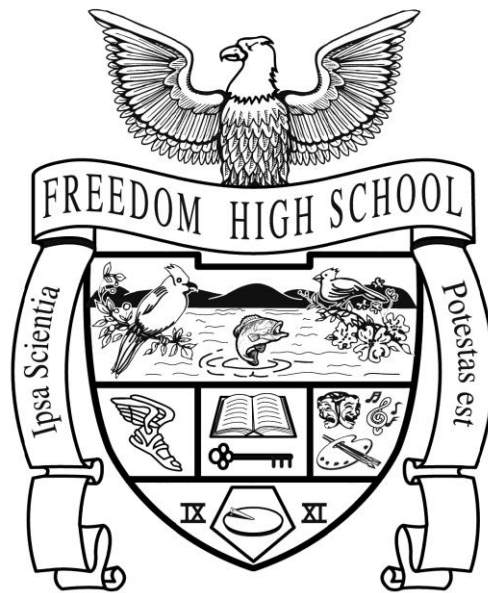


2024-2025  
Student Handbook  
**Freedom High School**



Chevelli Smith, Principal  
Robert Schraml, Assistant Principal  
LaKisha Brown, Assistant Principal  
Albert White, Assistant Principal  
Hilary Mahalchick, Assistant Principal  
Zulei Thomas-Culpeper, Assistant Principal  
Paul Frey, Assistant Principal  
Jason Allen, Admin Intern  
Jessica Doiron, Specialty Coordinator  
Thomas Annunziata, Director of Student Activities  
Corey Eaton, Director of School Counseling

**Freedom High School**  
15201 Neabsco Mills Rd  
Woodbridge, Virginia, 22191  
Phone 703-583-1405  
Fax 703-580-7280

**Vision Statement**

Freedom High School is a diverse school community with a positive and invigorating culture where everyone believes that all Eagles can soar!

**Mission Statement**

At Freedom High School we strive to build positive relationships and nurture a school culture where failure is not an option, and students aspire to grow through high expectations, integrity, and acceptance where Eagles realize their dreams and soar within the community and global society.

**Beliefs**

Student First  
High Expectations  
High Quality Instruction  
Family Engagement  
Building Relationships  
Eagle Pride/Strong School Culture

**Philosophy**

All students can and will achieve high educational standards. All students must understand the importance of success. Students must be engaged in challenging and meaningful work and be supported by parents, teachers, administrators, counselors, and other concerned adults.

**Mascot**

Eagle

**School Colors**

Black & Vegas Gold



## **Student Alpha by Administrator**

Albert White, Assistant Principal (A-B)

Zulei Thomas-Culpeper, Assistant Principal (C-F)

Paul Frey, Assistant Principal (G-K)

LaKisha Brown, Assistant Principal (L-O)

Robert Schraml, Assistant Principal (P-SAN)

Hilary Mahalchick, Assistant Principal (SAR -Z)



## Bell Schedules Daily Bell

	<b>Regular Day</b>	
<b>Warning Bell</b>	7:20	
<b>1<sup>st</sup></b>	7:25 – 8:45	
<b>2<sup>nd</sup> and 3<sup>rd</sup></b>	8:50 – 10:20	
<b>4<sup>th</sup> and 5<sup>th</sup></b>	10:25 – 12:30	
	<b>Lunches</b>	
<b>A Lunch</b>	<i>Lunch</i>	10:25 – 10:51
	<i>Class</i>	10:50 – 12:31
<b>B Lunch</b>	<i>Class</i>	10:25 – 10:51
	<i>Lunch</i>	10:51 – 11:16
	<i>Class</i>	11:16 – 12:31
<b>C Lunch</b>	<i>Class</i>	10:25 – 11:16
	<i>Lunch</i>	11:16 – 11:41
	<i>Class</i>	11:41 – 12:31
<b>D Lunch</b>	<i>Class</i>	10:25 – 11:41
	<i>Lunch</i>	11:41 – 12:06
	<i>Class</i>	12:06 - 12:31
<b>E Lunch</b>	<i>Class</i>	10:25 – 12:06
	<i>Lunch</i>	12:06 – 12:31
<b>7<sup>th</sup></b>	12:36 – 2:05	

**Alternating Block Schedule and 2-Hour Delay Schedule**

Odd Day (Blocks 1, 3, 5, 7)					Even Days (Blocks 1, 2, 4, 6)				
	Regular Day		2-Hour Delay			Regular Day		2-Hour Delay	
<b>Warning Bell</b>	7:20		9:20		<b>Warning Bell</b>	7:20		9:20	
<b>1<sup>st</sup></b>	7:25 – 8:45		9:25 – 9:55		<b>1<sup>st</sup></b>	7:25 – 8:45		9:25 – 9:55	
<b>3<sup>rd</sup></b>	8:50 – 10:20		10:00-10:45		<b>2<sup>nd</sup></b>	8:50 – 10:20		10:00-10:45	
<b>5<sup>th</sup></b>	10:25 – 12:31		10:50-12:50		<b>4<sup>th</sup></b>	10:25 – 12:31		10:50-12:50	
	<b>Lunches</b>		<b>Lunches</b>			<b>Lunches</b>		<b>Lunches</b>	
<b>A Lunch</b>	<i>Lunch</i>	10:25–10:51	<i>Lunch</i>	10:50-11:10	<i>Lunch</i>	<i>Lunch</i>	10:25–10:51	<i>Lunch</i>	10:50-11:10
	<i>Class</i>	10:51–12:31	<i>Class</i>	11:15-12:50	<i>Class</i>	<i>Class</i>	10:51–12:31	<i>Class</i>	11:15-12:50
<b>B Lunch</b>	<i>Class</i>	10:25–10:51	<i>Class</i>	10:50-11:15	<i>Class</i>	<i>Class</i>	10:25–10:51	<i>Class</i>	10:50-11:15
	<i>Lunch</i>	10:51–11:16	<i>Lunch</i>	11:15-11:35	<i>Lunch</i>	<i>Lunch</i>	10:51–11:16	<i>Lunch</i>	11:15-11:35
<b>C Lunch</b>	<i>Class</i>	11:16–12:31	<i>Class</i>	11:40-12:50	<i>Class</i>	<i>Class</i>	11:16–12:31	<i>Class</i>	11:40-12:50
	<i>Class</i>	10:25–11:16	<i>Class</i>	10:50-11:40	<i>Class</i>	<i>Class</i>	10:25–11:16	<i>Class</i>	10:50-11:40
<b>D Lunch</b>	<i>Lunch</i>	11:16–11:41	<i>Lunch</i>	11:40-12:00	<i>Lunch</i>	<i>Lunch</i>	11:16–11:41	<i>Lunch</i>	11:40-12:00
	<i>Class</i>	11:41–12:31	<i>Class</i>	12:05-12:25	<i>Class</i>	<i>Class</i>	11:41–12:31	<i>Class</i>	12:05-12:25
<b>E Lunch</b>	<i>Class</i>	10:25–11:41	<i>Class</i>	10:50-12:05	<i>Class Lunch</i>	<i>Class</i>	10:25–11:41	<i>Class</i>	10:50-12:05
	<i>Lunch</i>	11:41–12:06	<i>Lunch</i>	12:05-12:25		<i>Lunch</i>	11:41–12:06	<i>Lunch</i>	12:05-12:25
<b>E Lunch</b>	<i>Class</i>	12:06-12:31	<i>Class</i>	12:10-12:50	<i>Class</i>	<i>Class</i>	12:06-12:31	<i>Class</i>	12:10-12:50
	<i>Lunch</i>	12:06-12:31	<i>Lunch</i>	12:30-12:50	<i>Lunch</i>	<i>Lunch</i>	12:06-12:31	<i>Lunch</i>	12:30-12:50
<b>E Lunch</b>	<i>Class</i>	10:25-12:06	<i>Class</i>	10:50-12:30	<i>Class</i>	<i>Class</i>	10:25-12:06	<i>Class</i>	10:50-12:30
	<i>Class</i>	10:25-12:06	<i>Class</i>	10:50-12:30	<i>Class</i>	<i>Class</i>	10:25-12:06	<i>Class</i>	10:50-12:30
<b>7<sup>th</sup></b>	12:36 – 2:05		12:55-2:05		<b>6<sup>th</sup></b>	12:36 – 2:05		1:20-2:05	

