

Freeman Elementary School ● Freeman Middle School
Freeman High School

Parent Resource Handbook Student Responsibilities & Rights

2021-2022

DRAFT 6/24/2022



Subject to Updates/Revisions as Applicable

Freeman School District ● 15001 South Jackson Road ● Rockford, WA 99030 ● (509) 291-3695
www.freemansd.org

Freeman Elementary School
14917 South Jackson Road
Rockford, WA 99030
(509) 291-4791

Freeman Middle School
15001 South Jackson Road
Rockford, WA 99030
(509) 291-7391

Freeman High School
14626 South Jackson Road
Rockford, WA 99030
(509) 291-3721

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Welcome to Freeman School District. This handbook is updated and made available annually to serve as a guide to help students and families come to know Freeman School District's programs, and opportunities, and to set forth basic student responsibilities and rights. The handbook does not constitute a contract, and no provision in the handbook is intended to conflict with board policies or procedures, or local, state or federal statutes, rules or regulations. In the event that such a conflict occurs, the applicable board policy/ procedure, statute, rule or regulation shall take precedence according to its hierarchy and/or as required by law. A complete copy of **Policy and Procedure 3200 Rights and Responsibilities** is available online (www.freemansd.org/School Board/ Policies & Procedures).

Students have certain rights as citizens, and the school system cannot unduly infringe on those rights. Contained in this document are rules that define the reasonable limits of those rights, based on the rules and regulations established by the State of Washington. This handbook also contains notifications which must be provided to parents annually. Please become familiar with their contents.

We are hopeful that the handbook will answer questions you may have about academics, security, discipline, school rules, safety, athletics and other topics. Keep in mind that no set of rules or guidelines can cover every conceivable situation that might arise at school. The rules, policies and procedures set forth are intended to apply under typical circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of the District to deviate from the normal rules and procedures set forth in this handbook, nor its authority to deal with individual circumstances as they arise in the manner deemed most appropriate considering the best interests of the students, the District, its teachers, employees, students or overall school community. The policies may be revised or updated, even during the school year. Any student or parent with a question about content in the

RCW 28A.315.005 Governance Structure.

- (1) Under the constitutional framework and the laws of the State of Washington, the governance structure for the state's public common school system is comprised of the following bodies: the legislature, the governor, the superintendent of public instruction, the state board of education, the educational service district boards of directors and local school district boards of directors. The respective policy and administrative roles of each body are determined by the state Constitution and statutes.
- (2) Local school districts are political subdivisions of the state, and the organization of such districts, including the powers, duties and boundaries thereof, may be altered or abolished by laws of the state of Washington.

Freeman School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal 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, 509-291-3695, 15001 S Jackson Rd. Rockford, WA 99030 Updated 2021
(Also see: FSD Board Policy 3210)

Directory

Freeman School District

15001 South Jackson Road
Rockford, WA 99030
(509) 291-3695 ■ Fax (509) 291-7339
Dr. Randy Russell, Superintendent
rrussell@freemansd.org

District Board of Directors

Bill Morphy, District 1 ■ bmorphy@freemansd.org
Ed Cashmere, District 2 ■ ecashmere@freemansd.org
Jim Tippet, District 3 ■ jtippet@freemansd.org
Neil Fuchs, District 4 ■ nfuchs@freemansd.org
Annie Keebler, District 5 ■ akeebler@freemansd.org

Freeman Elementary School

14917 South Jackson Road
Rockford, WA 99030
(509) 291-4791
Fax (509) 291-7339 ■ Attendance (509) 291-7425
Lisa Phelan, Principal ■ lphelan@freemansd.org

Ann Kienholz Jurcevich, Head Secretary ■
ajurcevich@freemansd.org

Dani League, Secretary ■ dleague@freemansd.org

Freeman Middle School

15001 South Jackson Road
Rockford, WA 99030
(509) 291-7301
Fax (509) 291-8009 ■ Attendance (509) 291-7425
Jim Straw, Principal ■ jstraw@freemansd.org

Joanne Moyer, Head Secretary ■ jmoyer@freemansd.org

Freeman High School

14626 South Jackson Road
Rockford, WA 99030
(509) 291-3721
Fax (509) 291-7337 ■ Attendance (509) 291-3721
Jeff Smith, Principal ■ jsmith@freemansd.org

Raelyn Davis, Head Secretary/Registrar ■
rdavis@freemansd.org

Kristal Hayek, Secretary ■ khayek@freemansd.org

Counselors

Stacey Rawson, Counselor (FES/FMS)
(509) 291-4791 ■ srawson@freemansd.org

Kaela Holm, Counselor (FHS)
(509) 291-3721, Ext. 226 ■ kholm@freemansd.org

School Psychologist/Special Education Director

Jody Sweeney, Psychologist
(509) 291-4791, Ext. 105 ■ jsweeney@freemansd.org

Shayla Daniel, Special Ed Secretary
(509) 291-4791 ■ sdaniel@freemansd.org

Nutrition Services

Kent Bevers, Director, Nutrition Services
(509) 291-3695 ■ kbevers@freemansd.org

Transportation

Transportation ■ (509) 291-5555

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Freeman School District— Guiding Principles

We are Freeman. The Freeman School District is the center of a unique, rural community which serves students and families in Hangman, Mica, Mt. Hope, Rockford and Valleyford. Pride, Commitment and Caring – we are Freeman!

Vision Statement. Continuing Our Tradition of Excellence in Education

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.

To realize our Mission, we commit to:

- ♦ acting on the belief that all students can learn and deserve our best efforts.
- ♦ building upon a long history of strong relationships among students, staff, parents and the community.
- ♦ balancing a traditional small-school feeling with big-school offerings.
- ♦ honoring Freeman's past while keeping an eye to the future.
- ♦ providing all students with the skills and tools necessary for the 21st Century.

Strategic Plan. You may find the Freeman School District's current Strategic Plan at [www.freemansd.org/District Info](http://www.freemansd.org/District%20Info).

Guiding Question. How will each staff member of the Freeman School District (FSD) work collaboratively, as a vertical P-12 system, to improve teaching and learning for every student?

Washington School Improvement Framework. Last updated in February 2020, the framework identifies how schools can improve the education of all students. It combines as many as nine indicators (such as graduation rates, attendance and proficiency on state tests in math and English language arts) into a 1-10 score. The school's score then determines the state supports for the school to improve. More information may be found at www.k12.wa.us.

General Information

Absences. When a student (under 18) is ill or absent, a parent or guardian must excuse the absence either by calling in advance, calling that day or by sending a note with the student on their return to school. Preplanned absences of three or more days require written or verbal notice by a parent to the office and a completed Prearranged Absence form which may be picked up in the school office. See complete attendance policy on page 26.

Report Absences: Elementary/Middle Schools: (509) 291-7425; High School: (509) 291-3721.

Arrival. Schools offices open at 7:30 a.m. Classes begin at 8:15 a.m. Students participating in the breakfast program may enter the cafeterias between 7:50 a.m. and 8:10 a.m. , and should not arrive at school prior to 7:50 a.m. as there is no on-duty supervisor.

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

Boundaries, District. Elementary, middle and high school boundary information is published as attendance area maps which are available online at www.freemansd.org (District Info, District Maps). Not all FSD schools are open for resident and nonresident transfers ("choice"). Every spring, FSD invites choice applications for the upcoming school year.

1. **Intra-district Transfer, Resident.** **Policy and Procedure 3130** provides information regarding non-resident (interdistrict) transfers.
2. **Intra-district Transfer, Nonresident.** **Policy and Procedure 3141** provides information regarding non-resident (interdistrict) transfers. Individuals who wish to transfer into Freeman School District from another school district must first be accepted into the Freeman school before being

released from their resident school district.

3. **Residency Verification.** When requesting enrollment in Freeman School District, proof of residency within the district is required. The student's address will be verified with documentation from three categories—property title or rental verification. state ID and utility bill reflecting the student and parent's current physical address.

A Verification of Residency form is required. Residence verification is required before student registration is complete. **Calendars.** Academic calendars conveying significant dates (a single page) are posted at www.freemansd.org, (Quick Links). Day-to-day school activities and events may be viewed on the same page under Calendar or Upcoming Events.

Closures. In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed by two hours. The same conditions may necessitate early dismissal. School closures, delayed starts or early dismissals are announced using the instant alert communication system, and are available on radio and television. If no report is announced, assume that school is as scheduled. Please utilize these resources instead of calling the schools.

Colors. The district's official school colors are Columbia blue, red and white.

Communications. Parents are encouraged to read newsletters distributed regularly by each school. The high school has *Friday Flyer*, the middle school has *The Middle Scoop*, and the elementary has *The Scottie Scoop!* Each shares key dates and news for their schools.

School Messenger is used to update parents with date-sensitive matters, and information may be sent by email, text or phone message.

Contact Updates. Parents are asked to provide updated address and telephone information as soon as a change is made.



Crest (above). The Scottie is the school mascot. The wagon wheel represents the early pioneers who settled in the Valleyford, Freeman and Rockford areas where wheat was the major crop. The railroad switch represents the importance of the railroad to the area and the first flat stop at Mica. The trowel represents the early brick industry of the area. The lamp of learning and linked chain characterize the educational philosophy of the three communities—Freeman, Rockford and Valleyford—that consolidated to form the Freeman School District.



Discrimination, Freedom From.

1. **Board Policy. Policy 3210** provides Freeman School District's nondiscrimination statement. (Also see page 3.)
District programs will be free from gender harassment. Married students will have the same responsibilities and rights as unmarried students. This includes the

right to participate in extracurricular activities on the same basis and subject to the same requirements as unmarried students.

A student will not be excluded from attendance in the regular school program solely on the grounds of pregnancy. A pregnant student may be required to produce a physician's statement as to the condition of her health relative to her continued presence in the regular school program. If the statement indicates that the pregnant student's health and physical wellbeing mandates her withdrawal from regular school activities, will develop an alternative educational program.

2. **Nondiscrimination.** Discrimination is defined as unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service or activity because they are part of a protected class, or failing to accommodate a person's disability.
3. **What is a protected class?** A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state or local laws. Protected classes under Washington State Law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression, gender identity, veteran or military status and the use of a trained guide dog or service animal.

How do I file a complaint about discrimination? If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint.

Discrimination Complaint Procedure.

Step 1. Write Out and Send Your Complaint:

- A) Describe the conduct or incident. Use facts: what, who and when.
- B) Explain why you believe discrimination has taken place.

- C) Describe what actions you believe the district or charter school should take to resolve the problem.
- D) Note any Discrimination Complaint Deadline. The district can adopt a filing deadline for complaints. This deadline must be at least one year after the incident or conduct—the subject of the complaint—took place.

Step 2. District Investigates Complaint.

The civil rights coordinator has an important role to play once the school district receives your written complaint. They must give you a copy of the procedure to follow for discrimination complaints, and make sure a prompt and thorough investigation takes place. At this point, you could decide to resolve your complaint immediately instead of proceeding with the investigation.

30 Days to Respond. Once the district receives the written complaint, the superintendent or administrator must respond to you in writing within 30 calendar days—unless you agree on a different time period.

If the complaint involves exceptional circumstances that demand a lengthier investigation, the District must notify you in writing with 1) why staff need this time extension and 2) a new date for their written response.

Step 3: In its written response, the district must include this information:

- 1) summary of the results of the investigation
- 2) Determination that states clearly whether or not the district or charter school failed to comply with civil rights law
- 3) Notification that you can appeal this determination: how and where to file an appeal, and to whom it must be addressed
- 4) Any measures, determined through the investigation necessary to bring the district into compliance with civil rights law.

Any necessary corrective measures must be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Discrimination Complaint Mediation.

Mediation is an option you could

consider. Under state law, school districts can offer—at their own expense—the option to resolve complaints through an impartial mediator. Mediation must be voluntary on the part of the parents and guardians. (See **WAC 392-190-0751** Mediation.)

Discrimination Determination Appeal. If you do not agree with the determination that follows the District’s investigation of your complaint, you can file an appeal. Information about the appeal process should be included in the written response you receive once the district has completed its investigation. Follow the appeal procedure closely. Appeals must be made to an official or board not involved in the complaint.

The district may adopt a deadline for the appeal. This deadline must be no shorter than 10 calendar days from the date you received the written response to the investigation that followed from your complaint.

Once the district receives your appeal, it must respond to you in writing—within 30 calendar days—unless you agree on a different time period. The appeal decision must include how to file a complaint with OSPI. If you do not agree with the appeal decision, state law provides the option to file a complaint with OSPI.

English Language Services. English Language Services may be arranged for students who do not speak English and who require services to help them become more successful at learning to read, write, speak and listen in English. Contact the school principal for information.

Fight Song.

Fight, fight for Freeman High School.
Go fight, team, fight.
We’re all behind you.
Let’s win this game tonight.
Tonight! Tonight!

Fight, fight for Freeman High School.
Go fight, team, win.
Fight till the end, team,
Let’s win again!

Guests/Visitors. Freeman is a closed campus. Parents or guardians are welcome at any time. All visitors are required to screen at the office to secure a visitor’s pass. Guests visiting students at

must make arrangements with the principal at least one day in advance and comply with the same screening process as other guests/visitors. Guests visiting classrooms should ensure the office and teacher are advised prior to their visit to ensure the suitability of the time requested.

Guests may bring animals/pets, but must arrange ahead of time and agree to share in the area designated by the school.

Health.

1. Disclosure of Health Conditions.

Parents have the responsibility to update the school about their child’s current health condition at the time of registration and whenever a change in health status occurs. Parents are responsible to alert leaders/supervisors of any extracurricular or school-sponsored events of their child’s health condition, health care plan or need for emergency medication/ treatment. Such programs may include after-school sports, field trips, etc. Contact the school office or assigned school nurse for more information or assistance.

2. Dispensing Medications. A student with a life-threatening condition shall not attend school, by state law, without orders from a licensed health care provider for medication and/or treatments, and a nursing care plan (**RCW 28A.210.320**). A health condition is considered life-threatening if that condition will put the student in danger of death during the school day if a medication or treatment order is not in place.

Policy and Procedure 3416 allows school personnel to administer oral, topical, eye, ear and nasal medication (prescription or over-the-counter) during school hours under limited conditions which include a written request by a parent and the student’s licensed healthcare provider. Additional requirements are in place for students to self-carry/ administer medication for asthma, diabetes or

severe allergy (**RCW 28A.210.260**). All medication must be accompanied by a *Medication Authorization form*, a *Permission for Self-Administration of Over-the-Counter Medications form*, a *School Asthma Plan & Medication Order(s)* and/or a *School Diabetes Medical Order form* which may be obtained at the school office. Medication is stored securely and administered by trained staff.

- 3. Illness.** Students who are ill are asked not to attend school. Parents should call the school’s attendance line to report the absence, taking care to be as specific as possible about the nature of the illness. Specific illness reporting allows school and public health officials to better track illness among our student population.
- 4. Immunization. Policy 3414** requires all students to submit records of immunity from specified childhood diseases in order to register for school. In addition, immunization requirements change as students go through the system, and updated records of immunity periodically will be required for continued attendance at school. Please contact the school office or nurse with questions about immunization requirements. (See **Chapter 180-38 WAC**.)
- 5. COVID-19.** As the district addresses the COVID-19 Pandemic, information will be communicated to families and made available on the web site to address compliance matters and mitigation of this communicable disease.

Logos. There are two official logos in the Freeman School District—one for district business (below, left) and one for school activities (below, right).

Lost & Found. Elementary and middle school Lost and Found is located in the K-8 MPR (cafeteria) and middle school gym. High school lost and found is located at the closet across from the high school library. Electronics, jewelry and other items of higher value are kept at the building offices. Following fall/spring conferences and at the end of the school year, any unclaimed items are donated to a local charity. Valuable items that have been turned in to the office must be



described before they will be returned.

Nutrition Services. Breakfast and lunch are served in the school cafeterias on every school day (breakfast is not served on late-start days). Meals may be paid by check, cash or card through www.freemansd.org (Quick Links, Make a Payment) or in person at the school offices.

- **Cost.** The cost of meals for the year is as follows:
2021-22 meals are provided without charge. Adult Guests: Breakfast: \$2.90 / Lunch \$4.75
- **Free & Reduced-price Meals.** Families should apply for free and reduced-price meals to determine qualification. Applications are available in the school offices at www.freemansd.org (Quick Links). These applications should be completed regardless of meal participation as the data are used for other purposes.
- **Overdue Balances.** The school policy regarding overdue balances may be found on the Nutrition Services web page by selecting "Lunch Menus" then "Pre-Payment Options" from www.freemansd.org.

PACE. Freeman participates in Partners Advancing Character Education (PACE)—a grassroots Spokane Valley initiative to promote the importance of good character through partnerships with schools, businesses, public agencies, residents, faith-based organizations and community service groups. Working from a common list of monthly character traits, partners promote and integrate each trait into the regular activities of the organization. Assemblies are held to recognize students for exhibiting these traits.

Parents/Guardians. For purposes of this publication, *parent* refers to the student's parent or guardian, or any person in a custodial relationship to the student.

