

**STUDENT AND PARENT HANDBOOK**  
**2019-2020**

**FREEMAN ACADEMY**  
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*Vision Statement*  
*Faith-inspired learning for life*

**Mission Statement**

*Freeman Academy infuses Christ's call into all learning through Anabaptist principles. We seek to stimulate students to think critically and integrate knowledge with faith, service, artistic expression, and practical experience. Freeman Academy cultivates the unique God-given gifts of all students in a safe, caring, and creative community.*

**WHO WE ARE**

Freeman Academy, founded by Freeman area Mennonites in 1900, is a Christian school, grades 1-12, which integrates the Christian faith into all aspects of the school experience. Students are encouraged to develop their potential, academically, socially, physically and spiritually. The faculty and staff of Freeman Academy have the mission to:

- Challenge youth to **Educational Excellence**
- Nurture a **Christ-Centered** vision within them
- Build a **Community** of caring and support
- Promote **Opportunities** for leadership
- Call them to a life of **Peace and Service**

**WELCOME**

The experiences students encounter during their school years influence them for the remainder of their lives. The faculty and staff of Freeman Academy are dedicated to provide Christ-Centered educational opportunities that will enable you to grow spiritually, academically and socially.

You should enter the doors of Freeman Academy eager to learn, expecting to be accepted fully and treated fairly in an environment that is safe and filled with Christ's love. Parents should expect the school to challenge you to grow to your fullest capabilities by challenging you intellectually, spiritually and physically. For this to happen, you and your parents and the teachers will work in partnership to plan and evaluate your learning and progress throughout the time you attend Freeman Academy.

This handbook provides information and instructions to help you experience Freeman Academy to its fullest. Please read this manual carefully and let the administration know if you have any questions.

**TUITION PAYMENT POLICY**

**Preamble:** Freeman Academy supporters donate time and money each year to support the operating expenses of the school. Tuition income makes up only a part of the overall budget of the school. The efforts of volunteers in helping to maintain the school and their work in fund raisers such as Schmeckfest, as well as other gift income, results in lower tuition fees for students. The Board of Directors believes every family should honor this generosity by making scheduled and timely payments on tuition and other billed charges during the school year. The following policy exists to help make this possible for every family.

**Policy:** Parents/guardians are required to sign an agreement to pay the charges related to sending their child to Freeman Academy before the student can be enrolled. This agreement includes a listing of tuition charges, standard fees, meal costs and deductions or credits applicable to their billing statement. The agreement offers several payment options and provisions for handling late payments or non-payment of accounts.

**Procedures:**

- The Board of Directors establishes annual tuition rates and fee structures.
- The Business Office prepares "Tuition and Fee Statements" based on the rates set by the Board of Directors.

- Tuition and Fee statements are emailed to families in July. Families are encouraged to make an appointment with the Business Office to set up a payment plan. All families are required to sign and return the fee statement prior to the start of school
- Financial aid is available and must be applied for annually.

**Payment Options:**

- Full payment of tuition and fees due at a pre-determined date. Other monthly charges due when billed.
- ACH payment set up in the Business Office on a monthly schedule.
- Other payment schedules/options may be considered when meeting with the Business Manager and/or Administration.

**Late payment and /or non-payment of tuition and other billed charges:**

- Trimester grades, final grades, and transcripts will be withheld on past due balances of 60 days and longer.
- Accounts not paid in full at the end of the school year (May) will be ineligible to receive financial aid the following year.
- Non-payment on accounts or lack of significant effort (to be defined by administration and Board of Directors) to settle accounts will result in denying re-enrollment the following school year.
- If a family decides to withdraw a student, they will be subject to paying tuition and fees for the entire trimester of withdrawal. Financial aid and tuition assistance will be prorated in the same manner as tuition and fees. Failure to make timely payment will result in holding of student records.
- All delinquent accounts at the end of the current school year (May) may be subject to collections for payment.

**Method by which past due accounts can remain in “Good Standing”:**

Consideration of unusual financial circumstances combined with genuine effort to pay down accounts can delay or avoid some of the penalties as outlined above. For any past due account to remain in “good standing”, a signed agreement must be arranged with the school officials that spells out how the account will be paid and by what date. Parents/guardians may appeal actions taken against them before a panel composed of the Administrator, chairperson of the Finance Committee and chairperson of the Board of Directors. The decision of this panel will be binding on all parties.

