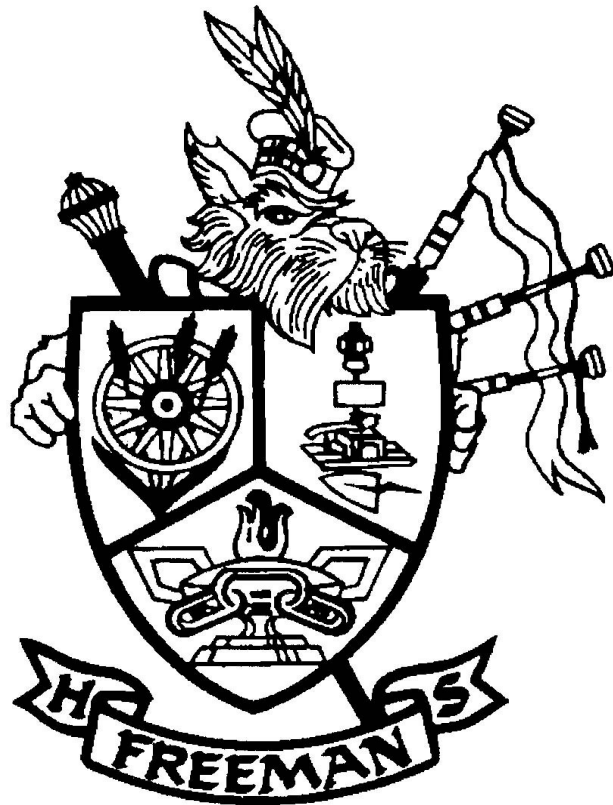


## SCHOOL CREST

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.



# FREEMAN HIGH SCHOOL

## 2016-2017

## Student Handbook



14626 S. Jackson Road • Rockford, WA 99030  
509-291-3721 • [www.freemansd.org](http://www.freemansd.org)



### **Mission Statement**

The Freeman School District is the center of a unique rural community. With pride, commitment and caring, 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 21<sup>st</sup> century.

### **Non-Discrimination Statement**

The Freeman School District complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, disability or the use of a trained guide dog or service animal by a person with a disability, sexual orientation, including gender expression or identity, veteran or military status, and provides equal access to the Boy Scouts of America and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX officer and/or Section 504/ADA coordinator: Randy Russell, Ph.D., Superintendent, 15001 S. Jackson Road, Rockford, WA 99030, 509-291-3695.



# FREEMAN SCHOOL DISTRICT #358

## 2016-2017

### School Calendar

#### August

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
[29]	[30]	[31]		

#### August

29 Staff Orientation/Open House  
30 Professional Development  
31 School Begins  
Grades 1 - 12

1 Day

#### February

20 President's Day -  
No School  
22 Late Start/PD

19 Days

#### February

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	(22)	23	24
27	28			

#### September

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	(14)	15	16
19	20	21	22	23
26	27	(28)	29	30

#### September

5 Labor Day -  
No School  
6 Kindergarten Begins  
28 Late Start/PD

21 Days

#### March

3 Snow Make-up Day -  
No School  
8 Late Start/PD  
22 Late Start/PD  
27 - 31 Conferences

22 Days

#### March

Mon	Tue	Wed	Thu	Fri
		1	2	3
6	7	(8)	9	10
13	14	15	16	17
20	21	(22)	23	24
27*	28*	29*	30*	31*

#### October

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	(12)	13	14
17	18	19	20	21
24	25	(26)	27	28
31*				

#### October

12 Late Start/PD  
26 Late Start/PD  
31 - 4 Conferences

21 Days

#### April

3 - 7 Spring Break -  
No School  
12 Late Start/PD

15 Days

#### April

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	(12)	13	14
17	18	19	20	21
24	25	26	27	28

#### November

Mon	Tue	Wed	Thu	Fri
	1*	2*	3*	4*
7	8	9	10	11
14	15	16	17	18
21	22	23*	24	25
28	29	30		

#### November

11 Veterans Day -  
No School.  
23 Early Release  
24 - 25 Thanksgiving Break -  
No School

19 Days

#### May

3 Late Start/PD  
26 Snow Make-up Day  
No School  
29 Memorial Day -  
No School

21 Days

#### May

Mon	Tue	Wed	Thu	Fri
1	2	(3)	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

#### December

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	(7)	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

#### December

7 Late Start/PD  
21 - 3 Winter Break -  
No School

14 Days

#### June

10 HS Graduation  
12 8th Grade Promotion  
13 Last Day of School

9 Days

#### June

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	(13)	14	15	16
19	20	21	22	23
26	27	28	29	30

#### January

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	(11)	12	13
16	17	18	19	20
23	24	(25)	26	27
30	31			

#### January

11 Late Start/PD  
16 MLK Day -  
No School  
25 Late Start/PD  
27 Teacher Work Day -  
No School

18 Days

LEGEND				
Shaded Dates — No School				
○ - 10:15 Late Start/ Professional Development				
* - 12:30 pm Early Release				
▢ - School Begins & Ends				
May 2016				

#### July

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
8	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**Acting Principal's Message** On behalf of the entire FHS staff, I am excited and honored to welcome each and every one of you to the beginning of a new school year at Freeman High School. As a former FHS principal (1990-1991) and FSD Superintendent (1991-1999), I am proud to have been asked by Dr. Russell and the FSD Board to "keep the chair warm" for Jim Straw while he continues his medical treatment.