**Early Release**

Odd Day (Blocks 1, 3, 5, 7)				Even Days (Blocks 1, 2, 4, 6)					
	$\frac{1}{2}$ -Day Early Release	2-Hour Early Release			$\frac{1}{2}$ -Day Early Release	2-Hour Early Release			
<b>Warning Bell</b>	7:25	7:20		<b>Warning Bell</b>	7:25	7:20			
<b>1<sup>st</sup></b>	7:30 – 8:15	7:25 – 8:10		<b>2<sup>nd</sup></b>	7:30 – 8:35	7:30 – 8:10			
<b>3<sup>rd</sup></b>	8:20 – 9:05	8:15 – 9:00		<b>4<sup>th</sup></b>	8:40 – 9:40	8:15 – 9:00			
<b>5<sup>th</sup></b>	9:10 – 9:55	9:05 – 11:15		<b>4<sup>th</sup></b>	8:40 – 9:40	9:05 – 11:15			
		<b>Lunches</b>				<b>Lunches</b>			
<b>A Lunch</b>	No Lunch Shifts	<i>Lunch</i>	9:05–9:35	<b>4<sup>th</sup></b>	9:20–9:45	<b>A Lunch</b>	No Lunch	<i>Lunch</i>	9:05–9:35
		<i>Class</i>	9:40–11:15			<b>B Lunch</b>	No Lunch	<i>Class</i>	9:05–9:35
<b>B Lunch</b>	No Lunch Shifts	<i>Class</i>	9:05-9:40	<b>4<sup>th</sup></b>	9:20–9:45	<b>B Lunch</b>	No Lunch	<i>Class</i>	9:40–11:15
		<i>Lunch</i>	9:40–10:00			<b>C Lunch</b>	No Lunch	<i>Lunch</i>	9:05-9:40
<b>C Lunch</b>	No Lunch Shifts	<i>Class</i>	10:05-11:15	<b>4<sup>th</sup></b>	9:20–9:45	<b>C Lunch</b>	No Lunch	<i>Class</i>	9:40–10:00
		<i>Class</i>	9:05–10:05			<b>D Lunch</b>	No Lunch	<i>Class</i>	10:05-11:15
<b>D Lunch</b>	No Lunch Shifts	<i>Lunch</i>	10:05-10:25	<b>4<sup>th</sup></b>	9:20–9:45	<b>D Lunch</b>	No Lunch	<i>Lunch</i>	9:05–10:05
		<i>Class</i>	10:30-11:15			<b>D Lunch</b>	No Lunch	<i>Class</i>	10:05-10:25
<b>D Lunch</b>	No Lunch Shifts	<i>Class</i>	10:50–11:15	<b>4<sup>th</sup></b>	9:20–9:45	<b>D Lunch</b>	No Lunch	<i>Class</i>	10:30-11:15
		<i>Lunch</i>	10:30-10:50			<b>D Lunch</b>	9:45 – 10:45	<i>Lunch</i>	
<b>7<sup>th</sup></b>	10:00 – 10:45	11:20 – 12:10		<b>6<sup>th</sup></b>		11:20 – 12:10			

Other Bell Schedules  
**PSAT BELL SCHEDULE**  
**24-25**

<b>Warning Bell</b>	7:20 AM	
<b>First Period</b>	7:25 AM – 7:30	
	Students sent to designated locations at 7:30am via announcement	
	<b>PSAT TESTING LOCATION</b>	<b>7:35 AM – 11:50</b>
	<b>4<sup>th</sup>/5<sup>th</sup> Period</b>	
<b>(A)</b>	Lunch	11:55 AM – 12:15 PM
	Class	12:20 PM – 1:35 PM
<b>(B)</b>	Class	11:55 AM – 12:20 PM
	Lunch	12:25 PM – 12:45 PM
	Class	12:50 PM – 1:35 PM
<b>(C)</b>	Class	11:55 AM – 12:50 PM
	Lunch	12:50 PM – 1:10 PM
	Class	1:15 PM – 1:35 PM
<b>(D)</b>	Class	11:55 AM – 1:15 PM
	Lunch	1:15 PM – 1:35 PM
	<b>6<sup>TH</sup>/7<sup>th</sup> Period</b>	<b>1:40 PM - 2:05 PM</b>

Lunch shifts are assigned to facilitate the regular functioning of the building. Students are reminded to move quickly to the commons or enclosed cafeteria. Students are asked to clean up after themselves after eating and place trash in the proper receptacles. Upon ringing of the bell students must return to their classes so that we can prepare for the next lunch shift.

<b><u>Lunches:</u></b>
<b>A Lunch: Science &amp; Fine/Performing Arts</b>
<b>B Lunch: CTE/ Math</b>
<b>C Lunch: Social Studies/ Counseling Aides/ World Lang</b>
<b>D Lunch: English/HPE/AFJROTC/FACS</b>

**Prince William County Public Schools**  
**2024-25 Annual School Calendar - Approved by the School Board December 2023**

<b>Date</b>	<b>Description</b>
August 8-9	Launching, Learning, Leading Conference new teacher orientation (no school for students)
August 12	All teachers report
August 12-16	Division Professional Development/Teacher Workday (no school for students)
August 19	First day of school
August 30	Labor Day Weekend Holiday (schools and offices closed to the public)
September 2	Labor Day Weekend Holiday (schools and offices closed)
October 3	Holiday (schools and offices closed in observance of Rosh Hashanah)
October 14	Division Professional Development (no school for students)
November 1	Holiday (schools and offices closed in observance of Diwali)
November 4	Division Parent Conferences / Division Professional Development (no school for students)
November 5	Teacher Workday (no school for students)
November 11	Veterans Day Holiday (schools and offices closed)
November 27	Thanksgiving Break (schools and offices closed to the public)
November 28-29	Thanksgiving Break (schools and offices closed)
December 23-January 3	Winter Break for Students/Teachers - Holidays observed during winter break include Christmas, Hanukkah, Kwanzaa, and New Year's Day. (no school for students)
December 24-25, and January 1	Winter Break (schools and offices closed)
January 6	School Reopens
January 20	Martin Luther King Jr. Holiday (schools and offices closed)
January 21	Teacher Workday (no school for students)
January 22	Division Parent Conferences / Division Professional Development (no school for students)
February 17	Presidents Day Holiday (schools and offices closed)
March 28	Teacher Workday (no school for students)
March 31	Holiday (schools and offices closed in observance of Eid al-Fitr)
April 14-18	Spring Break for Students/Teachers - Holidays observed during spring break include Passover, Good Friday, and Easter. (no school for students)
April 17-18	Spring Break (schools and offices closed)
April 21	Teacher Workday (no school for students)
May 26	Memorial Day Holiday (schools and offices closed)
June 12	Last day of school
June 13	Teacher Workday (no school for students)

The school must seek to protect the rights of all young persons to an education commensurate with their abilities, interests, values, and goals. The school must provide safeguards for the health, safety, and rights of the individual student. In establishing an orderly school environment, the school has the right to expect reasonable and self-disciplined behavior from each student and that students will assume responsibility for learning and exhibit conduct that does not infringe upon the rights of another. The Prince William County School Board holds all students responsible for appropriate conduct as defined in the Prince William County

### **CODE OF BEHAVIOR.**

Students are responsible for:

- Conducting themselves appropriately in compliance with the **Code of Behavior**.
- Accepting responsibility for learning, developing adequate study habits, and completing class assignments and/or requirements
- Knowing promotion and graduation requirements as published each year for middle school and high school students in the "Course Catalog."
- Being prepared each day with necessary class materials and supplies.
- Attending school and all classes every school day. Absences, tardies and/or early dismissals must have documented approval from parent/guardian and/or school personnel.
- Reporting to school/class on time.
- Contributing to a climate of acceptance and mutual respect within each school so that the hopes and ambitions of all individuals may be realized.
- Maintaining an atmosphere in which learning and extracurricular activities can take place for the growth and pleasure of everyone involved.
- Complying with the dress code of the school.
- Using school supplies, materials, equipment, and property carefully and wisely.
- Complying with any rules or regulations of the local school, the County School Board, and the state and federal government.
- Knowing and adhering to the **Code of Behavior**.
- Reimbursing the School Board for any actual breakage or destruction of property, or failure to return property owned by or under the control of the School Board.
- Reporting weapons and substance abuse violations.

FOR A COMPLETE EXPLANATION OF POLICIES GOVERNING STUDENT CONDUCT, PARENTS AND STUDENTS ARE ADVISED TO CONSULT THE PRINCE WILLIAM COUNTY CODE OF BEHAVIOR.



## WHAT TO DO IF A STUDENT HAS BEEN ABSENT

Within **five days** of returning to school, the student must present a written note, stating the reason for the absence, signed, and dated by the parent/guardian with a daytime phone number. All notes should be submitted to the Attendance Office. Notes submitted after five days must be approved by an Administrator. Absences are classified as excused based on the following reasons:

- Personal illness of the student.
- Medical and dental examination and/or treatment of the student when such appointments cannot be scheduled other than during school hours.
- Student participation in school-sponsored activities taking place during school hours.
- With prior approval of the principal, seniors may be excused for college admission visitations or to apply for post graduation jobs.
- Death of immediate family member.
- Required court appearance.
- Observation of a religious holiday.
- Emergency conditions in the student's home that require special help from the student in caring for the sick or injured; however, regular use of this excuse or requests for absences for an extended period of time should be referred to the principal or to the Student Services Department for evaluation.
- When in the judgment of the parents the roads or walkways in their neighborhood are unsafe to use.
- Approved prearranged absences. The principal uses professional judgment in making a determination based on the reasons stated in the written request for the prearranged absence. Such factors as the educational value of the proposed experience and the impact of the absence on the student's academic progress will be given consideration in determining whether a prearranged absence is approved or disapproved.
- Reasons of extenuating circumstances to be judged by the principal/designee. Parents may appeal the principal's judgment along the organizational line of the school system. Final appeal would be addressed to the School Board only after having exhausted all appeals at the various administrative levels.
- A reasonable effort will be made to notify by telephone the parent(s) of any pupil who fails to report to school on a regularly scheduled day and for whom no prior notice has been received.