**VARIABLE TUITION**

Freeman Academy is committed to making quality Christian education affordable for families, regardless of their financial situation. We realize tuition is not one-size-fits-all. Variable Tuition customizes the tuition amount to each family’s unique situation: finances, number of children, single parent, and so on. In the spring, interested families can setup an online account with the TADS assessment service. TADS is a confidential service for independent schools across the U.S. that develops a financial plan for each family and sends a recommendation for an appropriate tuition level. Families must complete a TADS application each year to qualify for Variable Tuition. There is a \$30 per family charge for this service.

**BUILDING ACCESS & KEY CARDS**

Students are issued a keycard at the beginning of the year for a reimbursable fee of \$5.00 (charged to the student’s account). If they do not return their card at the end of the school year, the \$5.00 will not be reimbursed. If they lose their card during the school year, they will be issued a new card and charged for each replacement card issued.

- Grades 1-6: Cards will be kept by staff for use in the lunch line.
- Grades 7-12: Cards will be kept by students. They will be expected to carry them throughout the day to access the Ad Building and Music Hall.
  - Students will use their keycard to track their school lunch purchases.
  - If the student forgets their keycard and require the office staff to let them in AND/OR if students forget their keycard in the lunch line, there will a 15-minute detention issued for every 3 misses. (The entrances will be tallied by day, not by entries/day). This will reset for each trimester.
- Keycards will only work during school hours. At no time will students be allowed in school facilities without prior school approval.

## LUNCH PROGRAM

Lunch is from 12:12-12:40 in the Dining Hall, which is located in the basement of Pioneer Hall.

- Grades 1-12 = Cost per meal is determined by Administration annually. This information will be included on the fee statement sent from the business office.
- When in the lunch line, ALL students must swipe their cards at the Point of Sale.
- Parents/family members are welcome to eat with their children. Please call the office or dining hall by 9:00 a.m. to be included in the lunch count and allow the Dining Hall to prepare accordingly.

## **Freeman Academy Meal Charge Policy**

### I. Federal Requirement

- a. The policy is in place to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.
- b. You can find more information about this US Department of Agriculture (USDA) Food and Nutrition Service (FNS) requirement at: <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

### II. PURPOSE OF POLICY:

- a. The purpose of this policy is to establish consistent meal account procedures at Freeman Academy. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:
  - i. To treat all students with dignity in the serving line regarding meal accounts
  - ii. To support positive situations with Freeman Academy staff, business policies, and students and parents/guardians to the maximum extent possible
  - iii. To establish policies that are age appropriate
  - iv. To encourage parents/guardians to assume the responsibility of meal payments and to promote self-responsibility of the student
  - v. To establish a consistent policy regarding charges and collection of charges

### III. SCOPE OF RESPONSIBILITY:

- a. The food service department and Business Manager are responsible for: maintaining charge records and notifying the student's parent/guardian.
- b. The Parent/Guardian: Immediate payment

### IV. ADMINISTRATION:

- a. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.
- b. Families are notified that meals will be billed monthly. Written notification of this billing program occurs at the beginning of each school year, is given to each new transfer student, and is posted on the Freeman Academy website.
- c. Families will be notified of the school Meal Charge Policy in writing before the school year begins and with each new transfer student.
- d. Meals will be counted starting on the first day of the month and continuing until the last day of the month. At this time the meals will be invoiced for each student and a statement emailed to each family stating that payments need to be made **within two weeks**.
  - i. If payment has not been received within the 2 weeks a statement will be mailed to the family with a note that unpaid charges need to be paid.
  - ii. Calls on delinquent accounts will be made on an as need basis to try to collect payment.
  - iii. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
  - iv. All delinquent accounts at the end of May of the current school year will be subject to collections for payment.

## **DRESS STANDARDS**

If FA Staff feel that clothing is unacceptable, students will be asked to change their clothing.

### **Acceptable clothing:**

- Sensible clothing in style and value
- Slacks, jeans, dresses, skirts, shirts in clean, mended condition
- Shorts and skirts, hemmed and mid-thigh in length
- Clothing should cover body parts in a modest and respectful manner

### **Unacceptable clothing:**

- Clothing which is offensive, immodest or distracting to others
- Torn clothing
- Clothing with offensive or inappropriate images or messages
- Items promoting the use of tobacco, alcohol or illegal substances

### **Accessories:**

- Hats, caps, and other head coverings are not to be worn in school buildings, unless for religious reasons or other exceptions.