Parent Pickup Areas. Each school has designated pickup areas. The high school is ...*** The elementary and middle school pickup areas are in the main parking lot in front of the elementary school. Cars may not be unattended in the parent pickup areas.

Parking. Guests' and visitors' spaces are

designated for each building. Vehicles may not be left running and unattended.

Preschool. For information about preschool, contact the Preschool office, (509) 291-7304. More information may be found at www.freemansd.org (Our Schools, Preschool, Before/After Care). Also see page 17.

Recess. It is important for students to have opportunities for exercise throughout the day. Generally speaking, students too sick to go outside for recess are too sick to be at school. For students who suffer from severe allergies and asthma, outside activities may prove harmful to their health at certain times of the year. In this event, parents should consult with the child's teacher or the school nurse to arrange an alternative

recess plan. Outside recess and activities continue, even in cold weather, above 12°F. Send children with warm clothing, hats, gloves and an additional set of clothing to be kept in the classroom in the event a student gets wet or muddy. During noon breaks, all students will be outside on the playground. In particularly inclement weather, students will move inside. Indoor noise must be kept to a minimum, and horseplay is not tolerated.

SafeSchools Alert. This anonymous tip reporting system allows students, staff and parents to submit safety concerns by phone, text, email or web. Reporters may easily report tips on bullying, harassment, drugs, vandalism or any safety concern. A web alert may be submitted through www.freemansd.org (lower right,



Character Trait of the Month

| | |
|---|--|
| Respect <i>September</i> | Recognizing, considering and properly honoring the worth of one's self and others |
| Responsibility <i>October</i> | Being accountable, the pursuit of excellence, and the exercise of self-control |
| Citizenship <i>November</i> | Positively contributing to society and community as well as dutifully respecting authority and the law |
| Caring <i>December</i> | Showing a genuine concern for the welfare of others and being a kind, supportive helper |
| Fairness <i>January</i> | Treating people and ideas with justice and impartiality |
| Honesty <i>February</i> | Sincerity and reverence or love for the truth |
| Diligence <i>March</i> | Persistence, dedication and hard work |
| Trustworthiness <i>April</i> | Inspiring complete reliability and confidence in his/her truthfulness, integrity and discretion |
| Courage <i>May</i> | Displaying integrity in spite of obstacles and challenges |
| Integrity <i>June</i> | Living a set of values which includes honesty, respect for others and a sense of personal responsibility |
| Generosity <i>July</i> | Unselfish giving and sharing of resources, time and talents with others |
| Gratitude <i>August</i> | Feeling and expressing thankful appreciation for benefits received |

Bringing Character to Light

For more information visit www.pacecommunity.org

SafeSchools Alert).

Inquiries may be directed to building principals for referrals. Or a *SafeSchools Alert* may be made to the following: text or phone: (509) 291-8031 /email: 1528@alert1.us.

Security Devices in Schools/Video

Surveillance. The Board authorizes the use of security devices and measures, including video cameras, on district property to help ensure the health, welfare and safety of all staff, students and visitors to district property and to safeguard district facilities and equipment. Video surveillance may be installed and maintained in any area other than restrooms and locker rooms.

All school entry doors are locked once school begins. Arrivals after that time, as well as any visitors, must “buzz” the front desk for entry.

Supply Lists. The lists for elementary and middle school students may be found at www.freemansd.org, then select the school, then supply list under Quick Links.



Other supplies are addressed through class syllabi and fees.

Surveys.

1. Participation in Surveys, Examinations or other Information-gathering Activities

The district recognizes and extends parents' and students' rights in a manner coextensive with the Protection of Pupil Rights Amendment (PPRA, 20 USC §1232h). These rights are outlined below:

2. Entitlement to Written Notice of Certain Federally Funded Surveys.

Before a student is required to submit to a survey, analysis or evaluation that concerns one or more of the eight

protected areas described in Items (A) through (H) to follow (“protected information survey”), written consent must be obtained from the student’s parent or from an adult-aged student, when the survey is funded in whole or part by a program of the United States Department of Education.

- a. Political affiliations or beliefs of the student or student’s parent
- b. Mental or psychological problems of the student or student’s family
- c. Sex behavior or attitudes
- d. Illegal, anti-social, self-incriminating or demeaning behavior
- e. Critical appraisals of others with whom respondents have close family relationships
- f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers
- g. Religious practices, affiliations or beliefs of the student or parents
- h. Income, other than as required by law to determine program eligibility

3. Opting Out of Certain Surveys, Physical Exams or Activities Related to Selling or Marketing of Personal Information. As to any protected information survey not funded in whole or part by the US Department of Education, a student’s parent or an adult-aged student may advise that the student has chosen to opt out of participation in any such survey.

A student’s parent or an adult-aged student may advise that the student will not participate in any non-emergency, invasive physical exam or screening, provided that this opt-out entitlement shall not apply to any physical exam or screening that is necessary to protect the immediate health and safety of the student, nor will it apply to hearing, vision or scoliosis screenings or any other physical exam or screening permitted or required under Washington law.

A student’s parent or an adult-aged student may advise that the student will not participate in any activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

A parent or adult-aged student wishing to exercise any of the opt-out rights discussed herein must inform the school principal, in writing, of that decision. Such written notice to the school principal should occur within seven days of the student’s enrollment in school.

4. Rights of Inspection. A student’s parent or an adult-aged student may, before administration or use, inspect instructional materials used as part of the curriculum; or any protected information surveys; or any instruments used to collect personal information from students for any of the marketing, sales or other distribution purposes mentioned herein.

Title I. Title I, Part A of the Elementary and Secondary Education Act (ESEA) provides financial assistance to states and school districts to meet the needs of educationally at-risk students. The goal of Title I is to provide extra instructional services and activities which support students identified as at-risk and/or not meeting the state’s challenging performance standards in mathematics, reading and writing. For more information, please refer to **Policy 4130** and **Procedure 4130P**.

NAEP (The Nation’s Report Card) is the only test in the United States that allows comparisons of the performance of students in Washington with performance of students nationally. Assessments are conducted periodically in mathematics, reading, science, writing, the arts, civics, economics, geography and US history.

The Federal No Child Left Behind Act requires the NAEP assessment in reading and mathematics at Grades 4 and 8, every two years. States and school districts that receive Title I federal funding to help students in high poverty areas must participate in these assessments and their pilot assessments.

Volunteers. See *Ways to Support Freeman*, page 9.

Water Filtration. Each school building is equipped with a filtered water station. Students are encouraged to bring refillable water bottles which they may utilize throughout the day.

Washington State Address

Confidentiality Program. Program participants are responsible for disclosing participation status by showing a state-issued identification card to school officials. Residential addresses of program participants are not available for release as directory information.

Withdrawals. Parents are asked to notify the school office of intentions to withdraw a student from school and complete a withdrawal form available from the school office. All financial obligations should be satisfied prior to withdrawal (library, meal balances, fees, etc.).

Ways to Support Freeman

Amazon Smile (Districtwide/PTSG).

***FMS/FHS to set up

Amazon Smile is an easy and automatic way to support our schools. To link an Amazon account to Freeman Elementary, please follow these simple steps:

- Visit the Amazon Smile website.
- Create a username and password (or log in with an existing Amazon username and password).
- Under Accounts and Lists, choose Your Account.
- Scroll to Other Programs and select Change Your Amazon Smile Charity.
- Search “Freeman PTSG.”
- Select “Freeman Elementary and School.

Purchases are then credited to Freeman.

ArtSmart (Gr. K-5). This is a completely parent-volunteer-led art program offered during the school day to Grades K-5 when adequate volunteers are available. Volunteers are provided training and art lessons to engage students.

To help in the classroom, talk with your child’s teacher, or contact the ArtSmart program lead: Kristi Parry, (801) 205-7746.

Box Tops (FES). The Box Tops program donates 10 cents for every recognized Box Tops purchase. To participate, download the new app to a smart device, and scan sales receipts with every purchase of a qualifying Box Tops product. Supporters may also “Give Credit” by listing their family’s last name in the steps.

Coca Cola Rewards. ***to be added

Facebook. Families may “like” the Freeman School District Facebook page for further opportunities to see Freeman’s current activities.

FHS Athletics Booster Club (FHS).

Members of the Freeman Community may join Booster Club and support FHS athletic programs: baseball, basketball, cross country, football, golf, soccer, softball, tennis, track & field, volleyball and wrestling. The club also supports programs that support our teams—cheer squad and pep & marching bands.

Fred Meyer Community Rewards. Fred Meyer will make a donation to the school

by linking loyalty cards to Freeman’s rewards account.

At the Fred Meyer web page, select, “My Account.” In the search window, enter school code VF693.

www.fredmeyer.com/topic/fred-meyer-rewards

Office Depot (FES). When shopping at Office Depot, enter School Code 70107262 on checkout—either in store or online. Freeman earns 2% of each total purchase.

PTSG. The district has an active Parent Teacher Student Group. For more information, see www.freemansd.org (Parents/Community). The web address is freemanptsg.org, or email freemanptsg@gmail.com. PTSG members are considered volunteers for the purpose of security screening and interaction with Freeman students.

Volunteer. Freeman will train community members to serve in a variety of roles and encourages parents/ guardians/ community members to volunteer. Opportunities are many and greatly utilized by staff members. Nonpaid coaches are considered volunteers for the purpose of screening and interaction with Freeman students.

State laws governing new employees and volunteers working in schools are in effect. Volunteer Applications are online, www.freemansd.org/page/3132. Current state identification is required, and background checks, as applicable.



Freeman School District appreciates the support from our Freeman Community!

Whether you volunteer your time, or just take time to link your shopping loyalty accounts to Freeman, you have contributed beyond our expectations!



**Office
DEPOT**



Education Records

Family Educational Rights and Privacy Act (FERPA). Freeman School District, in conformance with the federal Family Educational Rights and Privacy Act (FERPA), provides parents and eligible students (age 18+) certain rights with respect to the student's educational records.

Right to inspect and review the student's education records within five days of the day a request is received for access.

Parents or eligible students should submit to the records custodian (the office head secretary) a written request that identifies the record(s) they wish to inspect. The records custodian will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Right to request the amendment of student educational records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If it is decided not to amend the record as requested by the parent or eligible student, the parent or eligible student will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed as a school or district administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom they have contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant or therapist;

or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. On request, the district discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

Right to file a complaint with the US Department of Education concerning alleged failures to comply with the requirements of FERPA. The contact information for the government office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

Student Records. Policy and Procedure 3231 Student Records and Policy and Procedure 4040, Public Access to School District Records explain that information about individual students (other than Directory Information) will not be released to persons or agencies without the written consent of parents, except to another school district where the student has enrolled or intends to enroll, on official request from the other district. At the time of the transfer of records, the parent or adult-age student may receive a copy of the records at their expense, if



requested, and shall have an opportunity to challenge the contents of the records. Information contained in the cumulative folders and administrative records of a student shall be released to persons, prospective employers and organizations other than the student, parent and other school districts only with the written consent of the parent or adult-age student, with exceptions limited to

directory information, legal requirements or in connection with an emergency, to protect the health or safety of the student or other persons.

Policy and Procedure 3520 explains that FSD students are responsible for the fees/ fines or cost of replacing materials or property that are lost or damaged due to negligence. A student's grades, transcripts and/or diploma will be withheld from the student or parent until restitution is made by payment, or the equivalency through voluntary work, when the student is unable to pay restitution. The transfer of a student to another school does not negate the student's responsibility to make restitution for lost or damaged school materials or property.

Directory Information. Federal law allows school districts to routinely release what is called, "directory information," without permission of parents. The US Department of Education generally describes directory information as the following:

- Student's name
- Address
- Telephone listing
- email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade-level and enrollment services
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended

This information is not released for commercial purposes. However, directory information may be given to the news media (such as for graduation lists, honor roll and other achievements), colleges and universities (such as scholarship information) as well as state and local officials (such as law enforcement, education agencies or juvenile court). Additionally, the district provides students' names, addresses and telephone listings to military recruiters on request. Directory information may, on administrative approval, be reported or provided to others (such as school parent

through the Smarter Balanced and WCAS tests. This information is available in the counseling office.

Testing 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.

For high school testing requirements in Washington, see Appendix D.

Textbooks. Textbooks, workbooks and all other materials issued for student use are examined at the completion of the course or school year. Students are charged fees for lost or damaged materials.

Valedictorian/Salutatorian (Seniors).

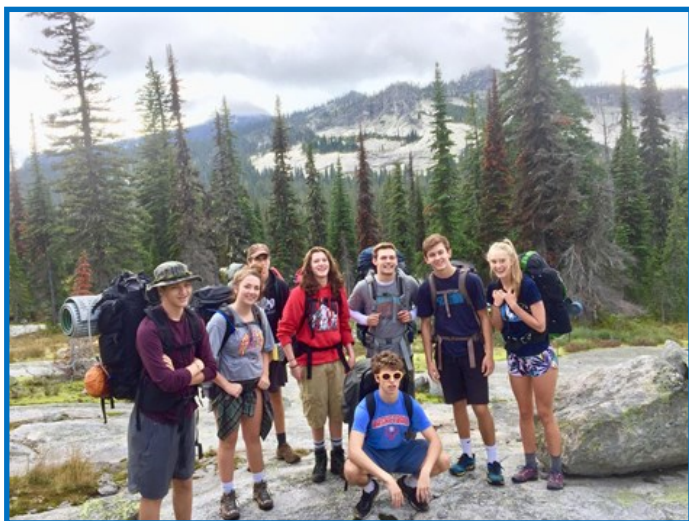
Valedictorian and salutatorian transcripts shall include four years of English, three years of math and two years of a foreign language. Students need to be enrolled full time at Freeman High School for two years in order to be eligible for these honors. Determination is made at the end of first semester in the senior year.

Student Clubs/ Organizations



Chess Club (K-8). Freeman partners with Inland Chess Academy to provide quality instruction, coaching and tournaments for students. During the club series, chess club meets weekly for one hour after school. Students develop chess skills with the coach's assistance through lectures, exercises and tournament-style play. Tournaments are open to all students in the Inland Northwest Region, and students are given an opportunity to compete.

Chess club opportunities are offered each semester. Tuition includes subscriptions to Chess Magnet School's online self study chess school and chesskid.com learning and play website.



Conservation. The club's purpose is to help students develop a love and understanding of our natural world. It accomplishes this through a variety of activities which include community service (ex., school recycling program), reclaiming wild areas through tree planting, maintaining local hiking trails and participating in the state's Adopt-a-

Highway program.

The club provides students opportunities to experience a variety of outdoor activities including hiking, overnight backpacking trips, winter snowshoeing and bicycling trips along the Coeur d'Alene River.

Future Business Leaders of America (FBLA) (Gr. 9-12). This national association is the largest and oldest student organization in the world. It is the premier organization for students preparing for careers in business. It is a leadership organization devoted to teaching students to succeed in the business world through fun events, competitions and activities. Member students participate in business tours, leadership conferences, community service projects, competitions and group outings.

The focus of FBLA is threefold—social, educational and service. Students attend local and regional conferences, host guest speakers and compete in a variety of business-related topics. Freeman has placed as regional, state and national champions since its inception in 1999.

Students participate in community service endeavors, including Adopt-a-Highway, support of the Vanessa Behan Crisis

Nursery as well as other local organizations.

Future Farmers of America (FFA) (Gr. 9-12). FFA is a dynamic youth organization for high school students, grades 9-12. It aims to change lives and prepare members for premier leadership, personal growth and career success through agricultural education. It develops members' potential and helps

them discover their talents through hands-on experiences, which give members the tools to achieve real-world success. Freeman FFA works with each member to plan a path toward leadership and growth throughout their time in FFA while participating in chapter, district, and state contests and events

Math is Cool (FMS). This program is part

of the *Academics are Cool* initiative. Selected students participate in classroom-style, math-focused learning and skills development during the school day. Participating students compete for trophies and ribbons with participating schools in the region. Competitions recognize both individual and team efforts, and open-ended and multiple-choice problem solving.

National Art Honor Society (NAHS) (Gr 9-12). This is a high school club that consists of Art students who choose to be members. Student members must have completed at least one semester of art in which they achieved a GPA of 3.7 or better, and at least a 2.0 in their general studies.

Club activities promote art at Freeman, including Art Night, and a Saturday, all-day, community workshop to expose parents and even younger students to the offerings in art classes. The community workshop raises funds for the school's NAHS four-day spring trip to the Seattle, Bainbridge and Suquamish art experiences Freeman can fit into four, fourteen-hour days.

Members of NAHS help with framing work for student art shows, painting cafeteria windows for special events or seasons, and entering their work in local and national shows. Once a student is a member, they may remain a member, even when they are no longer in Art Class, as long as they pay their nominal annual dues.

Robotics. This club is a gathering of students who are interested in learning about and working with robots at school. Robotics club typically takes place after school, in a classroom, and is moderated by volunteers and/or staff.



Athletics

District Athletic and Activities Code.

DRAFT The opportunity to participate in interscholastic and associated student body activity programs is a privilege granted to all students in the Freeman School District 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 for an entire year for both Freeman Middle School and Freeman High School participants, unless specified otherwise. The code goes into effect from the time of signing the document (must be done before sports participation) and concludes 365 days later.

