OUR MISSION STATEMENT

The mission of Freedom High School, in partnership with the parents and community, is to provide all students a diverse and challenging educational experience that will prepare them for their role in an ever-changing global society.

Our Guiding Principles are to:

1. Provide a safe, secure environment.
2. Continually look for effective ways students learn and effective ways we provide instruction.

Our motto is:

“Where There is Unity, There is Freedom.”

MAIN CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Main Office</td>
<td>703-957-4300</td>
<td>703-542-2086</td>
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<td>703-542-2507</td>
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SCA Message
Calendar of Events 2021-22
Religious Holidays 2021-22
School Personnel
School Timings
Bell schedules
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Positive Behavioral Intervention Systems
Covid Mitigation Procedures
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Weapons Policy
Dress Code
Student Technology Acceptable Use Policy
Counseling Department
Unified Mental Health Team (UMHT)
School Clinic & Health Information
Library and Media Center
Student Services
Tips for a Successful Year
SCA MESSAGE

Dear Freedom Eagles,

I am so honored to have the opportunity to serve as your Student Council President for the 2021-2022 school year. I am filled with excitement for this upcoming school year! After everything that our community has overcome, I look forward to seeing the entirety of our student body filled with spirit and excitement in our halls once again. This past school year has taught me just how important it is to cherish our high school experiences as often as possible. Given that, I encourage each and every one of you not only to try your best in the classroom, but to work your hardest to create a school environment that is stronger and more spirited than ever before. This year, I hope that you will strive to be the best version of yourself, and to make the most out of every single day. The other SCA officers and I are very enthusiastic about the year that we have ahead of us, and we are eager to make memories that will last forever. We believe that communication throughout our school will be very important as we continue to build upon the Freedom community. We welcome your ideas as to how we can create an even more accepting and inclusive atmosphere. We look forward to an incredible year with all of you.

Sincerely,

Aaron Weidner

2021-22 SCA Officers
President: Aaron Weidner
Vice President: Dori Bruno
Secretary: Prisha Singh
Treasurer: Rashmi Admala
Historian: Carly Roberts

2019-20 CLASS OFFICERS

Class of 2022 (Grade 12)
President: Jillian Morse
Vice-president: Ryleigh Leonard
Secretary: Cal Wyman
Treasurer - Sami Fuleihan
Historian– Sumu Vadrevu

Class of 2023 (Grade 11)
President: Ema Sayegh
Vice-President: Justin Koeneke
Secretary: Caleb Fink
Treasurer: Om Parbadia
Historian: Molly FitzGerald

Class of 2024 (Grade 10)
President: Yasmeen Ashour
Vice-president: Justin Koeneke
Secretary: Paul Rowser
Treasurer: Kira Valentine
Historian: Kristen Kotecki

Class of 2025 (Grade 9)
President: Ray Zhang
Vice President: Aneena Rostom
Secretary: Brogan Wyman
Treasurer: Ava Christopher
Historian: TBD
CALENDAR OF EVENTS 2021-22

All Freedom High School non-athletic events start at 7 p.m.

August 26, 2021  
First Day of Classes

August 30, 2021  
Back-to-School Night Grades 9

September 1 & 2, 2021  
Underclassmen Picture Day

September 3 & 6, 2021  
Holiday (Labor Day)

September 7, 2021  
Back-to-School Night Grades 10-12

September 8, 2021  
Senior College Night

September 14, 2021  
Tri-M Induction

September 16, 2021  
Holiday (Yom Kippur)

September 20, 2021  
Back to school night - Grade 9

September 22, 2021  
Back to school night - Grade 10-12

September 28, 2021  
Financial Aid/FAFSA Night

September 27 – Oct 1, 2021  
Homecoming Spirit Week

October 1, 2021  
Homecoming Pep Rally

October 2, 2021  
SAT @ FHS

October 2, 2021  
Homecoming Dance

October 5, 2021  
Chorus Fall Concert

October 6-7, 2021  
Senior Make-up Portraits

October 11, 2021  
Holiday (Indigenous Peoples’ Day)

October 13, 2021  
College Application/Senior Event

October 13, 2021  
PSAT Grade 9/PSAT NMSQT Grade 10-11

October 13, 2021  
Powder Puff

October 21, 2021  
NHS Induction

October 22, 2021  
Underclass Make-up portraits

October 22, 2021  
VTA Showcase Performance

October 28, 2021  
Fall Orchestra Concert

October 28, 2021  
End of First Grading Period

October 29, 2021  
Student Holiday

November 1, 2021  
Student Holiday

November 2, 2021  
Holiday (Election Day)

November 3, 2021  
Freshman Parent Night Check-in

November 4, 2021  
Holiday (Diwali)

November 8-10, 2021  
Winter Sports Try-Outs

November 9, 2021  
Math Honor Society Inductions

November 4 – 13, 2021  
Fall Play

November 24 – 26, 2021  
Holiday (Thanksgiving)

December 1, 2021  
Band Concert

December 3, 2021  
Theatre 1/2 Showcase

December 6, 2021  
Mental Health Check-in

December 8, 2021  
Winter Chorus Concert

December 10, 2021  
Tri-M Soda Shop

December 11, 2021  
Musical Theater Class Showcase

December 16, 2021  
Orchestra Guitar Concert

December 20-31, 2021  
Holiday (Winter Break)

January 3, 2022  
Classes Resume

January 10-14, 2022  
Winter Spirit Week

January 14, 2022  
Winter Pep Rally

January 17, 2022  
Holiday (Martin Luther King, Jr.)
January 18, 2022  2026 Rising  Parent Night
January 21, 2022  Theatre 3/4 VHSL Showcase
January 28, 2022  End of 2nd Grading Period
January 27, 2022  Curriculum Night
January 28, 2022  End of Second Grading Period
January 31, 2022  Moveable St. Holiday/Teach. Wkday
February 1, 2022  Holiday (Lunar New Year)
February 3, 2022  Theatre II Folger Showcase
February 8, 2022  FHS Science Fair
February 9, 2022  SCA Winter Event
February 17, 2022  Hope Dance
February 17, 2022  WLC Dept. Honor Society Inductions
February 21, 2022  Holiday (Presidents’ Day)
February 21-23, 2022  Spring Sports Try-Outs
February 24-27, 2022  Winter Play
February 26, 2022  Powder Puff Football
March 1, 2022  Sport Pictures/Parents Night
March 3, 2022  College Exploration Night
March 7, 2022  Student Holiday (Teach. Wkday)
March 9, 2022  Chorus Concert
March 9-10, 2022  SCA Elections for 2022-23
April 8, 2022  End of the Third Grading Period
April 11-15, 2022  Spring Break
April 18, 2022  Student Holiday (Teach. Wkday)
April 21-29, 2022  Spring Spirit Week
April 29, 2022  Spring Pep Rally
April 29, 2022  Prom
May 3, 2022  Holiday (Eid al-Fitr)
May 2-6, 2022  Teacher Appreciation Week
May 6, 2022  Theatre 3/4 and Chorus Senior
May 11, 2022  Guitar Concert
May 12, 2022  Fall Orchestra Concert
May 13, 2022  Jazz Cabaret
May 17, 2022  Spring Band Concert
May 19, 2022  Spring Chorus Concert
May 20, 2022  ITS Ceremony
May 21, 2022  Senior Showcase/Bows Theatre
May 30, 2022  Holiday (Memorial Day)
June 8, 2022  Broadway Desserts
June 15, 2022  Last Day of School for Students
               (End of the Fourth Quarter Grading Period)
June 17, 2022  FHS Graduation, @Eagle Bank 10 a.m.
# RELIGIOUS CALENDAR 2021-22

Muslim, Hindu, Jewish holidays begin at sunset the night before.