Absences will be classified as unexcused based on the following reasons:

- All-day truancy
- Class truancy
- Disapproved prearranged absence.
- Failure to produce an appropriate explanation for an absence.

### **Daily absences will result in the following:**

- 1<sup>st</sup> – Initial Conference (3-5 absences).
- 2<sup>nd</sup> – Interagency (5-7 absences).
- 3<sup>rd</sup> - Students with chronic attendance issues will be referred to the Truancy Officer.

**IF A STUDENT ARRIVES AFTER 7:25 am:**

School Tardies – Student arrives after 7:25 am

- Students reports to the Main Office for pass.
- Pass provided to enter classroom.

Class Tardies – If student arrives to class after tardy bell rings to being class period.

- Teachers change the student attendance from absent to tardy in the HUB before the end of the class period.

A student has five days to submit a written explanation for an excused tardy. A student is considered unexcused unless a signed excuse is brought from the parent/guardian within five days and presented to the Attendance Office for verification. Corrections are then made to students' attendance.

Types of excused tardies are:

- Emergency situations arising from unusual weather conditions.
- All tardies from late buses.
- Attendance to a valid medical appointment.

**STUDENTS WHO FAIL TO BE ACROSS THE DOOR THRESHHOLD WHEN THE BELL SOUNDS ARE CONSIDERED TARDY.**

**Tardy Consequences:**

- 1st/2nd offense – Warning – Teacher will call home on the second offense.
- 3rd/4th offense –Student Assigned Lunch Detention (Students who are a No-Show for Lunch Detention will automatically be assigned to Extended Day without a valid excuse.)
- 5th/6th offense – Student assigned to Extended Day (Students who are a No-Show for Extended Day will automatically be placed on Eagle No Soar List for the remainder of the school
- 7th/8th offense – Student assigned Extended Day and name added to the Eagle No Soar List. (Students who are placed on the Eagle No Soar List for obtaining their 7th tardy will remain on the list for the remainder of the quarter.)
- 9th offense and Above (in any one class) –Student assigned to Extended Day and meet with alpha administrator

**Lunch Detention**

- All students that are assigned lunch detention will attend all regularly scheduled classes for that day. For their scheduled lunch assignment, they will report to an assigned lunch detention room to eat.

**Extended Day is as follows:**

- Tuesdays and Wednesdays from 2:15 pm to 4:15 pm. Transportation will be provided if your student lives within the Freedom High School zone. (Students who arrive to Extended Day more than 10 minutes late will be considered absent.)

**Academic Intervention Services (AIS):**

- Students who are assigned to AIS will not attend any of their regularly scheduled classes for that day. Instead, they will spend the entire school day in the designated AIS room and will receive instructional support from teachers for all the core subjects.

**Eagle No-Soar List:**

- Students that are on the Eagle No Soar List will not be able to obtain a pass out of class, except in the event of an emergency. (Students who are placed on the Eagle No Soar List due to being a No-Show for Extended Day will remain on the list for the remainder of the school year or until their Extended Day has been served.)

**Cutting class** is looked upon as an unexcused absence and will be treated as such. Students need to be cognizant that cutting class can put their grade in jeopardy. NO extracurricular activities can be attended the day of the extended day.

- 1<sup>st</sup> Cut – Warning, parent contacted.
- 2<sup>nd</sup> Cut – Extended day, parent contacted.
- 3<sup>rd</sup> Cut – Extended day, parent contacted.
- 4<sup>th</sup> Cut – AIS or principal's conference with parent and student.

Class cuts are cumulative for the year and will not be reset.

**IF A STUDENT NEEDS TO LEAVE SCHOOL EARLY:**

The student leaves the request for early dismissal with the Attendance Office before the start of First/Second Period. The request must include the reason for leaving, time of requested dismissal, and parent/guardian's signature and telephone number for verification. An early dismissal will be written for the student only after verbal verification by parent or the person designated as the emergency contact has been received. The student must show the early dismissal pass to all teachers whose classes are missed.

A student who leaves school without checking out in the Main Office will receive an unexcused absence for each class missed and will be subject to disciplinary action.

**IF IT IS NECESSARY FOR A STUDENT TO BE ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD OF TIME:**

The student must complete the **Freedom High School-Pre-Arranged Absence Form** and submit to his/her Administrator's Office at least one week prior to the absence. The request must include the reason for absence, dates of absence, and parent/guardian's signature and telephone number for verification.

**Once verified**, the student must present the approved request to all of his/her teachers for their signature.

**IF A STUDENT BECOMES ILL:**

The student must get a pass from the teacher and report to the clinic. Parents will be contacted if the student needs to go home. If the clinic is closed, the students must report to the Alpha Administrator assistant so that a parent may be contacted. A student who leaves school without permission is subject to disciplinary action.

**IF A STUDENT IS UNABLE TO PARTICIPATE IN PHYSICAL EDUCATION:**

All students are expected to dress out and participate unless they have made arrangements with their teacher. Exceptions may be made if a student brings a note signed by parent/guardian stating the reason and gives it to the physical education teacher. For prolonged illness or injury, a doctor's note is required.

Failure to dress out will result in a verbal warning by the teacher on the first unexcused non-dress. Each succeeding unexcused non-dress will result in the student's receiving a reduced grade, parental notification. Continuous unexcused non-dresses in any marking period may result in **failure** for that activity unit.

**IF YOU WANT TO REQUEST HOMEWORK DURING AN ABSENCE:**

Homework may be requested when a student is absent for **three or more consecutive days**. The student's counselor should be contacted by 9:00 a.m. to receive work after 2:00 p.m. the following day. Work will be available for pick up in the Main Office until 4:00 p.m. or on Canvas each day. If access to the student's locker is required, please provide the locker number, combination, and location (hallway).

**IF YOU NEED TO MAKE UP WORK:**

A student who has an excused absence from school will be responsible for contacting the teachers within five days after returning to school to make arrangements to complete missed work.

**IF YOUR ADDRESS AND/OR PHONE NUMBER CHANGES:**

It is important that records are kept up to date in case of an emergency. Parents are expected to update an address, telephone number, work telephone number, or any emergency information changes during the school year. We encourage parents to contact the Counseling Office in order to update their information.

## GENERAL INFORMATION

### DRESS AND APPEARANCE (STUDENT ATTIRE)

Students shall be appropriately dressed for school to meet basic standards of health, hygiene, safety, and decency. Students who come to school without meeting these standards or whose appearance is deemed disruptive to the normal school operation will be removed from class, required to remove offensive item(s), change into something appropriate or be excluded from school. Extreme or repeated violations will result in more serious corrective measures including suspension.

#### **The following items are examples of improper dress. They include, but are not limited to:**

- Bandannas, visors (goggles), ski mask, sunglasses, gaiters, or any other type of head covering that obscures the students face or identity worn by students (male or female) in the building. Head coverings are allowed only if related to one's religious beliefs or practices.
- Clothing/accessories with profane language, suggestive or offensive signs, slogans, or graphics. Offensive graphics or anything that disrupts the instructional environment. Graphics promoting drug, alcohol, or tobacco use, depicting violence, death and dying, weapons, or any other graphics determined to be offensive are improper.
- Clothing, which is too revealing, allows undergarments to be visible, is excessively tight, "see-through," exposes bare midriff, low necklines, or exposes shoulders are not allowed.
- Clothing that hangs below the waist so as to reveal undergarments - long trench coats or bulky, oversized coats are not permitted within a school building.
- Shoes must be worn at all times.
- Jewelry or other items which could be regarded or used as a weapon (i.e., studded belts and necklaces, dog choke chains, wallet chains, pointed rings, etc.)
- Clothing and accessories that represent gang, cult, or occult membership/activity and/or promote violence.

Judgements concerning dress code will be at the discretion of school administration.

### MEDICATIONS

School personnel cannot administer any medication until a form signed by the parent is on file in the clinic. This form can be obtained from the physician or the clinic. All medication, prescription and over the counter, must be brought to the school in the original container and kept in the clinic. School personnel will not be responsible for locating and/or reminding students when medication must be taken. Any medication left in the clinic at the close of the school year will be discarded on the last day of school. **Under no circumstances will students be permitted to carry medication without the direct written agreement of an administrator or the School Nurse. Whenever possible, medication should be taken at home.**

### CARE OF SCHOOL PROPERTY

A student is required to take appropriate care of and not damage or deface school property, such as, but not limited to, lockers, books, furniture, tools, computers, cabinets, etc. A student who loses or damages school property or equipment will be required to pay to correct or replace lost or damaged item(s).

Verified acts of vandalism will result in school and/or court action, as well as a request for restitution. The law allows schools to collect up to \$2,500 from the parent/guardian to pay for damages.

### TEXTBOOKS

Classroom teachers will issue the necessary textbooks to the student. The student is responsible for the proper care and return of issued materials. Fees for lost or damaged materials will be charged.

### FIRE DRILLS

The building must be evacuated when the fire alarm sounds. Students must exit quickly and quietly through the door designated by the teacher. All cellphones **must** be out of sight. Once outside, students must move away from the building, meet, and **remain** with their teacher.