## **HIGH SCHOOL CLASS TIME SCHEDULE**

Time	Mon.	Tues.	Wed.	Thurs.	Fri
8:00-9:10					
9:14-10:04					
10:08-10:58	<b>Chapel</b>				<b>Chapel</b>
11:02-12:12					
12:12-12:40	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
12:42-1:32					
1:36-2:46					
2:50-4:00					

The 1<sup>st</sup> through 8<sup>th</sup> grades will start at 8:00 and end at 3:00.

## **BEFORE AND AFTER-SCHOOL EXPECTATIONS**

- Students are asked to arrive at school in time to find their seats comfortably prior to the opening bell but not so early that they need to hang around and wait for a long time. At the end of the school day, students not in extracurricular activities are expected to leave promptly at the end of classes – 3:00 p.m. for students in grades 1-8 and 4:00 p.m. for students in high school.
- Students in grades 1-8 that are not picked up within 15 minutes of the dismissal of school will be expected to stay in the After School Room in the Music hall from 3:00 p.m. until the supervising faculty member dismisses them at 4:00 p.m. Parents are expected to pick up their students promptly. Students participating in extracurricular programs will be dismissed as necessary, as indicated by the coach/supervisor. Parents should communicate with the office if their students will be utilizing the After School Room.
- To allow teachers to attend the morning staff meeting each day, the Ad Building and the Music Hall will be locked until teachers return from the meeting – usually around 7:45 a.m.

## ATTENDANCE

Research shows that the single greatest factor contributing to student achievement is prompt and regular attendance at school. It is the combined responsibility of school personnel and parents to see that absences are kept to a minimum. Absences tend to disrupt the learning process. Time lost from class is impossible to duplicate in the nature of exchange between students and teachers.

**Absences will be classified as excused, unexcused or school related.** School related absences, such as field trips, and other excused absences, will not count against a student with regard to grades or be included on the student's permanent record. Work missed due to school related and excused absences can be made up for full credit.

To help assure student success, the following absence policy will apply on a trimester basis in regard to excused and unexcused absences.

## PARENT REQUESTED TO CALL

A parent or guardian is asked to call the school (925-4237) before 8:00 a.m. and leave a message on the receptionist phone to report student absence or tardiness. If parent contact is not made within 24 hours, the absence will be considered unexcused. Parent(s) or guardian(s) may request make-up work by e-mailing each teacher directly. Students will have twice the number of days absent to make up the work missed during excused absences. Failure of the parent(s) or guardian(s) to call in will result in an unexcused absence.

## ABSENCES

Freeman Academy's school attendance policy leaves little option to excuse students from school, except for:

- Personal illness/injury
- Death in the family, funerals
- Emergencies deemed to have good and sufficient cause for absence
- Doctor or dentist appointment – these appointments will be excused if parents notify the office, preferably in advance
- Other absences subject to administrative approval and parental or guardian contact

**\*NOTE: Parents must give notice to the school for any of the above to be classified as excused.**

1. **Excused Absences:** All class assignments must be made up to receive credit. Length of make-up time is twice the number of days missed. If a student has an excused absence on a previously announced test date or the due date of a report/paper, the student will be expected to take the test and/or hand in the report/paper on the next day of attendance following the absence.
2. **Unexcused Absences** will result in loss of credit for daily work and quizzes. Major tests, projects or papers may be made up with credit earned up to 70% of the total possible points available for that assignment.
  - a. NOTE: The school does not necessarily accept absences sanctioned by the home; therefore, all foreseeable absences should be discussed before missing school.
  - b. Parents or guardians will be notified when students receive a detention.
  - c. Skipping school will result in a one-hour detention for each hour missed. The time will be made up before school, after school, or possibly on Saturday's in-school suspension. Repeated skipping can result in suspension from school.
3. **Loss of Credit:** A student is required to attend at least 90 percent of the classes, or to have no more than six unexcused absences in any class during a trimester, in order to receive full credit for the class. Parents or guardians will be notified of any loss of credit. A student who has lost credit in any class may:
  - a. stay in the class if his or her conduct remains acceptable to the instructor;
  - b. be assigned to another location for supervision for that class period;
  - c. be suspended for the remainder of the trimester.
  - d. **Exceptions:** The Head of School may grant exceptions depending on the reason for missed classes.