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<td>Navaratri</td>
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<td>Dussehra</td>
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<td>Sun-Mon</td>
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</table>
SCHOOL PERSONNEL

ADMINISTRATION
Neelum Chaudhry  Principal
Fred Le Master  Assistant Principal, Administrator Grade 9
Kathryn Koscinski  Assistant Principal, Administrator Grade 10
Phuong Lue  Assistant Principal, Administrator Grade 11
Tonya Smith  Assistant Principal, Administrator Grade 10
Patty Nette  Special Education Dean
Brad Bauder  Athletic Director
Anthony Long  Assistant Athletic Director
CaSandra Alexander  Activities and Engagement Coordinator
Charmaine Jackson  Testing Coordinator

MAIN OFFICE STAFF
Christina Adelman  Bookkeeper
J. J. Rogers  Attendance Secretary
Kelly Good  Main Office Secretary
Stefani Shomali  Main Office Secretary
Sandra Wilfong  Main Office Secretary

SCHOOL COUNSELING
Kenneth Christopher  Director of School Counseling
Colleen Hurley  Assistant Director of School Counseling
Lisa Strother  School Counseling Secretary/Registrar
Suzanne Wyker  School Counseling Secretary
Lisa Wood  Career Center Specialist

SAFETY AND SECURITY
Jason Gadell  School Resource Officer (SRO)
Susan Outten  School Security Officer (SSO)
Ray Davis  School Security Officer (SSO)
TBA  School Nurse
Sandy Moy  School Nurse Assistant

DEPARTMENT CHAIRS
Ben Gibson  Social Science Chair
Veronica Short  English Chair
Shawn Adkins  Math Chair
Jonathan Mason  Science Chair
Jonathan Schiffer  Fine Arts Chair
Damian Trembley  World Languages and Culture Chair
Mahvash Fatmi  Special Education Chair
Jonathan Cunningham  CTE Chair
Nick Schwarz  Health & PE Chair
Jacqueline Clement  English Language Learners Chair
SCHOOL TIMINGS

Start Time:  9:15 a.m.  
Dismissal Time:  4:03 p.m.

Classes begin promptly at 9:15 a.m. Monday through Friday, unless otherwise announced. All students must arrive at school by 9:30 a.m. if they plan to participate in any extra-curricular activity after school including games, performances, practices and rehearsals.

Students who remain on school grounds after 4:03 p.m. must be under the direct supervision of a staff member or coach. Students are to leave school grounds immediately after school is dismissed and may not return except for attendance at a school sponsored-activity. Students found in the building after these hours without permission will be considered as trespassing. Students involved in after-school activities are to take all books and personal belongings with them to the activity. Since the academic wing will be closed after 5:15 p.m., access to lockers or classrooms will not be possible. Students must exit the building from the part of the building in which the activity takes place.
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<td>3:06-4:03</td>
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<td><strong>SCHEDULE 1</strong> Maritime Bell Schedule (Monday, Wednesday, Thursday)</td>
<td><strong>SCHEDULE 2</strong> ADVISORY DAYS (Tuesday and Friday)</td>
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### SCHEDULE 3
One-Hour Delay Bell Schedule

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<tr>
<td>10:05</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>10:10</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>10:15-11:20</td>
<td>1st/5th Period</td>
</tr>
<tr>
<td>11:26-12:31</td>
<td>2nd/6th Period</td>
</tr>
<tr>
<td>12:37-2:37</td>
<td>3rd/7th Period</td>
</tr>
<tr>
<td>12:37-1:07</td>
<td>A LUNCH</td>
</tr>
<tr>
<td>1:07-1:37</td>
<td>B LUNCH</td>
</tr>
<tr>
<td>1:37-2:07</td>
<td>C LUNCH</td>
</tr>
<tr>
<td>2:07-2:37</td>
<td>D LUNCH</td>
</tr>
<tr>
<td>2:43-4:03</td>
<td>4th/8th Period</td>
</tr>
</tbody>
</table>

### SCHEDULE 4
Two-Hour Delay Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:05</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>11:10</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>11:15-12:15</td>
<td>1st/5th Period</td>
</tr>
<tr>
<td>12:21-1:51</td>
<td>3rd/7th Period</td>
</tr>
<tr>
<td>1:57-2:57</td>
<td>2nd/6th Period</td>
</tr>
<tr>
<td>12:21-1:06</td>
<td>A LUNCH</td>
</tr>
<tr>
<td>(Upstairs and All Eagle wing)</td>
<td></td>
</tr>
<tr>
<td>1:11-1:51</td>
<td>B LUNCH</td>
</tr>
<tr>
<td>(Downstairs, HPE, Fine Arts)</td>
<td></td>
</tr>
<tr>
<td>3:03-4:03</td>
<td>4th/8th Period</td>
</tr>
</tbody>
</table>

### SCHEDULE 5
End of Day Pep Rally Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:05</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>9:10</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>9:15-10:20</td>
<td>1st/5th Period</td>
</tr>
<tr>
<td>10:26-11:31</td>
<td>2nd/6th Period</td>
</tr>
<tr>
<td>11:37-1:37</td>
<td>3rd/7th Period</td>
</tr>
<tr>
<td>11:37-12:07</td>
<td>A LUNCH</td>
</tr>
<tr>
<td>12:07-12:37</td>
<td>B LUNCH</td>
</tr>
<tr>
<td>12:37-1:07</td>
<td>C LUNCH</td>
</tr>
<tr>
<td>1:07-1:37</td>
<td>D LUNCH</td>
</tr>
<tr>
<td>1:43-2:48</td>
<td>4th/8th Period</td>
</tr>
<tr>
<td>2:50-4:03</td>
<td>Pep Rally</td>
</tr>
</tbody>
</table>

PARTICIPANTS WILL BE RELEASED AT 2:30 PM

### SCHEDULE 6
Mini Pep Rally Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:05</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>9:10</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>9:15-10:35</td>
<td>1st/5th Period</td>
</tr>
<tr>
<td>10:41-12:01</td>
<td>2nd/6th Period</td>
</tr>
<tr>
<td>12:07-2:07</td>
<td>3rd/7th Period</td>
</tr>
<tr>
<td>12:07-12:37</td>
<td>A LUNCH</td>
</tr>
<tr>
<td>12:37-1:07</td>
<td>B LUNCH</td>
</tr>
<tr>
<td>1:07-1:37</td>
<td>C LUNCH</td>
</tr>
<tr>
<td>1:37-2:07</td>
<td>D LUNCH</td>
</tr>
<tr>
<td>2:13-3:33</td>
<td>4th/8th Period</td>
</tr>
<tr>
<td>3:35-4:03</td>
<td>Pep Rally</td>
</tr>
</tbody>
</table>

PARTICIPANTS WILL BE RELEASED AT 3:15 PM
ADVISORY

Advisory lessons occur every Tuesday and Friday morning. Students will be able to form meaningful connections with teachers and students in a non-academic setting, as it is important for students to form a relationship with a trusted advisor and their peers. This will be a time to disconnect from phones and schoolwork.

PORTRAIT OF A GRADUATE

The Virginia Department of Education and the Loudoun County Public Schools have adopted a Portrait of a Graduate with a list of skills that all graduates should have. The following shows how LCPS and Freedom have furthered the vision of the state’s education leaders.

Virginia’s Portrait of a Graduate
The Department of Education considers the following to be essential knowledge and skills that students should attain during high school in order to be successful.

· Critical Thinking
· Creative Thinking
· Collaboration
· Communication
· Citizenship

Loudoun County Public Schools’ Portrait of a Graduate
Loudoun County Public Schools has adopted the following as essential elements for every graduate.

· Critical Thinkers
· Creators
· Collaborators
· Communicators
· Contributors

Freedom High School’s Portrait of a Graduate
Freedom High School has adopted the elements identified by the state and county and added an additional element.

· Critical Thinkers
· Creators
· Collaborators
· Communicators
· Contributors
· Character
POSITIVE BEHAVIORAL INTERVENTION SYSTEMS (PBIS)

PBIS (Positive Behavior Interventions and Systems) is a systems approach for establishing a safe and supportive learning environment to promote social, behavioral, and academic success for all students and for developing a common vision, language and practices used consistently across the school. PBIS is important because it helps improve school climate, strengthen relationships, teach and reinforce expectations, increase positive behaviors, academic achievement and equitable learning experiences, and decrease office referrals and suspensions.

At Freedom High School, our motto is:

Where There is Unity, There is Freedom.

Here are our core values and what they mean:

Empathy and compassion: Listening and understanding someone else’s reality, caring about their story and their contribution to the community.

Embracing diversity and inclusion: Recognizing the diversity in our community and being actively inclusive so all voices are heard and everyone is invited to be a participant.

Perseverance: Building the fortitude and resilience to overcome challenges, learn from the experiences, and move forward.

Trustworthiness: Creating authentic relationships by believing that adults and students are making decisions with each person’s best interests in mind.

Accountability: Investing the time to self-reflect, be honest with ourselves, and communicate effectively when taking ownership of our actions.
COVID MITIGATION PROCEDURES

Updated Mask Guidance as of August 8, 2021

Inside the School Building

All students, staff, and visitors need to wear masks when they are inside the school building. Students can take their masks off when:

- they are participating in physical activity during PE class.
- eating in the school cafeteria.

Students still need to wear masks when:

- entering or leaving the cafeteria.
- waiting in line for food.
- socializing.
- in the changing rooms.
- in the restrooms.