As FSD Superintendent during the 90's, I brought Mr. Straw to Freeman as a student teacher and hired him to his first teaching and coaching contract. Since that time I have watched with great pride as Mr. Straw has "climbed the ladder" to become the principal for the Scotties. I share in the love that the whole Freeman community has for Jim Straw and will continue to pray for his full recovery.

This school year will be a year of setting and reaching goals, working harder and smarter and taking our school and student achievement to the next level of "GREATNESS". At Freeman we are dedicated to a student-centered program that promotes academic excellence through an enriched, rigorous inter-disciplinary curriculum. As a staff, we are here to support all of you, by any means necessary, to ensure you reach your fullest academic potential. We look forward to working with you, your parents and the members of the community to provide the high-quality education that you deserve.

With Scottie Pride,  
Harry Amend

## Handbook

This handbook contains a calendar outlining many of the events that will take place this year as well as high school and district policies for both students and parents to review. Please note the contact information that includes phone numbers and email addresses that will assist you throughout the year. Take the time to read and mark this site as a favorite; it will help ensure that we all have a positive and successful year.

## Parental Access To School Records

Privacy Act: Parents and/or students 18 years of age and older have the right to examine and question the contents of their school records. Others having access include school staff, another school district, college or educational institutions in which the student may enroll and the courts. The District's Board Policies for students' rights and responsibilities and disciplinary action appeal are available at FHS or the District Office. The Family Educational Rights and Privacy Act (FERPA) specify rights related to educational records. The Act gives the parent or legal guardian the right to:

- Inspect and review his/her child's educational records
- Request copies of these records
- Ask for an explanation of any items in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading or violates the child's rights
- Request a hearing on the issue if the school refuses to make the amendment
- File with the U.S. Department of Education a complaint under Sec. 99.64 concerning alleged failures by the Freeman School District to comply with the requirements of the Act and this section.

Note: Calendar dates have been set as much as a year in advance and are subject to change. Please check the high school website for updates or final confirmation of events.

## High School Faculty and Staff

Staff	Position	Room	Email
<b>Straw, Jim</b>	<b>Principal</b>	<b>Ofc</b>	<b>jstraw@freemansd.org</b>
<b>Amend, Harry</b>	<b>Acting Principal</b>	<b>Ofc</b>	<b>hamend@freemansd.org</b>
<b>Parisotto, Brian</b>	<b>Ast Principal/AD</b>	<b>Ofc</b>	<b>bparisotto@freemansd.org</b>
Bowen, Joe	Lead Custodian		jbowen@freemansd.org
Branon, Joe	Custodian		jbranon@freemansd.org
Bruno, John	History	203	jbruno@freemansd.org
Carolan, Scott	PE/Health	220	scarolan@freemansd.org
Davis, Raelyn	Registrar	Ofc	rdavis@freemansd.org
Frey, Angela	Math/Science	213	afrye@freemansd.org
Hamma, Laura	Counselor	108	lhamma@freemansd.org
Hays, John	Science	212	jhays@freemansd.org
Honn, Renee	Choir	318	rhonn@freemansd.org
Hyndman, Cis	Library Director	116	chyndman@freemansd.org
Jackson, Deena	Para-Ed	122	djackson@freemansd.org
Jessett, Marty	Mathematics	205	mjessett@freemansd.org
Jydstrup, James	Band/Drama	317	jjydstrup@freemansd.org
Kirkland, Kay	ASB Bookkeeper	Ofc	kkirkland@freemansd.org
Longinotti, Pia	English	119	plonginotti@freemansd.org
Lyons, Pat	Para-Ed	122	plyons@freemansd.org
Moore, Scott	Business Ed	118	smoore@freemansd.org
Nelsen, Elizabeth	VocAg/Biology	210	enelsen@freemansd.org
O'Connor, Kathryn	English	200	koconnor@freemansd.org
Ophus, AnnMarie	English	122	aophus@freemansd.org
Reed, Todd	Technology Dir.		treed@freemansd.org
Ripke, Chad	PE/Health	222	cripke@freemansd.org
Robinson, Lorraine	Spanish	120	lrobinson@freemansd.org
Smith, Matt	Social Studies	204	msmith@freemansd.org
Spiering, Ken	Art	209	kspiering@freemansd.org
Troup, Danielle	Resource	122	dtroup@freemansd.org
Wells, Peggy	Mathematics	206	pwells@freemansd.org
Wood, Jim	Industrial Arts	311	jwood@freemansd.org

