The student is removed from school for 11 or more consecutive school days. A re-entry meeting with student, parent, and administration is required upon return to school.

### **Emergency Removal**

Imposed when a student is considered a danger to him/herself, other students or school personnel, or is considered an immediate and continuing disruption of the educational process. The student is removed from school until appropriate suspension time can be determined. A re-entry meeting with student, parent, and administration is required upon return to school.

## **Expulsion**

The student loses the right to attend District schools, classes and programs and the right to be admitted onto District property. A re-entry meeting with student, parent, and administration is required upon return to school.

## **Referral Process**

Most lower-level discipline infractions are handled by the classroom teacher. If a student fails to correct his/her behavior, a student may be referred to the office for more severe consequences. Higher-level discipline, exceptional misconduct offenses, and progressive discipline are addressed by the building administrators. Administrators make the final decision concerning consequences depending on the nature, severity, duration and mitigating circumstances in each situation.

## **Search & Investigation**

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy. A search is required when there are reasonable grounds to suspect a student has a firearm, weapon, or an illegal substance on school grounds, transportation or at school events. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive. In other words, a student's person and personal effects are searched only when a school official has reasonable grounds to believe that the student is in possession of illegal or unauthorized materials. No student shall be subject to a strip search (FSD Policy 3230).

## **Exceptional Misconduct**

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term or long-term suspension, or expulsion. Exceptional misconduct includes the following:

### **Alcohol**

Possessing, using, or being under the influence of alcohol or substances containing alcohol is cause for suspension/expulsion. Selling or distributing alcohol or substances containing alcohol is also cause for suspension/expulsion.

Students may be disciplined for being under the influence of alcohol based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official, regardless of whether they have alcohol in their possession. Coming to school or a school event while under the influence is not allowed.

High school violators will be Emergency Expelled and/or short or long-term suspended up to the length of one semester. Students will be required to obtain an assessment by a certified drug and alcohol counselor and agree to comply with all required meetings and directives of the evaluator at the parent's expense before there will be any re-admittance to any school. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to their administrator. The administrator may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The school may be able to provide

information about low or no cost options for appropriate services available in the community.

A second violation can result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion. Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at the parent/guardian's expense before any re-admittance to any school the following school year.

### **Arson**

Arson is intentionally setting a fire or causing an explosion.

### **Assault**

Assault is being physically violent, using unwarranted force, and demonstrating the deliberate and immediate intent to be physically violent, toward another person or one's self, including domestic violence and sexual assault. Intent is defined as taking deliberate actions toward physically harming another person such that the person has an immediate expectation that his/her personal safety is in jeopardy. Self-Harm is defined as taking steps or planning to harm one's self such that there is good and sufficient reason to believe that one's presence poses an immediate and continuing danger to the student, other students or school personnel, or is an immediate and continuing threat of substantial disruption of the educational process. Assault does not include incidental contact unless it is flagrant, purposeful, repeated, and/or results in serious injury. Domestic violence as assault includes physically harming, threatening, physically restraining, or stalking a romantic or dating partner.

### **Bomb Threat**

Falsely reporting a bomb threat or other threat that endangers the welfare or safety of our school population will be cause for discipline and/or a referral to law enforcement.

### **Dangerous Use of Motor Vehicles**

Dangerous use of motor vehicles on school grounds or at school activities, or endangering students on a school bus.

### **Disruptive Conduct**

Disruptive conduct is defined as flagrantly and substantially interfering with teaching or learning at school activities or at school sponsored activities. Disruptive Conduct includes creating a substantial disruption to any school function, refusing to comply with a staff person's directive, or using vulgar or profane language or obscene gestures. Improper use of electronic devices and/or other technology is also considered disruptive conduct. Repeated insubordination of school rules may constitute Disruptive Conduct.

