

FREEDOM PREPARATORY ACADEMY
FIELDS ROAD CAMPUS



Freedom Preparatory Academy prepares all students in grades K-12 to excel in college and in life.

**STUDENT & PARENT
HANDBOOK
2014-2015**



FREEDOM PREPARATORY
ACADEMY

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Dear Students and Parents,

Welcome to Freedom Preparatory Academy High School! This student and parent handbook provides general school information and our school's policies and procedures. This handbook serves as the guide by which decisions are made in service of our mission.

It is imperative that you read through the information and become familiar with it, as we will continue to refer to the handbook throughout the year. In addition, please feel free to ask us any questions you may have about anything in the handbook.

We are honored and excited to work with each one of you as we continue to build Freedom Preparatory Academy Charter Schools. You are part of an important movement in education, establishing a safe environment that nurtures and encourages young leaders to attain academic excellence, social awareness, and self-responsibility that will guarantee them entrance into the colleges, post-secondary schools and careers of their choice.

Again, if you have any questions, please let us know so that we can assist you on this journey towards Freedom.

Sincerely,

Kristle Hodges Camile Melton Brown Jackson Sprayberry
Head of School Dean of Students Dean of College Counseling

964 FIELDS ROAD
MEMPHIS, TN 38109

EDUCATION IS FREEDOM

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I. MISSION & PRINCIPLES



MISSION

The Team and Family at Freedom Preparatory Academy High School work diligently daily to ensure that we accomplish all that we endeavor.

Freedom Preparatory Academy Charter Schools prepare all students in grades K-12 to excel in college and in life.

CORE BELIEFS

Freedom Preparatory Academy Charter Schools (“Freedom Prep”) was founded on and is firmly committed to core beliefs that drive us towards our ultimate goal of academic excellence for every student:

- I. All students deserve a high quality public education that prepares them for the rigorous demands of college and the professional world beyond.
- II. A strong foundation in character development is essential to preparing all students to excel in education and the professional world. This character education includes adherence to the core values of: Respect, Responsibility, Integrity, Excellence, and Community.

FOUNDATION OF FREEDOM PREPARATORY ACADEMY

The foundation of Freedom Prep is built upon six principles:

- **Rigorous instruction** with high expectations required from all students.
- **Highly structured, consistent, and disciplined school environment** to foster a safe and effective learning environment.
- **Frequent assessments** to drive whole class instruction and supplemental support programs.
- Foundation in **character education** to develop a sense of community and the social skills necessary to be competitive in the professional world.
- **Numerous opportunities for exposure** through field lessons, summer programs, and community service.
- **Longer school day and extended school year** to ensure the instructional time essential in preparation for the rigors of college work.

CORE VALUES

“The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy.” – Dr. Martin Luther King, Jr.

Shared values will be the fabric of our school community. They will define who we are and why we exist. Life will be breathed daily into each one of our values through our words, actions, and interpersonal relationships. Freedom Preparatory Academy Charter Schools is built upon a clear set of core values that drive our mission:

The students and staff of FREEDOM PREPARATORY ACADEMY shall uphold the following values.

Respect. At Freedom Preparatory Academy we show respect to others, our teammates, and our community. We are considerate of other’s feelings.

Responsibility. At Freedom Preparatory Academy we take responsibility for our work and

our actions. We persevere and use self-control.

Excellence. At Freedom Prep we set clearly defined and measurable high expectations for academic achievement and conduct that make no excuses based on the background of our students. Students, parents, teachers, and staff create and reinforce a culture of achievement through a range of formal and informal rewards and consequences for academic performance and behavior.

Integrity. At Freedom Preparatory Academy, we stand up for what we believe in. We also do not lie, cheat, or steal.

Community. *At Freedom Preparatory Academy, we strive to develop and sustain a strong and connected community. Our community includes our students, parents, and faculty/staff. We also recognize our role in our respective communities and how we can address injustices or wrongs.*

Students understand that our values are essential qualities that they must uphold if they are to obtain success in reaching their goals. When both students and staff demonstrate our values, the following school climate is in place:

1. All students and staff are putting forth their best effort on all tasks; helping their teammates along the way; achieving significant academic gains; while enjoying themselves, and operating with the utmost respect and honesty.