1. Academic Standards.

- a. **High School-** Students who fail any class during a three-week grading period will be ineligible to participate in any school activity or program for three weeks. If, after three weeks the student is still failing, the student will be ineligible until the student passes all classes in the consecutive grading period. The eligibility will start on pre-determined grading dates posted at the beginning of each school year. A student has until noon of the following day, after the grade checks are due, to resolve any

grade discrepancies with their individual teacher. After that, all grades are final until the next grading period. Students who are ineligible shall be allowed to practice but will not be allowed to participate in contest or travel to events that leave during school hours. Academic standards continue from the final grading period in the spring to the following fall season's first three-week grading period. The building Principal or Athletic Director shall make exception to the academic standards at his/her discretion.

- b. **Middle School-** Any student-athlete, manager, scorekeeper, or band/choir participant with a failing grade on the weekly eligibility check will be notified by the Principal or Athletic Director of their academic status. During the following week, the student will have the opportunity to raise the failing grade. If the student is **failing the same class** at the end of the second week, the student will not be eligible to participate in any contests that week. For example, Joe Smith is failing science. He is notified of his academic status. Joe must raise the failing grade before the next eligibility check. If he is still failing science, he is not eligible for the following week of contests. However, if he removed the failing grade, then he would be eligible for the following week's contests. Students failing during the

probationary week will have 40 minutes of study table prior to practicing. **Students who show marked academic improvement, but have not raised the failing grade, will be considered for eligibility and an exception may be made with approval of the teacher and the activities director or principal.** The building principal will be able to make an exception for an extended illness or other excusable reasons beyond the student's control that are not academically related.

2. **Attendance at School.** A student shall attend school ALL DAY on the day of a performance, athletic contest, or practice, except for a doctor's appointment, pre-arranged absence or unforeseen circumstances that have been approved by the Principal/AD. Any student who shows up for school more than 15 minutes late will be considered absent. The penalty for violating the school athletic attendance policy shall be the prohibition of participating in that day's activity.
3. **Equipment.** School-owned equipment, when checked out by a participant in any activity, is his/her responsibility. Loss or misuse of this equipment will not be tolerated and any damages shall be the financial responsibility of a student-athlete. A participant will not be allowed to receive any awards or turn out for the next sport season until all obligations have been completed.
4. **Fees.**
 - a. **High School.** Each student-athlete will be required to pay for a Freeman High School ASB card for \$30.00 as well as a participation fee of \$25.00 for each sport they participate in and a one-time transportation fee of \$20.00 before their first contest.
 - b. **Middle School.** Each student-athlete will be required to pay for a Freeman Middle School ASB card for \$15.00 and a one-time extracurricular fee of \$10.00

before their first contest.

5. **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.
6. **Travel.** When transportation is provided by the school district, a participant is expected to travel to and from contests in the vehicle provided. Students may ride home with their parents as long as they sign out with their coach or advisor. Students wishing to travel home with someone other than their parents must have a written pre-arranged permission slip signed by Principal or the AD 24 hours prior to the event.
7. **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, or has evidence that a student was around, in possession, or use of alcohol, tobacco/tobacco dispensing products, Vape Devices/nicotine delivering devices, 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.

8. Violations.

a. Progression.

1st Violation – Ineligible from competition for a duration of two weeks, and will be required along with a parent (if possible) to attend an intervention program for alcohol/drug abuse and follow all recommendations. The student will be required to attend all practice sessions, but will not be allowed to participate in any contests during the probationary period.

2nd Violation - Ineligible for interscholastic competition for one calendar year.

3rd Violation – Permanently ineligible for interscholastic competition for the remainder of their Middle School or High School career.

b. Counting of Violations.

Violations are totaled separately in Middle School and High School.

c. Presence at Restricted Gatherings.

A student-athlete shall not be at gatherings where illegal use of alcohol, tobacco, performance enhancing substances, or any controlled substances are present and/or used. Just being there is considered “guilty by association”. Student-athletes are expected to get out of a situation safely and as soon as possible.

d. Term of 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.

9. 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.*

10. **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.

11. Grievance and Appeal Process.

When infractions occur, the following procedures will be followed:

- a. **Penalties.** 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.
- b. **Appeal.** 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.
- c. **Suspension During Appeal.**
NOTE Student-Athletes who appeal disciplinary action will remain on suspension (can

organizations), subject to district policy. Student photos/names also may be used in school/district news, web and social media.

Parents and adult-age students have the right to withhold release of this information by notifying the school in writing within seven days of the student's enrollment by submitting the Opt Out form or completing the information in the *Registration Update* in *Family Access* at the beginning of the school year.

Value-added Programs

Basketball Camps (Gr. 2-6). Camps are offered through the high school for boys (Gr. 2-6) and for girls (Gr. 3-6). Sports physicals are required for participation.

Career Day. Career Day provides an opportunity to bring practicing professionals into the school to broaden awareness of the breadth and variety of jobs available once students set off on their own to pursue higher education or careers after high school.

Cheer.

1. Cheer Camp/Cheer Clinics. (Gr. K-8).

Camps, clinics and mini-cheer camps are offered each year to build cheer skills. All participants have the opportunity to perform during a game's half-time period, and perform cheers in the stands during the game along with the high school cheer squad.

2. **Cheer Squad (Gr. 9-12.)** High school cheerleaders travel to area athletic competitions and participation in the region's parades. Cheerleaders participate in fall, winter and spring/summer sports. Twelve are selected to perform at all home games and post-seas play. Five-seven are selected for away games. Cheer squad performs at halftime, weather permitting, make locker signs, senior night signs, and plan and perform at scheduled assemblies. Cheer Squad also participates in the Cheer Clinics offered to elementary and middle school students. Cheer Squad members have a substantial time and cost commitment, but may participate in fundraisers to offset expenses.

Extreme Science (Gr. K-5). This is an after-school programs to encourage

enthusiasm about science. The Extreme Science Program through *Radical Rick* is brought to Freeman as a schoolwide assembly, then an opportunity is provided to register for one of numerous six-week, after-school, science-packed sessions. Classroom activities promote enthusiasm in the physical sciences and feature hands-on activities designed to accelerate learning.

Field Trips. Field trips are arranged by classrooms or grades and bring the students from the school grounds to other sites that offer culturally enriching experiences. Field trips have been found to result in higher retention of information gathered. They enhance critical-thinking skills and a personal sense of history. They expose students to a diversity of ideas, people, places and time periods.

Guest Presenters. Local experts are brought to campus throughout the year to offer focused learning opportunities. Examples include local news meteorologists, animal experts, law enforcement and other professionals from the private and public sectors.

Lit Circle (Gr. 6-12). This program is coordinated by the school librarian. Students choose a book to read and have book discussions as a group. Meetings are usually one day a week but may vary depending on schedules. Meetings may occur during lunch or lunch recess hour.

PBIS. Freeman implements Positive Behavioral Intervention and Supports (PBIS), an approach for assisting school staff and administration in adopting and organizing evidence-based behavioral interventions into that enhances academic and social behavioral outcomes for all students. It is not a packaged curriculum, and it permits Freeman to adapt our efforts to our own environment to strategize behavioral management. It is prevention-oriented and establishes evidence-based practices, improved implementation of those practices, and maximizes academic and social behavioral outcomes for students. PBIS supports the success of ALL students. Support tools are available online and through training.

Academics



Student Potential, Statement of Belief. All students are capable of learning. It is the responsibility of the student to apply consistent and sustained effort toward learning experiences that are available. Promotion should be based on the attainment of clear academic standards and/or a consideration of the best interests of the student concerned.

It is the responsibility of the Freeman School District staff to employ a variety of instructional and assignment strategies and modifications designed to meet the individual student's needs while maintaining an ongoing communication with parents/guardian, teachers, and administrators.

Parents/guardians are vital partners in the educational process with Freeman School District. Maintaining an open and collaborative spirit between home and school is essential to their student's success at school. It is the responsibility of

parents to provide support at home by reinforcing the established academic expectations. See *Policy and Procedure 2421*.

Associated Student Body (ASB). The Associated Student Body is governed by the Student Council, a group of elected students who address questions or problems that arise from either the students, staff or the administration.

- Purpose.** The Student Council's principle 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
- Election of Officers.** Officers of the Student Council are elected in the spring, by students, for the upcoming fall.

Elementary Grades 3-7 participate in this vote, and Grades 3-8 elect classroom representative to the Student Council which meets monthly.

High school students, Grades 10-12, are eligible to serve as officers. Grades 8-11 vote for officers to represent them in Grades 9-12.

| Table 3. Grading | Cutoff Date Gr K-3 | Cutoff Date Gr 4-12 | Post on Family Access |
|------------------|--------------------|---------------------|-----------------------|
| Sem 1: 3 weeks | | Sep 22 | Sept 24 |
| Sem 1: 6 weeks | | Oct 13 | Oct 15 |
| Sem 1: 9 weeks | Term 1 Nov 3 | Nov 3 | Nov 5 |
| Sem 1: 12 weeks | | Dec 1 | Dec 3 |
| Sem 1: 15 weeks | | Jan 5 | Jan 7 |
| Sem 1: 18 weeks | Term 2 Jan 29 | Jan 29 | Feb 5 |
| Sem 2: 3 weeks | | Feb 16 | Feb 18 |
| Sem 2: 6 weeks | | Mar 16 | Mar 18 |
| Sem 2: 9 weeks | Term 3 Apr 13 | Apr 13 | Apr 15 |
| Sem 2: 12 weeks | | May 4 | May 6 |
| Sem 2: 15 weeks | | May 25 | May 27 |
| Sem 2: 18 weeks | Term 4 Jun 16 | Jun 16 | Jun 24 |

- Council Composition.** ***Under review*** Presidents of each class and school-sponsored club, as well as a representative from each classroom, during a designated class period, complete the full council.
- Eligibility.** Candidates for consideration as an officer must ***. Middle school students must be entering eighth grade in fall to run for president in the spring. Middle school vice presidential candidates must be entering seventh or eighth grade. Incoming seventh graders are eligible to serve as middle school secretary or treasurer.

| Table 2. | | | |
|------------|---------------|-----------|-------------------|
| Grade Mark | Range FES/FMS | Range FHS | Grade Point Value |
| A | 93-100 | 93-100 | 4.0 |
| A- | 90-92 | 90<93 | 3.7 |
| B+ | 87-89 | 87<89 | 3.3 |
| B | 83-86 | 83<87 | 3.0 |
| B- | 80-82 | 80<83 | 2.7 |
| C+ | 77-79 | 77<80 | 2.3 |
| C | 73-76 | 73<77 | 2.0 |
| C- | 70-72 | 70<73 | 1.7 |
| D+ | 67-69 | 67<70 | 1.3 |
| D | 60-66 | 60<67 | 1.0 |
| F | 0-59 | 0<59 | 0 |

Incoming fifth, sixth or seventh graders may serve as sergeant at arms and

| Table 1. K-3 Grading | |
|----------------------|---|
| 90-100 | 1 |
| 75-89.99 | 2 |
| 60-74.99 | 3 |
| 00-59.994 | |

parliamentarian.

- Governance.** Documents governing the ASB may be found at ***.

Academic Letter (Gr. 9-12). High school students maintaining a 3.8 cumulative GPA over a minimum of three semesters, and submitting at least 15 community service hours to the school office by May 1 will qualify for an academic letter.

- Academic Performance.** The district sets forth minimum instructional/ academic standards prior to a student's advancement to the next course or grade level. Students should achieve passing grades in all classes at semester. A student identified as academically deficient will be supported with intervention plans to ensure support to meet this goal. Teachers are expected to notify parents as soon as a student is in danger of failing. Such notice will address the following:
 - Identify the course or grade in which the student is identified as

academically deficient.

3. Establish intervention steps available to students/parents/teachers that provide opportunities for remediation of academic deficiencies.
4. See Interventions.

Academic Standing.

1. **Communication.** Parents/guardians will be notified of their son's/daughter's academic progress at the end of three weeks, six weeks and at the end of each semester (nine-week period). Students identified as academically deficient (those who have failed to meet the minimum academic requirements) will become a focus of concern for interventions (See Interventions, Academic.)
2. **Participation in Activities.** Students who fail any class during a three-week grading period are ineligible to participate in any school activity or program for three weeks unless the teacher signs an Athletic Eligibility Form. If, after three weeks, the student is still failing, the student will be ineligible until the student passes all classes in the consecutive grading period. The eligibility will start on predetermined grading dates posted at the beginning of each school year. A student has until noon the following school day, after the grade checks are due, to resolve any grade discrepancies with their individual teacher. After that, all grades are final until the next grading period.

Students who are ineligible shall be allowed to practice but will not be allowed to participate in contests.

3. **Applicable Grades.** Academic standards continue from the final grading period in the spring to the following fall season's first three-week grading period. The building principal or athletic director has discretion to make exceptions to the academic standards.

Art. See Specialists. Also see Value-added Programs, ArtSmart.

Band (Gr. 4-12). High school marching band students perform in parades throughout the area and participate at

athletic events. See also Specialists.

Bell Schedule. See Schedules.

Choir (Gr. *).** See Specialists.

Common Core Standards. Washington's Common Core Standards were adopted in July, 2011. The K-12 Common Core State Standards were developed through a state-led effort to establish consistent and clear education standards for English language arts and mathematics. The initiative was launched by and supported by the Council of Chief State School Officers and the National Governors Association. Washington became the 44th state, in addition to one territory and the District of Columbia, to adopt the common core standards. Washington officially began the process to include the standards into state classrooms in the 2013-14 school year. The Common Core also adds strength to the existing Washington standards by including additional standards for vocabulary and new standards for collaborative discussions and effective use of technology. Literacy standards that focus on reading and writing instruction during history/social studies, science and technology also were included. In mathematics, standards were added to demonstrate a stronger emphasis on number sense and algebraic thinking.

Community Service Hours (Gr. 9-12) A commitment to community service is required for each year of high school completed at Freeman. Fifteen hours per year, for a total of 60 hours, is required for students enrolled all four years at Freeman. Students transferring into Freeman will complete hours for each year of attendance at Freeman

Counseling Services. The school counselor is available to help students with social, educational and personal development. Students or parents may make an appointment by calling the school office. When a student has a serious problem that requires immediate attention, the student should request assistance from a teacher. The teacher will determine where to acquire services as quickly as possible.

Fees. Some classes and extracurricular activities include fees. Assistance may be available when fees present a hardship. See the school principal, counselor or athletic director. See Appendix A.

Final Exams. Comprehensive final exams are at the discretion of the teacher. Grades 4-12 may check the class syllabus for requirements.

Grading. Grades K-3, see Table 1. Grades 4 – 12, See Table 2.

Grading Schedule/Time Line. See Table 3.

Graduation Requirements. See Appendix B.

Hall Passes. Students who leave class must have a Hall Pass authorized by the teacher or sign in/out with the teacher. Students visiting the health room must have a pass signed by a teacher or they will be sent back to class. Students may not come to the health room during transition times, lunch or recess without permission from a paraprofessional or teacher.

High School & Beyond Plan (Gr. 9-12).

This 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. Much of this Plan will be completed and signed off with the assigned Advisor during advisory.

Students must complete:

1. A career interest inventory (updated yearly starting from 7th grade.) Interests may change based on courses and activities a student is exposed to.
2. Educational goal setting (updated yearly by researching career requirements, admission requirements and the cost to attend.
3. A four-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.
4. A resume is finalized during the senior year based on the experiences, activities, courses and goals a student has set and documented throughout the course of high school.

Honors.

- **Honor Cords (Seniors).** Students may earn honor cords for graduating with a cumulative GPA of 3.4.
- **Honor Roll (Gr. 4-12).** Students make Honor Roll in any semester by achieving

a 3.25 GPA.

• **National Honor Society. Need info ***.**

(Also See Clubs, National Art Honors Society; Valedictorian/ Salutatorian.)

IEPs/Section 504. Students with active IEP's (Individualized Educational Plans) or those with Section 504 plans are responsible for fulfillment of their individualized education plan or 504 modified curriculum. Special education students not meeting their IEP's will be referred to the special education cooperative or MDT (Multi-disciplinary Team) for review.

Incomplete (Grades). Students receiving an Incomplete for the quarter have two weeks from the end of the quarter to complete their work. When there are extenuating circumstances, the student/parent/guardian should notify the Principal or school counselor.

Interventions, Academic.

1. Statement of Purpose/Retention

The purpose of school interventions is to do the following:

- make the student aware of his/her lack of academic progress
- ascertain if there are any intellectual, physical, social, emotional, attitudinal reasons or substance use or abuse issues that contribute to the poor academic achievement
- record and communicate those academic concerns to appropriate staff, counselors, parent/guardians and administrators
- develop solutions to encourage and help the student become successful and productive in his/her school work

2. Process. Intervention begins as an informal student/ teacher discussion centered on poor work and low grades, and parent notification will be made at this time. If this dialogue does not produce improvement in student performance, formal interventions will be employed, and parent contact will be made again. A file folder will be made for each student with formal interventions and a written record kept of each intervention step taken by the

classroom teacher(s). The file folders and documentation records will be housed in a special file cabinet located in the counselor's office.