Pulling a false alarm will result in severe school disciplinary action and prosecution by the Fire Marshal.

## **EATING IN SCHOOL**

Freedom has two cafeterias where a student may purchase and eat lunch or eat lunch prepared at home. Outside food and beverages such as Tropical Smoothie, Starbucks, etc. should not be carried in school. **Absolutely No Deliveries of food will be allowed. Any food that is found to be delivered will be confiscated by administration and held in the main office.**

If purchasing food, a student is to stand in a single line, have money out, and know what to order so all students will have ample time to eat during their lunch periods. Cutting in line is not permitted.

Students must be respectful of other students and strive to keep their conversations at a reasonable and acceptable level. Students must sit at tables and are not permitted to sit on the floor.

When a student has finished eating, trash and trays are to be removed from the table. The trash and trays are to be placed in the designated containers in the cafeteria tray-return line adjacent to Independence Avenue.

A student is not to leave the cafeteria area prior to the bell. **All Students Must be Seated.**

Breakfast is served in the Commons from 6:50 to 7:20. **In the event of a late bus or double runs students will be allowed to eat in class.**

Students who violate the above procedures are subject to disciplinary action.

Students shall help to maintain a clean and healthful school environment by properly disposing of trash while in the cafeteria, classrooms, courtyard, hallways, and elsewhere in the school and on school grounds, buses, bus stops, and at school-related activities.

## **E-HALL PASSES**

Any student in the hall must have an official e-hall pass completed by a teacher, administrator, or guidance counselor. This applies to student aides, yearbook, and newspaper staff, as well as any other student who is in the halls. Students are not issued e-hall passes during the first and last 15 minutes of class.

## **BUS TRANSPORTATION**

Daily bus service is provided for all students living in excess of one mile from school. Riding the bus is a privilege that may be revoked if the student does not obey rules of conduct and instructions of bus driver. Students must ride their assigned bus. Courtesy bus passes (to allow student to ride a bus other than their regular bus) are granted by a school security upon written request from the parent for emergency situations only. Students and parents should refer to the Code of Behavior for additional information.

## **DRIVING TO SCHOOL**

Students who wish to drive must register their car with the school's Safety and Security Office and purchase a school parking permit by the second week of September. The parking permit will cost \$100.00. Checks are not accepted to purchase parking decals. Cash or Money Orders made out to Freedom HS are accepted. While on school property, the permit must be displayed in the windshield of the vehicle, and **students must abide by the rules noted on the registration form.** Any vehicle without a permit will be towed at the owner's expense, and the student will be referred to the alpha Administrator for disciplinary action. A student driver is responsible for the proper operation of his/her vehicle. A student who drives to school and who is chronically tardy, excused, or unexcused, as well as a student who violates other attendance procedures, will have driving privileges revoked. **A personal transportation problem (flat tire, missed ride, etc.) IS NOT a valid reason to issue an excused tardy/absence.**

**WARNING:** Taking students off school grounds without parental permission is against the law in the Commonwealth of Virginia. Student drivers who violate this law by taking other students (who have not officially checked out) off school grounds, face possible referral to Prince William County Police in addition to loss of parking and driving privileges and school disciplinary action.

## **RESTRICTED AREAS**

During the school day, the parking lots, student vehicles and the wooded areas around the school are off-limits. Students must get permission from an administrator before entering these areas.

## **TELEPHONES**

A student will be allowed to use the office telephones with a pass from their teacher.

## **LOCKERS**

Lockers will be issued by first period teachers by request upon receipt of completed Back to School Packet. Each student in the 9<sup>th</sup> grade who request a locker will have his/her own personal locker. A student should **not** share lockers or give his/her combination to anyone. Locker problems/questions should be reported to the Satellite office.

## **SEARCH AND SEIZURE**

Students will be held responsible for items which they have at school or at school-related activities. Student desks and lockers are the property of the school, and school officials reserve the right to search them. Lockers or desks may be searched to repossess school property or to locate materials that are not permitted in school. Students, their belongings, and items under their control (including cars) may be searched under certain circumstances as described in Regulation 737-1. The school system reserves the right to use trained dogs in searches. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials will be notified. If a student refuses to be searched when the administration has reasonable suspicion that the student possesses or has in his or her control prohibited items as defined in the regulation, parents and/or authorities will be contacted, and the student may be subject to disciplinary action.

## **SCHOOL STORE**

Electronic on the school website - <https://freedomeaglespwcs.com/2023/02/14/freedom-high-school-sideline-store/>

## **LOST AND FOUND**

The Lost and Found Department is located in the Safety and Security Office in the Main Office. Check with the Security Office before school, after school, or during lunch.

## PERSONAL PROPERTY

### Acceptable Use of Personally Owned Wireless Communication Devices

In recognition of the growing importance and utility of wireless communication devices (smart phones, tablets, E-readers, etc.) the use of these personally-owned devices by students will be permitted within PWCS schools and classrooms, provided such use complies with rules established below, in the Code of Behavior, and by Principals and teachers in the school-based implementation of this regulation. Please note that we are not referring to electronic game devices.

Principals will establish and communicate specific rules governing use of personally owned wireless communication devices in each school, to include but not limited to times and locations of acceptable use. As deemed appropriate, Principals may delegate to classroom teachers the authority to establish special rules or prohibitions of use during specific class situations.

### All school and classroom rules will incorporate the following guidelines:

- Possession of communication devices by students on PWCS grounds is a privilege, not a right, and any student who brings a communication device on PWCS property consents to these rules and to the School Division's right to confiscate and/or search such devices as provided in these rules.
- All devices must be set to silent or vibrate mode, with audible signals disabled during all in-school use.
- Speaker settings must be turned off. Audio content must be delivered by means of earphones or handsets to prevent any disruption of school activities.
- Specific safeguards are required to ensure the integrity of academic testing. For each specific testing situation, Principals and/or classroom teachers will establish and affirmatively state specific rules governing the use of devices in these instances. For example, the use of a calculator application may be permissible for certain math or science tests, while all communication applications must be disabled; a teacher may determine that all devices must be turned off; or Principals and/or Division Officials may prohibit the use of devices in all areas of a school during major standardized or periodic exams.
- Violation of any specific device-use restrictions observed during testing may be deemed as cheating and punishable as such. Any use of electronic communication devices for the transmission or receipt of testing questions, answers or other protected content will likewise be treated as cheating.
- Wireless communication devices may be used on school buses provided that the device does not distract the driver, compromise safety, or violate other school bus rules and regulations. Violators are subject to confiscation of the communication device and/or other corrective action.
- Searches of communication devices may be conducted if the administrator has a reasonable suspicion that it is being used for conduct that is criminal or a violation of the "Code of Behavior."
- PWCS does not assume responsibility for the security of communication and/or electronic devices that are brought onto PWCS property.
- While on school property, at any school-related activities or while traveling to and from school or any school-related activities, students shall neither take nor display video graphic or still images of a person who is undressed or partially undressed. Violators may be subject to disciplinary action up to and including expulsion. Under Virginia Code, § 18.2- 386.1, this crime is a misdemeanor if the victim is an adult, but a felony if the victim is under 18.
- Use of wireless devices while on school property, at any school-related activities or while traveling to and from school or any school-related activities is subject to all terms of the "Code of Behavior."
- The School Division cannot monitor nor be held liable for communications or actions originated on personally owned devices used on PWCS property.

### Areas of Responsibility

Students granted access to the PWCS Guest network infrastructure must comply with, and are responsible for monitoring, enforcing, and reporting infractions of the PWCS Acceptable Use Policy.

Central Office Managers (i.e., department supervisor or director) and Principals and other school-based administrators shall be responsible for ensuring that this Acceptable Use Policy and Regulations 923-1, Commercial Advertising, and 295-2, Web Site Development and Implementation, are followed.

Administrators shall also monitor teacher use and supervise correct integration of technology into instruction.

Web Managers within schools and central office departments shall also be responsible for ensuring that this Acceptable Use Policy and Regulations 923-1, Commercial Advertising, and 295-2, Web Site Development and Implementation, are followed.

Teachers shall be responsible for guiding and monitoring student use of PWCS computer systems and network services and for providing Internet safety instruction to students.

Students shall be responsible for adhering to the PWCS Acceptable Use and Internet Safety Policy and regulation and using PWCS computer systems and network services for assignments directly related to the curriculum.

Parents shall be responsible for ensuring that their children adhere to the PWCS Acceptable Use Policy and regulation and use PWCS computer systems and network services for curriculum related assignments.