With such a school climate, Freedom Preparatory Academy will make great strides towards its mission of ultimately preparing students for the colleges of their choosing. When students have internalized these values and practice them on a regular basis, they are equipped with both the academic and life skills to excel in any rigorous academic environment.

FREEDOM PREPARATORY ACADEMY COMMUNITY CONTRACT

FOR PARENTS/GUARDIANS

- 1) I commit to supporting Freedom Preparatory Academy's demanding academic program, high standards of conduct, and extended school day and year.
- 2) I commit to making sure that my student is at school on time, in uniform, every single day, unless sick or unable to attend because of a serious family emergency.
- 3) I commit to monitoring my student's schoolwork, homework, and grades regularly. I will always encourage him or her to work hard and produce the best possible work.
- 4) I commit to maintaining an environment at home where my student can do his/her homework, with a clean desk or table and necessary materials.
- 5) I commit to calling Freedom Preparatory Academy if I have questions and attending the required parent events.
- 6) I have read and understand the Code of Conduct. I commit to making my best effort to do these things to provide my child with the opportunities they deserve.

X _____

FOR STUDENTS

- 1) I understand the core values and commit to always doing my best to follow them.
- 2) I commit to attend school every day unless I am sick and to give my full respect and my full attention to every task.
- 3) I commit to do my homework every night and bring it neatly to school and turn it in at the appropriate time.
- 4) I commit to always obey the Code of Conduct at Freedom Preparatory Academy and at any school events.
- 5) I commit to following the Freedom Preparatory Academy uniform policy/dress code.
- 6) I commit to speaking regularly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.
- 7) I have read and understand the Code of Conduct. I commit to making my best effort to do these things to provide myself and my community with the opportunities we deserve.

X _____

FOR TEACHERS AND STAFF

- 1) I commit to being fully prepared for each class that I teach.
- 2) I commit to grading and returning all homework within one day of when it is due; I commit to grading and returning all tests and written assignments within three days of when they are due.
- 3) I commit to enforcing all rules and policies consistently and fairly.
- 4) I commit to calling the parents/guardians of my students with reasonable frequency to communicate both positive and negative feedback.
- 5) I commit to maintaining the highest standards of academic performance and professional conduct.
- 6) I commit to living the school values of respect, responsibility, integrity, excellence, and community.
- 7) I have read and understand the Code of Conduct. I commit to making my best effort to do these things to give all our students the opportunities they deserve.