Kindergarten/WAKids. Freeman Elementary offers a full-day, M-F Kindergarten. Students must be five years of age by August 31 of the year they plan to begin school. **(WAC 392-335-010)**

The Washington Kindergarten Inventory of Developing Skills (WaKIDS) is a transition process that helps to ensure a successful start to the K-12 experience and connect the key adults in a child's life. Its focus to ensure success are family connection, whole-child assessment and early learning collaboration. See www.k12.wa.us for more information.

Learning Assistance Program (LAP). The LAP Program is Washington's state-funded program that provides additional academic support to eligible students. LAP funds are available to support programs in grades K-12 in reading and writing. For more information, please visit www.k12.wa.us.

Libraries. Freeman has a library at the middle and high school. All students grades 1-12 are allowed to have 2 books checked out at any time during the school year. However, kindergarten is allowed to have only 1 book checked out. There is a two-week time limit to have books checked out. If a book is lost or completely damaged, payment is required for the cost of the book.

Lockers. Every student, Grades 6-12, is assigned a locker to store personal items while at school. Students may not switch lockers without permission of the school office. Lockers are the possession of the school and may be inspected without notice.

Periods. See Schedules. See also Table 1.

Preschool. The Freeman Preschool serves children with and without disabilities within our inclusive classrooms. Children without disabilities or developmental delays must turn three years old on or before August 31 of the academic year of enrollment. WAC 392-172A-2000 Students' rights to a free appropriate public education (FAPE) provides that each school district and residential or day school operated under Chapters 28A.190

and 72.40 RCW shall provide every student who is eligible for special education between the ages of three and twenty-one years a free appropriate public education program. (FAPEJ).

Retention/Repeat Grade Level. ***

Schedules. (Bell Schedules). A warning bell sounds each morning at 8:10. A standard schedule is set, and alternative schedules set for early release and late start days. Elementary students have lunches paced between 10:50 a.m. and 12:05 pm. Elementary students have a bell schedule for recesses. See Appendix C

- Typical Student Schedule. (under development)**
- Changes.** Students may request a course/schedule change by filling out the appropriate request form available from the school counselor. The school will attempt to honor these requests; however, it is not guaranteed. Students have 10 days from the start of a semester to change their schedules.

Specialists. Freeman School District provides specialists in the areas of physical, occupational and speech therapy. Each specialist has their own referral and qualifying procedure. All special services are overseen by the school psychologist and school principal. In addition, the following programs are available: Title I/LAP, Learning Center, etc. The district offers programs offered by Specialists in Art, Band, Choir and Physical Education.

Teacher's Aid Opportunities. (Gr. 6-12)

- Middle School. ***
- High School. Students are eligible to serve as a teacher's aid their junior year if they are in good academic standing, passed state assessments and on track for graduation. A student may have one position per school year.

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* test. The state has developed alternative pathways for students who have not met standard

practice but cannot participate in events or travel during school) until a decision is made.

12. **Signature.** The student athlete and parents/ guardians must sign a copy of the Athletic Code verifying they have read its content and understand the information and penalties for any rules violations.

Athletic Letter/Letters Jacket. ***

Participation in Activities. See Academic Standing, page 16.

Physical Required. 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: 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.

Schoolwide Expectations

The goal of Freeman School District is to ensure student safety, and to increase responsible behavior by having clearly defined behavior that is taught, modeled, practiced and reinforced consistently throughout the school.

Freeman Elementary School Schoolwide Expectations.

| Where & when? | Be Respectful To self & others | Be Responsible for what I say & do | Be Ready to Learn | Be Safe |
|---------------|---|--|---|---|
| Transition | Stop, look and listen when spoken to by an adult. Talk Quietly. | Keep lines orderly. Keep hands and feet to yourself. | Walk quietly so others may continue learning. | Stay to the right. Stay within boundaries. |
| Lunchroom | Use good manners. Talk quietly. | Eat your own food. Wait to be excused. | Clean up after yourself. | Watch where you are walking. Stand in line appropriately. |
| Playground | Use positive, polite language. Keep hands, feet, body & belongs to yourself. | Leave toys & electronics at home. Stop play, and return to class at bell. | Play fair. | Use playground equipment correctly. Stay within boundaries. |
| Assembly | Enter and leave quietly. Eyes on speaker. | Take care of yourself. | Be a good listener. | Sit correctly. |
| Bus | Quiet voices. Give others space. | Be on time. Sit in assigned seat. | Cell phone use before/ after school with parental permission. | Walk on designated pathways to and from bus. |
| Restrooms | Give others privacy. | Leave the restroom clean. Be quiet. | Return to class quickly. | Wash hands. Keep hands and feet to yourself. |
| Classroom | Enter and leave room quietly. Allow others to learn. | Come to class prepared to learn. Listen and follow directions. | Participate. Complete assignments in a timely manner. | Keep hands and feet to yourself. Use classroom equipment / supplies appropriately. |

Be Respectful -- Be Responsible -- Be Ready to Learn -- Be Safe

Freeman Middle School Schoolwide Expectations.

| | Be Respectful | Be Responsible | Be Ready to Learn | Be Safe |
|-------------------------------|--|---|---|---|
| Hall Commons Lockers | Stay to the right and move directly from locker to class Be polite and help those around you | Keep areas clean Keep lockers organized and locked | Get all needed materials Get to class before bell | Hands to self Report any concerns |
| Classroom | Respect yourself and others (including ideas and belongings) | Follow class rules Complete assignments Take care of materials and books | Bring required materials and assignments Listen, participate and do your best work | Hands and feet to self Keep books and materials out of walkways Chair legs on floor |
| Computer Lab | Keep area clean. Log out Value and care for equipment Only touch your own equipment; do not unplug keyboards, mice, etc. | Visit only school (Neely) approved sites with permission Manage your time Know your login and password | Bring required materials Listen to and follow instructions | Protect personal information Report access to inappropriate sites |
| Science Art Lab | Use equipment properly Listen to and value all group members Respect your efforts and those of others | Stay with and contribute to group Clean and return all materials, supplies, and equipment to correct locations | Follow teacher and lab instructions Bring text, notebook, and materials to class, including pencil for art | Report all accidents Follow lab safety rules Check-out scalpels and exacto-knives and hold point down |
| Locker Room Gym | Use appropriate language Use equipment properly Practice good sportsmanship Leave property/lockers of others alone | Know your locker combination Keep lockers locked Use equipment correctly | Be on time, in rows, and dressed down On health days, bring notebooks and materials with you | Follow rules and expectations Respect the skill level of other classmates No running or horseplay in locker rooms |
| Cafeteria Scottie Break | Listen to and follow adult directions Be considerate of others | Wait patiently and quietly in line Use good manners | Stay in seat until dismissed Eat what you take | Follow cafeteria rules Clean up your space Keep walkways clear |
| Buses | Listen to and follow bus driver directions Be polite and helpful | Be at bus stop on time Report problems to bus driver | Use quiet voices Stay in assigned seat | Hands and feet to self and inside windows Keep bus aisles clear Use quiet voices |
| Assemblies | Clap and laugh at appropriate times | Enter and exit quietly Sit where directed | Watch and listen Participate when asked | Follow directions given by adult Hands and feet to self |
| Fire Drill Lock Down | Remain calm and orderly Be helpful to other | Line up in alphabetical order | Stand quietly in line facing away from the building | Follow established route Listen to direction |
| Restroom | Use appropriate language and volume | Complete your business and leave | Keep restrooms clean | Wash hands |
| Library | Respect others right to read or study quietly | Take care of borrowed materials and Turn in library books on time. | Come prepared to listen, and participate. | Follow library rules. Keep books off of floor. |
| Playground | Use positive language Keep hands, feet, body and belongings to self | Leave electronics in locker | Appropriate play | Use equipment correctly Stay within boundaries |

Be Respectful -- Be Responsible -- Be Ready to Learn -- Be Safe

Be Respectful -- Be Responsible -- Be Ready to Learn -- Be Safe

Student Responsibilities & Rights

Introduction. The laws of Washington State assures its children the right to an education. The Washington Administrative Code has interpreted this right with a precision that warrants the careful attention of parents, students, educators and taxpayers.

Perhaps nowhere in state law is a right more dogmatically stated, and at the same time, more humanely expressed, than is that which pertains to the education of Washington's young citizens.

The mission of the common school system of the State of Washington is to assure learning experience to help all children develop skills, competencies and attitudes fundamental to achieving individual satisfaction as responsible, contributing citizens. As a result of the process of education, each pupil should clarify his/her basic values and develop a commitment to act on these values within the framework of his/her rights and responsibilities as a participant in the democratic process.

The middle school program shall include learning experiences that are appropriate to the age, interests and abilities of the child. Instruction shall include teaching the fundamental skills of literacy and computation, building appreciation and values of which are aesthetic, contribute to the child's social competency and develop personal adequacy.

The curriculum through which these goals can be reached shall include reading; arithmetic; social studies, including history, geography, civics and economics; physical education; music; art; science; health; and language arts, which are composed of speech, spelling, composition and literature.

All students who attend the common schools shall comply with the reasonable written rules and regulations established. Furthermore, all such pupils shall submit to the reasonable discipline of school authorities.

The teachers shall have the right, and it shall be their duty, to direct and control within reasonable limits the studies of

their students, taking into due consideration individual differences among pupils. (See also WAC 392-400-215 and Policy 3110-3600P.)

Student Conduct

Policy and Procedure 3200. These explain the general policy of the school district regarding student conduct. The procedures describe the disciplinary actions that may be imposed when a student violates district policy. A student's rights also are outlined in this policy, and due process is explained in this handbook.

General Rules and Regulations. The development of these rules and regulations observes **Title 392-400 WAC**. In the event of inconsistencies between the state administrative provisions and school district rules, regulations and implementing procedures, or when the State Board of Education revises the administrative provisions at a later date, the WAC supersedes the rules.

A student has rights in the context of these rules insofar as the student is duly enrolled in a particular school.

Interscholastic Participation. The enforcement of rules promulgated by the Washington Interscholastic Activities Association and like organizations that govern the participation of students in interscholastic activities and related appeals will be governed by rules of the organization that have been adopted pursuant to **RCW 28A.600.200** and approved by the State Board of Education, not by district rules.

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.

District Rules of Conduct. Students will comply in a respectful and responsible manner with all rules and regulations adopted, including those set forth in this handbook, and **Policy and Procedure 3200 and 3241**.

Applicability. The rules herein identify, but do not limit, the types of activities covered by district regulations. School administrators will enforce the rules on school grounds; off school grounds at a school activity, function or event; and off school grounds if the actions of the

student materially and substantially affect the educational process. Copies of related policies may be obtained online at www.freemansd.org.

Student Responsibilities

Respect for the Law and Rights of Others. As a citizen, the student is responsible to observe the laws of the United States, the State of Washington, and/or its subdivisions. In the school, the student will respect the rights and property of others and not interfere with the educational process. The teacher and the administrator are required by law to maintain a safe, suitable environment for learning. Students who involve themselves in criminal acts on or off school property—and which acts have a detrimental effect on the maintenance and operation of the schools—are subject to prosecution under the law and/or disciplinary action by the school.

Behavior and Discipline

Statement Regarding Freeman District Disciplinary Policy. We believe all of our students are capable of learning and following school rules. This is based on the premise that whether or not a child has special challenges to overcome (physical or emotional), he or she is expected to engage in behavior that is appropriate and respectful of the rights of others.

Assumptions Regarding Student Discipline.

1. School District No. 358 is required by law to establish effective discipline procedures within the guidelines of state Revised Code of Washington (RCW) and Washington Administrative Code (WAC).
2. School District No. 358 is concerned with the maintenance of effective discipline with all district schools.
3. The principal is required by law to support appropriate student discipline within the school.
4. The teacher is required by law to maintain an optimum learning environment within the classroom.
5. An effective school discipline policy prescribes early intervention with parents by teachers.
6. An effective school discipline policy

requires that all staff work cooperatively toward a consistent, agreed-upon plan.

Disciplinary Action. If the school is to maintain an atmosphere conducive to learning and which ensures the educational rights of each student, the reasonable exercise of authority by school officials is a necessity. In fulfilling this duty, the schools recognize the need for an equitable procedure of disciplinary action which assures the rights and obligations of each individual. The degree of disciplinary action imposed will be consistent with the misconduct involved.

Grievance. Any student or parent who is aggrieved by the imposition of discipline has the right to an informal conference with the building principal/designee for the purpose of resolving the grievance. If the grievance is not resolved, the student or parent has the right to continue the appropriate grievance procedure through the superintendent and board as described in **Procedure 3200 (Note: There is no Procedure 3200.)**.

Disciplinary Sanctions. Disciplinary sanctions consistent with local, state and federal laws, up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct prohibiting the unlawful possession, sale, use or distribution of illicit drugs, marijuana/ cannabis, including anabolic steroids, alcohol or tobacco products by students on school premises, grounds, in school-owned vehicles, or any other school-approved vehicle used to transport students to or from school or school activities including athletic events, dances, field trips, etc.

Persons Authorized to Impose Disciplinary Action/Procedures

Delegation of Authority. The FSD Board of Directors delegates the superintendent and/or his/her designee(s) the authority to administer discipline including all exclusionary discipline, suspensions and expulsions on students for misconduct which violates district rules. The superintendent designates disciplinary authority to impose in-school

suspensions, short-term suspensions, long-term suspensions, expulsions and emergency expulsions to school principals and assistant principals. Each certificated teacher may recommend to their principal/ designee the imposition of suspension or expulsion on students.

Discipline Model. An alternate consequence or a more or less severe punishment may be imposed at the discretion of the principal/ designee. To determine the level of discipline, school authorities will consider several factors including, but not limited to:

1. student attitude, intent and discipline history
2. mitigating circumstances and the severity of conduct
3. effect on other students and/or staff, including safety
4. other forms of discipline to support students in meeting behavioral expectations

Emergency Removal. After attempting at least one other form of discipline, each certificated teacher, school administrator, school bus driver and any other school employee designated by the board of directors possesses the authority to impose discipline on a student for conduct which violates district rules, and certificated staff may impose an emergency removal from class, subject or activity and send the student to the building principal/ designee.

Classroom.

1. **Elementary and Middle Schools.** When a problem arises, progressive discipline may be imposed as follows:
 - a. **STEP 1.** The teacher talks to the student one-on-one to develop a plan for the student to improve his/her own behavior. A Minor (Behavior) Infraction slip is sent home to communicate behavior for K-5 infractions.
 - b. **STEP 2.**
Grades K-5: parents are contacted by phone when a Minor Infraction slip is sent home.
Grades 6-8: a referral is sent to the office. An administrator may consider a number of options:

- I. restitution
- II. lunch detention(s)
- III. after-school detention
- IV. individual behavior plan

- c. **STEP 3.** Progressive discipline, (a) through (e) and or in-school suspension for 1-2 days.
- d. **STEP 4.** Short-term suspension, 1-3 days.
- d. **STEP 5.** Short-term suspension, 5-7 days.
- e. **STEP 6.** Recommended long-term suspension.

2. **High School (Gr. 9-12)** 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. Repeat offenders can expect progressive consequences.

Intervention/Detention. Students may be assigned In-school Intervention (ISI), or after-school or lunch detention for an assigned period of time.

Schoolwork and other assigned tasks are expected.

Minor (Behavior) Infractions. Not all behavior incidents are worthy of a discipline referral, but may take away from providing a safe and efficient learning environment for all students, so they cannot be ignored. These are minor infractions. If inappropriate behavior, such as horseplay, talking loudly in the hallways, etc. continues after sufficient warning from teachers and staff, then students will be given a slip to be taken home that describes the minor infraction, or contact may be made to the parents, and the matter is discussed with, and signed by, parents. A copy of this slip will be kept with the classroom teacher. Multiple slips may result in a discipline referral to the office.

Suspension. The behaviors on pp. 32-38

are not exclusive of other behaviors for which a student may be disciplined, up to and including expulsion (FMS/FHS), and notification of non-school agencies (parent and/or the appropriate enforcement agency).

The following considerations are made before imposing suspensions for behaviors in the matrices, pp. 32-28:

- Before imposing in-school or short-term suspension for offenses, there will be a first attempt of one or more other forms of discipline to support students' meeting behavioral expectations.
- Before imposing a long-term suspension or expulsion, Freeman will first consider other forms of discipline.
- Students with disabilities will be disciplined in a nondiscriminatory manner on a case-by-case basis.
- Repeat offenses in any one category or combination of categories may result in more severe sanctions.
- Students who have received a suspension or expulsion for misconduct may be required by the building administrator/ designee to sign a re-admittance contract.
- Due process procedures are available for parents and students aggrieved by the imposition of disciplinary measures.

Non-classroom Discipline Process. A staff member observing a non-classroom discipline situation will make a professional judgment as to the severity of the problem and:

1. either deal with the situation himself/herself, or
2. make an immediate referral to the office, where the student will fall into progressive discipline procedures.