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## FREEMAN HIGH SCHOOL

### GRADING AND PROGRESS REPORT DATES 2016-2017

#### SEMESTER 1

GRADING PERIOD	CUT OFF DATE	GRADES DUE
<b>3 WEEKS</b>	<b>SEPTEMBER 20</b> <b>Tuesday</b>	<b>SEPTEMBER 22</b> <b>Thursday</b>
<b>6 WEEKS</b>	<b>OCTOBER 11</b> <b>Tuesday</b>	<b>OCTOBER 13</b> <b>Thursday</b>
<b>9 WEEKS</b>	<b>NOVEMBER 1</b> <b>Tuesday</b>	<b>NOVEMBER 3</b> <b>Thursday</b>
<b>12 WEEKS</b>	<b>NOVEMBER 21</b> <b>Monday</b>	<b>NOVEMBER 23</b> <b>Wednesday</b>
<b>15 WEEKS</b>	<b>DECEMBER 19</b> <b>Monday</b>	<b>DECEMBER 20</b> <b>Tuesday</b>
<b>18 WEEKS</b>	<b>JANUARY 26</b> <b>Thursday</b>	<b>JANUARY 27</b> <b>Friday</b>

#### SEMESTER 2

GRADING PERIOD	CUT OFF DATE	GRADES DUE
<b>3 WEEKS</b>	<b>FEBRUARY 14</b> <b>Tuesday</b>	<b>FEBRUARY 16</b> <b>Thursday</b>
<b>6 WEEKS</b>	<b>MARCH 7</b> <b>Tuesday</b>	<b>MARCH 9</b> <b>Thursday</b>
<b>9 WEEKS</b>	<b>MARCH 28</b> <b>Tuesday</b>	<b>MARCH 30</b> <b>Thursday</b>
<b>12 WEEKS</b>	<b>APRIL 25</b> <b>Tuesday</b>	<b>APRIL 27</b> <b>Thursday</b>
<b>15 WEEKS</b>	<b>MAY 16</b> <b>Tuesday</b>	<b>MAY 18</b> <b>Thursday</b>
<b>18 WEEKS</b>	<b>JUNE 12</b> <b>Monday</b>	<b>JUNE 13</b> <b>Tuesday</b>

## GENERAL INFORMATION

### **Forged Notes/Phony Phone Calls**

1. Detention x 2 / parent contact
2. Detention x 4 / parent contact

### **Tardies**

1. Teacher warning
2. Teacher contacts parent and assigns discipline
3. Referral to principal

### **Theft and/or vandalism**

1. Restitution – detention x 3 / parent contact
2. Restitution – detention x 6 / parent conference
3. Short-term suspension with parent conference
4. Long-term suspension
5. Expulsion

### **Tobacco/tobacco dispensing products**

1. Detention x 6 / parent contact and required attendance along with a parent to Education Intervention Program of four two-hour sessions
1. Short-term suspension
2. Long-term suspension
3. Expulsion

**Truancy** – defined as leaving school without permission or signing out, skipping class, being absent without parental and school permission, missing assigned detention

1. Detention x 1 for each period missed / parent contact
2. Detention x 2 for each period missed / parent contact
3. Detention x 3 for each period missed / parent contact
4. Detention x 4 for each period missed / parent contact
5. Short-term suspension
6. Long-term suspension

### **Bullying and Harassment Policy**

“Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW9A.36.080 (3), (previous harassment legislation cited) or other distinguishing characteristics when the intentional written, or verbal, or physical act:

- Physically harms a student or damages a 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.

Section 4: (new to 28A.600)

“No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation or bullying.

A school employee, student, or volunteer who has witnessed, or has reliable information that a student has been subjected to harassment, intimidation or bullying whether verbal or physical, is encouraged to report such incident to an appropriate school official. An employee, student or volunteer who reports an incident in compliance with the district’s policy is immune from a cause of action for damages arising from any failure to remedy the reported incident.”

### **Administrative Office**

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

### **Absence/Illness Notification**

If a student is ill or absent, a parent or guardian must call 291-3721 that day to notify the office or send a note with the student upon their return to school to excuse the absence. **Coming to class more than 15 minutes late is considered an absence.** A student shall be allowed one makeup day for each day missed of an excused absence. If the student participates in sports and misses 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. See complete attendance policy on page 15.

### **Automobiles and Parking**

All students must register any vehicle they may drive to school and then display the parking decal provided inside the vehicle windshield. They are expected to enter and leave school property in a safe and orderly fashion. There is ample student parking in the lot north of the school building as well as in the lot across Jackson Road. Make sure to park within the lines of designated spaces.