## **NETWORK SECURITY**

### **Technology Protection Measures:**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act [Pub. L. No. 106554 and 47 USC 254(h)], blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, and the approval of the Director of Information Technology Services or designee, technology protection measures may be disabled or, in the case of minors, minimized for a bona fide research or other lawful purposes. Prince William County Public Schools Information Technology Services has implemented and maintains industry leading technologies to secure and provide safe Internet access to students and staff. Internet filtering complements Prince William County Public Schools’ overall security strategy by use of a holistic approach in protecting students, employees, and network assets. PWCS filters and monitors Internet activity through technology protective measures used to block or filter Internet or other forms of electronic communications. Filtering shall be applied to all materials deemed inappropriate, in accordance with applicable laws. Subject to staff supervision, technology protection measures may be bypassed, or in the case of minors, minimized, for bona fide research or other lawful purposes. Authority for bypassing or modifying any technology protection measure must be obtained from the Director of Information Technology Services or his/her designated representative. It shall be the responsibility of all Prince William County Public Schools staff to supervise and monitor usage of the computer network and access to the Internet in accordance with applicable federal and state laws, guidelines, and regulations of the Virginia Department of Education, and School Board policies and regulations.

Students of PWCS acknowledge their understanding of the Acceptable Use and Internet Safety Policy as a condition of receiving access to the computer system and network services.

**Electronic Device Misuse (Cellphones)** – The following guidelines create a safe and age-appropriate environment for students by establishing guidelines for cell phones and other personal wireless communication devices (including but not limited to watches, ear buds, and other wearable technology). Students must follow these guidelines while on school property, including school buses, or at school-sponsored events regardless of location. Exceptions to these guidelines may be granted as disability accommodations through Section 504 plans or IEPs when necessary to ensure student access to school and school-sponsored activities. Exceptions may also be granted as part of a student’s health, safety, or other support plan.

### **Guidelines**

#### **K-8 Grade Students**

- All functions within personal wireless communication devices must be silenced and stored away during the school day.
- Dual-purpose watches may be worn at school, but wireless/cellular features must be turned off during the school day (e.g., must be placed in airplane mode).
- Cell phones and wireless communication devices may be used on school buses provided the device does not distract the driver, compromise safety, or violate the Prohibited Content and Use for All Students provisions detailed below.

#### **9-12 Grade Students**

- Personal wireless communication devices, including earbuds, must be silenced, and stored away during all instructional periods.
- Dual-purpose watches are allowed, but wireless/cellular features must be turned off during instructional times (e.g., must be in airplane mode).



- Personal wireless communication devices and one earbud are permitted during lunchtimes and during hallway passing times but are prohibited in all locker rooms and restrooms.
- Cell phones and wireless communication devices may be used on school buses provided the device does not distract the driver, compromise safety, or violate the Prohibited Content and Use for All Students provisions detailed below.

### **Prohibited Content and Use for All Students**

Students are not allowed to create, access, or share content that is incompatible with a K-12 educational environment while on school property, including school buses, or at school-sponsored events regardless of location. Examples include, but are not limited to:

- Content that is obscene, contains profanity, or that involves or threatens illegal acts.
- Content that bullies, harasses, threatens, or degrades others is strictly prohibited including the use of artificial intelligence to impersonate others.
- Videotaping misconduct is strictly prohibited and may result in disciplinary actions.
- Use of cell phones and wireless communication devices in restrooms or locker rooms is strictly prohibited. Photographing or videotaping other students in a state of undress in these or other areas of the school will result in discipline and may result in a referral to law enforcement.
- Use of cell phones and wireless communication devices to cheat or in ways that violate the school division's acceptable use policy.

### **Safety and Privacy**

**Emergency:** Students will be permitted to use a phone in the main office to contact a parent/guardian during the school day should the need arise. If a personal wireless communication device is needed to contact a parent/guardian as part of a reunification following an emergency, staff will provide direction when approved to do so.

**Privacy and Respect:** Respecting the privacy of others is emphasized; taking photos or videos of classmates, peers, and staff is strictly prohibited on school property, including school buses, or while involved in school-related activities without prior approval of an administrator or staff member.

### **Expectations**

- Students must comply with staff directives and the provisions of this policy to avoid disruption of the educational environment, or they may be subject to disciplinary actions.
- Parents/guardians should not contact their student on their personal wireless communication devices during the school day. Parents/guardians should contact the office with urgent messages for students and the office will facilitate communication.
- Students and families/guardians will receive the cell phone and wireless communication devices guidelines at the beginning of the school year and must read the notice. A student and/or parent's failure to read the guidelines does not exempt a student from the responsibility to follow these guidelines.
- The student is responsible for adhering to these guidelines and always securing their belongings. Classes and/or instruction will not be stopped to resolve or search for a lost personal wireless communication device.

### **Bring Your Own Device (BYOD)**

Students at Freedom High School are allowed to utilize electronic devices before school, after school, during lunch and during class passing times only. **All electronic devices MUST be turned off and placed out of sight during class time unless directed to be used by individual teachers for classroom instruction.** These electronic devices include but are not limited to cell phones, iPods, iPads, MP3 players, electronic readers, game players, etc. Students who use electronic devices in a classroom without teacher permission will have their devices confiscated and the student's parent or guardian will have to retrieve the device from the school Security Office. The taking of photos or audio/video taping on school grounds is strictly prohibited as is posting of such media to outside social media outlets like Facebook, Twitter, etc. Students are expected to always adhere to the PWCS Acceptable Use Policy for Technology. Violation of the Bring Your Own Device (BYOD) policy can result in further disciplinary action.

Be advised that as a student you will be logged into the Freedom High School guest network, inappropriate webpages will be blocked by the IT Department, you are not allowed to charge your personal device during the school day, devices must be turned off in the classroom setting, you cannot print from your personal device, and Freedom High School is not responsible for the loss or theft of the personal item.

**Expensive Items** – Student should not bring expensive items (such as jewelry) or large sums of money to school. Items of value (such as purses) should not be left in hall lockers. Student personal property is the responsibility of the student.

**School staff are not responsible for lost or stolen items.** Thefts should be promptly reported to the Safety and Security Specialist in the Main Office. Freedom High School's coaches and staff are not responsible for lost or stolen items.

The Code of Behavior is clear on the issue of Communication Devices. Possession of communication devices by students on school grounds is a privilege, not a right, and any student who brings a communication device on school property consents to these rules and to the School Division's right to confiscate and/or search such devices as provided in these rules. Students may possess wireless communication devices (cell phones, etc.) on school grounds provided that these devices are not visible and are not activated during class time. The power on these devices must be turned off prior to entering the classroom. Leaving the device on "vibrate," "silence," or "ringer off" is not acceptable. For safety reasons, students may utilize these devices after school hours provided the use of the device does not distract from or disrupt activities. Wireless communication devices may be used on school buses provided that the device does not distract the driver, compromise safety, or violate other school bus rules and regulations. Violators are subject to confiscation of the communication device and or other corrective action as listed on page 18. Searches of communication devices may be conducted if the administrator has a reasonable suspicion that it is being used for conduct that is criminal or a violation of the "Code of Behavior." School Division staff does not assume responsibility for the security of communication and/or electronic devices that are brought onto school property. While on school property, at any school-related activities or while traveling to and from school or any school-related activities, students shall not take video graphic or still images of a person who is undressed or partially undressed. Violators may be subject to disciplinary action up to and including expulsion. Under Virginia Code, Section 18.2-386.1, this crime is a misdemeanor if the victim is an adult, but a felony if the victim is under 18.

**Freedom High School staff will confiscate all visible devices in the classroom. Confiscated property must be claimed by parents/guardians from 2:30 pm to 3:30 pm Monday through Friday. The parent or guardian may pick up the item at the Security Office.**

## SECURITY

### VISITORS

All visitors must report to the Main Office first with a photo ID to receive a visitor's pass.

Parents are **always** welcome at Freedom High School. We ask that an appointment be made to see a teacher or to visit a classroom so that the administration can ensure that a visitor would not be interrupting a specific, planned activity. Classroom visits require a 48-hour advance notice request. The form for this request can be requested at the main office and returned to the administrator.

Students from other schools will not be issued a visitor's pass. Extenuating circumstances may be presented to an administrator for review.

### STAYING AFTER SCHOOL

Students are not permitted to stay after school unless they are involved in a supervised activity. When staying after, students must report to the activity/supervisor by 2:15 and remain there until they are dismissed. Upon dismissal, they are to immediately vacate school property or wait in the front lobby for their transportation.

Students who are riding the afternoon activity bus must have a valid pass from a teacher, coach, or sponsor. Activity buses will run on Tuesdays and Wednesdays during the school year. Students must understand that this service is a privilege not a right. Any student who violates after school regulations is subject to consequences depending on the severity of the offense.

### DISTRIBUTION OF MATERIALS

Distribution by Freedom Senior High School students of newspapers, leaflets, flyers, magazines, or other non-school materials upon school grounds must have written administrative approval at least five days prior to the expected distribution date. Distribution of such materials by individuals other than Freedom students requires the permission of the Superintendent of Prince William County Schools.

Students, staff, and parents share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors which may be harmful to the school environment should be reported.