Indoor Guidelines for Athletics and Activities

All participants, staff, and others not actively involved in practices and competitions must wear masks during practices and on the sidelines. Masks are required in locker rooms, team rooms, and the weight room.

Outdoor Guidelines for Activities and Athletics

Masks are not required for outdoor activities.

All LCPS Transportation for Athletics and Activities

All passengers are required to wear a mask while using LCPS transportation to and from events.
ACADEMIC GRADING

Our primary mission is to create an environment that provides opportunities, challenges, and support to help each student achieve academic success and meet the challenges of life after high school. We believe that all students are capable of learning and that by working together as a partnership of parents, students, and staff, we can help students reach their potential and prepare them for the future. Students and parents should work closely with the school counselors to design a four-year plan to ensure that students are taking appropriate courses to meet their goals.

Grading and Assessments
Teachers use a variety of assessments to derive student grades. Assessments include, but are not limited to, tests and quizzes, projects, presentations, displays, reports, and homework.

<table>
<thead>
<tr>
<th>Numeric Value</th>
<th>Letter Grade</th>
<th>Quality Points (before weighting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>98-100%</td>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>93-97%</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-92%</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87-89%</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83-86%</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82%</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79%</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>73-76%</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-72%</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>67-69%</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>63-66%</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>60-62%</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>0-59%</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

NOTE: Honors classes receive a .5 point additional weight value and AP courses and dual-enrollment courses receive a 1 point additional weight value. The sponsor of the honor society or school administration can revoke membership of an honor society student for disciplinary or academic purposes.
**Honor Societies**
Membership is an honor and privilege bestowed on students who demonstrate exemplary qualities of scholarship, leadership, character, and service. The school staff will make efforts to recognize this honor through written communications to parents and through announcements.

**Formative Assessment**
Formative assessment is assessment for learning that occurs during the learning process and is designed to guide next steps toward mastery. The goal of a formative assessment is to monitor learning, provide feedback to students, and set goals to move learning forward. Information gathered during formative assessment is used to inform next steps in instruction. Formative assessments will not be used to determine final grades.

**Summative Assessment**
Summative assessment is assessment of learning that occurs at the end of a learning cycle and is designed to determine a student’s level of mastery of specified content or competencies. Summative assessments become the source of information for grading.

**Floor grade**
Students who make a reasonable effort in completing assessments will receive a grade of no lower than 50% for quarters 1, 2 and 3. However, the floor of 50% will not apply to the final grading quarter of the year.

**Reassessments**
Reassessments encourage a growth mindset in students and allow them to demonstrate mastery. Teachers will provide one opportunity for reassessment of all major summative assessments to students who score below an 80%. Remediation may be required prior to reassessment. Reassessments will be scheduled by the teacher and the student must take it within ten (10) consecutive school days after the student receives feedback from the original assessment and remediation.

**Late work**
Teachers, in consultation with student support teams and parents, will provide students who demonstrate a pattern of repeated late or missing work with an appropriate intervention, including assigning a grade less than 50%.

For the specific LCPS grading policy please refer to LCPS School Board Policy #5030 and #5030 Reg A on the LCPS website.
ACADEMIC HONOR CODE

Freedom High School exemplifies and upholds a community built on mutual trust, respect, and honesty that is central to the very nature of learning. As members of this community, all students are expected to act with honor and integrity.

The work of a student reflects directly on his/her own character. When submitting any assignment, the expectation is that the student submits his/her own work. The student is expected to uphold the integrity of his/her work by not allowing another student to copy and submit his/her work under false pretenses.

Honor Code Criteria

Abiding by the Honor Code requires that each student do the following:

- Request or provide only authorized assistance on any assignment. Complete assignments independently with the understanding that completing formative work helps students succeed on summative assessments.
- Protect the integrity of the work by not allowing other students to copy assignments.
- Prepare for summative assessments and only use authorized study aids during tests.
- Uphold the validity of assessments by not sharing information about quizzes or tests with peers who will be taking the assessment at a later time/date.
- Give proper credit to the ideas, opinions, or work of others incorporated into the student’s work.
- Make every effort to stay current with assignments when absent. Students are responsible for completing any missed work in a timely fashion.

Consequences for Honor Code Violations

First Offense Against Honor Code
- Student and teacher will discuss the incident.
- The teacher involved will contact the parent or guardian, and inform the grade level administrator.
- The student will redo an alternative assessment within 6 school days.

Second Offense Against Honor Code
- The grade level administrator and student support team will have a parent and student conference.
- The student will redo an alternative assessment within 6 school days.
- Discipline consequences may be assigned.

NOTE: Academic dishonesty infractions accumulate from year to year.
STUDENT RECOGNITION

Efforts will be made to recognize students for academic accomplishments, outstanding attendance, improvement, positive attitudes, character and citizenship, volunteerism, and leadership. Among the established recognition opportunities are the following:

**Honor Roll** — Recognizes students every nine weeks for academic achievement based on a county formula.

**Academic Letters** — are given to students who average a 4.0 or better GPA for the academic year.

**Activity Letters** — Students can earn an activity letter by completing 100 hours of community service during high school. Students will receive an Activity letter and a pin for earning 150 hours of community service. Please see Career Center Specialist for a Community Service Sheet to track and verify hours.

**Student of the Month Recognition Program** — aims to recognize two levels of achievement for students. Each month, teachers submit nominations for two categories:

- **“True Eagle”** — This student demonstrates the highest level of academic success in the classroom. He/she also demonstrates great character such as maturity, leadership, and kindness.

- **“Soaring Eagle”** — This student demonstrates marked improvement in his/her academic achievement. He/she may also have made improvements in character, leadership role in the classroom, and/or attitude.
ATTENDANCE AND TARDINESS.

Virginia State law requires students under the age of 18 to attend school, and the law states that the parent/guardian has the obligation to see that the student is in school. Regular attendance and promptness are expected in all classes in order to teach valuable life skills. A student should understand that excessive absences, whether excused or unexcused, may drastically affect the class grade. The attendance secretary will make every effort to inform parents of a student’s absence. The school must have correct home, work, and cell phone numbers for both parents/guardians. If telephone numbers change, please contact the school to make the necessary changes or make changes in ParentVue.

SCHOOL ABSENCES

There are circumstances that may prevent a student’s attendance in school. Absences that may be classified as excused are the following:

- Personal illness
- Death in the family
- Medical or dental appointments
- Court appearances
- Religious holidays
- Trips and activities that enhance or extend the student’s education, when approved in advance by the principal.

REPORTING ABSENCES

The parent/guardian can report their student’s absence by one of three ways:

1. Parents can use ParentVUE to report their student’s attendance, tardy, and early dismissals. Once you are logged into ParentVUE, you will be prompted to the page with your child’s photo on it. To the right of your child’s photo, click on “Report Absence.” Once here, you can indicate an absence, tardy, or early dismissal request for the student. You can upload your documentation by taking a picture of the item with your mobile device.

2. A parent can fill out an absentee Google Form (http://bit.ly/FHSabs20). This is located on the FHS website’s homepage under “Attendance Reporting.” Once there, click on “Report an Absence.”

3. Call the attendance line at (703) 957-4309. Please include the following information in your call: student’s name (please spell the entire name slowly); student’s grade, parent/guardian’s name, date of absence, and reason for absence. If a student is sick, please indicate all symptoms.

Please note that only a parent/guardian can report a student’s absence in ParentVUE. Students do not have access to this attendance feature in StudentVUE. Also, only a parent/guardian may call or fill out the absentee form on our website. Any absence not confirmed by a parent/legal guardian will be considered unexcused.

MAKE UP WORK DUE TO ABSENCES

Whenever a student has an excused absence, a reasonable amount of time consistent with the length of the absence will be given to make up the work. The student will work with his/her teacher to complete the submission(s).
EFFECT OF ABSENCES ON AFTERSCHOOL ACTIVITIES

To participate in an after-school activity, students must arrive at school no later than 9:30 a.m. on the day of the activity. They must also remain in school all day unless they have approval from the principal. Any student tardy to school or receiving an early dismissal must bring in a note from the doctor’s office upon return in order to participate in extracurricular activities that day. Students receiving a clinic dismissal for illness during the school day will not be permitted to participate in after-school activities.

EXCESSIVE ABSENCES

Any student who has accumulated more than five absences during the school year will have a meeting with administrators. Depending on the situation, medical documentation may be required for each absence.

UNEXCUSED ABSENCE FROM SCHOOL

If the school has not received a note from the parents/guardians OR other required documentation within three business days, the absence will be considered unexcused.