**Students may not park in staff or visitor spaces located in front of the building.** Students do not drive to classes in other buildings. Violations will be processed through regular discipline procedures. Driving and parking at school is a **privilege**.

### **Bell Schedules:**

#### Regular Schedule

#### Late Start Schedule

Warning Bell	8:10	Warning Bell	10:00
Period 1	8:15 9:10	Period 1	10:15 10:53
Period 2	9:14 10:09	Period 2	10:57 11:35
BREAK	10:09 10:19	Period 3	11:39 12:17
Period 3	10:23 11:18	LUNCH	12:17 12:47
Period 4	11:22 12:17	Period 4	12:47 1:22
LUNCH	12:17 12:46	Period 5	1:26 2:01
Period 5	12:46 1:41	Period 6	2:05 2:40
Period 6	1:45 2:40		

### **Campus Policies**

#### **Campus Policy for Automobile Access**

Students are not allowed to access their vehicles during school hours unless given permission from a teacher or administrator.

#### **Campus Policy for Leaving During School Hours**

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

## Campus Policy for Alternative Students

It is the policy of FHS to offer equal access to the SOARS students in the following areas:

- Counseling (with a pass)
- Co-curricular activities (all eligibility requirements apply)
- Lunch Program
- Library support (with a pass)

## Cell Phone Policy

While on school property or while attending school related activities, students may possess and use personal telecommunication devices under the following conditions:

- Devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.
- Telecommunication devices may be used before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to do otherwise.
- Students caught misusing cell phones in the classroom or outside of the designated times will be subject to discipline procedures as well as: 1) the cell phone may be confiscated and parent contact made, and 2) any student who refuses to hand over the cell phone to a teacher or principal will be immediately suspended from school for one day.
- Students are responsible for devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.
- Students shall comply with any additional rules developed by the school concerning the appropriate use of electronic devices.

## Change of Address Procedures

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

## Emergency School Closures

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

## Food and Beverages in Classrooms

Food will not be permitted in the classrooms unless it's for a group meeting with the advisor present. Students may use spill proof beverage cups with permission by the classroom teacher.

## Guests/Visitors

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

## Illness at School

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

## Discipline Infractions and Possible Consequences

### Alcohol and other illegal drugs – for use, sale or possession

1. Emergency removal with 5-day suspension and parent conference with an assessment and must complete Education Intervention Program of four two-hour sessions
2. 10-day short-term suspension with parent conference, treatment and detention x 6
3. Long-term suspension with treatment
4. Expulsion

### Assault, Fighting, Threats

1. Immediate emergency removal with a 10-day short-term suspension and parent conference
2. Long-term suspension
3. Expulsion

### Bullying/Harassment

1. Can be immediate emergency removal with a 3-day short-term suspension
2. Emergency removal with a 5-day short-term suspension / parent contact
3. Emergency removal with a 10-day short-term suspension / parent contact
4. Long-term suspension
5. Expulsion

### Cheating/Plagiarism

Cheating is inexcusable. Students involved in cheating – both the student sharing the information and the student receiving the information – will receive a zero grade for that assignment. If cheating continues, further discipline as follows:

1. F on assignment, quiz, test / parent notification
2. F on assignment, quiz, test / parent notification / detention x 3
3. F on assignment, quiz, test/short-term suspension

### Disruptive Conduct

1. Teacher warning
2. Teacher contacts parent and assigns discipline
3. Detention / parent contact
4. Three days in-school suspension
5. Short-term suspension
6. Long-term suspension
7. Expulsion

### Failure To Cooperate

1. Emergency removal with 3 day short-term suspension / parent contact
2. Emergency removal with 5 day short-term suspension / parent contact
3. Emergency removal with 10 day short-term suspension / parent contact
4. Long-term suspension
5. Expulsion

### False Alarms or Fire

1. Emergency removal, 10-days short-term suspension with parent conference and payment of false alarm fine
2. Long-term suspension with parent conference

### Firearms and Dangerous Weapons

Possession of firearms on school property will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement.

### *Firearms and dangerous weapons-RCW 9.41, & RCW 28A.600.42 -*

It is the responsibility of all staff members in Freeman School District to be alert to the possibility of criminal acts perpetrated at the school or at any school function. Furthermore, it is expected that staff members and students observing violations of this section will report them immediately to an administrator or staff member.

## Progressive Discipline Process

All students at FHS are expected to observe these rules in a continual effort towards self-discipline. Consequences and procedures for violations of these rules whether in classrooms, halls, cafeteria, gym, etc., will be:

“**Discipline**” shall mean all forms of corrective action other than suspension and expulsion, and includes the exclusion of a student by a teacher or administrator from the students individual classroom and activity for all or part of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first; PROVIDED, that except in an emergency, the teacher first attempted alternative forms of corrective action. Discipline shall also mean exclusion of a student from any other type of activity conducted by or on behalf of the school district.