### **District Identified Dangerous Weapons**

Carrying a dangerous weapon onto, or possessing a dangerous weapon on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities are against District policy. Dangerous weapons include: BB gun of any type, pellet gun of any type, soft air gun, slingshot, hand club, sandbag, Chaco sticks, metal pipe or bar used or intended for use

as a club, Billy club, black jack, switchblade knife, fixed blade knife (e.g., kitchen knife, steak knife, and hunting and military-type knives that do not fold), large folding knife with a blade over 2-1/2 inches long; any knife with a blade that locks open; any knife with more than one blade; razor blade; box cutter; blowgun, Taser gun, and bullets. The definition of a dangerous weapon may also include any object, such as pepper/gas spray, that can reasonably be used to inflict serious bodily injury when a student uses such an object with the intent to harm or intimidate someone, or when there is no other reasonable purpose for possessing the object except to use it as a weapon.

A laser pen may be considered to be a dangerous weapon if the light is deliberately aimed at another person's eyes, whether or not there is intent to cause harm. (See Policy 4210) The normal discipline for a first-time possession of a dangerous weapon is a long-term suspension. The administrator can elect to give a lesser corrective action because of the particular facts and circumstances.

### **Extortion/Blackmail**

Obtaining money, property or other consideration by violence or threat of violence or forcing someone to do something against his or her will by force or threat of violence is against Freeman School District policy.

### **False Alarm**

A false alarm is activating a fire alarm or calling 911 for any reason other than the intended purpose of the alarm.

### **Fighting**

Fighting is being involved in mutual participation in an incident involving physical violence. If the fight or any prefight activity occurs on school grounds, the school will have the right to respond. Fighting includes, but is not limited to:

- Engaging in mutual physical contact involving anger or hostility or premeditation.
- Teasing, harassing, threatening or intimidating others resulting in physical contact involving anger or hostility.
- Retaliating physically for teasing, harassing, threatening, or intimidating behavior.
- Verbally inciting or physically supporting a fight by one's encouragement or presence including videotaping.

### **Fight Promotion**

Attending a fight or encouraging/promoting a fight either in person or by videotaping or sharing via social media is potentially dangerous and disruptive to the education environment and students will be disciplined accordingly for their involvement.

### **Firearm – One Year Mandatory Expulsion**

Carrying a firearm onto, or possessing a firearm on school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities is illegal. Freeman School District has a policy of no tolerance for weapons. Firearm is defined as a weapon from which a projectile or projectiles may be fired by an explosive such as gun powder. It also includes an explosive, incendiary, or poison gas bomb, grenade, rocket, missile, or mine. Violators will be expelled from Freeman School District for not less than one calendar year. See, RCW 28A.600.420. The Superintendent or his or her designee may modify the expulsion on a case-by-case basis.

## **Harassment/Sexual Harassment/Discriminatory Harassment**

Refer to page 30-35 for more information.

### **Hazing**

Assault may be charged for hazing behaviors that involve physical violence. Initiating or harassing another student with meaningless, difficult, dangerous, or humiliating tasks through behaviors that cause, or are likely to cause, physical injury, endangerment or emotional distress. In hazing situations, club advisors, coaches, and administrators likely have not been told what will occur and have not given their approval to the activity. Targeted students may not feel that they have the choice to opt out of this activity or the opportunity to quit at any time. Evidence of hazing that falls into this category may include, but is not limited to, activities with any of the following:

- Physical harm or restraints.
- Reckless endangerment or life-threatening stunts, e.g., being forced to jump off a bridge or structure, or ingest substances that may cause an allergic reaction.
- Illegal activity.
- Unsafe activities, such as being left alone to get out of a harmful situation at the end of the activity, e.g., in a park at night or from a locked room.
- Property damage.

### **Illicit Drugs/Controlled Substances**

Possessing, using, or being under the influence of illegal drugs or controlled substances, or any food item with illegal drugs in it, and/or possessing drug paraphernalia is cause for suspension/expulsion. Selling, or intending to sell, drugs or controlled substances (or look-alikes) including prescription or over-the-counter drugs and any food item with illegal drugs in it is cause for long-term suspension/expulsion.

Students may be disciplined for being under the influence of a controlled substance based on their behavior or appearance as determined by an administrator, school nurse, or other properly trained official regardless of whether they have a controlled substance or drug paraphernalia in their possession. Coming to school or a school-related event while under the influence is not allowed.