**Disciplinary action, up to and including expulsion, may be taken against any student who knows of a weapon and fails to report it.** Following are some suggestions for reporting such information:

- Contact the school principal or other administrator immediately.
- **Dial the PWCS Tip line at 1-844-572-9669** (Note: This is a recorded message system and should not be used in cases of emergency or when an immediate response may be required.
- **Contact Prince William County Police in an emergency**

#### Security Staff

Samuel Newman	Security Supervisor	newmanse@pwcs.edu
Officer Armstrong	School Resource Officer (SRO)	armstrm@pwcs.edu
Vernon Lee	Security Assistant	leevs@pwcs.edu
Markette Plummer	Security Assistant	plummemm@pwcs.edu
Carlos Clavel Rejas	Security Assistant	clavelcm@pwcs.edu
Pedro Chirino	Security Assistant	chirinps@pwcs.edu

## STUDENT ACTIVITIES

To participate in any extra-curricular activity, a student must attend school for ALL scheduled periods during the day of the activity and/or meeting. The School Principal or Director of Student Activities must approve exemptions.

### ELIGIBILITY

A student participating in athletics, cheerleading, marching band, or drill team must enroll in five subjects each semester and meet eligibility requirements. Credits earned, as a teacher's aide, do not count toward eligibility. The administration has the authority to prohibit any student's participation in any activity on the basis of poor citizenship or good standing.

Student athletes must have a VHSL Physical on file completed after May 1 of each year; a student Emergency Form and have completed Concussion Training (freshmen and first-time students to PWC schools; Online recertification for all others). The physical examination will allow a student to participate during all three seasons of the current school year. The examination forms are available in the front office. All athletes are required to participate in the concussion testing program and attend a required meeting with their parent in order to be eligible.

### FUNDRAISING ACTIVITIES

Most of the clubs, activities, and classes have fundraising activities during the school year. These must be approved in advance, and all funds raised are dispersed according to the financial guidelines established by the school division. Students may not sell fundraising items in school unless they are for a school-related activity.

### ACTIVITIES/SPORTS THAT MAY BE AVAILABLE AT FREEDOM HIGH SCHOOL

Air Force ROTC	FCA – Fellowship of Christian	Orchestra
Animé Club	FCCLA	Outdoor Track
Art Club	Field Hockey	Photography
Band	Football	Robotics
Baseball	Forensics	SCA
Basketball – Boys & Girls	Freedom of Expression	Scholastic Bowl
Bee Club	Freedom of Mind Poetry Slam	Senior Class
Book Club	French Club	Senior to Senior
Bowling Club	Freshman Class	Soccer – Boys & Girls
CENS Society	Golf	Softball
Cheerleading	International Club	Sophomore Class
Chess Club	Indoor Track	Spanish Club
Color Guard	Junior Class	Spanish Honor Society
Concert Band	Key Club	STEAM
Concert Choir	Lacrosse – Boys & Girls	Step Team
Creative Writing	Marching Band	Swim
Cross Country	Math Club	Tennis – Boys & Girls
Culinary Arts	Men's Choir	Track and Field
Dance	Model United Nations	TSA
Debate	Muslim Student Association	Volleyball
DECA	National Honor Society	Wrestling
Drama Club	Newspaper "The Talon"	Yearbook
Ecology Club	Oceanography Club	
FBLA	Omega U	

### **VACATING SCHOOL PROPERTY AFTER AN ACTIVITY**

- A student participating in or attending an after school/evening activity must make transportation arrangements to leave school grounds within twenty minutes after the activity ends. Arrangements for pick-up should be made before attending the activity as opposed to calling parents after the activity is over.

### **ASSEMBLY, ACTIVITY BEHAVIOR/CONDUCT**

- Good citizenship and mature behavior are expected at all assemblies and activities even though it is realized that many after-school activities do include a competitive atmosphere. A student must abide by good sportsmanship at all times.

### **CODE FOR INTERSCHOLASTIC ATHLETICS**

Freedom High School adheres to the Virginia High School League expectations of spectator conduct.

The spectator should:

- Realize that he/she represents the school just as definitely as does the member of a team and, therefore, has an obligation to be a true sportsman, encouraging through his/her behavior the practice of good sportsmanship by others.
- Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play.
- Recognize that since the primary purpose of interschool athletics is to promote the physical, mental, moral, social, and emotional well-being of the players through the medium of contests, victory or defeat is in reality of secondary importance.
- Treat visiting teams and officials as guests, extending to them every courtesy.
- Be modest in victory and gracious in defeat.
- Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

### **VIOLATIONS OF SCHOOL, SPORT, CLUB AND ACTIVITY RULES**

In addition to the rules and regulations of the Code of Behavior, students are expected to comply with rules established by their schools and with the rules of the sports, clubs, and activities in which they participate. Violators are subject to corrective action as described in the Code of Behavior or as stated in the school's handbook or at the discretion of the Director of Student Activities. Whether suspended from school or not, students may be suspended from participation in sports, clubs, or other school-sponsored activities for violations of the rules of the team or activity, even if the violation occurs off school grounds and outside the school day. This includes, but is not limited to, violations of team training rules related to the use of tobacco, alcohol, and other drugs.

## MEDIA CENTER / LIBRARY

### LIBRARY STAFF & CONTACT INFORMATION:

Ms. Susan Batlouni - Librarian, [batloux@pwcs.edu](mailto:batloux@pwcs.edu) (571) 589-3364  
Mrs. Sharon Bussey - Librarian, [busseysd@pwcs.edu](mailto:busseysd@pwcs.edu) (571) 589-3365  
Ms. Stacy Booker Ward - Library Assistant, [wardsm@pwcs.edu](mailto:wardsm@pwcs.edu) (571) 589-3367

### HOURS:

Monday, Thursday, Friday 7:10 - 3:00

Tuesday, Wednesday 7:10 – 3:30

### VISITING THE LIBRARY:

- Students visiting the library during and after school must sign in at the circulation desk.
- During the school day, each student must have a pass signed by a classroom teacher or administrator to visit the library. The purpose for visiting the library must be included on the pass.
- Students may visit the library during their lunch period as desired.
- Students entering the library after 2:20 must have a valid hall pass signed by a teacher or administrator. Students leaving the library after 2:20 without prior library permission are not granted reentry without a pass.

### CHECK-OUT:

- Students will enter their Student ID number on the circulation desk keypad to check out media center materials.
- A total of two items may be checked out for a two-week period, with one renewal permitted as needed.
- Magazine back issues may be checked out for one week. The current (newest issue) magazine cannot be checked out.
- Students with overdue materials belonging to Freedom may not borrow additional materials until the issue is resolved. Failure to return materials and pay fines may result in loss of student participation in school activities and privileges. Students may still use library eBooks and school databases in addition to resources available inside the library.

### LIBRARY RESOURCES:

- A laptop cart with 40 computers is available for students use during library visits. Classes visiting the library have priority over computer usage.
- For each visit to the library, the first three black and white printed pages are free. After that it is 10 cents a page to print.
- Students use their Microsoft 365 PWC logins to access electronic books. The library can assist you with 365 logins as needed.
- School databases and eBooks are available for school and home use. Students need passwords to use the databases away from school. **Passwords are available on bookmarks at the circulation desk.**

### FREEDOM DATABASES:

Access Freedom database through Freedom High School Library, Student Resources webpage:

[http://freedomhs.schools.pwcs.edu/our\\_school/library\\_media\\_center/student\\_resources/](http://freedomhs.schools.pwcs.edu/our_school/library_media_center/student_resources/)

World Book Online	<a href="http://www.worldbookonline.com">http://www.worldbookonline.com</a>
Discovery Education	<a href="http://pwcs.discoveryeducation.com">http://pwcs.discoveryeducation.com</a>

### LIBRARY ETIQUETTE:

Students using the library must be respectful of other students' rights to work in a quiet and orderly environment. Failure to respect library rules will result in dismissal from the media center and possible disciplinary action.

Individuals visiting the library are not to interrupt a class by communicating with students who are involved in a class working in the library.

### ELECTRONICS:

- All Prince William County Acceptable use and Internet Safety Policies are enforced in the school library.
- All devices must be set to silent or vibrate mode, with audible signals disabled.
- Students may use headphones or earbuds in the library.
- Teachers will instruct students about limitations of acceptable use of electronics during classroom visits to the library.
- Students may not take pictures in the library without receiving limited prior permission from library staff.

**NO FOOD OR DRINK OTHER THAN WATER IS PERMITTED IN THE LIBRARY**

## COUNSELING STAFF

The members of the counseling staff at Freedom Senior High School provide services which are designed to address three major areas of student development: academic, personal/social, and career. These services include assistance with the following: registration, scheduling, planning, interpretation of test scores, information regarding occupations and careers, personal counseling, graduation preparation, financial aid information, college applications, and any other questions or concerns a student may present.