“**Detention**” means an assigned period of time out of the general student population during which schoolwork will be accomplished. Students assigned detention outside of school hours may be given a 24-hour grace period in which to make arrangements for transportation. Students assigned detention will not be allowed to participate in extracurricular activities during that period unless the principal grants permission.

“**Suspension**” means denial of attendance at any single class and/or activity for a stated period of time. A suspension may also include a denial of admission to school activities or school district property. “*In-School Suspension*” may be used at the principal’s discretion.

“**Short-term Suspension**” is a suspension for any portion of a calendar day up to and not to exceed ten consecutive school days.

“**Long-term Suspension**” is a suspension that exceeds ten consecutive school days.

“**Emergency Removal**” means a student may be removed immediately from a class, subject, or activity by a teacher or an administrator and sent to the principal or a designated school authority if the student’s presence poses an immediate and continuing danger to the student, other students, or school personnel or an immediate and continuing threat of substantial disruption of the educational process.”

“**Expulsion**” means a denial of attendance at any single subject or class or at any full schedule of subjects or classes for an indefinite period of time. An expulsion also includes a denial of admission to school activities or school district property.

## Steps in Progressive Discipline

Verbal reprimands if appropriate

Detention with parent contact

In-school suspension with parent contact

Short term suspension with parent contact

Long term suspension

Expulsion

## Examples of Violations Requiring Progressive Discipline:

Absences

Cheating / plagiarism

Disruptive conduct

Dress code

Tardies

Theft and/or vandalism

Truant

## Examples of Violations Punishable by Suspension/Expulsion

Assault, Fighting, Threats

Alcohol

Bullying

Drugs

Failure to cooperate

False Alarms or Fire

Tobacco/tobacco dispensing products

Violence with major injury

Weapons

## Lockers

Hallway and gym lockers are school property assigned to the student for use during the school year. Students may not switch lockers without the permission of the school office. **Lockers are the possession of the school and may be inspected without notice.**

## Lost and Found

If you lose something, you need to check in the office or with the janitors. Items will be emptied at the end of each semester and all unclaimed items will be donated to charity. Students are responsible for their personal property, as well as books, uniforms and other items issued to them by the school. **The school will not be responsible for lost or stolen items.**

## Lunch

**There is a no charge policy at FHS for lunches.** You will be issued a PIN number to access your account for lunch. Any misuse of your PIN number by another student with your knowledge will cause your number to be revoked. If you know of a student using your PIN number, please notify Nutrition Services. The cost of a lunch for the 2016-2017 year is \$2.95. Don’t hesitate to apply for free and reduced price meals if you think your household qualifies. Applications are available in the high school office or the cafeteria. During lunch students will eat in designated areas only.

## Medications

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

## School Colors

Columbia blue, red and white

## Security

The Freeman School Board has authorized the use of security cameras throughout the Freeman School District for the purpose of enhancing school safety and security. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property.

## Textbooks

Textbooks, workbooks and all other materials issued for student use will be examined at the completion of the course. Students will be charged fees for loss or damage to these materials.

## Transportation

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



## ACADEMICS

### Graduation Requirements by Year

Students are required to obtain the following credits in order to graduate from Freeman High School and be admitted to college:

SUBJECT	2017	2018	2019	2020	College
English	4	4	4	4	4
Science (a)	3	3	3	3	3
Math	3	3	3	3	3 (f)
Social Studies (c)	3	3	3	3	3-4
Health/PE (d)	2	2	2	2	N/A
Career & Tech Ed	1	1	1	1	N/A
Fine Arts	1	1	1	2	2
Electives	7	7	7	4	N/A
World Languages (e)	0	0	0	2	2
<b>Total Credits Req'd</b>	<b>24</b>	<b>24</b>	<b>24</b>		<b>N/A</b>
Smarter Balanced ELA	YES	YES	YES	YES	N/A
Smarter Balanced Math				YES	YES
Algebra End of Course	YES (b)	YES (b)	YES (b)		N/A
Geometry End of Course	YES (b)	YES (b)	YES (b)		N/A
Biology End of Course	YES	YES	YES		N/A
Senior Culminating Proj.	YES	YES	YES		N/A
HS & Beyond Plan	YES	YES	YES		N/A
Community Service (g)	45 Hours	60 Hours	60 Hours	60 Hours	N/A

Notes:

- a) 2 courses must be lab sciences
- b) Must pass at least one EOC exam (Algebra or Geometry) or a math Smarter Balanced exam with a score of 2595 in order to receive a diploma.
- c) One credit must be US History; one credit must be a civics course. The third credit may be either a history or civics course.
- d) One half credit in health is required; 1.5 credits in fitness courses
- e) Two years of the same language required for college admission.
- f) Colleges require Algebra, Geometry and Algebra 2 to be completed for college admission
- g) Students are required to complete 15 hours of community service for each year attended. Hours are recorded and submitted on a signed community service form and turned into the high school office.