Any such student whose attendance record shows a pattern of violation of the attendance policy shall be warned in writing that continued failure to attend school regularly will result in disciplinary action. If his or her attendance following that warning is still unsatisfactory, the principal shall notify the student in writing that he or she must come to the principal's office for a hearing on his or her violation of attendance regulations. If reasonable and acceptable explanations of absences are not produced at this hearing or if the student does not appear for the hearing, the principal may take disciplinary action as authorized under Policy §8-27, Disciplinary Action by the Principal.

LEAVING CAMPUS WITHOUT PERMISSION

For the student’s safety concerns, this is considered a serious offense and will be dealt with accordingly.

- 1st Offense — One day of in-School Restorative Practice; two weeks of hall pass restriction; parent contact
- 2nd Offense — Two days of in-School Restorative Practice; two weeks of hall pass restriction; parent conference
- 3rd Offense — Other disciplinary consequences by the administration

REPORTING TARDIES

A parent can do one of two ways:

1. Log into ParentVUE. You will be prompted to the page with your child’s photo on it. To the right of their photo, click on “Report Absence.” This will take you to a screen where you can report if your student will be tardy. You can also upload any medical documentation by taking a photo of it with your mobile device.

2. Or, a parent can fill out a tardy Google Form (http://bit.ly/FHStardy20). This is located on FHS website’s homepage under “Attendance Reporting.” Once there, click on “Report a Tardy.”
TARDIES AND AFTER SCHOOL ACTIVITIES

To participate in an evening activity, students must arrive at school by 9:30 a.m. and remain all day unless they have prior approval by the principal. Failure to be in school by 9:30 a.m. and remaining in school all day will result in not being able to practice, play, or participate in all after-school activities. If the student shows up after 9:30 a.m. due to a doctor/dental appointment, parents need to use ParentVUE to report their students tardy. Parents can take a photo of the doctor note with a mobile device and upload it into ParentVUE under “Report Absence” or the student can bring the medical note to school. A student who wishes to participate in extra-curricular activities MUST be a full-time Freedom High School student.

UNEXCUSED TARDY TO SCHOOL PER QUARTER

Late arrival to school or to class encourages the formation of undesirable personal habits, hurts the morale of students who are on time, reflects a negative attitude towards the class/school, creates disruptive problems in the hallways, and disrupts the instructional process for the school. For all these reasons, tardiness is not acceptable.

Students are considered tardy to school if they arrive after 9:15 a.m. Please note that the following reasons for coming late to school will NOT be excused: oversleeping, power outages, car trouble, traffic, and missing the bus. A student who is late to school must bring a note from a parent/guardian to excuse the tardy. The parent/guardian may also call the attendance line at (703) 957-4309 or use ParentVue to inform the school of the late arrival. Parents/guardians may only excuse two tardies per quarter.

ARRIVING AT SCHOOL AFTER 10:00 a.m.

Students who arrive at school after 10:00 a.m. are considered absent from their first block class since they have missed more than 50% of the class. If the late arrival is unexcused, the student will be assigned two detentions.

CONSEQUENCES FOR UNEXCUSED TARDIES

Unexcused tardy to school per quarter

- 1st tardy — warning
- 2nd tardy — warning
- 3rd tardy — one detention (morning, afternoon, or lunch)
- Additional tardies — other disciplinary consequences by the administration

Unexcused Tardy to class per quarter

- 1st tardy — warning from teacher
- 2nd tardy — teacher assigns detention and contacts parents
- Additional tardies — referral to administration

The unexcused tardy to class policy pertains to all class periods EXCEPT first and fifth block. Tardies to these classes will be handled by attendance and administration.

NOTE: Attendance and discipline consequences are subject to change as needed to ensure continued compliance with federal, state, and local regulations.
EARLY DISMISSAL REPORTING AND PROCEDURE

The school needs to be informed if a student needs to leave his/her class during the regular school day. Parents can do one of two ways:

1. Log into ParentVUE. You will be prompted to the initial page with your child’s photo. To the right of their photo, click on “Report Absence.” This will take you to a screen where you can report if your student has an early dismissal for the day of instruction. This must be submitted by 10:00 a.m. on the day of the dismissal. You can also upload any medical documentation by taking a picture of it with a mobile device.
2. A parent/guardian can fill out the early dismissal Google Form (http://bit.ly/FHSed20). This is located on the FHS website’s homepage under “Attendance Reporting.” Once there, click on “Report an Early Dismissal.” The early dismissal request must be submitted before 10:00 a.m. on the day of the instruction.

Please note we are not accepting emails or phone calls for early dismissals.

Parents/guardians may pick the student up in the front of the building. Students who drive may leave on their own. All students must sign out at the attendance office before leaving.

Any student who becomes ill during the day must report to the clinic. If the nurse determines that the student needs to leave school, the nurse will contact the parents/guardians.

EARLY RELEASE FOR SENIORS

Seniors who have met various state and school board criteria can apply for early release at the start of the school year. Once their status has been changed and they are granted early release, they may leave school early. If an early release student is assigned to In-School Restorative Practice, he/she is expected to remain until 4:03 p.m. Students on early release are to leave school grounds immediately after their last class through the main doors unless they have prior approval from the principal. During SOL testing or other occasions that require revised schedules which result in a later dismissal, students with early release must make appropriate arrangements so that they can attend classes that meet after the time originally designated for early release.

AVOIDING THE REVOCATION OF EARLY RELEASE

Students are reminded that early release is a privilege that students earn and it may be revoked for various reasons. In order to maintain this privilege, students must:

- pass all SOL tests required for graduation,
- maintain a B average in courses required for graduation,
- maintain a C average in elective courses,
- have no more than three tardies to school per quarter
- have no more than three unexcused absences from any class per quarter,
- have not committed any rules infractions that would have resulted in ISRP or out-of-school suspension, and
- have no excessive late work. Excessive late work can lead to students attending a study hall during early release.
DISCIPLINARY CONSEQUENCES

Discipline in the school is essential for having an environment in which all students may learn. Freedom High School students are expected to behave in a manner which allows them to receive maximum benefits from the school and which does not interfere with the education of other students. Disciplinary consequences are based on circumstances unique to each individual incident of inappropriate behavior and will be dependent upon such factors as:
  · the severity of the incident.
  · the student’s attitude which includes the student’s sense of ownership of the behavior (accepts responsibility or shifts blame) and willingness to change.
  · the student’s discipline record.

The following is a list of consequences given by the administration for disciplinary infractions. In addition, students may be excluded from extra-curricular activities for violations of disciplinary policies.

Morning Detention  8:15 a.m. — 9:05 a.m.
Students must report to the front office no later than 8:15 a.m. They will be supervised by a staff member. Transportation to school will be the student’s responsibility.

Lunch Detention
Students will report to Room 605 when lunch detention is assigned by an administrator at the start of their lunch block for a quiet, supervised lunch. Students will be given prior written notification from an administrator and/or from the Attendance Office.

In-School Restorative Practice     9:15 a.m. — 4:03 p.m.
In-School Restorative Practice (ISRP) is an assignment to a self-contained classroom for disciplinary reasons. Students could be assigned for several days in this structured, supervised, isolated classroom. They are expected to complete and turn in all class assignments to the ISRP supervisor before leaving the last ISRP session. Students may also participate in community service projects around the school. Those who are assigned multiple days may be asked to participate in a restorative practice session to discuss and work on personal behavior. Participation in a restorative session may shorten a student’s ISRP. ISRP policies apply to Early Release and Academies of Loudoun. Students assigned to ISRP may not participate in after school activities.

Short-Term Suspension from School
School Board Policy  §8-27 — Students can be suspended out of school from one to ten days by the administration for serious or habitual offenses. During the period of suspension, students are not permitted on any LCPS school grounds, nor are they allowed to participate in or attend extracurricular activities. A reinstatement conference with the student, parent/guardian, and an administrator may be required before returning from a suspension. Failure of all parties to attend could result in the suspended student not being allowed to re-enter school.

Students who are suspended have the opportunity to complete all assignments. The student is responsible for turning in all previously assigned work as arranged by the teacher. The student will work with the teacher to make up any tests or quizzes missed.
**Long-term Suspension from School**

Long-term suspension is defined as a suspension of over 10 days. However, long-term suspension may extend up to 45 days if the offense involves weapons, drugs or serious bodily harm, or the LCPS administration finds that aggravating circumstances exist. Students are not permitted on any LCPS school grounds, nor are they allowed to participate in or attend extracurricular activities.