Violators may be Emergency Expelled and/or short or long-term suspended up to the length of one semester. Students will be required to obtain an assessment by a certified drug and alcohol counselor and agree to comply with all required meetings and directives of the evaluator at the parent's expense before there will be any re-admittance to any school. The student and parents/guardians must agree to fulfill the recommendation of the evaluator as soon as possible and submit verification to their administrator. The administrator may consider shortening or holding the student's suspension in full or partial abeyance if the student complies with evaluation/treatment recommendations. The school may be able to provide information about low or no cost options for appropriate services available in the community.

A second violation may result in a long-term suspension until the end of the semester. Subsequent violations may result in expulsion. Students who are expelled will also be required to obtain an evaluation by an approved drug/substance abuse professional and participate in and satisfactorily complete any recommended drug/substance abuse program at the parent/guardian's expense before any re-admittance to any school the following school year.

## **Theft**

Theft is defined as stealing school district property or the property of a staff member, student, or school visitor. This includes theft of intellectual property, such as, but not limited to, looking at or taking a teacher's test or notes for a test, artwork, or any other teacher or student intellectual property.

Possession of Stolen Property - Possession of stolen property is defined as knowingly receiving, retaining, possessing, concealing, selling or attempting to sell, or disposing of stolen property.

## **Threats Toward Staff**

Making threats of violence or harm toward any person acting in their official capacity as an employee and/or agent of Freeman School District is against District policy.

## **Threats/Intimidation**

Communicating threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or other electronic means, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person's life, safety, or property is in danger. It is not necessary that the threat be communicated to the intended victim.

## **Tobacco and Related Items**

It is against state law and school district policy to use or possess any tobacco products in or on public school property, on school buses, and at school-sponsored activities. Possession of tobacco and tobacco related products, including but not limited to electronic cigarettes, liquid nicotine, lighters, matches, and rolling papers will be cause for suspension. Selling, distributing, and using such products on campus may be cause for more severe disciplinary consequences.

## **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

## **What is HIB?**

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
  - Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

## **How can I make a report or complaint about HIB?**

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Dr. Randy Russell) that supports prevention and response to HIB.

## **What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

## **What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

## **What are the next steps if I disagree with the outcome?**

### **For the student designated as the "targeted student" in a complaint:**

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

### **For the student designated as the "aggressor" in a complaint:**

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's [HIB webpage](#) or the district's *HIB Policy [3207] and Procedure [3207P]*.

## **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental or physical disability, neurodivergence, or the use of a trained dog guide or service animal by a person with a disability.

### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

*To review the district's Nondiscrimination Policy [3210] and Procedure [3201P], visit [\[Board of Directors / 3000 Series Policy and Procedures\]](#).*

### **What is sexual harassment?**

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

*To review the district's Sexual Harassment Policy [3205] and Procedure [3205P], visit [\[Board of Directors / 3000 Series Policy and Procedures\]](#).*

### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

### **What can I do if I'm concerned about discrimination or harassment?**

**Talk to a Coordinator or submit a written complaint.** You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Randy Russell, [509.291.3695](tel:509.291.3695)



Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Randy Russell, [509.291.3695](tel:509.291.3695)

Concerns about disability discrimination:

Section 504 Coordinator: Randy Russell, [509.291.3695](tel:509.291.3695)

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Randy Russell, [509.291.3695](tel:509.291.3695)

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

### **What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to the school board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

### **I already submitted an HIB complaint – what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to **fully resolve your complaint**.

### **Who else can help with HIB or Discrimination Concerns?**

#### **Office of Superintendent of Public Instruction (OSPI)**

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

• Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)

Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)

Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)

Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)

Phone: 360-725-6162

### **Washington State Governor's Office of the Education Ombuds (OEO)**

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)

Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)

Phone: 1-866-297-2597

### **U.S. Department of Education, Office for Civil Rights (OCR)**

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

Email: [ocr@ed.gov](mailto:ocr@ed.gov)

Phone: 800-421-3481

### **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211] and Procedure [3211P], visit [\[Board of Directors / 3000 Series Policy and Procedures\]](#). If you have questions or concerns, please contact the Gender-Inclusive Schools

Coordinator:

Randy Russell, [509.291.3695](tel:509.291.3695)

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 30.