## DISCIPLINE POLICY

**District Discipline Philosophy:** “A safe orderly school only happens when everyone is involved in discipline.”

We at FHS are firmly committed to this Philosophy of Discipline. For this to occur there are three components that must be present:

1. Staff members who are committed to working with parents to develop the kind of behaviors in students that will prepare them to be productive citizens
2. Parents who are committed to participating in the education of their children
3. Students who have learned and are learning self-discipline

Students are reminded that they should adhere to a code of good behavior, not only for their own benefit but for the benefit of others as well. Students are responsible for their own actions and will be held accountable for the rules and regulations concerning student behavior.

### Legal References:

RCW 4.24.190 - Action against parent for willful injury to property by minor - Monetary limitation - Common law liability preserved.  
 RCW 9A. 16.020 Use of force — when lawful  
 RCW 28A.600.42 Firearms and dangerous weapons  
 RCW 28A.600.020 Government of schools, pupils, employees, rules and regulations to insure optimum learning atmosphere.  
 RCW 28A.600.040 Pupils to comply with rules & regulations.  
 RCW 28A.400.110 Principal to assure appropriate student discipline.  
 RCW 28A.635.060 Defacing or injuring school property, liability of parent or guardian.  
 P.L. 101-226 Drug Free Schools and Communities Act.  
 WAC 180-40-205 Definition  
 WAC 180-40-225 School district rules defining misconduct — distribution of rules.  
 RCW 9.91.160 Personal protection spray devices.  
 RCW 28A.635.100 Intimidating any administrator, teacher, etc

### Student Conduct

The board acknowledges that conduct and behavior is closely associated to learning. An effective instructional program requires a wholesome and orderly school environment. The board requires that each student adhere to the rules of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

### Student Discipline

School District #358 is required by law to establish effective discipline procedures within the guideline of state RCW's and WAC's.

School District #358 is concerned with the maintenance of effective discipline within all district schools.

The principal is required by law to support appropriate student discipline with the school.

The teacher is required by law to maintain an optimum learning environment within the classroom.

An effective school discipline policy prescribes early intervention with parents by teachers.

An effective school discipline policy requires that all staff work cooperatively toward a consistent, agreed-upon plan.



## DRESS CODE

While we can appreciate a student wanting to express individuality through dress, we need to ensure that clothing choices are neither distracting nor suggestive in nature. Students' dress may not present a health or safety hazard, violate municipal or state law or present a potential for disruption to the instructional program. Attire or accessories which advertise, display, or promote any drug, including alcohol or tobacco, sexual activity, violence, obscene words or pictures, disrespect and/or bigotry towards any group, are not acceptable. Students may be asked to remove hats or hazardous clothing as prescribed by the teacher or curriculum in the classrooms (such as baggy sleeves in welding or science classes.) Dress code violation may result in discipline measures or the student may be requested to call a parent/guardian and have them bring appropriate clothing. The Principal's decision as to whether or not clothing is appropriate to the student's body size shall be determinative and final. Freeman School District reserves the right to make changes to this policy as needed. **In all cases, common sense should apply. Here are the guidelines we are asking all students to follow:**

- Attire that is not appropriate for the workplace is not allowed at school.
- The size of shirts and/or blouses shall be appropriate to the student's body size and shall not be unduly oversized or undersized.
- Clothing must adequately cover the body and all undergarments.
- Shorts and/or dresses must fully cover the rear end when standing, bending or sitting.
- Footwear must be worn at all times except in the shower area.
- Inappropriate or distracting headwear is not permitted.
- Sunglasses are not to be worn inside the buildings.

### **Discipline Steps:**

- The high school dress code will apply to all students equally and will be enforced for all Freeman High School students on all school grounds, at school activities, and on school buses. A violation of the dress code at any time may lead to the following discipline:
- 1st Incident: Student will be asked to wear a jacket, sweatshirt, long shirt, or sweatpants to cover the dress code violation for the remainder of the day. The incident will be noted in the student record. The principal will have the discretion to call home and discuss student dress with the student's parent/guardian.
- 2nd Incident: Parents will be contacted and arrangements will be made for the student to be provided with appropriate clothing. The incident will be noted as a second violation.
- 3rd Incident: detention x 2 will be imposed.
- 4th incident: Suspension of one day.

## **Grading Scale and Credits**

This grading scale is used by all teachers at FHS.

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

## **High School & Beyond Plan for Juniors—Due November 1**

This is a Washington state graduation requirement and it requires students to make a plan identifying what the year following high school will look like and prepare that plan with appropriate documents or research. The plan contains two major components for college career readiness. Requirements and deadlines for the plan are distributed to juniors and seniors through their English classes.