Restorative Practices. Restorative practices are commonly used. A student involved in a combination of offenses within a short period of time may be placed on a contract and moved to potential suspension if contract expectations are not met.

Due Process Rights

Procedures. All disciplinary action is covered by and subject to the due process procedures issued pursuant to **Policy and Procedure 3241**.

Suspension or Expulsion. Before administering any suspension or expulsion, the Freeman School District must conduct an initial hearing with the student to hear the student's perspective. For in-school or short-term suspension, the district designee must provide the student an opportunity to contact his or her parent(s) regarding the initial hearing. For long-term suspension or expulsion, the district designee must make a reasonable attempt to contact the student's parents and provide an opportunity for the parents to participate in the initial hearing in person or by telephone. Following the initial hearing, will provide notice of the disciplinary decision as set forth in **Procedure 3241 (WAC 392-400-450)**.

Application for Readmission. A student who has been suspended or expelled may apply for readmission at any time. If a student desires to be readmitted to the school from which s/he has been suspended or expelled, the student will submit a written application to the principal who will recommend admission or non-admission. If a student wishes admission to another school, then s/he will submit the written application to the superintendent.

Reengagement. The district will make efforts to have long-term suspended or expelled students return to an educational setting as soon as possible. The district will convene a meeting with the student and the student's parents within 20 calendar days of the start of the student's long-term suspension or expulsion, but no later than 5 calendar days before the student's return to school, or as soon as reasonably possible, when the student or parents request a prompt reengagement meeting to discuss a plan to reengage the student in a school program.

In developing a reengagement plan, will consider the nature and circumstances of the incident that led to the student's suspension or expulsion; as appropriate,

the students' cultural histories and contexts, family cultural norms and values, community resources, and community and parent outreach; shortening the length of time the student is suspended or expelled; providing academic and nonacademic supports that aid the student's academic success and keep the student engaged and on track to graduate; and supporting the student's parents or school personnel in taking action to remedy the circumstances resulting in the suspension or expulsion and preventing similar circumstances from recurring.

The district will collaborate with the student and parents to develop a culturally sensitive and culturally responsive reengagement plan tailored to the student's individual circumstances to support the student in successfully returning to school.

Any reengagement meetings conducted by involving the long-term suspended or expelled student and his or her parents are distinct from, and not intended to replace, a petition for readmission (RCW 28A.600.022).

The district may preclude a student from returning to their regular educational setting following the end date of a suspension or expulsion to protect victims of certain offenses pursuant to **Policy and Procedure 3241 (WAC 392-400-810)**.

Any such application should include: the reasons the student wants to return and why the request should be considered, any evidence which supports the request, and a supporting statement from the parent or others who may have assisted the student. Any application may also include such assurances as may be appropriate concerning the non-recurrence of the problem which led to the suspension or expulsion.

The superintendent will advise the student and parent/guardian of the decision within seven school days of receipt of the application.

As soon as reasonably possible, and within 24 hours after an emergency expulsion, will provide written notice to the student and the parent(s) as set forth in **Procedure 3241 (WAC 392-400-515)**.

Students who are emergency expelled

may not attend class until the emergency expulsion is converted to another form of discipline or rescinded. Emergency expulsions must end or be converted to another form of corrective action within 10 school days from the date of the emergency removal from school. Notice and due process rights must be provided when an emergency expulsion is converted to another form of corrective action.

A student or the parent(s) may appeal an emergency expulsion to the superintendent or designee orally or in writing within three school business days from when provided the student and parent(s) with written notice.

If a request is not received with the required three school business-day period, then the right to a hearing may be deemed to have been waived and the emergency expulsion may be continued as deemed necessary by without any further appeal rights.

A student or the parent(s) may appeal a suspension or expulsion to the superintendent or designee orally or in writing within five school business days from when provided written notice.

If a request for appeal is not received within the required five school business days, then the right to a hearing may be deemed to have been waived and the proposed suspension or expulsion may be imposed without any further appeal rights.

Interviews and Interrogations of Students on School Premises. Reference, Board Policy 3226. The district encourages interviews and interrogations of students by law enforcement, the Department of Social and Health Services (DSHS) and the county health department to take place off school premises in order to minimize interruption to the instructional program. A law enforcement officer (police officer, sheriff's deputy, Child Protective Services investigator, immigration agent, etc.) may interview students in school, however. School building administrative personnel will cooperate as specified below, treating interviews of students as suspects, witnesses and victims differently.

If students are suspected of criminal activity and are under the age of 12, they may be interviewed only with parental

consent, unless, if in the opinion of the law enforcement officer(s), the notification and subsequent wait time for the parent will hinder the investigation. In these instances, by law, the principal/designee may not prevent the interview from taking place and will inform the parent.

When prior notice has been given to the parent, the principal/designee will convey any expression of objection about the interview made by the parent to the law enforcement officer(s).

Students of any age who are witnesses to a crime or victims of a crime may be interviewed without parental consent. Should it become apparent during a witness/victim interview that the student under the age of 12 years is the suspect of a crime, law enforcement shall immediately stop questioning until parental consent is obtained. If the parent is not present for the interview, the principal/designee will be present unless the student specifically requests otherwise.

Students of any age who are witnesses to, or victims of, abuse or neglect, may be interviewed so long as the interviewer obtains the student's consent in the presence of the principal/designee. A student may not be interviewed without his or her consent unless the interviewer has a warrant or determines that exigent circumstances exist. If the principal/designee believes the student is being intimidated, threatened or coerced, s/he may request to take a break and make those concerns known to the interviewer. The principal/designee can then decide whether to continue, temporarily suspend or terminate the interview.

Immigration agents must produce a warrant that states the purpose of the student interview, identifies the search location, references a specific person and be signed by a federal or state judge. The principal/designee will make a reasonable attempt to notify the parent of the interview, and will be present during the interview.

In a criminal matter, an officer is not required to have a warrant in order for the school to release the student into law enforcement custody. The principal/designee will make immediate reasonable

efforts to notify the parent unless directed not to by the law enforcement officer because child abuse or neglect is alleged against the parent, or some other similar, specified reason exists for prohibiting notification. School authorities may request that the law enforcement officer put their reasoning for denial of parent/guardian notification in writing. (See **Procedure 3226P**).

When an onsite interview or interrogation is warranted by the circumstances of a case, will utilize protocols developed in cooperation with these entities. To ensure that investigations are not impeded and that students and parent(s)/guardian(s) are afforded all rights required by law, the superintendent will establish protocols for interviews and interrogations of students on school premises. The protocols will address child abuse and neglect investigations, criminal investigations, and health department investigations. (See also **Procedure 3226P**).

Absences/ Truancy (AT01, 02)

Policy and Procedure 3122 outlines the district's attendance expectations. Students are expected to attend all assigned classes each day and be in their assigned areas at assigned times. Teachers and school staff will keep a record of absences and tardies, including a call log and/or record of excuse statements submitted by a parent, or in certain cases, students, to document a student's excused absences. Refer to **Chapter 392-401 WAC** for current administrative rules.

Absence vs. Tardy. Coming to class more than 15 minutes late is considered an absence for that period. Pre-planned absences of three or more days require written or verbal notice by a parent to the office and a completed pre-arranged form which may be picked up in the applicable school office.

Students are allowed one makeup day to complete assignments for each day missed of an excused absence. If the student participates in sports and misses any part of a day, they are required to bring a note from their doctor to be able to compete.

Middle school students missing four periods or more without an excuse will constitute a day's absence. Elementary students are counted in two periods per day, morning and afternoon. Missing more than 15 minutes of either period constitutes an absence for that period.

BECCA Bill. 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.

Arrival to Class. Coming to class more than 15 minutes late is considered an absence for that period. Students are allowed one makeup day for each day missed of an excused absence. If the student participates in sports and misses any part of a 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.

Conference for Elementary School Students Required. When an elementary school student has five or more excused absences in a single month, or ten or more excused absences in the current school year, the principal may schedule a conference with the student and their parent(s) at a reasonably convenient time.

The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference must include at least one district employee (preferably a nurse, counselor, social worker, teacher or community human service provider) and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within 30 days of the absences.

When the student has an Individualized Education Program or a Section 504 Plan, the team that created that program or plan must reconvene. A conference is not required if prior notice of the excused absences was provided to or when a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

Homework, Student Grades/ Credit. A student's grade or credit in a particular

class may be adversely affected by reason of absence or tardiness only to the extent that the student's attendance and/or participation is related to the instructional objectives of the course, and has been identified by the teacher as a basis for grading in the course.

Assignments/ activities not completed due to an **excused** absence may be made up in the manner set forth by the teacher.

It is the student's responsibility on the day the student returns to school from an absence to contact the teacher for makeup work. Such makeup work must be completed in a reasonable time.

Excused Daily Absences WAC 392-401-020

The following are valid excuses for absences from school:

- 1) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy and inpatient or outpatient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- 2) Family emergency including, but not limited to, a death or illness in the family;
- 3) Religious or cultural purpose including observance of a religious or cultural holiday, or participation in religious or cultural instruction;
- 4) Court, judicial proceeding, or serving on a jury;
- 5) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- 6) State-recognized search and rescue activities consistent with RCW 28A.225.055;
- 7) Absence directly related to the student's homeless status;
- 8) Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
- 9) Absences due to suspensions, expulsions or emergency expulsions

imposed pursuant to Chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in **WAC 392-121-107**;

- 10) Absences due to student safety concerns, including absences related to threats, assaults or bullying;
- 11) Absences due to a student's migrant status; and
- 12) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the criteria herein for an excused absence. Districts may define additional categories or criteria for excused absences.

The following are added, allowable excuses beyond the WAC:

- 13) Extended illness or health condition. Chronic health condition. When a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/ her parent will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor.

Truancy is considered an absence from school or class without the consent of the parent or teacher. Truancy includes leaving school without signing out at the office, leaving school at lunchtime, absence from school or class without permission, obtaining a pass to go to a certain place and not reporting there, becoming ill and going home without checking out, going to the health room without permission or staying in the restroom without reporting to the office,

coming to school, but failing to attend classes, or failing to attend a scheduled assembly without prior permission.

Notifying the School of the Absence

When possible, the parent is expected to notify the school office on the morning of the absence by phone, email or written note, and provide the excuse for the absence. If no excuse is provided with the notification, or no advance notification is provided, the parent will submit an excuse via phone, email or written note when the student returns to school. Adult students (over 18) and emancipated students (over 16 and emancipated by court action) will notify the school office of their absence with a note of explanation. Students 14 years and older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school with a note of explanation which will be kept confidential. Students 13 years and older may do the same for mental health, drug/ alcohol treatment; and all students have the same right for family planning and abortion.

Perfect/Near-perfect Attendance.

Students are recognized for Perfect Attendance when they have not missed any class period, have not been tardy and have not left early. (Certain school events or absence for religious reasons are excluded.) Students are recognized for near-perfect attendance when they have not missed, been tardy or left early more than two school days.

Petition to Juvenile Court. The petition will contain the following statements:

- ◆ student has unexcused absences in the current school year;
- ◆ actions taken by have not been successful in substantially reducing the student's absences from school;
- ◆ court intervention and supervision are necessary to assist in reducing the student's absences from school;
- ◆ RCW 28A.225.010 has been violated by the parent, student or both;

The petition must also include the following:

- ◆ student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the

Definitions

Bullying. (H101) Unwanted aggressive behavior that 1) involves a real or perceived power imbalance and 2) is repeated, or has the potential to be repeated, over time. Forms of bullying include messages or images that are intentionally written or electronically transmitted (by email, text and/or social media), verbal and/or physical acts that 1) cause physical harm or damages personal property; or b) substantially interferes with a student's education; or c) creates an intimidating or threatening educational environment; or d) substantially disrupts the orderly operation of a school.

Discriminatory Harassment. (H104)

Conduct or communication that 1) is intended to be harmful, humiliating or physically threatening, and 2) shows hostility toward a person(s) based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability or use of a trained dog

Harassment, Sexual

Includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. This can include:

- ⇒ Sexually suggestive looks or gestures
- ⇒ Sexual jokes, pictures or teasing
- ⇒ Pressure for dates or sex
- ⇒ Sexually demeaning comments
- ⇒ Deliberate touching, cornering or pinching
- ⇒ Attempts to kiss or fondle
- ⇒ Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances

student's parents, whether the student and parent are fluent in English, whether there is an existing Individualized Education Program and the student's current academic status at school

- ◆ list of interventions that have been attempted, a copy of any previous truancy assessment completed by the student's current district, the history of approved best practices intervention or research-based intervention(s) previously provided to the student by , and a copy of the most recent truancy information document signed by the parent and student;
- ◆ facts that support the allegations.

Unexcused Absences. Any absence from school is unexcused unless it meets one of the criteria indicated for an excused absence.

[Statutory Authority: RCW 28A.300.046. WAC 392-401-020.]

Unexcused absences occur when:

- 1) The parent or adult student submits an excuse that does not meet the definition of an excused absence as defined herein; or
- 2) The parent or adult student fails to submit any type of excuse statement for an absence whether by phone, email or in writing.

Each unexcused absence within any month or the current school year will be followed by a letter or phone call to the parent informing them of the consequences of additional unexcused absences. The school will make reasonable efforts to provide this information in a language in which the parent is fluent. A student's grade will not be affected if no graded activity is missed during such an absence.

After two unexcused absences within any month of the current school year, a conference will be held among the principal, student and parent to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within 30 days of the second unexcused absence, may schedule the attendance

conference on the same day.

Not later than the student's fifth unexcused absence in a month, will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition with the juvenile court.

Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the District's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions.

If the allegation(s) in the petition are established by a preponderance of the evidence, the court will grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction.

When the court assumes jurisdiction, will periodically report to the court any additional unexcused absences by the student, actions taken by and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three months from the date the court assumes jurisdiction.

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding corrective action or punishment.

All public schools in Washington must comply with Washington Administrative Code rules and state laws. See **WAC 392-400-325**: Statewide definition of excused and unexcused daily absences.

Tardies. Any student not in his/her seat when the bell rings is considered tardy. Teachers may intervene on each tardy. The teacher will notify the parent when the tardiness becomes chronic. The third Middle School tardy in a semester may result in disciplinary action. Letters are sent home for K-5 students for multiple

tardies. It is important to be on time. Regular school attendance is required by law, and frequent tardiness of even a few minutes interferes with an individual student's performance, and disrupts other students' learning.



General Student Conduct

Closed Campus. Freeman is a Closed Campus. Students are not to leave the school after arrival unless they have properly checked out from the office. This includes visits to the Freeman Store.

A parent or administrator must authorize any valid exceptions. Students must sign out when 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 school grounds. Failure to follow this procedure when leaving school is considered truancy.

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

Grades 6-8: Middle school students are not admitted to high school dances.

Grades 9-12: High school students may attend dances with a guest 20 years old or younger with the following conditions:

- The student and guest must complete and submit a Guest Request Form no later than three school 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. . ☐ 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.

Dress Code/Apparel. Multiple violations of the dress code are a discipline issue. Dress standards, in conformance with **Policy and Procedure 3200**, are designed to promote the educational mission of the District and ensure a safe and healthy learning environment. Principles of cleanliness and appropriate attire and appearance are necessary to establish an atmosphere **conducive to respect and successful learning**. The basic responsibility for appropriate attire rests with the student and his/her parent. Each

school's administration and staff are responsible for recognizing cultural factors when determining whether a student's dress does not conform to District policy.

A student's dress and appearance may be regulated when, in the judgment of school administrators, there is reasonable expectation that: 1) a health or safety hazard is presented by the dress or appearance that: a) may damage school property or b) cause disruption of the educational process, or 2) such dress violates dress codes. For the purpose of this policy, a material or substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of . The list is not exhaustive of dress/apparel which may be addressed. Guidelines:

When students do not have appropriate clothing, the school will provide a school-themed alternative.

Uniforms of nationally recognized youth organizations and clothing worn in observance of a student's religion are not subject to this policy.

1. Caps or headwear must be removed on entering the elementary and middle school buildings (except for religious observance, medical reasons or as a reward by the principal). High school students' headwear shall not be distracting or inappropriate.
2. Apparel/accessories (i.e., including chains, jewelry, bandanas) that can be considered inappropriate or that may be used as a potential weapon may not be worn.
3. Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, weapons, profanity or that is disparaging to gender, ethnicity, religion or that has a sexual connotation is not allowed.
4. Revealing clothing is not school attire. Midriffs and cleavage must be covered.
5. Shorts and skirts should be an appropriate length; at a minimum, approximately one-third of the leg should be covered. They must fully cover the rear end when standing,

bending or sitting.

6. Undergarments shall not be visible.
7. Spaghetti strap tank tops and halter tops are not acceptable school attire and must be covered by a light sweater.
8. The size of shirts and/or blouses shall be appropriate to the student's body size and shall not be unduly undersized or oversized. Sagging pants are not acceptable school attire.
9. Long belts must be tucked into belt loops.
10. Safe footwear is required (students in grades K-5 may not wear flip flops). Tennis shoes are required for PE participation. High school students must wear footwear at all times except in the shower area.
11. Clothing or symbols which are gang-related or representative of hate groups, advocating noncompliance with the law, vulgarity, lewdness, immoral conduct or the use of tobacco, alcohol or other drugs.
12. Sunglasses are not to be worn inside the buildings.