X _____

II. GENERAL INFORMATION



2014-2015
FREEDOM PREPARATORY ACADEMY- Fields Road Campus
SCHOOL CALENDAR

QUARTER ONE		
DATE	DAY(S)	EVENT
July 23 – August 8, 2014	Wednesday – Friday	<i>Teacher In-service</i>
August 15, 2014	Friday	<i>Blazer Ceremony (6 PM)</i>
August 18, 2014	Monday	<i>First Day of School, Quarter 1 Begins</i>
September 1, 2014	Monday	<i>Labor Day, School Closed</i>
September 2, 2014	Tuesday	<i>Extracurricular Season Begins</i>
September 19, 2014	Friday	<i>In-Service, School Closed</i>
September 26, 2014	Friday	<i>Talent Show</i>
October 1-2, 2014	Thursday-Friday	<i>Interim Assessment 1</i>
October 3, 2014	Friday	<i>Quarter 1 Ends</i>
October 13, 2014	Monday	<i>In-service, School Closed</i>
QUARTER TWO		
DATE	DAY(S)	EVENT
October 14, 2014	Tuesday	Quarter 2 Begins
October 16, 2014	Thursday	Quarter 1 Report Cards Sent Home
October 23, 2014	Thursday	Parent Teacher Conferences
November 7, 2014	Friday	Fall Extracurricular Season Ends
November 11, 2014	Tuesday	Veterans Day – School Closed
November 22, 2014	Saturday	Community Service Saturday #2
November 26 – 28, 2014	Wednesday-Friday	Thanksgiving Break – School Closed
December 1, 2014	Monday	Winter Extracurricular Season Begins
December 4, 2014	Thursday	Community Night
December 17-18, 2014	Wednesday-Thursday	Interim Assessment 2
December 19, 2014	Friday	In Service, School Closed
December 22, 2014 – January 2, 2015	Monday – Friday	Winter Break
QUARTER THREE		
DATE	DAY(S)	EVENT
January 5, 2015	Monday	In-Service, School Closed
January 6, 2015	Tuesday	First Day of Classes, Quarter 3 Begins
January 8, 2015	Thursday	Quarter 2 Report Cards Sent Home
January 15, 2015	Thursday	Parent Teacher Conferences
January 19, 2015	Monday	Martin Luther King Holiday – School Closed
January 19, 2015	Monday	Community Service Day #3
February 13, 2015	Friday	Winter Extracurricular Season Ends
February 16, 2015	Monday	President's Day, School Closed
March 2, 2015	Monday	Spring Extracurricular Season Begins
March 11-12, 2015	Wednesday-Thursday	Interim Assessment 3
March 13, 2015	Friday	Quarter 3 Ends
March 16 – 20, 2015	Monday-Friday	Spring Break
March 23, 2015	Monday	In-Service, School Closed
QUARTER FOUR		
DATE	DAY(S)	EVENT
March 24, 2015	Tuesday	Quarter 4 Begins
March 26, 2015	Thursday	Quarter 3 Report Cards Sent Home
April 9, 2015	Thursday	Parent Teacher Conferences
April 3, 2015	Friday	Good Friday Holiday – School Closed
April 18, 2015	Saturday	Community Service Day #4
May 1, 2015	Friday	Last Day of Extracurricular Activities
May 20-21, 2015	Wednesday-Thursday	Interim Assessment 4
May 22, 2015	Friday	Quarter 4 Ends
May 25, 2015	Monday	Memorial Day Holiday
May 28-29 2015	Thursday-Friday	Final Exams
May 29, 2015	Friday	Last Day of School
June 1, 2015	Monday	In Service, School Closed
June 2-4, 2015	Tuesday-Thursday	End of Year Field Lesson

FPA – Community Service Saturday Dates:

As students are required to complete community service each academic year (20 hours freshman year, 25 hours sophomore year), there are four Community Service Saturdays built into the schedule for the 2014-2015 school year. Each quarter includes one Saturday where students can meet Freedom Preparatory Teachers and Staff at a location within the Memphis community. More detailed information regarding these events will be distributed quarterly. As students can complete the community service requirement independently, attendance at Community Service Saturdays is optional. The dates are as follows:

August 16, 2014
November 22, 2014
January 19, 2015
April 18, 2015
School Schedule

Monday – Thursday

8:00 A.M. – 8:25 A.M. Students arrive for Breakfast
8:26 A.M. Students are Tardy
4:05 P.M. Dismissal

****Non-extracurricular students must be out of the building by 4:15PM***

****Students enrolled in extracurricular activities dismiss at 5:00PM***

Friday

8:00AM – 8:25AM Students arrive for Breakfast
8:26AM Students are Tardy
2:05 PM Student Dismissal
2:00 PM – 4:00 PM (Students Who Have Earned Detention)

LUNCH

All families must complete a federal free/reduced lunch form. Families that qualify will receive a free/reduced pricing for lunch. Families may choose to have their children eat breakfast at home and/or send a bag lunch.

SUPPLIES

1. One 3" three-ring binder
2. Two 1" three-ring binders
3. Two sets of dividers with tabs
4. Three-pack of Kleenex tissues
5. Scientific calculator (Graphing calculator needed for 10th-12th grade, acceptable for 9th grade)

SCHOOL CLOSING

If Shelby County Schools close due to bad weather, Freedom Preparatory Academy is closed. Listen to the radio or television for the announcement related to the closing of Shelby County Schools.