**Director of School Counseling**    **Corey Eaton**                      **Email [Eatoncj@pwcs.edu](mailto:Eatoncj@pwcs.edu)**

Counselors	Last Name Assignment	E-mail
Mr. Jones	A-Barn	jonesrm@pwcs.edu
Mrs. Crewes	Barq-Corp	crewesmh@pwcs.edu
Ms. Lynch	Cort - Giles	lynchjv@pwcs.edu
Mrs. Dykes	Gill-Joy	dykestm@pwcs.edu
Mrs. Arriaza	Jua-Moff	arriazcb@pwcs.edu
Mrs. Bembry	Moh-Prop	bembryem@pwcs.edu
Mrs. Chambers	Qaz-Sank	chambeam@pwcs.edu
Ms. Riley	Sant-Vilc	rileydj@pwcs.edu
Mrs. Dunlap	Vil-Z	dunlapa@pwcs.edu
Mrs. Jenkins	College/Career Readiness	jenkinac@pwcs.edu

### Counseling Support Staff – Counseling Office Phone Number – 571-589-3371

Mrs. Bowles	Registrar	bowlessm@pwcs.edu
Ms. Campbell	Counseling Admin Assistant	campbej@pwcs.edu
Ms. LaFluer	Counseling Admin Assistant	laflaur@pwcs.edu

### APPOINTMENTS WITH COUNSELORS

A student may come to the counseling office to make an appointment with his/her school counselor. Students may make these appointments before and after school and during lunch. Appointment requests are made at the kiosks in the Counseling department, or any computer or mobile device through the Freedom website. After an appointment request is submitted, the counselor will send for the student as soon as possible. **Students should not be sent to the school counseling office without an appointment unless it is an emergency.** Before and after school, a student may see his/her school counselor without an appointment. In an emergency situation, a student may come to the school counseling office at any time.

NOTE: All college, NCAA, and scholarship applications must be logged in with the counseling secretary on a “Freedom High School Transcript Request Form” to assure complete reporting of academic information to the colleges. Please allow 10 working days for the application to be processed. (According to County Regulation 790-2, the first three transcripts issued by the school of record are free. Additional transcripts are \$5.00 per copy.)

### SCHEDULE CHANGE POLICY

Efforts are made during spring scheduling to ensure that all students are properly scheduled for the upcoming school year. Students are given a timeframe between the months of February to May to request schedule changes.

Requests made for schedule changes will be made for the following reasons:

- Course missing from schedule.
- Student scheduled for an incorrect course.
- Revisions as a result of an Individualized Education Plan (IEP)
- No electives will be changed once the school year begins.

If a student has a schedule change, the grades from the previous class will be averaged in with the grades from the new class in proportion to the amount of time spent in each class. The student is, however, responsible for the material that was already presented in the new class.

Any full year class dropped after the first grading period will be recorded on the student's record as withdrawn/passing (WP) or withdrawn/failing (WF). The student will not receive credit for the class. Any full year class dropped after the first semester will be recorded as a failure (F) for the year.

Any semester class dropped before the first grading period ends will be recorded on the student's report card as withdrawn/passing (WP) or withdrawn/failing (WF). The student will not receive credit for this class. Any semester class dropped after the first grading period will be recorded as a failure (F) for the semester.

### **FINAL EXAM DATES**

Seniors will be administered their Final Exams at a **date and time to be determined**.  
Underclassmen Final Exams will be administered at a **date and time to be determined**.

### **GRADE PLACEMENT**

The requirements for membership in grades 9 - 12 are as follows:

- 9th grade - successful completion of grade eight
- 10th grade - 5 units of credit, 3 units must be required courses.
- 11th grade - 11 units of credit, 6 units must be required courses.
- 12th grade - 16 units of credit, 9 units must be required courses.

### **GRADING POLICY**

A numerical grading system from 0-100 will be used for the averaging of grades within a nine-week marking period. A student must complete 65% of the work within a grading period in order to receive credit for the grading period.

A	Excellent	90-100	4.0
B+	Very Good	87-89	3.4
B	Good	80-86	3.0
C+	High Average	77-79	2.4
C	Average	70-76	2.0
D+	Fair	67-69	1.4
D	Below Average	60-66	1.0
F	Failure	59 and below	0

### **INCOMPLETE GRADES**

If a student fails to complete assignments due to extenuating circumstances, a teacher may assign a grade of "incomplete" for the marking period. The assignments must be completed within three weeks after the conclusion of the marking period. If the incomplete work has not been submitted to the teacher within the designated three-week period, the "I" will automatically be changed to an "F" by the registrar.

### **CHEATING/PLAGIARISM**

Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations, or class assignments that are to be graded as the work of a single individual. Cheating includes the giving or receiving of a computer file, program, part of a program, or other computer-based information without specific teacher direction or approval. Cheating encompasses any violation of rules where the violation was done dishonestly. The following procedures are in effect for students involved in any form of cheating.

- **Cheating:** The parent will be contacted, and the student will receive an intervention or consequence for academic violation, such as receiving a zero (0) for the particular assignment, exam, test, or final exam, etc. Another academic opportunity will be provided.
- **Plagiarism:** Students are responsible for giving due recognition of sources from which material is quoted summarized or paraphrased, as well as to persons from whom assistance has been received.

**Remember the use of any artificial intelligence software/programs as your own is considered to be cheating/plagiarism.**



### **ACADEMIC LETTER CRITERIA**

A student may earn an academic letter based on the criteria listed below. First year qualifiers are awarded a letter. A pin is awarded the second year and an additional pin is given the third year. The awards are usually presented in the fall for the previous school year.

- Credits: Earned at least 6.5 credits during the school year.  
OR  
Earned at least 6 credits during the regular school year and successfully completed a work-study course.  
OR  
Earned at least 6 credits during the regular school year and successfully completed a special education individual education program.
- Grades:  
All final grades were an A or B, even for a weighted course. All final year grades were earned at Freedom High School.  
The grade point average (GPA) for the final year grades was at least a 3.50.

### **HONOR ROLL CRITERIA**

All classes receiving a Carnegie unit credit will be used to determine honor roll status. The grades are averaged at the end of each semester. In order to be eligible for the school honor roll, a student must have earned a “B” or better average in each class. In order to be eligible for the principal’s honor roll, a student must earn an “A” in each class.

### **NATIONAL HONOR SOCIETY ELIGIBILITY/MEMBERSHIP**

To be eligible to be considered for membership, a student must be a junior or senior with a cumulative GPA of 3.5 (non-rounded) or above. Teacher input based on personal knowledge of the student and on information from the student-submitted packet will also be considered in the selection process. Final selections will be made by the National Honor Society Faculty Advisory Council and submitted to the Principal.

### **GRADUATION REQUIREMENTS**

Graduation requirements are based on the year a student enters the 9<sup>th</sup> grade and can be found on the side menu on the Prince William County Schools web site.

### **LOCALLY AWARDED VERIFIED UNITS OF CREDIT**

Students who pass a course but fail the corresponding SOL test in the areas of Social Studies and Science will have the option of earning a Locally Awarded Verified Unit of credit if they meet the following criteria:

- The student must have attempted and failed the SOL test on two occasions.
- On one of the attempts, he/she must fail the test within the 375-399 score range.
- A student must also meet minimum attendance requirements if they earn a passing grade below a “C” in the course. A school-based committee will make the final determination for awarding locally verified units of credit.

### **TRANSFER STUDENTS**

Students who transfer into Prince William County from another state after the beginning of their 9th grade year are advised to see their counselor for information about verified unit of credit requirements.

### **VERIFIED UNITS OF CREDIT**

A verified unit of credit is earned when a student takes and passes the course and the corresponding SOL End-of-Course test. End-of-Course tests are given in the following courses:

English 11, AP English Language	World History, Pre-AP World History
AP Human Geography	World Geography
US/VA History, AP US History	Algebra I
Algebra II, Algebra II/Trig	Geometry, Advanced Geometry
Earth Science	Biology, Advanced Biology
Chemistry, Advanced Chemistry	

## **SUBSTITUTE TESTS**

Students may use certain AP, IB or Cambridge tests to substitute for an SOL End-of-Course test. In addition, certain Technical Licensure Exams and College Board Exams may be used. See your counselor for a complete list of available substitute tests.

## **SUPPORT SERVICES**

In addition to principals, counselors, and teachers, Freedom has additional staff members to assist a student with various problems.

### **Social Worker:**

Works with school, home, and community in helping students alleviate personal and social adjustment problems.

### **Safety & Security Specialist:**

Assists in all areas of safety, theft, and security relevant to students and the school.

### **Community Resource Officer:**

(This is a member of the Prince William County Police Department assigned to the school.) Helps students in any manner relating to laws, legal rights, and responsibilities.

### **School Nurse:**

Provides immediate emergency medical attention and counsels students on health-related issues.

### **School Psychologist:**

Assists the students with psychological evaluation, consultation, and counseling.

### **Speech Pathologist**

Assists students with speech evaluations and speech related services as determined by IEP Team.

### **New Horizons Counselor**

Counsels' students dealing with issues related to substance abuse.

### **Attendance Officer/ Truancy:**

Works with school, home, and community in helping students solve attendance problems.

### **\*\*ASK FOR HELP\*\***

Students are encouraged to contact any member of the staff if they have a problem, would like to express a concern or complaint, or if they feel their rights have been violated.

## **PROBLEMS ASSOCIATED WITH SUBSTANCE ABUSE**

Prince William County Public Schools supports a no-use policy related to the use of tobacco, alcohol, and all other drugs except prescribed medication. If you think that you or a friend has a substance abuse problem, confidential help is available from your guidance counselor, teachers, a substance abuse counselor, or other school staff.