Harassment, Intimidation & Bullying (HIB).

1. **HIB Policy 3207.** Any intentional written, verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics), when the intentional written, verbal or physical act that physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.
2. **HIB Interventions.** Interventions are designed to remediate the impact on the targeted student(s) and others

impacted by the violations, to change the behavior of the perpetrator and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior, and behavior and discipline, to law enforcement referrals.

3. **Retaliation/False Allegations.** Retaliation is prohibited and will result in appropriate discipline. It is a violation of policy to threaten or harm someone for reporting harassment, intimidation or bullying.
4. **False Reporting.** It is also a violation of district policy to knowingly report false allegations of harassment, intimidation and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.
5. **Due Process.** The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout . The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References: Policy 2161 Special Education and Related Services for Eligible Students Policy 3200 Rights and Responsibilities , Policy 3210 Nondiscrimination, Policy 3240 Student Conduct, Policy 3241 Classroom Management, Corrective Action and Punishment, Policy 6590 Sexual Harassment, Legal Reference: RCW 28A.300.285 Harassment, intimidation, and bullying prevention policies and procedures – Model policy and procedure – Training materials – Posting on web site – Rules – Advisory committee, WAC 392-190-059 Harassment, intimidation and bullying prevention policy and procedure – School districts. Management Resources: Office for Civil Rights Dear Colleague Letter: Responding to

*Bullying of Students with Disabilities (OCR 10/21/2014)
2014 – December Issue , 2010 – December Issue, 2010– April Issue , 2002 – April Issue*

6. **HIB Informal Complaint Process.** Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying. At the building level, programs may be established for receiving anonymous complaints. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to file a formal complaint and the associated process. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.
7. **Informal Remedies.** Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator, either in writing or face-to-face, that the conduct is unwelcome, disruptive or inappropriate; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator in a building reviewing harassment, intimidation and bullying policy without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian or because believes the complaint needs to be more thoroughly investigated.
8. **Formal Complaint Process.** Anyone may initiate a formal complaint of harassment, intimidation or bullying, even when the informal complaint process is being utilized.

Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearings may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The district will fully implement the anti-retaliation provisions of this policy to protect complainant(s) or witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

- a. **Written Form.** All formal complaints shall be in writing. Formal complaints shall set forth specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.
- b. **Determination of Type of Complaint.** Regardless of the complainant's interest in filing a formal complaint, the compliance officer may conclude that needs to draft a formal complaint based on the information in the officer's possession.
- c. **Investigation.** The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer's possession that the officer believes requires further investigation. When the investigation is completed, the compliance officer

shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

- d. **Response.** The superintendent or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within 30 days, stating:
 - i. intends to take corrective action; or
 - ii. the investigation is incomplete to date and will be continuing; or
 - iii. does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
- f. **Corrective Measures.** Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than 30 days after the superintendent's written response, unless the accused is appealing the imposition of discipline and is barred by due process considerations or a lawful order from imposing the discipline until the appeal process concludes.
- g. **Appeal.** When a student remains aggrieved by the superintendent's response, that student may pursue the complaint as one of discrimination pursuant to **Policy 3210, Nondiscrimination** or a complaint pursuant to **Policy 4220, Complaints Concerning Staff Programs**.
- h. **Training.** A fixed component of all district orientation sessions for employees, students and regular volunteers introduces the elements of this policy. Staff are provided information on recognizing and preventing harassment, intimidation or bullying. Staff shall be fully informed of the formal and informal complaint process and their roles and responsibilities under the policy and procedure.

Certificated or professionally licensed staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of harassment, intimidation or bullying. Classified employees and regular volunteers shall receive portions of this component of orientation relevant to their rights and responsibilities.

Students are provided with age-appropriate information on the recognition and prevention of harassment, intimidation and bullying, and their rights and responsibilities under this and other district policies and rules at student orientation sessions and other appropriate occasions, which may include parents. Parents shall be informed of this policy and procedure and on the recognition and prevention of harassment, intimidation and bullying through the student handbook.

- i. **Designated Officer.** The district has a designated HIB Compliance Officer to receive copies of all formal and informal complaints and ensure policy implementation and compliance.

Hazing. Assault (AS02) may be charged for hazing behaviors that involve physical violence. Hazing is defined as 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.

Lunch Codes (Keypad Number). Every student is provided a lunch code/ PIN number, used for tracking meal purchases, computer access and library checkouts. Misuse of this number by another student may cause revocation of the number. Awareness of misuse should be reported to the Nutrition Services Office.

Off-campus Behavior. Discipline may be imposed for off-campus acts 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: (a) Location of the misconduct (proximity to school grounds or to a school activity); (b) 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); (c) Effect on other participants or victims to the misconduct (did the misconduct involve or affect other students or school district personnel); (d) 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).

Professional Staff/ Student Boundaries. Policy and Procedure 5253 directs all staff, students, volunteers and community members to adhere to appropriate boundaries defined as “consistent with the legal and ethical duty of care that school personnel have for students.” A boundary invasion is an act or omission by a school employee that violates professional staff/student boundaries and has the potential to abuse the staff/student relationship. District employees are prohibited from **inappropriate online socializing and from engaging in any conduct on social networking web sites** that violate the law, district policies or other generally recognized professional standards.

Search, Seizure and Inspection (Policy 3230/3230P). All students possess the constitutional right to be secure in their persons, papers and effects against unreasonable search and seizure.

However, in order to maintain a safe and orderly school environment, a student is subject to search, including but not limited to the use of metal detectors and breathalyzers, by school officials if reasonable grounds exist to suspect a safety issue or that the search will yield evidence of a student’s violation of the law or school rules governing student conduct. The discovery of contraband, or other evidence of a student’s violation of the law or school rules, may also precipitate a search. For purpose of this policy, “contraband” means items, materials or substances, the possession of which is prohibited by law or District policy, including, but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or a dangerous weapon. When

breathalyzers and/or walk-through metal detectors are used (e.g., at dances or athletic events), everyone attending the events including school district employees must walk through the detectors.

Anyone found to possess a gun or other dangerous weapon will have the weapon confiscated and law enforcement personnel notified. If contraband is discovered during a search, it may be confiscated and disciplinary action taken and/or the evidence may be relinquished to law enforcement personnel. Students refusing to submit to a breathalyzer or search, including a metal detector that accurately follows school-searching in procedures, will be subject to disciplinary action for defiance of school authorities. Others who refuse a search will be escorted off school grounds. Signs saying that students and visitors may be subject to a metal-detector search for weapons will be posted in prominent locations where searches take place. The signs will be printed in English.

Staff are required to search a student, the student’s possessions and locker if there are reasonable grounds to suspect the student has violated the law against a firearm on school grounds, transportation or at school events.

The right to privacy is a fundamental tenet of human liberty. Staff will take particular care to respect students’ privacy. At the same time, they must protect the health and safety of all students and promote the effective operation of the schools. The principal, or other such staff designated by the superintendent, has the authority to conduct student searches. They will do so only on reasonable cause and in the manner prescribed by district policy. Staff will conduct searches in a manner which is not excessively intrusive in light of the age and sex of the student, and the nature of the suspected infraction. No student will be subject to a strip search or body cavity search by school staff. School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer when evidence of criminal activity is likely to be seized.

The building administrator/designee may, with approval of the superintendent due to the prevalence and seriousness of a drug problem at their site, use a “drug/

bomb dog” certified by the Washington State Police Canine Association; the Office of Alcohol, Tobacco and Firearms; or other law enforcement agencies, in conjunction with its trained handler, to search areas schoolwide where the individual has no reasonable expectation of privacy. Positive reaction by the “drug/bomb dog” will be considered probable cause to search. The “drug/bomb dog” may not be used to search individuals, student groups or their vehicles unless the administrator has individual suspicion that the search will uncover drug contraband or other evidence of misconduct. Appropriate security and law enforcement agencies will be notified of and presented with confiscated contraband.

Student lockers, desks and storage areas are the property of FSD and are made available for student use. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school, and such lockers and spaces are subject to search without prior notice or reasonable suspicion. As noted herein, school authorities have the right to inspect and/or search desks, lockers and/or storage spaces at any time. In addition, any container in such area including but not limited to purses, backpacks, electronic devices and/or hardware (laptops, cell phones), gym bags or articles of clothing may also be searched if there is reasonable basis to believe that the search will reveal evidence of a violation of the law or school rules. A student’s personal property, including a motor vehicle or other means of transportation, will be reasonably free from search. However, if there is reasonable cause to believe that school policies and regulations have been violated, school authorities may search such person or property and may take into custody any objects which could disturb or interfere with the educational process or which present a threat to the safety or security of others.

Technology.

1. Systems Acceptable Use. Policy 2022 states the District will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. The district’s technology will enable

educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, students will be educated about appropriate online behavior, including interacting with other individuals on social networking and related websites, and cyberbullying awareness and response.

2. **Electronic Network Account.** All Freeman students have the opportunity to receive an electronic network account. In addition, grades 4-12 students receive an email address, and require parental permission to do



so. Parents may opt their child out of this access by completing the Opt-out Form available from the building offices. These programs present significant learning opportunities to prepare children for their futures. With this educational opportunity also comes responsibility. When students are given an account and password to use on the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate. It is important that parents and children read school district procedures and discuss them together.

All use of the system must be in support of education and research, and be consistent with the mission of Freeman School District.

The district reserves the right to prioritize use and access to the system. Restricted activities include, but are not limited to, any item as follows:

- obscene, violent/dangerous or pornographic materials;
- any illegal activity, including violation of copyright or other contracts;
- use for financial or commercial gain;
- degrading or disrupting equipment or system performance;
- vandalizing the data of another user;
- wastefully using finite resources;
- gaining unauthorized access to resources or entities;
- invading the privacy of individuals;
- using an account owned by another user;
- posting personal communications without the author's consent; and,
- posting anonymous messages.

Violations may result in a loss of access to computers as well as other disciplinary or legal action. (Policy and Procedures 2314P)

3. **Passwords.** Students should use only his or her account password, and of keeping it a secret from other students. Students should never let anyone else use his or her password to access the network. Your child is responsible for any activity that happens in his or her account, and ultimately and legally it is the parents' responsibility to monitor their child's personal email accounts and district email account.
4. **Content.** There are established procedures and rules regulating the materials that students may search on the network, but there is unacceptable and controversial material and communications on the Internet that a student could access. It is not possible for Freeman to always provide direct supervision of all students. Freeman cannot filter material posted on network-connected computers all over the world; we encourage you to consider the potential of a student's exposure to inappropriate material in your decision of whether or not to sign the Opt-out Form. (Available as part of the Back-to-School forms and on request.)

Threats.

1. **Threats of Violence or Harm, Notification of. Policy and Procedure 4314** directs that students and school employees who are subjects of violence or harm, including threats through email, texting and social media posts, shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. If there is a specific and significant threat to the health or safety of a student or other individuals, may disclose information from education records to appropriate parties whose knowledge of the information is necessary. Timing and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act, other legal limitations and the circumstances.
2. **Penalty for Threats to Bomb or Injure Property .** It is unlawful for any person to threaten to bomb or otherwise injure any school building or structure; or to communicate or repeat any information concerning such a threatened bombing or injury, knowing such information to be false and with intent to alarm the person(s) to whom the information is communicated or repeated. It is not a defense to any prosecution that the threatened bombing or injury was a hoax. This violation is a Class B Felony, punishable according to Chapter 9A.20 RCW (RCW 9.61.160).

Transportation—Vehicles.

1. **Student Drivers (FHS).** Driving to school is a privilege. Students must register any vehicle they plan to drive to school with the high school office to receive a free parking decal. The decal must be applied to the inside of the vehicle windshield. Students are expected to enter and exit school property in a safe and orderly fashion.
2. **Student Parking (FHS).** There is ample student parking in the lot north of the school building as well as 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 cannot drive to classes in other buildings. Violations

will be processed through regular discipline procedures.

Students should park within the lines of designated spaces and may not park in staff or visitor spaces.

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.

Transportation—Bus Expectations

1. Regular and Activity Routes.

Students/parents receive a list of current bus rules with which they should become familiar. In the event of a violation of the rules. Misconduct on buses shall be handled in cooperation with students, bus drivers, school administrators and parents. Following is the general response to violations on the school bus:

- a. **First (minor) citation.** This is for misbehavior is used as an informational tool to inform the parents and principal of improper behavior. The problem will be discussed with the student. There will be a phone call home discussing the problem with the parent, asking them to address the problem before it grows.
- b. **Second citation.** This will be discussed with the student. The referral will be sent home with the student as a written warning that the next referral could result in the loss of riding privileges.
- c. **Third citation.** This involves a conference with the student and one to three days suspension from the buses' regular and activity routes.
- d. **Fourth citation.** This involves a conference and one to five days suspension from the regular and activity routes.
- e. **Fifth citation.** This involves a conference and possible long-term suspension off the regular and activity routes.
- f. **Extenuating Circumstances.** When the incident is harmful to others

or causes physical damage to school buses, a more severe punishment may result. The discipline procedures for any referrals at the end of the school year may be carried into the next school year. As situations vary, all discipline will be at the principal's discretion.

- g. **Obscenities.** Obscene language or gestures directed toward the driver will result in loss of bus privileges for one week and will supersede the progressive discipline procedure. All school rules apply at the bus stop.
2. **Authority.** The driver is in full charge of the bus, and the pupils will obey the driver promptly and respectfully. The following rules apply (**WAC 392-145-016**):
- a. Students will sit facing forward, keeping themselves and all objects out of the aisle.
 - b. No rough-housing or fighting.
 - c. Excessive noise, profanity and obscene gestures are not allowed.
 - d. Assigned seat placement will be at the driver's discretion.
 - e. Students will not change seats or stand while the bus is in motion. Drivers may change a student's seat placement if necessary. Windows may be opened with driver's permission. Nothing is to be extended from the windows at any time (hands, head, arms, garbage, spitting, etc.). (**WAC 392-145-016**)
 - f. Students shall ride their assigned bus at all times and must exit at their proper stop unless written permission has been granted by parents with school authorities. (**WAC 392-145-016**)
 - g. Students shall have nothing on the bus that may cause injury to another student, including glass, sticks, pointed objects, fire of any kind, weapons, etc. Items brought must be kept in a closed backpack or duffel bag. Large items that cannot be held safely in the student's lap are not allowed. (**WAC 392-145-016**)

- h. Students shall keep the bus clean and in good repair. Students and parents will be held financially responsible for any damage. Eating and drinking are not allowed on route buses. (**WAC 392-145-016**)
- i. Controlled substances designated by law are not allowed. Possession or use of such will be handled according to school district policy.
- j. Animals and insects are not allowed on the bus, whether for class purposes or not. Seeing-eye dogs or service animals are allowed. (**WAC 392-145-021**)
- k. Students shall be on time and wait in an orderly fashion, with no pushing or rough-housing, and be safely off the road while waiting for the bus. The policy is for students to arrive at the stop five minutes early. Students shall cross only in front of the bus, never behind, and only after the bus has stopped and the driver has motioned that the way is clear. (**WAC 392-145-016**)
- l. State law requires students to remain silent while buses are crossing railroad tracks. (**WAC 392-145-070**)

3. Activity/Trip Buses.

- a. **Extracurricular Transportation Fee.** A fee is required for any student participating in any extracurricular activities/ clubs at the high school. This is a one-time. annual fee to help defray the expenses of transporting students to and from these activities. The Middle School fee is \$10. The high school fee is \$20. Elementary students are not charged.
- b. **Applicability of Rules.** The same rules apply for regular and activity routes, with these exceptions:
- c. **Food/Beverages.** Eating and drinking will be up to the teacher/coach, with the driver's permission.
- d. **Seating.** Sitting with legs stretched across the seat is permitted, as long as safety is not compromised

| CODE | OFFENSE | SCHOOL DISCIPLINE | SHORT-TERM SUSPENSION 1-10 DAYS | LONG-TERM SUSPENSION 11-90 DAYS | EXPULSION, EMERGENCY EXPULSION | NOTIFICATION NON-SCHOOL AGENCY |
|------------------------|---|-------------------|---------------------------------|---------------------------------|--------------------------------|--------------------------------|
| Assault/Threats | | | | | | |
| AS01 ■ | Assault/Abuse of District Personnel. A student will not intentionally cause or attempt to cause a physical injury, or interfere with the discharge of the official duties of district personnel by force or violence in their actions or behavior. | E begin here | | | M /H begin here | ✓ |
| AS02 ■ | Assault on Students (Grievous). A student will not assault with intent to inflict substantial or great bodily harm by any means. | E begin here | | | M /H begin here | ✓ |
| AS03 | Assault (All Others). A student will not intentionally make contact with another person that would be harmful or offensive to an ordinary person who is not unduly sensitive; or act with unlawful force, with intent to inflict bodily injury. | E begin here | M /H begin here | | | |
| AS04 ■ | Bomb Threat. A student will not falsely indicate, verbally or in writing, that a bomb or other incendiary device is on school property. | E begin here | | | M /H begin here | ✓ |
| AS05 ■ | Extortion/ Blackmail/ Coercion. A student will not frighten with threats or attempt to obtain power, money, services or property from another by the use of force, fear or threat. | E begin here | M/H begin here | | | ✓ |
| AS06 ■ | Private Transportation of Students. In accordance with state school regulations, school authorities are empowered to supervise and control private transportation. Violations endangering public or private safety or lack of consideration of public welfare may be cause for suspending a student's driving privilege. Elementary and middle school students are not permitted to operate gas/electric-powered vehicles on school grounds. | | | | | |
| AS07 ■ | Fighting. Students will not participate in mutual physical contact involving anger or hostility. | E begin here | M/H begin here | | | |
| AS08 ■ | Threats on District Personnel. A student will not threaten to cause physical injury or interfere with the discharge of the official duties of district personnel by intimidation in their actions or behavior. | E begin here | M /H begin here | | | ✓ |
| AS09 ■ | Threats on Students (Grievous). A student will not threaten a person with intent to inflict substantial or great bodily harm by any means. | E begin here | | | M/H begin here | ✓ |
| AS10 ■ | Threats (All Others). A student will not issue any written, verbal or electronically transmitted messages that cause fear and/or disrupts the educational process. | E begin here | M /H begin here | | | ✓ |