**Involuntary Transfer**

Students may be removed from one school and assigned to another for adjustment purposes. This usually occurs after other consequences have failed to correct behavior or in cases deemed appropriate by the principal, who makes a recommendation to the superintendent.

**Expulsion**

Expulsion is the removal, for a minimum of one year, from all Loudoun County Public Schools. It is based on the recommendation of the principal to the superintendent and is approved by the School Board. This is the most severe disciplinary action and denies access to school facilities, programs, and activities.
EXPECTATIONS OF STUDENT BEHAVIOR
(Listed in alphabetical order)

All LCPS policies, regulations, and rules apply to students when they are:

1. present at any LCPS property.
2. participating in or attending any school sponsored activity, regardless of the location, including to and from an event.
3. going to or returning from school whether or not the student is walking, waiting for or riding a school bus, or is in a personal vehicle or any other mode of transportation.
4. involved in conduct regardless of whether it took place off school property or at a school-sponsored event that disrupts school operations.

Students are expected to conduct themselves appropriately at all times. They should know that everything they do at or away from school reflects on all of us. If you represent Freedom High School as a participant or spectator, you are accountable for your actions. In addition, you are held accountable for your actions from the time you leave home until you return home (including bus stops). Under Virginia law, certain illegal behaviors in the community, particularly if they result in criminal charges, can affect your status as a student. Any violation of policies may result in such disciplinary action as detention, in-school suspension, community service, Friday school, or out-of-school suspension as determined by the administration and based on School Board policy, Freedom High School rules, and the exact nature of each violation. Any student who violates school rules and policies on a continued basis may be suspended and recommended for further disciplinary action to include involuntary transfer, long-term suspension, or expulsion.

Audio and Video Recordings
Audio and video recording of students without their consent is strictly prohibited. Going against this rule will result in disciplinary consequences.

Avoiding Discipline Referrals
If you have a disagreement with a teacher during a class, follow the teacher’s direction but arrange to speak with him/her privately after class to voice your concerns in a respectful manner. Use the resources of your counselor or an assistant principal if you are experiencing a communication or behavioral problem.

Building and Grounds
In order to provide a safe, clean environment for all students, it is essential that we take pride in the school. This includes the building and the grounds around it. Freedom Pride means taking an active part in maintaining the attractiveness and cleanliness of the school. Freedom Pride means respecting school property and the property of others.

Lunch Time Expectations
Students may eat lunch in the following areas: cafeteria, patio, courtyard, auxiliary gym and library. All students are asked to stay out of the academic wings, including fine arts and PE, during this time.

Computers
All ninth graders will be issued a Chromebook laptop and a charger during their health and PE class in the first week of school. Upperclass students keep the computers which were issued in the past years. Students will be responsible for damages or lost laptops. The reimbursement price is approximately $320 for the laptop and $20.00 for the charger. Other charges may be
invoiced for damage to the device that is ruled to be intentional.

**Dances**
Dance permission forms must be signed by students and their parents/guardians in order to attend. All school rules apply during school dances. Prior to purchasing tickets, students must pay all deficiencies, and check the specific rules regarding eligibility for themselves and their guests. Guests must complete a permission form, follow all school rules, and be at least a sophomore in high school and under 21 years old.

**Defiance**
Students are expected to conduct themselves in a civil, respectful manner. School administration will not tolerate defiance of any sort, particularly if a staff member directs a student to do what can be reasonably expected. Defiant acts can result in a range of consequences.

**Deficiencies**
All deficiencies must be cleared in order to participate or purchase tickets to homecoming, prom. Seniors will not have the privilege of participating in graduation practice, which is required to attend the graduation ceremony, unless all deficiencies have been cleared. A deficiency is money owed to Freedom High School, for textbooks/materials damaged or lost, parking tickets, athletic fees and equipment, etc.

**Distribution of Literature or Other Materials**
Anyone wishing to distribute literature, information, or other materials on school property must first obtain permission from the principal, or the material may be confiscated. This includes distribution of materials through cell phones.

**Fights, Assaults and Threats**
Intentionally striking, shoving, throwing objects at, blocking the passage of, or otherwise physically intimidating a student, staff member, or visitor are actions which are strictly forbidden. This includes written and verbal bullying or harassment through electronic media. Those involved will face disciplinary action, including suspension.

**Food Delivery**
Parents and siblings may personally deliver food to the front of the building for their student only. The student may then pick up the delivery by the front door at the start of lunch. However, students may not order food from a restaurant to be delivered during school hours. Students who have food delivered from a restaurant or by a friend may pick up the food from the front office at the end of the school day. Students may face disciplinary consequences for repeated offenses.

**Gambling**
Any event, action, or statement, which relies on chance for personal gain or the monetary advantage of one participant at the expense of others is prohibited. Cards and dice for gaming are also prohibited.

**Gangs**
Under no circumstances are students permitted to reflect any behaviors which are tied to gang activity. This pertains to dress, signs, headgear (including headbands), and tattoos. The school works closely with the School Resource Officer and School Safety and Security Specialist regarding trends and activities.
Graduation Ceremony
Graduation ceremony for the Class of 2022 will be held at the EagleBank Arena on June 17, 2022 at 10:00 a.m. Students are reminded that attendance at the ceremony is a privilege which may be revoked. Deficiencies, discipline, and absence at the mandatory rehearsal could be some of the reasons for revocation of this privilege.

Guest Speakers
Teachers may request a guest speaker for their classroom. This person’s name and schedule should be reported to the administration prior to the visit. Sponsors of extra-curricular activities should receive permission from administration before the speaker is scheduled. In both cases, the speaker’s topic should be related to the curriculum or activity’s purpose.

Horseplay and Hazing
Horseplay, such as slap fighting, will not be tolerated. No type of hazing, such as “birthday punches,” or “flagging” is allowed. Disciplinary consequences up to and including suspension will be administered.

Inappropriate Literature, Pictures and Drawings
Students are not permitted to draw, possess or distribute literature, pictures, or drawings which are potentially disruptive to the educational process or which can be considered obscene or threatening to the security of the school. A range of consequences will be considered.

Initiating a Disruption
Students are not to create, attempt to create, or cause others to create public violence or disorder.

Lying, Stealing and Forgery
Taking or attempting to take another person’s property through force, intimidation, threats, or other means is punishable by suspension. Students who knowingly buy or receive, or aid in concealing stolen goods, are equally responsible. Theft of property will result in suspension and possible referral to the Superintendent and law enforcement.

Minute of Silence/Pledge of Allegiance
Students will respectfully observe the Minute of Silence and Pledge of Allegiance. Students and staff in the entire building are expected to stop and remain quiet during the Minute of Silence. Those opting not to say the Pledge must remain quiet and still in the halls and classrooms.

Obscenity, Profanity, Racial/Ethnic Slurs and Demeaning Comments
Cursing, abusive language, and remarks which can be considered racist or against someone’s religion, sexual orientation, gender, national origin, handicap, or abilities will not be tolerated. A wide range of disciplinary options will be considered.

Participation in Extracurricular Activities
All students who participate in extracurricular activities, including athletics, fine arts, and clubs, must be enrolled at Freedom High School as a full-time student.

Public Display of Affection (PDA)
Embracing, kissing, and sexual behaviors will not be tolerated and may result in disciplinary actions including suspension from school.
Refusal to Identify Self
All students must, upon request, identify themselves to adults in the school building, on school grounds, or at school-sponsored events. Failure to do so will result in disciplinary action.

Threats, Harassment and Bullying
Freedom High School will not tolerate any type of behavior that is threatening, harassing, bullying, or intimidating in nature, either in person or through electronic media. Under no circumstances should a student make threats, or implied threats, to or about someone. Harassment may include physical, psychological, or verbal abuse or behaviors designed to intimidate others (such as bullying or put downs). Students are expected to report such behaviors to a counselor, administrator, security officer or other adult staff members. Depending on the type of behavior administrators can consider a range of consequences, including removal from school, legal action, and/or clinical evaluation.

Vandalism
Students are expected to respect the school. Pranks are discouraged as they can go awry and lead to serious damage and/or injury. Defacing or destroying school property is extremely costly in time and money and will result in consequences, ranging from suspension to expulsion. In addition, students will face legal charges and financial restitution.

Vending Machines
Vending machines are provided for student use before and after school. The school is not responsible for lost money. Students are not allowed to use vending machines in teacher workrooms at any time.