## **Civic Responsibility / Community Service Project**

A hallmark of American culture is volunteerism and through the FHS civics course seniors are required to engage in some type of volunteer work to aid the community and develop a sense of social responsibility. The student may choose the type of community service; however, the organization must be cleared by the civics' teacher before you begin. **This community service requirement is necessary to pass this class and is a district mandated project.** This requirement may be fulfilled any time during the school year but must be completed by April 30. The five requirements for this project are:

1. Choose a non-profit organization
2. Volunteer at least 10 hours (15 hours required per year for graduation)
3. Provide photographic evidence of participating in service
4. Completed "Volunteer Performance Evaluation" by a representative of the organization
5. Completed 2 page, double spaced reflective essay

## **Information about course registration, exams and honors:**

- Students may make schedule **changes only in the first two weeks of school**. After that time, students will not be allowed to change courses.
- Comprehensive final exams or projects are at the discretion of the teacher. Check the class syllabus for requirements.
- Students may earn Honor Cords for graduation with a cumulative 3.4 GPA or higher.
- Student Honor Roll is earned for a semester of 3.25 grade or higher.
- Students maintaining a 3.8 cumulative GPA over a minimum of three semesters and submitting at least 15 community service hours to the main office by May 1st will qualify for an academic letter.
- Valedictorian and salutatorian transcripts shall include four years of English, three years of math, two years of a foreign language. Students need to be enrolled full time at FHS for two years in order to be eligible for these honors. Determination is made at the end of first semester in the senior year.

## Progress Reports:

- Freeman reports academic progress to parents every three weeks. Progress reports are emailed to the parents' email address in the student record. Parents must let the office know if they prefer a hard copy sent home with their student.
- Student progress reports determine eligibility for participation in extracurricular activities. Students will not be eligible to participate for three weeks with a failing grade in any course.

## Parent Access:

Parents can obtain a parent login and password to see their student's progress through online family access. These access codes allow the parent to see all assignments and grades. If a parent has a question about grading, an assignment, etc., the first point of contact should be the teacher. Contact Mrs. Davis in the main office for your access login.

## Report Cards:

Report cards are issued at the end of each semester. Letter grades are used to designate a student's progress. Students receiving an NC (No Credit) for a semester will have two weeks from the last day of the semester to complete work. At that time, the grade will be figured with assignment(s) missing as zero(s). If there are extenuating circumstances, the student should contact the principal immediately upon returning to school. Report cards will not be sent if the student owes \$5 or more in fees.

## Technology Policy

Message to Students Regarding: FSDNet Access:

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

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

## ATTENDANCE POLICY

Good attendance is essential for the maximum educational benefit and mastery of the programs for students. Continuity of instruction and student participation are principles which underline and give purpose to the requirement of compulsory school attendance. Students and their parents are responsible for complying with district policy and the compulsory attendance laws of Washington State. To that end, students are required to be in attendance and on time for their assigned classes when school is in session.

## Absences (Minimum absences allowed for credit)

Parents will be notified by email and by phone of each absence. **Coming to class more than 15 minutes late is considered an absence.** A student will be allowed 10 absences (excused or unexcused) in a semester for any class under this policy. A letter will be mailed after the fifth absence to arrange a parent conference. After the student has received his/her eleventh absence, parents/guardians will be notified by mail that the student will receive no credit (NC) for the class. Students who have lost credit due to absences, will remain in the class to continue their educational experience. By remaining in the class and continuing to do the assigned work, the student avoids receiving an F grade. Absences for school activities do not count toward the 10 allowed during the semester. Students who feel the circumstances surrounding their absences are such that the "no credit" policy should be waived can then initiate the appeal process.

## Attendance Appeal Process

The student will fill out an appeal form from the office and present it to the classroom teacher requesting a conference for reinstatement of credit. Included in this request should be an explanation for the absences and any special circumstances. Verifying documentation not already on file, such as doctor notes, dentist, or court officers, should be presented at this time. If the student is not granted credit by the teacher, he/she may appeal in writing to the principal. The principal may allow reinstatement of credit and determine the conditions for that reinstatement. The conditions under which further absences in the class would be accepted will be a condition in reinstatement. An appeal of the principal's decision would go to the superintendent. The board would hear any appeal of the superintendent's decision. It is the responsibility of the student to show cause as to why an exception to the "no credit" policy should be granted. Parents/guardians are invited to attend the hearing but are not required to do so.

## Excused Absences

Parents are strongly encouraged to schedule appointments outside of school hours when at all possible. Medical appointments that cannot be made at any other time are considered excused and if the student participates in sports, they are **required** to bring a note from the doctor. Other excused absences are religious observances, death in the immediate family or an emergency family situation which requires the student to be absent for a reasonable period of time. **Note: All excused absences will count toward the 10 days.** The office must receive a note from a parent/guardian from the service provider **within three days** of the absence; otherwise the absence will be considered unexcused/truant. Anticipated absences for more than 3 days must be pre-arranged at least two days in advance by completing the pre-arranged forms available in the office. A written note from a parent/guardian is required prior to the pre-arranged absence. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student shall be allowed one make up day for each day of an excused absence.