## TARDIES

It is important that classes are free from interruption and that students be available for organized class activities as soon as the bell rings. **Students who are more than 10 minutes late to a 50-minute class or 20 minutes late to a 70-minute class will receive an unexcused absence, with regard to attendance records. (See absences policy above regarding #2, Unexcused Absences.)**

Teachers will record all tardies in their classes. Students who are tardy must check in at the office before being allowed into class. **Students who are legitimately late to a class because the previous teacher did not release them in time must have a pass from that teacher excusing that tardy.**

- The accumulation of three tardies at any point in the school year will result in a 30-minute detention. Every consecutive tardy after three tardies will result in a 30-minute detention. After the 4<sup>th</sup> detention (equivalent of 7 tardies or 2 hours of detention served), students will serve a two-hour Saturday morning detention. Students will be required to pay a supervisory fee of \$25 for this Saturday morning in-school suspension.
- Excessive Tardiness: The student is referred to the Head of School for corrective action.
- Continued tardiness will result in either in-school or out-of-school suspension at the Head of School's discretion.

## LEAVING SCHOOL DURING INSTRUCTIONAL TIME:

- Parental/guardian approval is necessary prior to a student leaving the school premises.
- Students in grades 7-12 shall "sign out" at the office and inform office staff of departure. Students in grades 1-6 may be "signed out" in their homerooms by a parent/guardian.

## RETURNING TO SCHOOL

- If returning during the school day, students shall "sign in" at the office, inform staff of return, and receive pink pass from office staff back to class.
- **NOTE: Leaving school to participate in school-sponsored activities is not included in this section.**

## STUDENT CONDUCT

Each student in our campus community must accept responsibility for his/her behavior, attitude and overall conduct. As a Christian school, our behavior is based on Biblical teachings. We expect our faculty, staff and students to live their lives in a manner that is pleasing to God. If it is apparent that a student is involved in activities that are contrary to Christian standards, thoughtful and loving action will be taken to teach and correct the student. For major or continuous problems, the student may be subject to disciplinary action.

## DETENTION PERIOD

Teachers may assign detention for minor discipline problems. The time these detentions will be served is at the teachers' discretion.

Office assigned detentions will be assigned for excessive tardies or for students referred to the Head of School for disciplinary reasons. Office assigned detentions will be served **after school on Wednesdays (or as determined by the office and administration) from 4:00-6:00 depending on the length of the assigned detention.** Students may quietly work on class work if necessary. **Very few excuses** will be accepted for dismissal from detention – including athletic practices and games, a job, parental request, etc. **Failure to attend detentions will result in further disciplinary action.**

## SUSPENSION AND DISMISSAL

The Head of School is authorized to suspend students. Suspensions may be in-school or out-of-school.

## IN-SCHOOL SUSPENSION—(I.S.S)

- Students assigned I.S.S. must comply with regular attendance and school policies.
- Students are expected to work on schoolwork throughout the entire time assigned. Credit will be given to work completed while in I.S.S.
- Lunch and restroom breaks will be provided.
- Electronics, refreshments or other objects of entertainment are not allowed in I.S.S.
- Sleeping is not allowed in I.S.S.

Non-compliance with I.S.S. procedures will result in out-of-school suspension.

## **OUT-OF-SCHOOL SUSPENSION**

Suspensions will be from one to five days in duration. Parents will be informed before a suspension takes effect. Parents or guardians and the student must meet with the Head of School before the student will be reinstated. Students on suspension are not eligible to participate in extracurricular activities and they are not to be on school property during the instructional day or evening activities.

**Acts of unacceptable behavior that may result in suspension or dismissal from school, depending upon the severity of the infraction include, but are not limited to:**

- Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, tobacco and other addictive drugs and deleterious substances
- Threat, possession or use of any object as a weapon on school property or at school activities, functions or events
- Physical or verbal assault of students or school employees or visitors to campus
- Theft
- Vandalism
- Intimidation or extortion, of any type

Dismissal from school is a disciplinary action, which may last from 10 to 177 school days. Dismissing a student requires Board of Directors' action. The Board of Directors of Freeman Academy authorizes the Head of School to discipline, suspend or recommend dismissal of a student for the following reasons:

- Willful violation of any published regulation for student conduct adopted or approved by the Board of Directors.
- Conduct that disrupts, impedes or interferes with the educational mission of the school.
- Conduct that impinges on or invades the rights of others.
- Conduct that has resulted in conviction of the student of any offense.
- Excessive absences or lack of attendance

## **WEAPONS AT SCHOOL**

A student shall not knowingly possess on grounds or off school grounds when at a school activity, function or event, any object that can reasonably be considered a weapon. All staff persons are **REQUIRED** to report any evidence of possessions of weapons by students to administration. Students are encouraged to report any evidence of a weapon at school to a staff member.