Visitors
All visitors to the school must report to the main office to sign, receive a visitor’s pass and wait to be escorted to the specific location. Alumni are not permitted in the building during school hours without permission from an administrator.
STUDENT PARKING PERMITS

It is a privilege for students to drive to school and park on campus. Loudoun County Public Schools provides bus transportation for all students who live within the Freedom High School bus attendance zone. Students are highly encouraged to use the transportation service provided by the school division.

However, those who choose to drive to school may apply for a parking permit, issued by Freedom High School. Multiple family vehicles can be included on the application. A parking permit is only issued to a student for the vehicle(s) registered on the application and may not be loaned or transferred to anyone else. The ownership of the parking pass is always retained by the school in the event a student withdraws from school, or has his/her parking privileges suspended or revoked.

Procedures

1. Seniors and juniors (and some sophomores who are eligible) with a valid driver’s license may submit an application.
2. Students and their parent(s)/guardian(s) should complete the 2021-2022 Student Parking Application together and submit the form to be reviewed by school administrators and the school Safety and Security Officers.
3. Parking permits should be purchased on the Freedom High School payment portal.
4. Students will attend a class meeting to review parking lot safety procedures.
5. Students will review safety procedures with the Safety Security Officers upon receiving their parking pass.
6. Parking passes will be distributed by the Safety Security Officers at lunch blocks.
7. As of September 20, 2021 students will not be able to park on school grounds without a valid permit.

Students and parents have four payment options to choose from on the Online School Payment (OSP) site.

- Full-year parking permit - $200.00
- Semester 1 only permit - $100.00
- Semester 2 only permit - $100.00
- Academies of Loudoun students who park at Freedom only on their Freedom days - $100. Students who wish to park at ACL will need to apply for a parking permit there.

Student Parking Expectations.

1. Students are to report a change of license plate number or registered vehicles to the Safety Security office.
2. Parking permits must be displayed in the vehicle on the rearview mirror with the number facing out at all times when parked on campus.
3. Permits are non-transferable and may only be used by the person to whom they are issued, and for only vehicles that are properly registered. Misuse of the permit will result in it being suspended or revoked.
4. Students are prohibited from parking in any location other than their designated parking areas.
5. Cars parked on school property are subject to search under School Board policy 8-2.
6. Traffic laws, school regulations, and normal safety procedures must be observed at all times. The maximum speed limit of school grounds: 10 mph.
7. Lost permits must be replaced at a student cost of $10.00 if the student wishes to continue to drive to school. (Safety and Security Officer must approve a replacement.)

Please use the following links below to access the application and the Online Payment Portal.

Parking Permit Application

Online Payment Portal for Parking Permit

Information about painting a parking spot will be sent out by the senior class advisors.

If you have any questions, please contact Assistant Principal, Kathryn Koscinski (Kathryn.koscinski@lcps.org) and SSO Ray Davis (eahou.davis@lcps.org)
ATHLETICS

Virginia High School League (VHSL)
VHSL governs athletics, drama, debate, forensics, and academic competitions. Freedom is a member of Class 6B, in the Cedar Run District for all athletics. Athletes must read, sign, and abide by the Loudoun Student Athletic Handbook’s rules and procedures.

Eligibility for VHSL Activities
· Students must have been enrolled in a minimum of five courses and have passed at least five courses the previous semester to their participating season.
· Students must not have been enrolled in school for more than eight consecutive semesters.
· Students must not have reached their 19th birthday on or before the first day of August of the year participating.
· Students must have completed a VHSL Physical Form.

NOTE: For additional VHSL Eligibility requirements see the Athletic Director.

Sportsmanship
We take pride in supporting the VHSL Sportsmanship Code. Participants and spectators are expected to demonstrate good sportsmanship by following the VHSL standards. We cheer for our fellow students and do not show negative, taunting, or disrespectful behavior. Inappropriate behavior will not be tolerated and will result in disciplinary action including removal from participation and/or attendance at events. The athletic handbook lists specific expectations related to athletic training rules. Coaches conduct mandatory preseason meetings with parents and students to review expectations, training rules, and sportsmanship.

Behavior at Athletic Events
All students who attend a school sponsored LCPS function, are expected to set the best example of appropriate behavior. Freedom High School has a reputation for positive sportsmanship and audience courtesy. We expect students and the community to help continue this tradition. In accordance with local athletic district policies, students may not be shirtless and must follow the dress code policies at all school events. All school policies apply to extracurricular events.

Participation in daily athletics
Athletes must arrive at school by 9:30 a.m. if they plan to participate in after-school practices, games or meets. All participants must be registered at Freedom High School as a full-time student.
SCHOOL BOARD POLICIES

Students are expected to abide by all school board policies whenever on school property or participating in a school related activity. A copy of the Student Rights and Responsibilities and special notices with complete detailed policies will be available on the LCPS website as additions to this policy manual. Parents/Guardians are expected to review these thoroughly with their students especially those pertaining to substance abuse and weapons where violations may result in expulsion from school. Information regarding school board policies can be found on the LCPS website www.lcps.org.

Alcohol, Drug, Tobacco and Electronic Cigarettes

School Board Policy (8240) — Alcohol, drugs, tobacco, electronic cigarettes (vapes) and other addictive chemicals and medications that impact the physical, social, emotional and intellectual development of students are prohibited. Students are expected to adhere to the law and the LCPS School Board policy.

1. The first violation involving use or possession of tobacco products and/or electronic cigarettes (vape pens) shall result in assignment in-school restriction for three (3) days where students will receive the tobacco products education program.

2. The second violation involving use or possession of tobacco products and/or electronic cigarettes (vape pens) by a student shall result in assignment to in-school restriction for five (5) days and referral to the Student Assistant Specialist who will assess and provide school-based support.

3. The third violation involving use or possession of tobacco products and/or electronic cigarettes (vape pens) shall result in the student being placed in ISR for seven (7) days and three (3) days assigned to the Substance Use Education Class sponsored by Loudoun County Public Schools.

Weapons Policy

School Board Policy (8235) — Possession or use of a weapon, loaded or unloaded, operable or inoperable, by a student while under the control or supervision of school system personnel, at a school-sponsored activity, or on school property is prohibited. This policy is applicable to students at all grade levels. The term “weapon” is intended to be construed broadly and includes any instrument or device which, by its design or use, is capable of causing injury, harm, or threat of injury or harm to the physical well-being of another person, as largely defined within both federal and state law. For the purposes of determining appropriate penalties for violations of this policy, “weapons” are classified as either Category A or Category B, except under specified circumstances. Please refer to the policy on the LCPS website for a definition of Category A and Category B weapons and discipline consequences.

Safe Harbor Provision: The accidental or inadvertent possession of a weapon by a student, either brought onto or found on school property or at a school-sponsored activity shall not constitute a violation of this policy, provided the student immediately reports the same to a teacher or administrator upon discovery thereof by such student and before it is discovered or seen by a teacher, administrator or other school employee or by another student.
**Dress Code**

The LCPS School Board is currently reviewing a revised policy which should go into effect this fall. Until that time, the current School Board Policy (8270) is in effect.

All students who attend Loudoun County Public Schools are expected to dress appropriately for a K-12 educational environment. A student’s attire should facilitate the participation in learning as well as the health and safety of students. This policy is intended to provide guidance for students, staff and parents.

The following are expectations of student attire:
1. Clothing must cover the midriff.
2. Tops with straps greater than one inch wide.
3. Clothing that covers private areas should be opaque and appropriate undergarments must be worn.
4. Clothing that does not reveal undergarments and/or private areas.
5. Clothing should be suitable for all scheduled classroom activities where unique hazards exist.
6. Clothing that is required in specialized courses, such as sports uniforms or safety gear.
7. Clothing that includes head covering if worn for religious purposes, as a matter of safety, medical condition, or in connection with a school-sponsored program, activity, or event.
8. Faces should be clearly visible by other students and staff, as a reasonable measure of safety and security.
9. Clothing free from language that is profane or images that depict, advertise or advocate illegal, violent or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana or other controlled substances or are discriminatory.
10. Clothing and/or head coverings free from gang related or associated symbols, such as words or drawings that could pose a reasonable threat to the health or safety of any other student or staff.

**Enforcement of dress code policy at Freedom High School:**

**First Offense:** The student will be sent to the office and requested to change clothes or call parents for proper clothing. The student will not be allowed to return to class until the situation has been corrected. Students may pick up their personal clothing from the office at the end of the day.

**Second Offense and subsequent offenses:** Same as first offense and in addition, student will be assigned detention and/or ISRP, and parents will be notified.