Other helping resources follow:

- Teleteen (703)368-8069
- Alanon/Alateen (703)764-0476
- SAVAS (Sexual Assault Victims Advocacy Service) Helpline 703-497-1192
- Prince William County Department of Social Services 703-792-7500
- Prince William Hospital Addiction Treatment Center 703-369-8464
- Runaway Hotline 1-800-786-2929
- Child Abuse and Neglect 1-800-552-7096 or 703-792-7500
- 24-Hour A Day Crisis Hotline 703-368-4141

**CRITICAL INCIDENTS and TRAUMATIC EVENTS** occur in many forms. They may be weather related, as in tornados or floods; accident related, as in motor vehicle injuries or deaths; fires; terminal illness or death related to medical illness or emergency; suicide; drowning; or acts of violence.

In the event an incident occurs, trained counselors will be available to provide services for affected students. Small group and individual counseling will address the immediate emotional needs of the students. If a student is exhibiting extreme reactions and or is unable to return to class following counseling, a parent will be notified and encouraged to take the student home.

If a student continues to exhibit stress related symptoms due to the incident(s), the guidance counselor may offer recommendations and referral resources for professional counseling.

Questions, concerns, resources, please call:  
Freedom Counseling Department: 571-589-3328



### **Center for Environmental and Natural Sciences at Freedom High School**

The Center for Environmental and Natural Sciences (CENS) specialty program at Freedom High School offers a rigorous four-year program of studies designed to include strong laboratory and field investigation components. The program emphasizes interactive science research and projects that make use of the on-site CENS lab, greenhouse, aquarium, hydroponics, diverse habitats, and pond. Students participate in co-curricular and extracurricular activities, including community service, and will become involved with business and community partnerships that enhance their understanding of environmental and natural sciences.

The mission of CENS is to promote environmental citizenship and a sustainable community through challenging hands-on collaborative learning experiences that encourage innovative thinking, problem-solving, and leadership within our school and community. Freedom High Schools aims to create a sustainable society of students that embodies respect and care for the community of life and ecological integrity.

### **CENS REQUIREMENTS FOR GRADUATION**

#### **CENS HONORS:**

To earn the CENS MEDAL, the following requirements must be met:

- 6 CENS Classes: Advanced Biology, Advanced Chemistry, AP Biology (or DE Biology I), AP Environmental Science(required) and 2 other CENS approved science courses
- Participate in 1 Science Fair/Symposium/Seminar.
- 80 hours of community Service

To earn the CENS MERIT CORD, the following requirements must be met:

- 5 CENS classes: Advanced Biology, Advanced Chemistry, AP Biology (or DE Biology, AP Environmental Science(required) and 1 more CENS approved science courses
- 60 hours of community service

To earn the CENS Certificate the following requirements must be met:

- 4 CENS classes: Advanced Biology, Advanced Chemistry, AP Biology (or DE Biology, AP Environmental Science(required) and 1 more CENS approved science courses
- 40 hours of community service

\*CENS students must maintain at least a “C” average and be enrolled in at least one CENS science class each year. The CENS classes will include Advanced Biology, Advanced Chemistry, AP Environmental Science (required), AP Biology and Biology II: Survey of Advanced Topics in Biology (DE). CENS Science Electives include all AP science classes, all DE science classes, Ecology, Advanced Earth Science, Organic Chemistry, Forensics, Astronomy, Oceanography, and Physics.

### **MEDICAL CODING AND BILLING (Career and Technical Education, CTE)**

Medical Coding and Billing students learn to navigate healthcare systems and manage a medical office and the electronic medical record as it pertains to the field of medical coding and billing. Students will be exposed to the medical terminology used to describe human anatomy and physiology as they are introduced to the field of health informatics. The four-year program of study includes:

- Introduction to Health and Medical Sciences
- Medical Terminology
- Medical Coding and Billing I
- Medical Coding and Billing II

## PRE-GOVERNOR'S SCHOOL

The Pre-Governor's School is a preparatory program through which students will experience an accelerated mathematics and science course sequence.

Students will have an opportunity to develop technical writing capacity and meet several graduation requirements to prepare them for success should they attend The Governor's School at Innovation Park (GS@IP) in their 11th and 12th grade year.

For students to be prepared for college-level study at GS@IP, it is important that they have a strong, yet accelerated platform in the study of math and science. The instructional design of the Pre-Governor's School program integrates strands in biology, chemistry, and physics, with mathematics, concepts of engineering, and laboratory research.

Students participating in the Pre-Governor's School will maintain year end grades of B or better in their core subject areas (language arts, social studies, mathematics, and science). Students will be encouraged to fulfill the Economics and Personal Finance (or AP Economics) graduation requirement in 11th grade. Students will also be required to undergo some authentic research in support of the GS@IP application process. Students who choose not to attend GS@IP during 11th and 12th grade will have opportunities to study advanced (college-level) course work with an emphasis in math, science, and engineering.

Key elements of the program include:

- Students will be supported through the simultaneous study of two math courses in ninth grade, and functions/trigonometry (or higher mathematics course) by the end of 10th grade.
- Students will study two science courses in 10th grade to allow for the completion of SOL Physics before 11th grade.
- A dedicated school counselor will support Pre-Governor's School students to ensure appropriate course selection in preparation for the various academic pathways available at GS@IP, and work with students during their four years of study.
- Students will take an eighth class during grades nine and 10 (HPE I and HPE II through Virtual Prince William, unless otherwise approved by the Pre-Governor's School Coordinator). This allows students to meet an additional graduation requirement before joining GS@IP.
- Pre-Governor's School students will be strategically grouped to support the accelerated study of math and science in 9th and 10th grade.

**Note:** Applications for this program are open for rising 9th grade students.

Transferring to another school is a privilege. Students who fail to meet the requirements of the specialty program or CTE program may be returned to the base school. According to Policy and Regulation Code 721-2, Section III Transfer Request Parameters B:

A transfer to another school is considered a privilege. A transfer may be rescinded for the current year or denied for the following year for any serious infraction of the "Code of Behavior," truancy or tardy issues, or failure to comply with the requirements of a specialty or career and technical education program.

### **DISCIPLINE CODE**

A basic element to effective prevention of misconduct is the setting of school rules that are implemented in a consistent manner. The school has the authority to set the appropriate penalty for infractions, which may range from counseling to expulsion, depending on the severity of the infraction. The following is a summary that includes but is not limited to the infractions and possible corrective measures that may be taken as a result of student misconduct.

Students and parents should refer to the **Prince William County Code of Behavior** for a complete description/explanation of infractions and student conduct.

## INFRACTIONS FOR WHICH STUDENTS MAY BE DISCIPLINED

Conduct currently viewed as just cause for disciplinary action shall include but not be limited to any one of the following violations:

<p>Accumulated Offenses Academic dishonesty, to include cheating, plagiarism, forgery, and unethical computer use. Accumulated offenses Any threat or attempt to bomb, to burn or to destroy school property, or property of school personnel Assault and Battery Battery of a teacher Bullying Chronic failure to be prepared for class. Conduct dangerous to the physical well-being of others Cult, occult, and ritualistic activities Discrimination Disrespect and/or disobedience to teachers or any other staff members Extortion, harassment, or intimidation Failure to report to assigned classes while in the school building unless excused by a school official Failure to report weapons. Failure to report other violations. Fighting Gambling Gang activity or expressions of gang membership Group assault</p>	<p>Hazing Horseplay Improper use of cars/vehicles Inciting to riot or to fight Inappropriate public behavior or display Inappropriate student dress Indecent exposure Leaving school grounds without permission Littering Offenses off school grounds Physical or verbal assault Possession/control of laser pointer/devices Possession, display, production, or distribution of indecent materials Possession, distribution or use of weapons, lookalike weapons, or other harmful objects Possession, distribution, use or being under the influence of drugs, alcohol, or anything that resembles drugs or alcohol. Possession of electronic entertainment devices Profanity, or obscene language or conduct Sexual harassment. Sexual misconduct Smoking or possession of tobacco products, lighters, matches on school buses, in the school building, on school property, or to and from school. Standing by as others violate rules. Tardiness and/or truancy Technology misuse Theft Threatening and/or abusive language Trespassing Unauthorized sales or distributions Use of profanity Vandalism Violation of fire regulations to include lighting matches, false fire report, arson, or the lighting of any flame not a part of classroom instruction. Violation of School Board policy or regulations Willful disruption of any classroom or school activity</p>
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### **CORRECTIVE MEASURES**

A student's failure to comply with school rules and regulations may result in the school taking one or more of the following actions:

<ul style="list-style-type: none"><li>• Counseling</li><li>• Confiscation of disruptive communication and entertainment devices</li><li>• Parent Conference</li><li>• Mediation</li><li>• Student Assistance Program</li><li>• Focus on Tobacco</li><li>• Interschool Management of Problems Due to Alcohol, Chemical and Tobacco Involvement (IMPACT) Program</li><li>• Assigned Tasks</li></ul>	<ul style="list-style-type: none"><li>• School-Community Service Projects</li><li>• Local School Probation</li><li>• Detention</li><li>• Non-participation in School sponsored Activities</li><li>• No Trespassing Order</li><li>• Restitution</li><li>• Academic Intervention Services (AIS)</li><li>• Out-of-School Suspension (OSS) Program</li><li>• Police/Court Action</li><li>• Alternative Education Programs</li><li>• Night School Programs</li><li>• Expulsion</li></ul>
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