**Possession of a firearm or ammunition on school grounds shall result in dismissal from school, unless the Head of School and/or the Board of Directors decide that an exception is warranted.**

## **CRIMINAL ACTIVITY**

According to a SD law, the communication of a terrorist threat or hoax is a criminal offense and can carry felony penalties. Actions once considered pranks and/or vandalism may now be considered criminal activity.

## **GRADING CRITERIA**

Grading criteria and grading scales are established by the staff based on the following:

- Classroom attendance
- Arrival in class on time with all books and necessary materials
- Classroom participation
- Completion of class and homework assignments
- Mastery of the course materials
- Test scores
- Completion and timely submission of make-up work
- When rounding grades, FA will follow traditional rounding practices.

Assignments are due on the last day of each trimester. Except in the event of an emergency, no incomplete grade will be given at the end of a course.

**Grading Scale:**

A+	99-100
A	93-98
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	0-59

**GRADUATION REQUIREMENTS FOR STUDENTS GRADUATING IN 2019-20**

4 credits	LANGUAGE ARTS/ENGLISH
3.5 credits	SOCIAL STUDIES
3 credits	LAB SCIENCES
4 credits	MATHEMATICS
4 credits	BIBLE
1 credit	COMPUTER SCIENCE
3 credits	FINE ARTS
2 credits	WORLD LANGUAGE
.5 credits	ECONOMICS/PERSONAL FINANCE
.5 credits	PE
.5 credits	HEALTH
2 credits	ELECTIVES

**28 CREDITS REQUIRED FOR GRADUATION**

Students not completing academic requirements for graduation may not be permitted to participate in commencement exercises until they have become eligible for graduation.

**ACADEMIC HONESTY**

Freeman Academy encourages honesty in all aspects of a student's life. Whether a student is talking with a friend or teacher, writing a paper or presenting a speech, the student is ultimately responsible for the validity of his or her word. Academic honesty is an essential element in developing self-respect, a sense of achievement, and positive relationships with others in our school community. It is also an important qualification for success in higher education and the world of work.

Academic dishonesty is using someone else's work, concepts, designs, data, ideas, research, or documentation without giving proper credit to the source. In addition to plagiarism, it includes lying, cheating, and using unauthorized materials in preparation for or during a test/quiz or exam. Practical examples of academic dishonesty include deliberately copying another student's homework or test answers, copying print or audio/video materials without giving credit to the source, cheating on a test, and including in a bibliography items the student has not read.

Academic dishonesty is a serious offense. Consequences depend on the nature of the violation and whether it is a first-time occurrence or has happened before. Consequences range from the requirement to redo work on the understanding of a significant grade reduction, to a grade of "F" for the assignment or project, to a loss of credit for the course or even suspension from school.

Students are responsible to complete their own work, to acknowledge the contributions of collaborators or sources, and to refuse to participate in another student's dishonesty. Parents can help by having reasonable expectations of their children, encouraging them to academic honesty and, of course, not completing their work for them. Teachers are responsible to establish clear guidelines for and expectations about independent work, student collaboration, paraphrasing the words of others, and properly citing sources. The administration supports expectations of academic honesty and follows up with students, teachers, and parents as needed.

## WITHDRAWAL FROM SCHOOL

When it is necessary for a student to withdraw from school, the student's parents or guardians should inform the office. All fees must be paid, all school owned books returned and all work completed before the withdrawal will be considered complete. The student's transcripts and records will not be sent to another school until withdrawal is complete.

## SCHOLASTIC HONORS

The honor roll will be printed in the *Freeman Courier* at the end of each trimester.