Parents/guardians may appeal a disciplinary action. Appropriate exceptions to the dress code may be made on the basis of medical or religious reasons. Please see the principal if you wish to request an exception.
Student Technology Acceptable Use Policy

LCPS provides technologies, including access to the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. Technology includes hardware, software, data, communication lines and devices, terminals, printers, servers, mainframe and personal computers, the internet and other internal or external networks.

Purpose: All use of the Division’s technology must be (1) consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students and/or research, or (2) for legitimate school business. LCPS may provide students with access to online educational services and websites through contracts with educational companies and vendors. Students may be provided with a username and password to access educational content on these websites. Use of the computer system is a privilege, not a right.

Monitoring: LCPS routinely monitors an individual’s usage of the Division’s technology. The normal operation and maintenance of the school division’s technical infrastructure and services requires that usage and activity are monitored, data and electronic communications are routinely backed up, and programs or other devices are employed to maintain the functionality, integrity, or security of the network infrastructure. Any communication or material using School Division technology, may be monitored, read, recorded, copied, seized, and/or provided to appropriate authorities by school officials without prior notice. Users shall have no right or expectation of privacy.

Content Filtering: The School Division selects and operates technology protection measures that monitors and filters or blocks Internet access for all devices connected to LCPS and LCPS-OPEN. The protections prevent access to the following: 1. Child pornography; 2. Obscenity; and, 3. Material that the School Division deems to be harmful to students and material that is otherwise inappropriate for students.

Bring Your Own Technology (BYOT). Personal technology devices are permitted at school and can be used with permission from the teacher. All Personal Devices used within school or at school functions must be free from anything that would violate the Student Rights and Responsibilities handbook or this policy including the use of a Virtual Private Network (VPN) to subvert the division’s protection measures.

Signature Form. Each student and parent/guardian of the student shall sign the form attached to the Student Rights and Responsibilities that can be accessed online via ParentVue/StudentVue. By doing so, the student and parent/guardian acknowledge to accept the terms of this policy and the failure of any student to follow the terms of this policy or accompanying regulation may result in loss of computer or network system privileges, disciplinary action as defined in the Student Rights and Responsibilities handbook, School Board policy, and/or law.

Personal Electronic Devices and Laser Pointers

School Board Policy (8650) — Students may operate cell phones and other personal communication or electronic devices when authorized to do so by the principal or designee.

Authorization is required whether on school property, under school control or attending any
school function or activity of any elementary, middle, high, academy, alternative or technical center school.

School officials may confiscate such devices in any instance where a student violates the provisions of this policy. Any violation of this policy by a student may result in the student’s loss of privileges of possessing such devices while on school property, under school control or attending any school function or activity and may result in further disciplinary action.

Student use of such devices for unlawful or other prohibited purposes while on school property, under school control or attending any school function or activity may result in seizure of the device by school officials and disciplinary action, including expulsion.

Students are prohibited from possessing laser pointers while on school property, under school control or attending any school function or activity. Any student found to possess a laser pointer in violation of this policy may be subject to disciplinary action and the seizure of the device by school officials.
SCHOOL COUNSELING DEPARTMENT

Freedom High School Counseling Mission Statement

In collaboration with students, faculty, parents/guardians, and the community, the Freedom High School Counseling Department provides an equitable, comprehensive, and developmental school counseling program that leads all students to success. By advocating on behalf of all students, we provide access to a safe and positive educational environment that encourages academic achievement and fosters social, emotional, and mental wellness. We empower all students to acquire the knowledge necessary to attain lifelong educational, career, and personal/social fulfillment throughout high school and for years to come beyond graduation.

Freedom High School Counseling Department Vision Statement

In line with the Virginia Department of Education Vision and Mission, the Loudoun County Public Schools Vision, and the Freedom High School Mission, the Freedom High School Counseling Department envisions that all students are motivated learners and can challenge themselves to achieve their utmost potential. They apply critical thinking and creative problem-solving to endeavors and communicate and collaborate effectively with others as active and engaging citizens. The students actively strive to attain knowledge and skills that will help them fully realize their academic, career and personal goals, both short term and long term, five-15 years after graduation. Students are enthusiastically engaged in their education and remain life-long learners who stay current and informed in an ever-changing, diverse society and global community. Graduates of Freedom High School will be prepared to adapt and work in careers that have not been created yet. Students are responsible citizens who show care for themselves and compassion and respect for others and aspire to make meaningful contributions to the world.

STUDENT COUNSELING PERSONNEL

Ken Christopher
Director of School Counseling
Kenneth.Christopher@lcps.org

Colleen Hurley
Assistant Director of School Counseling
Colleen.Hurley@lcps.org

Counselor Assignments

<table>
<thead>
<tr>
<th>Last name of student</th>
<th>Counselor</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-BUD</td>
<td>Irene Lee</td>
<td><a href="mailto:YeRin.Lee@lcps.org">YeRin.Lee@lcps.org</a></td>
</tr>
<tr>
<td>BUI-DO</td>
<td>Cristi Goldberg</td>
<td><a href="mailto:Cristi.Goldberg@lcps.org">Cristi.Goldberg@lcps.org</a></td>
</tr>
<tr>
<td>DR-HAL</td>
<td>Celia Benz</td>
<td><a href="mailto:Celia.Benz@lcps.org">Celia.Benz@lcps.org</a></td>
</tr>
<tr>
<td>HAM-KE</td>
<td>Darlene Adu-Gyamfi</td>
<td><a href="mailto:Darlene.AduGyamfi@lcps.org">Darlene.AduGyamfi@lcps.org</a></td>
</tr>
<tr>
<td>KH-MC</td>
<td>Molly Eck</td>
<td><a href="mailto:Molly.Eck@lcps.org">Molly.Eck@lcps.org</a></td>
</tr>
<tr>
<td>ME-NG</td>
<td>Colleen Hurley</td>
<td><a href="mailto:Colleen.Hurley@lcps.org">Colleen.Hurley@lcps.org</a></td>
</tr>
<tr>
<td>NH-ROC</td>
<td>Lauren Arjes</td>
<td><a href="mailto:Lauren.Arjes@lcps.org">Lauren.Arjes@lcps.org</a></td>
</tr>
<tr>
<td>ROG-THA</td>
<td>Eric Cusick</td>
<td><a href="mailto:Eric.Cusick@lcps.org">Eric.Cusick@lcps.org</a></td>
</tr>
<tr>
<td>THO-Z</td>
<td>Karen Burke</td>
<td><a href="mailto:Karen.Burke@lcps.org">Karen.Burke@lcps.org</a></td>
</tr>
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<td>Name</td>
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<td>------------------------------</td>
</tr>
<tr>
<td>Lisa Harris</td>
<td>School Social Worker</td>
<td><a href="mailto:Lisa.Harris@lcps.org">Lisa.Harris@lcps.org</a></td>
</tr>
<tr>
<td>Suzanne Goldbecker</td>
<td>School Psychologist</td>
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</tr>
<tr>
<td>Lisa Wood</td>
<td>Career Center</td>
<td><a href="mailto:Lisa.Wood@lcps.org">Lisa.Wood@lcps.org</a></td>
</tr>
<tr>
<td>Lisa Strother</td>
<td>Specialist Registrar</td>
<td><a href="mailto:Lisa.Strother@lcps.org">Lisa.Strother@lcps.org</a></td>
</tr>
<tr>
<td>Suzanne Wyker</td>
<td>Position Open</td>
<td><a href="mailto:Suzanne.Wyker@lcps.org">Suzanne.Wyker@lcps.org</a></td>
</tr>
</tbody>
</table>

**How do Students Request to See a Counselor?**

Fill out a counselor request form, and drop it off in the School Counseling Office. Your school counselor will send a pass for you during your Eagles Connect period, or your Early Release period. If you have an emergency (concern about hurting oneself or someone else or a concern about someone else hurting oneself or someone else), please contact your school counselor immediately.

**Unified Mental Health Team (UMHT)**

Our mission is to address the social, emotional, and behavioral expectations of our FHS community. We will use a team-based approach, to provide educational and professional development, utilize prevention-based efforts, and respond to student needs with evidence-based interventions. UMHT is important because it provides an opportunity to discuss systematic issues pertaining to the delivery and evaluation of mental health prevention and intervention support across the school and create a plan to address any issues. If you are interested in learning more please reach out to the counseling department.
FHS CAREER CENTER

Planning Life After High School

Your first step in planning life after high school should be to log into Naviance, it is a comprehensive college and career readiness tool used in LCPS. It is a web-based counseling software package that helps connect academic achievement to the student's post-secondary goals. It allows counselors, parents and the student to collaborate in the college admissions process and career planning. You may access Naviance through the counseling page on the FHS website. Here are the steps to follow:

- Students can log into Naviance through LCPS.GO
- Parents can create their own password. Contact the Career Specialist at Freedom High School for access.
- Make sure your e-mail address is up-to-date. All communication comes through your email.