Threat Assessment Required

Threat Assessment Required

Threat Assessment Required

| CODE | OFFENSE | SCHOOL DISCIPLINE | SHORT-TERM SUSPENSION 1-10 DAYS | LONG-TERM SUSPENSION 11-90 DAYS | EXPULSION, EMERGENCY EXPULSION | NOTIFICATION NON-SCHOOL AGENCY |
|------|---------|-------------------|------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|
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Attendance

| | | | | | | |
|------|---|---------------------|--|--|--|--|
| AT01 | Excused Absences, Unexcused Absences and Truancy. Students will be punctual and regular in attendance. Students are expected to attend all assigned classes each day and will be in their assigned areas at assigned times, unless officially excused. (See Policy 3121, 3122, Chapters 13.32A RCW and 28A.225 RCW.) | E/M/H begin here | | | | |
| AT02 | Tardiness. Students will be in their assigned areas at assigned times unless officially excused. Students arriving for class up to 14 minutes after class is scheduled to begin will be considered tardy while students arriving 15 minutes or later will be considered absent. | E/M/H begin here | | | | |





Cheating/ Records




| | | | | | | |
|------|---|---------------------|--|--|--|--|
| CR01 | Alteration of Records. A student will not falsify, alter or destroy any school record or any communication between home and school. | E/M/H begin here | | | | |
| CR02 | Cheating/Plagiarism. A student will not knowingly submit the work of others and/or represent it as his/her own and will not aid and abet (conspire) the cheating of others. | E/M/H begin here | | | | |
| CR03 | Misrepresentation/Forgery. A student will not deliberately make untruthful statements with the knowledge that they are untrue and with the intent to deceive, including aiding or abetting others in a misrepresentation, e.g., lying, fraudulently using, in writing, the name of another person, or falsifying times, grades, addresses or other data. | E/M/H begin here | | | | |

E= Elementary M=Middle H=High School E ● Exceptional Misconduct ■

Be Respectful -- Be Responsible -- Be Ready to Learn -- Be Safe



| CODE | OFFENSE | SCHOOL DISCIPLINE | SHORT-TERM SUSPENSION 1-10 DAYS | LONG-TERM SUSPENSION 11-90 DAYS | EXPULSION, EMERGENCY EXPULSION | NOTIFICATION NON-SCHOOL AGENCY |
|--|--|---------------------|--|------------------------------------|--------------------------------------|--------------------------------------|
| Harassment/ Intimidation / Bullying | | | | | | |
| H101 | Bullying. A student will not exercise unwanted, aggressive behavior that involves a real or perceived power imbalance, and is repeated or has potential to be repeated over time, including messages or images intentionally written or electronically transmitted (by email, text and/or social media), verbal and/or physical acts that harm, interfere, threaten or disrupt the educational process. | E/M begin here | | | | |
| H102 ■ | Interference with or Intimidation of School Authorities. A student will not interfere with the discharge of the official duties of district personnel by force, threat of force or violence. | E begin here | M begin here | | | ✓ |
| H103 | Sexual Harassment. A student will not engage in conduct or communication intended to be sexual in nature, unwelcome by the targeted person(s), and with the potential to deny or limit another person's work performance or participation in, or benefit from, a school's educational program. | E begin here | M begin here | | | ✓ |
| H104 | Discriminatory Harassment. A student will not engage in conduct or communication that is intended to be harmful, humiliating or physically threatening, and shows hostility toward a person(s) based on their real or perceived sex, race, creed, religion, color, national origin, sexual orientation, gender identity, gender expression, veteran or military status, disability or use of a trained guide dog guide or service animal. | E/M begin here | | | | |
| Lewd Conduct | | | | | | |
| LC01 | Indecent Liberties/Exposure. A student will not take indecent liberties with another student or intentionally make any open and obscene exposure of his/her person or the person of another knowing that such contact is likely to cause reasonable affront or alarm. | E begin here | M/H begin here | | | ✓ |
| LC02 | Lewd Conduct. A student will not display behavior that is indecent or obscene, e.g., sexual deviant behavior, mooning, de-pantsing, etc.. A student will not knowingly possess, transmit, disseminate, exchange, etc. printed or electronically stored photos / matter of acts of "sexually explicit conduct," e.g., body parts normally covered by underwear. Law enforcement will be notified. | E begin here | M/H begin here | | | ✓ |
| LC03 | Obscenity, Profanity and Vulgarity. Students will not use obscene, vulgar or profane language, writings, pictures or make such signs or acts, including on computer terminals. | E/M/H begin here | M/H begin here when directed at district personnel | | | |

| CODE | OFFENSE | SCHOOL DISCIPLINE | SHORT-TERM SUSPENSION 1-10 DAYS | LONG-TERM SUSPENSION 11-90 DAYS | EXPULSION, EMERGENCY EXPULSION | NOTIFICATION NON-SCHOOL AGENCY |
|------------------------|--|-----------------------------|------------------------------------|------------------------------------|--|---|
| Student Conduct | | | | | | |
| SC01 ■ | Arson/Explosive. A student will not intentionally set or attempt to set a fire or cause an explosion nor will they possess or place explosives such as stink bombs or imitations of such devices on school property, transportation or at any school-related activity. Chapter 70.74 RCW. | E/M/H begin here | | | |  |
| SC02 | Bartering/Selling. A student is not permitted to sell or barter any items at school unless through a school-sponsored event or activity and with the approval of the building principal. | E/M begin here | | | | |
| SC03 | Bicycles, Scooters, Rollerblades, Skateboards & Hover Boards. These items, including toys that move are not permitted at school at any time and will be confiscated. Bicycles are permitted but must be walked once on campus and parked in designated bike racks. | E/M/H begin here | | | | |
| SC04 | Failure to Cooperate. A student will comply with or follow reasonable, lawful directions or requests of teachers or staff. Failure to cooperate includes, but is not limited to, noncompliance, defiance and disrespect. | E/M/H begin here | | | M/H begin here when incident involves refusal / interference with a search | |
| SC05 | Display of Affection. A student will not physically display affection-oriented behavior at school, on transportation or during school-sponsored activities or events. School behavior should mirror that of a professional job, | E/M begin here | | | | |
| SC06 | Disrespect/Defiance. A student will not exhibit disorderly or antisocial conduct. | E/M begin here | | | |  |
| SC07 | Disruptive Conduct. A student will not exhibit conduct which materially and substantially interferes with the educational process. | E/M begin here | | | |  |
| SC08 | False Alarm. A student will not activate a fire alarm or make a 9-1-1 call for other than the intended purpose of the alarm. | E begin here | M begin here | | | |
| SC09 | Fireworks. A student will not possess, transmit, use, distribute or sell firecrackers or other fireworks on school property or at school activities. | E begin here | M begin here | | | |
| SC10 | Gambling. A student will not play cards, dice or games of chance for money or other things of value. | E/M begin here | | | |  |
| SC10 ■ | Gangs. A student will not knowingly engage in gang/ gang-like activities on school property or at school-sponsored activities. "Gang" means a group which meets one or more of the following criteria: 1) consists of three or more persons, 2) has identifiable leadership, and 3) on an ongoing basis, regularly conspires and acts in concert, mainly for criminal purposes. | E begin here | M begin here | | | |

| CODE | OFFENSE | SCHOOL DISCIPLINE | SHORT-TERM SUSPENSION 1-10 DAYS | LONG-TERM SUSPENSION 11-90 DAYS | EXPULSION, EMERGENCY EXPULSION | NOTIFICATION NON-SCHOOL AGENCY |
|---|--|-----------------------------|---------------------------------|---------------------------------|--------------------------------|--|
| Student Conduct, cont'd | | | | | | |
| SC11 | Gum. Gum is prohibited in the elementary school. Middle school students have the privilege of chewing gum. However, if gum or wrappers are found on floors, under desks, tables chairs, etc., the privilege may be revoked. | E/M begin here | | | | |
| SC12 | Multiple, Minor Accumulated Incidents. Discipline for culmination of multiple, minor infractions that both occurred throughout the school year, and individually would not necessarily rise to the severity of meriting a short- or long-term suspension. | E/M begin here | | | | |
| SC13 | Participating in an Incident. A student will not participate in an incident by inciting or encouraging misconduct or by being a spectator who is actively inciting or encouraging such conduct by words, actions or presence or videotaping/ recording. | E begin here | M/H begin here | | | |
| SC14 | Technology Misuse. A student will observe the Student Electronic Information System and Acceptable Use Policy and not inappropriately use the building's/district's network or hardware. | E/M/H begin here | Under review | | | |
| SC15 | Telecommunications Equipment and Personal Listening Devices. Use of and/or visual displays of cell phones, cell phone cameras or other mobile devices and personal media devices are prohibited during the school day unless approved by the principal/designee. Such devices may be confiscated if they are visible, on and/or if they disrupt the educational process. More severe sanctions may be imposed for multiple infractions. | E/M/H begin here | | | | |
| SC16 | Trespass/Loitering. A student will not, without permission, enter or remain unlawfully in school buildings or on any part of school grounds. Unsupervised students shall leave campus at the official close of the school day. | E/M/H begin here | | | | |
| SC17 | Violation of Federal, State or Local Laws (school-related). A student will not knowingly violate federal, state or local laws. | E begin here | M/H begin here | | | M/H only  |
| Substances | | | | | | |
| SU01  | Distribution of Controlled/Illegal Substances. A student will not sell or distribute controlled substances or alleged controlled substances, including non-prescription and/or over-the-counter medications or any "look-alike" substances, or be in possession of drug paraphernalia. | E begin here | | | M begin here |  |

| CODE | OFFENSE | SCHOOL DISCIPLINE | SHORT-TERM SUSPENSION 1-10 DAYS | LONG-TERM SUSPENSION 11-90 DAYS | EXPULSION, EMERGENCY EXPULSION | NOTIFICATION NON-SCHOOL AGENCY |
|---------------------------|---|-------------------|---------------------------------|---------------------------------|--------------------------------|---|
| Substances, cont'd | | | | | | |
| SU02 | Possession/Use of Controlled/Illegal Substances. A student will not possess, allege to possess, use or be under the influence of any illegal drugs, inhalants, unauthorized or controlled substances, non-prescription and/or over-the-counter medications or any "look alike" substances or be in possession of drug paraphernalia. | E begin here | | | M begin here | ✓ |
| SU03 ■ | Possession/Use of Alcohol. A student shall not possess, allege to possess, use or be under the influence of any alcoholic beverage. | E begin here | | | M/H begin here | ✓ |
| SU04 ■ | Distribution of Marijuana/Cannabis. A student will not sell or distribute marijuana, cannabis or any "look-alike" substances or be in possession of drug paraphernalia. | E begin here | | | M/H begin here | ✓ |
| SU05 ■ | Possession/Use of Marijuana/ Cannabis. A student will not use, possess or allege to possess or be under the influence of marijuana, cannabis or any "look-alike" substances or in possession of drug paraphernalia. | E begin here | | | M/H begin here | ✓ |
| SU06 | Tobacco Products. A student will not possess, use, transmit, sell or distribute tobacco products or delivery devices (e.g., electronic cigarettes) on or near school property, transportation or school-sponsored activities. | E begin here | M/H begin here | | | ✓ |
| Theft/Vandalism | | | | | | |
| TV01 ■ | Burglary. A student will not enter or remain unlawfully in a district building with intent to commit a crime. | E/M begin here | | | | ✓ |
| TV02 ■ | Malicious Mischief/ Vandalism. A student will not intentionally cause damage to any property (school district, contractor, school employee or another student) including unlawful discharge of a laser. Restitution for the cost of repair/ replacement will be the responsibility of the student and /or parent. Discipline may be increased depending on the severity of the incident. | E begin here | M/H begin here | | | ✓ |
| TV03 | Possession of Stolen Property. A student will not knowingly receive, retain, possess, conceal or dispose of stolen property. | E begin here | M/H begin here | | | M/H ✓ |
| TV04 ■ | Robbery. A student will not take another's property by force or threat of force. | E begin here | | | M begin here | H begin here |
| TV05 ■ | Theft. A student will not unlawfully remove (steal) school or personal property. Discipline may be increased depending on the severity of the incident. | E begin here | M begin here | | | Determined by value/gravity of incident. ✓ |

E= Elementary M=Middle E H=High ● Exceptional Misconduct ■

| CODE | OFFENSE | SCHOOL DISCIPLINE | SHORT-TERM SUSPENSION 1-10 DAYS | LONG-TERM SUSPENSION 11-90 DAYS | EXPULSION, EMERGENCY EXPULSION | NOTIFICATION NON-SCHOOL AGENCY |
|----------------|---|-------------------------|------------------------------------|------------------------------------|--------------------------------------|--|
| Weapons | | | | | | |
| WP01 ■ | Firearms/Air Guns/Dangerous Weapons/Explosives. A student will not use or possess any object that is or reasonably can be considered or viewed as a firearm, air gun, dangerous weapon or explosive. Students carrying dangerous weapons other than firearms and including Nunchaku sticks, throwing star, air gun/ pistol/ rifle, stun gun, metal knuckles, spring-blade knife, dagger, razor, sling shot, club , explosives, poison or any other dangerous weapon may be expelled or subject to other disciplinary action. Law enforcement will be notified. (RCW 9.41.250.9.41.280) | E begin here | | | M begin here |  H begin here |
| WP02 | Weapons/Other Weapons. A student will not possess, transmit or use items that are used as weapons, or in a threatening manner, use items that are not legally defined as “dangerous weapons” in RCW 9.41.250 and 9.41.280 (e.g., knife, lead pipe, laser, etc.). See also Policy 4210 Personal Protection Spray. | E begin here | M/H begin here | | |  |

E= Elementary M=Middle H=High School E ● Exceptional Misconduct ■

Be Respectful -- Be Responsible -- Be Ready to Learn -- Be Safe

Frequently Asked Questions

Are students allowed to use cell phones and electronic or mobile devices? See the individual school's Schoolwide Expectations, pp. 19-21. Also see the Behavior Matrix, p. 40.

What are the consequences when a student has a sexually explicit photo on their cell phone? Students may be arrested, and if found guilty of possession or transmission of sexually explicit photos could serve jail time, be required to pay a fine and be required to register as a sex offender.

Are students allowed to use electronic cigarettes?

No. (See SU03, page 21.)

What are the consequences to students who make drug deals (alcohol, controlled substances, marijuana, non-prescription and/or over-the-counter medications) at school? Students will be turned over to law enforcement. It is cause for emergency expulsion from school. This includes possession of drug paraphernalia.

May students bring over-the-counter medications to school? Students and parents are subject to **Policy and Procedure 3416** which directs medications to be administered by district personnel during school hours under limited conditions, which include a written request by a parent and the student's licensed healthcare provider. Additional requirements are in place for students to self-carry/ administer medication. **All medication** must be accompanied by a *Medication Authorization Form, a Permission for Self-Administration of Over-the-Counter Medications form, a Severe Allergic Reaction Plan & Medication Orders form, and/or a School Asthma Plan & Medication Orders form*, which may be obtained at any school office or from the nursing staff.

Now that marijuana is legal in Washington State, what does this mean for our school? The passage of Initiative 502 changes nothing in public schools in Washington State. Certain drugs, including marijuana continue to be illegal on school property and illegal for anyone

younger than 21 years of age to possess, distribute, manufacture or to be under the influence. Students will be disciplined according to **Policy 3200**, and local law enforcement will be notified. Fines may be doubled when an arrest occurs within 1,000 feet of a school facility. Students and staff with a medical marijuana card also are prohibited from bringing marijuana onto school grounds.

May schools request identification from a person who is picking up a student?

Yes. Staff may request photo ID from any person who asks to pick up a student before, during or after the school day.

What is cyberbullying?

Cyberbullying is bullying using electronic devices to initiate repeated negative behavior toward another person.

