

## Interims and Report Card Dates

<u>Interims</u>	<u>Grading Period Ends</u>	<u>Report Cards</u>
October 5/6	November 4	November 16
December 14/15	January 20	February 1
February 29/ March 1	March 30	April 18
May 9/10	June 8	June 13

**Every student will receive an Interim Report for every class on the scheduled Interim dates.**

### Main Campus

Main Office: 703-957-4300  
Main Office Fax: 703-542-2086  
Clinic: 703-957-4304  
24 Hour Attendance Line: 703-957-4309  
Counseling Office: 703-957-4307  
Counseling Office Fax: 703-542-2507  
Athletics Office: 703-957-4308  
Athletics Office Fax:: 703-542-2414

25450 Riding Center Boulevard  
South Riding, VA 20152

### Freedom Annex

Annex Office: 703-957-4348  
Annex Office Fax: 703-444-8068  
Annex/Mercer Clinic: 703-957-4343  
24 Hour Attendance Line: 703-957-4309  
Counseling Office: 703-957-4308

42149 Greenstone Drive  
Aldie, VA 20105

## Administration

**Christine Forester, Principal**

**Michelle Luttrell, Assistant Principal**

*Grade 9*

**Fred LeMaster, Assistant Principal**

*Grades 10–12, Students Last Name, A-G*

**Dawn Dickerson, Assistant Principal**

*Grades 10-12, Students Last Name ,H-O*

**Victor Powell, Dean**

*Grades 10-12, Students Last Name, P-Z*

**Ken Christopher, Counseling Director**

**Matt Oblas, Athletic Director**

### School Counselors

**To Be Determined**

*Grades 10-12, Last Name, A-CI*

*Grades 10-11, Last Name, P-Re*

**Kelli Johnson**

*Grades 10-12, Last Name , Co-Ha*

*Grades 10-11, Last Name Rh-Ry*

**Cristi Goldberg**

*Grades 10-12, Last Name , He-L*

*Grades 10-11, Last Name , S-So*

**Colleen Hurley**

*Grades 10-12, Last Name , M-o*

*Grades 10-11, Last Name , Sp-Z*

**Ann Barrett**

*Grade 12, Last Name P-SI*

*Grade 9, Freedom Annex B Day*

**Caroline Fuhrman**

*Grade 12, Last Name Sm-Z*

*Grade 9, Freedom Annex A Day*

### Safety And Security

**Eric Barbini, School Security Specialist**

**Michael Joseph, School Resource Officer**

# Communications Guidelines for Teachers, Students and Parents



**FREEDOM HIGH SCHOOL**

*Soar above....*

*go beyond!*

# Expectations

## GRADING ASSESSMENTS

- **Teachers** will provide grading criteria, timelines and point values for projects and major papers.
- **Teachers** will provide students with timely feedback on the quality and accuracy of their work. This is essential to developing content mastery. Each department will determine specific standards for timely feedback prior to the first day of school. Using the departmental standards, the teacher will communicate their plan during the first week of school.
- **Teachers** will implement plans to help absent students complete make up work while the rest of the class receives assessment feedback. Absent students should not hold up the timely return of assessments for other students.
- **Students** should record grades in their agenda when assessments are returned.
- **Parents** should review student grade sheets at regular intervals.

## HOMEWORK

Turning in homework is an essential piece of the assessment process.

- **Teachers** will provide the percentage amount of the student's grade affected by missing homework assignments.
- **Teachers** will inform students of weekly homework due dates and check for understanding.
- **Teachers** will monitor the completion and accuracy of homework.
- **Students** record short-term and long-term assignments in their agendas on a daily basis for each class.
- **Students** should complete homework assignments and turn them in on the assigned due date.
- **Teachers** will contact parent if multiple homework assignments are missing.

- **Teachers and parents** create a plan of action to include student use of their agenda, parent monitoring completion of assignments and anything else needed to get homework completed and turned in on time.
- **Teachers** will give feedback to parent regarding the effectiveness of the plan.
- If completion of homework continues to be a problem the **teachers** should contact the student's school counselor to arrange a conference to include the student, parent, teacher and counselor on the earliest available date.

## INTERIM PROGRESS REPORTS

- An interim progress report will be provided to every student on the assigned interim date.
- **Teachers** will issue a detailed grade report on the interim date to every student who receives a "D" or "F" or drops two letter grades.
- **Parents** review interim progress reports with students on the dates they are sent home to discuss progress toward attainment of the student's goals.
- **Parents**, if you need further information, please contact the teacher directly.
- **Parents**, if progress is unsatisfactory please contact your student's school counselor to schedule a conference with the parent, student, teacher and school counselor.

## PARENT, STUDENT AND TEACHER COMMUNICATIONS

- **Students** should view themselves as the primary advocate for communication between parents and teachers. Students should have their agendas organized and with them always.
- **Parents** should use the school newsletter and website to access routine information such as interim progress report due dates, report card due dates and details pertaining to upcoming school events. You should also register on-line to receive E-Alerts. E-Alerts will inform you of last minute updates of school closings, interim reports, various department functions, etc. Please visit the FHS website [www.lcps.org](http://www.lcps.org) and click on the RSS E-Alert link under Headlines and Events for complete instructions.

- **LCPS** has implemented a system wide alert system called ConnectED. This system allows Mrs. Forester to call and/or email parents to remind them of important events and emergency information. **Parents** should go on the LCPS website and choose the Parent tab and select PIMS to verify the contact information is correct. You will then be directed to another website. You must have your student's identification number to make any changes in this system. Taking these steps will ensure you will receive messages via the ConnectED system.
- **Teachers** will provide course expectations, syllabi, rubrics and grading policies. Teacher websites will include biography, contact information, due dates for major tests or projects and assignments.
- Within 24 hours an effort will be made to return phone calls and emails. Please keep in mind teachers do not have phone access in their classrooms. To help us meet our 24 hour goal we ask parents to provide a number where they can be reached and specific times of their availability.

## ISSUES AND CONCERNS

- **Parents and/or students**, If the expectations are not being met please contact the teacher.
- **Parents**, if further intervention is necessary, contact the student's school counselor to follow up with the teacher. The school counselor should respond to the request within 24 hours of initial parent/student contact.

\*\*\*\*\*Teachers\*\*\*\*\*

**will monitor and report to the student, parent and school counselor any significant decline in performance between interim and quarterly reports. A "significant decline" means that student performance level has dropped from an "A" to a "C" or that a student is earning a "D" or an "F" grade.**