Searching for Careers — Click the Careers Tab
Explore Careers Search for a career and career clusters
What are my Interests? Learn what career clusters may be a good match based on activities of interest, subjects you enjoy and personal qualities.

Searching for Colleges — Click on the Colleges Tab
My Colleges – Track information about the colleges you are thinking about and applying to.
Sign up for colleges that are visiting FHS.
College Research Search the database of over 4000 colleges and universities using criteria such as size, location, cost, majors, athletics programs, etc. This tab includes graphs and Scattergrams providing a view of college application outcomes (accepted, denied, waitlisted) for applicants from Freedom High School using GPA and SAT scores. You can gauge your chances of acceptance at the college you are interested in.

Learning About Yourself — Click the About Me Tab
Success Plan: A planner with goals
My Assessments: Includes Strengths Explorer powered by Gallup, will help uncover your talents and reveal your potential strengths.
Interesting Things About Me: Develop and store your personal portfolio, resume(s), game plan and other documents needed for life after high school. Keep track of your favorite careers and colleges.
Official Things Test scores, profile and account information

My Planner tab provides a student planner to keep track of your post high school planning.
SCHOOL CLINIC & HEALTH INFORMATION

Parent/Guardian Contact Information
Emergency contact phone numbers and information must be kept up to date so we can reach parents/guardians if the student is ill or injured. The clinic is open from 8:30 a.m. – 4:15 p.m. All student medications (prescription and over the counter) must be checked into the clinic by a parent/guardian. Except for an emergency, students who are ill or need to visit the nurse must have a pass from their teacher and they must check in and out of the clinic with the nurse.

Student Medication
All medicines should be administered to students by their parents at home if at all possible. Medicine administered at school will strictly follow the procedures described below. Any student who fails to follow these procedures or whose parents fail to follow them will be excluded from school until compliance is assured. The principal shall determine whether or not there is compliance with the provisions of this policy. If it is necessary that a medication be given during school hours, the following regulations must be followed:

Prescription Medication
• Medication must be brought to school in the original container with the appropriate label intact.
• Parent/guardian must bring medication to the nurse, health aide, or designee. Medication will be kept in a locked medicine area of the clinic. If you ask, the pharmacy will give you an extra bottle for liquid or tablets with the proper amount of medicine and label for school.
• The physician and parent must complete Form 12.3: Loudoun County Public Schools Authorization for Medication Administration.

Non-prescription Medication
• Must be brought in by parent/guardian.
• Must be in an original package with the name of the medicine and instructions.
• Must have a signed and dated note or Form 12:3 from the parent/guardian regarding when and how much medicine to administer.
• Will be given according to the amount listed on the package for your child’s age and weight unless the doctor’s orders on a medication form indicate differently.

Emergency Life-Saving Measures The parent of any student who has a condition that would require emergency, life-saving medication or other measures must inform the nurse of the condition and provide instructions from the attending physician on measures to be taken, including administering any medication. These instructions should cover measures to be taken while the student may be on a school bus or other times when medicine is not immediately available.

Safekeeping of Medicine
All medication must be kept by the school nurse or principal in a secure, locked place known by and accessible to persons who may have to administer life-saving medication.

Medical Releases
Students who are returning to school after a hospitalization, surgery/procedure (tests, broken bones, concussions, etc.) MUST have a release from the physician. The release should include the following information: approval for the student to return to school, the activity level allowed, any current restrictions, and the duration of stated restrictions. All release paperwork must be turned in to the clinic upon return to school.
Sick-day Guidelines
Should I keep my child home or send him/her to school? Keep your child home if he/she:
• Has a fever of 100.4 degrees or higher
• Has been vomiting
• Has symptoms that prevent him/her from participating in school, such as excessive tiredness or lack of appetite, productive coughing or sneezing, headache, body aches, earaches, or sore throat.
• Has a severe sore throat that could be strep throat even if there is no fever; A minor sore throat is usually not a problem.
Keep your child home until he/she has been fever free for 24 hours without medication. Colds can be contagious for at least 48 hours. Returning to school too soon may slow the recovery process and expose others unnecessarily to illness.
LIBRARY AND MEDIA CENTER

The Media Center is committed to providing quality instructional materials to support the student curriculum, popular recreational reading material, and literacy skill instruction to help students become proficient information users. We work collaboratively with teachers to support programs of study with literacy skill instruction.

Library Media Center Hours
The hours for the library media center are:
Monday through Thursday – 8:00 a.m. - 4:30 p.m.
Friday – 8:00 a.m. to 4:15 p.m.

Collection
The Media Center is professionally staffed and equipped with a growing multimedia collection of books, e-books, audiobooks, periodicals, e-reader devices, laptops, and other technology. Many resources can be accessed remotely 24/7.

Online Resources
Our online resources (e-books, audiobooks, databases, etc.) and important links to Internet sources are accessible from the FHS library websites. Remote access passwords can be found in VISION by accessing the Virtual Library in the Student Resource Course.

Overdue Items
Fines are not assessed for overdue items. Students are responsible for the replacement cost for damaged or lost library materials, including electronic devices. Notices may be sent home for replacement costs of books and other materials.

Student Conduct
Students are expected to work, read, or visit quietly and maintain a healthy learning environment. LCPS acceptable use policy rules and regulations apply.

Eagles Connect Policy
All students using the library from Eagles Connect (EC) will need a pass from their EC teacher, preferably using the e-hall pass. Each EC classroom will be able to send three students to the library at one time. Teachers can submit the time of return for students on the e-hall pass. If a student is not at a stopping point, we will make considerations to allow them to stay based on the availability of resources and space.

Early Release
Early release students may stay to use the library with permission. Up to five students may sign up to use the library during ER. The sign-up sheet is located at the library circulation desk.
STUDENT SERVICES

Buses
Safety is the top priority. All students are expected to abide by the regulations governing the riding of school buses. Students who misbehave on buses may be denied the privilege of being transported on buses. Students are under the authority of the school while going to and from school, and are subject to all school rules during this time. Students may not ride a bus to which they are not assigned without permission from the school.

Lockers
Lockers will be assigned only to those students who request one. All lockers (gym and hall) are provided by the school as a convenience to the student. They are not the exclusive property of the student. Students are responsible for the contents of their lockers. All lockers are subject to search under School Board policy. At the conclusion of the school year each locker will be opened and inspected for damage, writing, or decals. If the locker is not left in satisfactory condition, the student will be assigned a deficiency.

Lost & Found
If you have lost an item, check with the main office before or after school. Remember the school does not assume responsibility for items brought into the building from outside.

Payments made to school
All payments made to the school can be done online by accessing a link (Online Payment System) provided on the main Freedom High School website. The school will accept payments in cash, credit cards or checks payable to Freedom High School. Payments will only be accepted in the main office or online. There is no longer a service fee to pay online.

School Store
The school store known to students as ‘The Perch’ is open daily from 8:45—9:10 a.m. The Perch accepts cash, credit cards or checks made payable to Freedom High School. The Perch offers a variety of merchandise including spirit wear, spirit gear, and snacks. Profits from the store are used for scholarships and charitable donations.

Textbooks
Textbooks are furnished free by the county. Students are responsible for books that are lost or damaged and will be charged accordingly. Students must print their names in ink in all books that are issued to them.
TIPS FOR A SUCCESSFUL YEAR.

**Keep an agenda**
We encourage you to keep track of your assignments and other school obligations. If a written agenda is not successful for you, try to use an application on your phone. Whatever system you use, remember to use it regularly and refer to it often so you can stay on task.

**Keep up with classes**
Students who keep up with their work tend to be more successful than those who wait and do everything at the last minute. Even if your teachers accept late work, you should not take advantage of that. Those who work diligently on formative assignments, do better on summative assessments.

**Communicate with your teachers**
Get to know your teachers so that you can communicate with them effectively. When there are circumstances that keep you from completing an assignment, let your teacher know immediately. Remember that all teachers have an electronic, online presence. Figure out how to get on your teachers' online platform so you can keep up with the class even when you are absent.

**Know your school counselor**
Make sure you take the time to get to know your counselor. He/She is an invaluable source when you are facing difficult issues with academics, teachers and administrators, friends and family, etc.

**Maximize your Eagles Connect time**
Remember that the more you get done at school, the less you have to do at home.

**Avoid consequences which will take you out of the classroom**
Students learn best when they are in the classroom participating in learning activities.