Electronic name-calling, shunning and shaming are all forms of cyberbullying. So are spreading rumors, gossiping and making threats online. Washington State law prohibits cyberbullying, and schools are permitted to discipline students who engage in cyberbullying when it disrupts the orderly operation of school.

Student Expression. All students possess the constitutional right to freedom of speech and press. Freedom of student expression is part of the District's instructional program. Free speech may not be used to disrupt the educational process. Freedom of student expression applies also to the students' dress and appearance. See page 20 Dress Code/ Apparel.

Where disruption occurs, the student shall be subject to disciplinary action.

Assembly. All students possess the constitutional right to peaceably assemble and to petition the government and its representatives for a redress of grievance, subject to reasonable limitations on the time, place and manner of exercising such rights.

Students have the right of peaceful assembly in school facilities generally available to the public and at convenient hours that do not conflict with school functions or require staff on duty beyond the regular hours.

Assembly will be related to the educational process and applicable to school policies and educational objectives. It will be conduct in an

orderly manner and not interfere with the educational process. The assembly cannot impede the free movement of student or vehicle traffic in any way. When students participate as members of approved student body organizations, they will assemble as authorized by the principal or his/her designee.

Teacher & Administrator Rights & Authorities

Listed herein, in part, are the state laws, State Superintendent of Public Instruction rules and regulations, and district policies which affect teachers' responsibilities and rights with respect to discipline of students.

The following statutes contained in the common school code (Title 28A RCW) either expressly encompass the responsibilities, rights and authority of teachers and principals regarding the discipline of pupils, or concern duties or prohibited actions which may possibly involve or form a basis for the discipline of students. The statutes are referenced in sequential order with a brief description of the pertinent contents.

Acquiring Custody and Disposition of Truants. RCW 28A.225.060 requires attendance officers or law enforcement officers to deliver any truant child required to attend school to a person in parental relation to the child or the school from which the child is truant.

Certificated Employees to Enforce Rules. RCW 28A.405.060 requires certificated employees to faithfully enforce the course of study and rules prescribed by their district, the State Board and the State Superintendent.

Certificated Staff as Accountable for Classroom Teaching Responsibilities. RCW 28A.150.240 requires each teacher to hold students to a strict accountability for disorderly conduct while under the teacher's supervision and to require excuses for all cases of absences, late arrivals or early dismissals.

Disturbances. RCW 28A.635.030 makes it a crime to willfully create a disturbance on school premises during school hours or at school activities or meetings.

Disclosure of Exam Questions. RCW 28A.635.040 makes it a crime to disclose questions prepared for an examination of pupils prior to the time appointed for the use of the questions.

Flag Ceremonies and National Anthem. RCW 28A.230.140 requires a recitation of the Pledge of Allegiance to the flag in each classroom at the beginning of each day and at the opening of all school

assemblies; those students not participating must maintain a respectful silence during the exercise. A salute to the flag or the National Anthem shall be rendered immediately preceding interschool events when feasible.

Injury to Property. RCW 28A.635.060 provides that pupils who deface or injure school property may be suspended and punished; the parent of such pupil(s) is liable for damages.

Interference with Teacher or Student. RCW 28A.635.090 makes it a crime to interfere by force or violence with any administrator, teacher or student who is in the peaceful discharge or conduct of his/her duties or studies; the reasonable exercise of disciplinary authority by school administrators and teachers does not, however, constitute such a crime.

Intimidation of Teacher or Student. RCW 28A.635.100 makes it a crime to intimidate any administrator, teacher or student by threat of force or violence when in the peaceful discharge or conduct of his/her duties or studies; the reasonable exercise of disciplinary authority by school administrators and teachers does not, however, constitute a crime.

No Secret Organizations. RCW 28A.330.100 empowers district boards of directors to prohibit secret fraternities and sororities in schools.

Optimum Learning Atmosphere Interpretation of District Rules. RCW 28A.600.020 requires that the rules of a district governing pupil conduct and discipline be interpreted to ensure an optimum learning atmosphere. Written procedures for administering discipline at each school within will be developed with the participation of parents and the community. Schools will make every reasonable attempt to involve the parent and the student in the resolution of student discipline problems.

Procedures will assure that all staff work cooperatively toward consistent enforcement of proper student behavior throughout each school. The principal and certificated employees will confer annually to develop and/or review

building disciplinary standards and uniform enforcement of those standards. (RCW 28A.400.110)

Refusal to Leave School Grounds. RCW 28A.635.020 makes it a crime for any person to disobey the order of a district's chief administrative officer/ designee to leave school premises or property when under the influence of alcohol or drugs or committing certain acts of interference or obstruction or to refuse to obey the order of a law enforcement officer to leave property under certain circumstances.

State Board of Education Rules. RCW 28A.600.015 requires the State Board to adopt and distribute rules governing the substantive and procedural due process guarantees of pupils. See **Chapter 392-400 WAC**.

School Boards to Adopt and Enforce Rules. RCW 28A.600.010 requires school district boards of directors to enforce state rules established for the government of pupils; to adopt and make available, therewith, a detailed description of responsibilities, rights and authority of teachers and principals regarding the discipline of pupils as prescribed by state statute, by rules of , by rules of the State Board and the State Superintendent and to suspend, expel or discipline pupils in accordance with the State Board's rules.

Students/Pupils to Obey. RCW 28A.600.040 requires pupils to comply with rules established for the government of schools, to pursue required courses and to submit to the authority of teachers, subject to such disciplinary action as school officials will determine.

Treatment of Teachers. RCW 28A.635.010 makes it a crime to insult or abuse a teacher on school premises while the teacher is carrying out their official duties.

Treatment of Children. RCW 28A.410.090 provides in part that a certificate to teach may be revoked for conviction of any crime involving the physical neglect, physical injury or the sexual abuse of children.

State Board of Education Rules

The State Board rules are referenced in sequential order with a brief description of the pertinent contents.

Students/Pupils. Chapter 392-400 WAC establishes the substantive rights of and prohibited practices on the part of pupils; defines the various forms of discipline that may be imposed on pupils; establishes the notice and procedural requirements governing student discipline; and, establishes the requirements and procedures governing appeals by students and parents from discipline actions.

Classroom Conduct. WAC 180-44-020 requires teachers to maintain good order and discipline in their classrooms.

Student Records. WAC 392-500-020 requires districts to adopt written policies relating to the compilation and maintenance of student records and the inspection of such records.

Superintendent of Public Instruction Rules

A selection of Washington State Office of the Superintendent of Public Instruction rules is referenced in sequential order with a brief description of the pertinent contents.

Disabled Students/ Behaviorally Disabled Students. WAC 392-172A-01035 defines a behaviorally disabled child and entitles such a child to assessment and placement in a Special Education program. See Chapter 392-172A WAC, generally

School Safety Patrol. WAC 392-151-040 establishes the ability to discipline as one of the criteria governing the selection of a school patrol supervisor.

Transportation—Responsibility for Pupil Behavior. WAC 392-145-021 places the primary responsibility for the behavior of pupils, riding school buses, on the teacher, coach or other staff member assigned to accompany the pupils, subject to the final authority and responsibility of the driver.

Transportation of Unsafe Articles. WAC 392-145-021(3) requires that teachers and other district personnel refrain from requesting students to transport, on a school bus, any form of animal life (except

service animals), firearms, weapons, breakable containers, flammable materials and other articles which could adversely affect the safety of the bus or passengers.

Transportation — Rules Governing Riding Privileges and Conduct. WAC 392-145-016(5) requires each district to adopt transportation rules governing pupil conduct and acceptable practices with respect to talking, moving around the bus, use of windows and other behavior.

Annual Notifications

Americans with Disabilities Act (ADA).

Individuals with disabilities who may need a modification to participate in a school-related meeting or activity need to contact the school or district office location no later than three days before the meeting, so that arrangement for the modification or accommodations can be made.

Annual School Performance Reports.

Each FSD school posts its Annual School Performance Report on the school's website. These reports include the most current student achievement data and description of school programs. School websites are accessed through website at www.freemansd.org.

Asbestos Hazard Emergency Response

Act. In compliance with federal legislation, FSD has contracted with Environmental Protection Agency accredited personnel and has completed AHERA inspections and management plans for all district buildings. All friable and non-friable asbestos-containing building material (ACBM) discovered during the inspections are recorded in the AHERA management plan along with the approved response actions for each. Copies of reports and plans are available for public review. For more information, call FSD Facilities, (509) 291-6883.

Child Find. A child with a disability may be eligible for services through Section 504 of the Rehabilitation Act of 1973 or special education and related services through the Individuals with Disabilities Education Act of 2004. If you have reason to suspect your child or another child may have a disability which affects his/her education, please contact the school or Special Services Department at (509) 291-4791, Ext. 105, for additional information or to

refer the child for an evaluation to determine eligibility for services.

Dangerous Weapons/ Firearms. Policy and Procedure 4210 states it is a violation of district policy and state and federal law for any person to carry a firearm or dangerous weapon, pursuant to state and federal law, on school premises, including on school-provided transportation. This also applies to non-school facilities when being used for school activities. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement. Because of the extremely disruptive effect on the school environment and educational process, bomb threats will not be tolerated; a threat to bomb or injure property is a violation of RCW 9.61.160. Intervention and disciplinary actions for students violating this policy are reflected in **Policy and Procedures 3200**.

Drug-free Schools. FSD recognizes that the use/abuse of alcohol, controlled substances (including marijuana) and other drugs is a societal problem. Within the context of a school, use/abuse represents a health danger, disrupts the educational process, contributes to behavioral problems, often results in diminishing academic performance and can prevent the fullest physical, intellectual and emotional development of each student. Programs of education, prevention, intervention and aftercare are supported by FSD in collaboration and cooperation with public and private agencies. Students who possess, use, deliver, distribute, sell, offer to sell, arrange to sell or are under the influence of any controlled substance, including marijuana, are subject to disciplinary action as outlined in **Policy and Procedure 3200**. (RCW 69.50.204; RCW 69.50.102; 20USC 3171, 3221, etc.)

Education of Students with Disabilities.

Policy 2161 addresses education of students with disabilities as it pertains to the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Questions pertaining to IDEA or Section 504 should be directed to the Special Services Department at (509) 291-4791, Ext. 105.

Health—Annual Notifications.

1. Human Papilloma Virus (HPV)

HPV is a very common virus that is spread through genital contact. At least 50 percent of sexually active people will get HPV at some time in their lives. HPV vaccines protect against four types of HPV which cause 70 percent of cervical cancers and 90 percent of genital warts. The vaccine is recommended for adolescent girls and boys, ages 11-12, prior to the time they become sexually active. For more information, visit the Centers for Disease Control & Prevention, www.cdc.gov/vaccines, the Washington Department of Health, www.doh.wa.gov/YouandYourFamily/Immunization, or your personal health care provider.

This information is provided at the direction of the Washington State Legislature to reduce rates of cervical cancer in the state.

2. Meningococcal Disease

Meningococcal disease is a serious infection of the brain (meningitis) and blood, caused by a certain type of bacteria. People at any age may get meningococcal disease. However adolescents and young adults are more likely to get the disease, especially those living in group settings. One dose of meningococcal vaccine is recommended for all adolescents ages 11-12; a booster shot is recommended at age 16.

Highly Capable Program (HCP). Policy and Procedure 2190 guides the District's offerings of appropriate instructional programs to meet the needs of highly capable students of school age. Anyone may nominate a FSD student to be assessed to determine if the student qualifies to participate in the Highly Capable Program. The district nomination form is available through school offices. Information about the nomination, selection and appeals process and program options is also available through school offices. **(WAC 392-170-042)**

Homeless Children & Youth. The purpose of the McKinney-Vento Act is to provide educational services to homeless students which are equal to all other enrolled students, and ensure that homeless

children and youth have equal opportunities to enroll in, attend and be successful in school. Contact your principal or school counselor for more information. More online at www.fsd.org.

Home Schooling Declaration. State law requires that parents providing home-based instruction to their children must file a declaration with their local school district by September 15, or within two weeks of the beginning of any public school quarter or semester. Applicable forms are available at the Freeman School District Office or by calling (509) 291-3695.

Pesticide Notification. State law requires school districts to provide parents of students and employees information about the District's pest control policies and methods on request. For information regarding the use of pesticides in , please contact Facilities at (509) 291-6883 (RCW 28A.320.164, RCW 17.21.415[2])

School Employee Disciplinary Records.

State law requires school districts to provide parents with information regarding their rights under the Washington Public Disclosure Act to request public records regarding school employee discipline. To make a public records request, please see **Policy and Procedure 4040**. (RCW 28A.320.160)

SOARS Alternative School. Freeman partners with Liberty, Oakesdale, Rosalia and Tekoa School Districts in offering SOARS (Supporting Our Alternative Resident Students). Students enrolled in the program are permitted to utilize school counseling, co-curricular activities (subject to eligibility), lunch programs and library support. Participation should be prearranged through the school office

Teacher/ Paraprofessional Qualifications.

FSD receives federal funds for Title I programs through *The Every Student Succeeds Act of 2015*. Under ESSA, parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s). If your child also receives services from a Title I-funded paraprofessional, parents also have the right to request information regarding his or her professional qualifications. More online at www.freemansd.org.

Tobacco Use

The use of any tobacco product and delivery devices, e.g., electronic cigarettes, is prohibited by all persons in or near (within 500 feet of) all district buildings, facilities and vehicles, including playgrounds.

Appendix A

Fees

Fees. Some classes at Freeman collect fees. A fee may be collected for any program in which the end product becomes the personal property of the student. Some of these classes may include physical education or athletics, art, music, consumable texts or materials, or security deposits for the return of materials or equipment.

Freeman Elementary School

- Band instrument rentals are \$40/yr.
(Recorders for 4th grade are purchased by parents as part of the student supplies.)
- Art class fees are \$10/semester.
- Yearbooks are \$20 each (subject to increase depending on annual contract with vendor).

Freeman Middle School (need if applicable***)

Freeman High School

| ASB | Amount | District | Amount |
|-------------------------|---------|----------------------------------|----------|
| ASB Card | \$30.00 | Anatomy & Physiology | \$10.00 |
| ASB Card - Replacement | \$ 5.00 | AP Biology | \$10.00 |
| Band | \$15.00 | AP Environmental Science | \$10.00 |
| Band Percussion | \$10.00 | Art - (Per Semester) | \$20.00 |
| Conservation Club | \$12.00 | Chemistry | \$10.00 |
| FBLA Dues | \$25.00 | Construction Related - (Per Sem) | \$10.00 |
| FFA Dues | \$20.00 | Horticulture | \$ 5.00 |
| Honor Art Club | \$10.00 | Physics | \$10.00 |
| Honor Society Dues | \$12.00 | Rental Instrument | \$40.00 |
| Key Club | \$20.00 | Transportation Extra Curricular | \$20.00 |
| Lit Circle | \$ 3.00 | (Per Year) | |
| Sports fee - per season | \$25.00 | School Breakfast | See p. 7 |
| Yearbook | \$40.00 | School Lunch | See p. 7 |
| Yearbook - Late | \$45.00 | PSAT Test 9th Grade | \$11.00 |
| Yearbook—Personalized | \$ 5.00 | PSAT Test 10th-11th Grade | \$16.00 |

Appendix B

Graduation Requirements

Freeman considers Personalized Pathway Requisites (**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.

| Subject | Cr. Req'd | 4 Yr. College Option | Personalized Pathway Req't. (PPR) Option | Notes: |
|-------------------------|-----------|---|---|--|
| English | 4 | English every year | English every year | |
| Math | 3 | Algebra 1, Geometry & Algebra 2. <i>Math senior year or an algebra based science</i> | Algebra 1, Geometry and a 3 rd Math: Statistics, Applied Math, Personal Finance, or Algebra 2. | Okay to take more than 3 |
| Science | 3 | Physical Science, Biology & A 3 rd science cr. | | Okay to take more than 3 |
| Social Studies | 3 | US History 1 cr., Civics & Current World Problems 1 cr. a 3 rd social studies 1 cr. | | WA. State History is a non-credit requirement that can be taken 7 -12 th grade. |
| Health & PE | 2 | Health .5 cr. & PE 1.5 cr. | | |
| Career/Tech Ed | 1 | Courses in Business, Industrial Arts, Ag Sciences, Journalism, Leadership, Yearbook | | |
| World Language PPR | 2 0 | 2 Years same language | May replace BOTH credits toward career specialization | Substituted classes must be documented in HS & Beyond Plan/My School Data |
| Fine Arts PPR* | 2 1 | Art, Band, Choir, Drama or Drum Corps | May replace ONE credit toward career specialization | Substituted classes must be documented in HS & Beyond Plan/My School Data |
| Electives PPR | 4 7 | Courses taken beyond the required number in one subject rolls to an elective. | | |
| Community Service Hours | | 15 hours per year of attendance at Freeman High School, totaling 60 hours (15 hours per year begin on enrollment in high school and total is reduced accordingly for students who do not attend all four years) | | |

Appendix C. Bell Schedule

Early Release Bell Schedule

Late Start Bell Schedule

Appendix D

Testing