## 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 the principal, his designee or the athletic director.

## Fees

Each student athlete will be required to purchase a Freeman High School ASB card for \$30.00 before their first contest and pay a participation fee of \$20.00 before their first league contest per season. There is a \$20 extracurricular fee per year to offset transportation expenses.

## Sportsmanship

Students shall exhibit appropriate moral and ethical conduct in practice, performance, and athletic contests as established by the school board, high school athletic code, and rules established by the coach. Penalties shall be a verbal warning on the first offense and removed from the activity for five (5) days on the second offense.

## Academic Standards

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 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 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 contests. 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 their discretion.

## Additional Rules

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

## Grievance and Appeal Process for Disciplinary Action

When infractions occur the following procedure will be followed

1. Upon the imposition of penalties regarding rules 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 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 3 school days of their request.
2. The student and parent may appeal to the superintendent of schools within 3 school days of the appeal decision. The superintendent of schools, after hearing the case in detail, shall render a decision within 10 school days of the request.

## ASB ACTIVITIES

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

## ASB Card

Students may purchase an ASB card for \$30.00. The ASB Card is required to participate in all sports or extracurricular activities. The card also allows students a discount on school sponsored events and allows students to attend all varsity home sporting events (except tournaments and playoffs) for free. Pictures for the cards will be taken shortly after the start of the school year. If a card is lost, there is a \$5.00 fee to replace it.

## Dances

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

- FHS students may attend dances with a guest 20 years old or younger with the following conditions:
  - The student and guest must fill out a Guest Request Form to be turned in no later than 3 days before the dance. If the guest breaks a school rule, the student who has brought the guest will receive the discipline associated with the infraction.
- Middle school students are not admitted to high school dances.
- Once a student leaves the dance, he/she will not be allowed to return to the dance.
- A dance is closed to admission one hour before the scheduled end of the dance.
- School dress code applies to all persons attending the dance.

## Extracurricular Transportation Fee

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

## Fees

Some classes and extracurricular activities at FHS include fees:

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 sem	\$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 Society Dues	\$12.00	Physics	\$10.00
Lit Circle	\$ 3.00	Rental Instrument	\$40.00
Sports fee - per season	\$20.00	Transportation/Extra Curricular	\$20.00
Yearbook	\$40.00		
Yearbook - Late	\$45.00		
Yearbook—Personalized	\$ 5.00		

## Sports

Any student involved in extracurricular activities must have a current physical (good for two calendar years), a signed athletic code, concussion form, sudden cardiac arrest form, sports safety guidelines form, accident insurance and medical release form. These forms must be completed online prior to the start of the season. This includes all athletes and cheerleaders. Students involved in these activities must also abide by specific academic standards to be eligible.

## Sports Participation Fee

We ask our athletes to help support their programs through a sports participation fee to help defray expenses for officials, uniforms and supplies. There is a \$20.00 participation fee for each season played; it is due during the first two weeks of the current season. The following sports are offered:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cheer	Boys Basketball	Baseball
Cross Country	Girls Basketball	Golf
Football	Cheer	Softball
Girls Soccer	Wrestling	Tennis
Volleyball		Track

## Student Council

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

Officers of the Associated Student Council (ASB) are elected in school wide balloting in the spring for the next school year. Presidents of each class and club as well as a representative from each classroom during a designated class period complete the full council.

The ASB Officers for the 2016-2017 school year are:

President	JT Neely
Vice-President	Ryan Maine
Secretary	Hayley Damon
Sr Treasurer	AnnaBelle Schweiger
Jr Treasurer	Marley Pratt
Historian	Kaulin Freudenthal
Spirit Commissioners	Simon Rooney/Michaela Rosenthal

The class presidents for the 2016-2017 school year are:

Freshmen	To be announced
Sophomore	Nolan Doloughan
Junior	Konner Freudenthal
Senior	Rachel Arnzen

## ATHLETIC CODE

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

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

### USE AND/OR POSSESSION OF ALCOHOL, TOBACCO PRODUCTS OR ILLICIT DRUGS

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

1 <sup>st</sup> Violation	removed from the athletic team or club for duration of two weeks, and will be required along with a parent to attend an intervention program for alcohol/drug abuse. The student will be required to attend all practice sessions, but will not be allowed to participate in any contest during the probationary period.
2 <sup>nd</sup> Violation	ineligible for interscholastic competition for a calendar year.
3 <sup>rd</sup> Violation	permanently ineligible for interscholastic competition for the remainder of their high school career.

## 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/athletic director. **Any student who is more than 15 minutes late will be considered absent for that class.** The penalty for violating the school athletic attendance policy shall be the prohibition of participating in that day's activity.

## 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.