- Gold Honor Roll = 3.6-4.0 GPA
- Maroon Honor Roll = 3.20-3.59 GPA
- **In addition to the honor roll, graduating seniors who have successfully completed the Regents Scholar Curriculum will be recognized during the graduation ceremony.**
- Any student with an 'incomplete' at the end of a trimester is not included on the honor roll.
- Any student with an 'incomplete' in a class when the honor roll is calculated will not be included in the published list. Once the incomplete has been corrected, the student may still receive an honor roll certificate if they meet the requirements.

## COLLEGE VISITATION

High school students in good standing may be excused from classes by the administration to make college/technical school visits. **Parents must inform the office before the scheduled visit and students should obtain homework from each classroom teacher prior to the visit.** Parents and students are urged to consider such visitations during non-instructional time if possible. The administration may limit the number, frequency and length of visits. Students who return from a college visit on the day of an athletic or fine arts event may participate.

## TRANSCRIPTS

Each graduating senior may request one free final transcript mailed to the college of their choice by notifying the business office. Additional transcripts are available at a cost of \$10.00 per transcript mailed, faxed or e-mailed.

- Trimester grades, final grades and transcripts will be withheld on balances due beyond 60 days.
- Diplomas and transcripts for eighth graders and seniors will be withheld until accounts are paid in full.

## ELECTRONIC DEVICES:

Electronic devices that may become a distraction to the learning process are not to be used at school during regular school hours. Use of personal mobile computing devices including, but not limited to, laptops, tablets, smart phones and music players will be at the discretion of the teacher. We encourage responsible practice with electronic devices, however if there is inappropriate use of an electronic device it will be secured in the office until after school and then returned to the student. A second violation will result in losing the device until the parents/guardians can come and pick up the device from the Head of School. Any subsequent violation will require the parents to meet with the Head of School to determine the next steps.

## INTERNET/COMPUTER USE

The computers and the Internet are to be used for educational purposes only.

- An **Acceptable Use of Technology Consent Form** must be signed to use computers.
- A **Personal Mobile Computing Device Form** must be signed by parents and students and all personal devices must be registered with the school.

Any action by a student that is determined by their classroom teacher or a system administrator to constitute an inappropriate use of the Internet may result in the student's loss of computer privileges.

## LOCKERS

Lockers are furnished for students to keep books, wearing apparel and personal belongings in a convenient place.

- Keep locker doors shut when not in use. Students may provide their own locks for lockers.
- **No items should be attached to the outside/inside of the locker or on the wall by the locker other than Bearcat Booster Club posters.**
- Items are expected to be in lockers, not on the floor. Items found on the floor will be brought to the Lost & Found by staff members.
- Lockers are the property of the school and are subject to search.
- The school is not responsible for missing items.

## **ASSEMBLIES**

Special programs by students, outside speakers, musicians, college groups, and others during the school year present a variety of entertaining and educational experiences. Students of our school have presented some of our finest programs. Visitors judge us by our assembly conduct.

- Be courteous and attentive.
- Applaud in an appropriate manner.
- Remain seated during the performance unless directed otherwise.
- Learn appropriate audience participation for different types of programs.

## **LIBRARY**

Library hours will be posted and may be adjusted as the schedule is changed. An atmosphere that is conducive to reading and study is essential at all times.

The rules for the Library are as follows:

- No food or drink
- Speak quietly
- One person per chair
- No seniority privileges
- Librarian's choice of music only
- No computer games
- Books and magazines may be checked out for two weeks. The newest magazines may only be checked out overnight.
- There is a 10¢ fine per day for overdue books and a \$15 book replacement fee for a lost book.

## **FOOD AND DRINK IN SCHOOL**

Students are expected to limit food consumption to the dorm and dining hall. Students may carry water in a water bottle and/or coffee in a container with a tight-fitting lid.

**Please note the following two exceptions:**

- Since students may get hungry during the long morning, they may pack a granola bar or other snack that is not messy and eat it at the discretion of the classroom teacher.
- In the event of a class party under a teacher's direct supervision in a classroom, such as a birthday party, food and drink are permitted on the understanding that the room is left clean.

## **FRONTIER HALL DORMITORY STUDENT USE**

Frontier hall is the dorm facilities for those students who do not commute to school. The dorm supervisor is in charge of the dorm facility before and after school, so please respect their authority. Guests are asked to keep the facility clean and to respect the people who live there. All visitors must be out of the dorm by 10:00 p.m. on school nights. When visiting the student's living quarters, please knock before entering their room. No members of the opposite sex are allowed in the student's bedroom at any time. Please be mindful that the dorm supervisor and dorm students live here and treat it as you would your own home.

## **LOST AND FOUND**

School personnel will bring "Found" items to the office. Students must pay a 25¢ fine to get their items from the lost and found. The money collected is donated to charity at the end of the year. Items that remain unclaimed for 30 days are taken to the Et Cetera Shoppe.

## **PARENT-TEACHER-STUDENT CONFERENCES**

Regular communication between parents, teachers and students is essential for optimum learning. Two days are set aside each year for parents, teachers and students to meet to discuss achievement and set learning goals. Additional conferences can be held any time a need arises.

## **BULLETIN BOARD**

It is the responsibility of each student to check the message boards and the bulletin boards. Important messages and information will be posted throughout the day.

## **TELEPHONE CALLS**

Students' names are placed on the "Message Boards" (located outside the office and by the library) if they are to call home during lunch break or after school. In an emergency, a student may make a call or be called to the telephone.

**During school hours, students are to make all calls from the office** (including cell phone calls). If students are to call long distance and they do not have a cell phone or calling card, the office staff will place the call for the student.

## **TORNADO DRILLS**

Severe weather warning or sighted tornados will be indicated by the bell system. Students and staff will go to the basement of the building they are in, staying away from windows.

## **FIRE DRILLS**

In order to meet state requirements, we hold periodic fire drills.

- Walk, do not run.
- Leave the building immediately.
- Books, wraps, and materials should be left in the room.
- The first people at the doors should open them.
- Everyone must leave the building.
- Stand together as a class a distance of 100 feet from building.
- Face the street or route emergency vehicles might use.
- Remain in place until signaled to return to the building.
- Students are forbidden to set off fire alarms except in the case of a fire. Any student who does so is guilty of a serious offense and will be disciplined appropriately. A student may be referred to the Sheriff's Office and State Fire Marshall for discipline.

For proper emergency exit routes, see the posted exit plans in each room.

## **LOCK DOWN DRILLS**

There may be situations that would require Freeman Academy to go into a lock down situation. In the event a lockdown is necessary:

- All students should be directed into the nearest classroom as door will be locked upon shutting.
- Barricade and restrict the use of the door with whatever resources are available to you.
- Wait in lockdown until you receive instruction from authorized personnel or until an evacuation announcement is given.

**\*\*In the event that a lock down procedure is warranted during the school lunch and recess time-frame students and staff within the Dining Hall and playground areas should report to Sterling Hall. Students should group by grade and class advisors/teachers should do a head count. Staff and students should spread out in the gym but stay away from places they would be visible from the outside.**

## **EVACUATIONS**

There may be situations other than a fire that would cause Freeman Academy to evacuate the campus. In the event an evacuation is necessary:

- 1-12 classrooms evacuate the building via the nearest exit. **Reminder:** This may be a window in your classroom, across the hall or next door. Once out of the building proceed to the rally site. At the rally site initiate a head count and wait for further instruction from authorized personnel, Administration and/or Law Enforcement.
- Students are not allowed to be released to parents or to leave on their own until given permission from Law Enforcement, Head of School or Administration.
- **Rally Point: Bethany Mennonite Church sanctuary**

## **STUDENT PARKING**

Automobiles are to be parked in the Pioneer Hall parking lot upon arrival at school and are not to be entered or moved until the end of the school day. Students are not allowed to go to the parking lot during school hours unless permission is granted from the Office. Students will be required to register any vehicle they will drive to school, make/model & license plate number, with the Office.

## **CANCELLATION OF SCHOOL**

Should weather conditions make it necessary to cancel school, the following radio and television stations will broadcast the announcement. You are requested to tune in to one of these stations: KSFY TV, KELO TV, and KDLT TV. Also, KSFY and KELO's websites publish the close-line. The decision to postpone or cancel school is made by the Chair of the Board of Directors and the Head of School. Late starts allow students and staff more time for safe travel. Parents, create an emergency plan with your children in the event of an early dismissal.

**If school is cancelled/dismissed early because of the weather, afterschool and evening activities will be cancelled as well.**

## **SEXUAL/OTHER HARASSMENT**

Sexual harassment is unacceptable and will not be tolerated in any form. Other forms of harassment such as verbal remarks, threats and bullying are also unacceptable. Students involved in these forms of harassment are subject to disciplinary action.

It is important that you report anything that sounds or feels like harassment to a staff member or your parents immediately. Furthermore, when you observe harassment directed at others, you need to report it as well.

## **STUDENT BULLYING**

Freeman Academy is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity. Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, OR
2. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on school property, while they are in school-owned or school-operated vehicles, while they are attending or engaged in school-sponsored activities, and while they are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of Freeman Academy.

It shall be the responsibility of the Head of School to develop administrative regulations, in accordance with this policy, to protect students from the harmful effects of bullying. Regulations accompanying this policy shall include, but are not limited to:

1. Additional definitions, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students and parents of the district's bullying prevention policies and efforts.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

## **CYBER BULLYING**

Cyber bullying includes all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or school's property to harass or stalk another person. The school's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the school's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and/or hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of the misuses of technology described in this policy should not erase the offending material. Rather, victims are encouraged to bring a copy of the material to the attention of a Head of School or teacher. The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm a member of the school staff or a student.

Malicious use of the school's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

## **EXTRA-CURRICULAR ACTIVITIES**

### **ELIGIBILITY**

Participation in extra-curricular activities is a privilege granted to Freeman Academy students in good standing. Freeman Academy is a member of the South Dakota High School Activities Association. To be eligible for extra-curricular activities, students must fulfill all the eligibility rules of the SDHSAA. In addition, Freeman Academy requires meeting the following requirements:

1. Any "F" grade will result in a student's being ineligible for extra-curricular activities until the grade is raised to passing on a subsequent weekly eligibility report.
2. A student with an incomplete will be ineligible until the incomplete is replaced by a passing grade on a subsequent weekly eligibility report.
3. A student with two "D" grades will be ineligible until at least one "D" has been raised to at least "C" level on a subsequent weekly eligibility report.

Teachers will submit eligibility lists weekly during the school year. Grades will be computed on a cumulative basis and reflect current trimester grades.

1. The first three (3) weeks of each trimester will be set aside to establish a student's GPA. At the beginning of the 4th week, a student's GPA will begin affecting eligibility.
2. The Eligibility List will be turned in each Thursday by 4:00. The week of ineligibility will be the following Monday through Sunday.
3. Work missed due to an excused absence will not count against eligibility until the number of days plus one, as specified in the handbook for makeup, has been reached.
4. The intent of the Eligibility List is not to punish students but to encourage them to improve academically.
5. With a view to helping students remain eligible, students with two or more C- grades will be assigned to work with a resource teacher until at least one C- has been raised to a C or higher.

\*\*This eligibility policy will affect all extra-curricular contests. Class-related activities such as concerts, church performances and art shows are not affected by this policy.

### **ATHLETIC RELEASE FORMS**

To provide important information to parents or guardians and provide for the welfare of student participants, all students wishing to participate in athletics will need to complete a South Dakota High School Activities Association (SDHSAA) Annual Parent & Student Consent Form, Concussion Form, Consent for Release of Medical Information Form (HIPAA), and have an annual SDHSAA Physical Examination Form completed by a licensed medical examiner. These documents need to be signed by a parent or guardian as well as the student prior to the first athletic practice in which the student participates for the year.

### **EXTRA-CURRICULAR ACTIVITY ALCOHOL AND ILLEGAL DRUG USE**

Freeman Academy does not condone the use of any form of tobacco, alcohol, and illegal or illicit drugs. If a student chooses to use any of these substances, the student may be suspended from school activities, suspended from school or dismissed from school pending an investigation by the Head of School.

### **FACILITY RENTALS**

Freeman Academy students, under the responsibility of their parents/guardians may rent the school's facilities for 50% discount on pricing pending approval of signed facility rental contract by the Administration Office and the parent/guardian. Students and their families must follow all contract stipulations. The 50% does not apply to any extra applicable cleaning fees.

### **NON-DISCRIMINATORY STATEMENT**

Freeman Academy provides equal opportunity for all qualified persons in its educational programs and activities. It also seeks to be a community in which freedom of expression and vigorous debate are valued and provided to all its members free of all forms of discrimination or harassment, including but not limited to exploitation, coercion, and intimidation. To achieve these goals, Freeman Academy has adopted a policy prohibiting discrimination and discriminatory harassment on the basis of race, color, national origin, sex, age, disability, and any other basis under federal or local laws. The policy of non-discrimination and equal opportunity applies to every aspect of the operations and activities of the school, including admissions and employment.