In the event that weather conditions make travel to school hazardous and unsafe, but Shelby County Schools do not close, it is recommended that parents exercise caution when bringing their children to school.

HEALTH INFORMATION

Illness During School Hours

If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick the child up. **It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home.** If a student is in need of taking medication, he/she must either do so before arriving to school or a parent must come to administer it during the school day. The school staff/personnel will not be allowed to administer any form of prescribed or un-prescribed medication.

Please be sure that the school has up to date contact and health information. If your child has needs we do not know about, we cannot monitor those needs. If your child has an emergency, we must be able to reach you. If your child is hurt and requires medical attention, and we are unable to reach you, the school will seek medical attention.

FAMILY INVOLVEMENT

In addition to the duties listed in the signed contract, parents are expected to participate in their child's learning in the following ways:

Parent/Teacher Conferences and Intervention Meetings

As we seek to accomplish our mission, parents or guardians must attend a Conference or Intervention Meeting if their child is not meeting Freedom Prep's academic, social, and/or behavioral expectations. During this time, parents and staff will meet regarding the necessary steps to take in order to enhance their child's educational experience. If a parent is unable to attend, they must make arrangements to meet with teachers on a different date.

Procedures for Parent/Guardian Concerns

For academic issues the first call should be to the teacher. If the matter is not solved with the teacher, then the next call should be to the Head of School.

Discipline problems should also first be discussed with the teacher. It is important to discuss the matter with the teacher and attempt to resolve the issue through informal discussion. If there is no resolution to the problem, the parent/guardian should then contact the Dean of Students. All issues will be mediated at this level and the appropriate decisions will be made.

Freedom Preparatory Academy believes in keeping high levels of respect amongst all members of the community. If there are problems that need to be addressed, they must be done so with the appropriate time, tone, and place.

III. ACADEMIC POLICY



CURRICULUM OVERVIEW

The curriculum is driven by clear performance standards for what students should know and be able to do. For each grade level, standards are based on national and state curriculum frameworks. Teachers will use regular assessments to measure how well students are mastering the standards.

We use knowledge about student skills to shape whole class instruction, small group work, and tutoring. Using individual student data, instruction can be targeted to better meet individual student needs. Teachers do not simply work to get through a textbook; rather, they assess student skills and deficiencies needed to target instruction appropriately.

Teachers will give students and parents/guardians ongoing feedback about student performance. Teachers will often send work home for parents/guardians to sign, and teachers will contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home. Grade reports go out weekly and progress reports go out at the midpoint of each quarter. Parents/guardians may also get informal feedback about student performance throughout the year.

INCLUSION: Freedom Preparatory Academy supports a full inclusion education model ensuring that all students with disabilities receive support services within the general classroom with the assistance of the special populations teacher

ATTENDANCE

Freedom Prep students arrive by 8:00 A.M. every day (Mon. – Fri.), and remain at school until 4:05 P.M. with the exception of Friday when we dismiss at 2:05 P.M. If a student is going to be absent he/she must contact the office by phone the night before the day of the expected absence. If a student will be out sick, the parent must contact the office by 7:30 A.M.

Upon the student's return to school, whether it is the next day or on some day after, the student is expected to bring a signed doctor's excuse, which includes the date or time and a reason for the absence.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent the Assistant Head of School(s), teacher(s), student and parent or guardian will meet to address the issue. Excessive absenteeism is grounds for returning a student to their home school.

HOMEWORK POLICY

Freedom Preparatory Academy takes homework seriously. It is the school's policy to assign homework every night, including weekends. The purpose of the homework is to reinforce the skills taught in class. Students can expect to have at least two hours of homework each night.

Students are responsible for recording their assignments in their planners, which will be provided by the school. Preparation is an important part of the Freedom Prep curriculum and no student is excused from any assignment. If a student needs help, it is the student's responsibility to meet with their teacher.

MAKE-UP WORK

All missed work due to excused absence must be completed. All work needing completion or correction must be finished. It is the student's responsibility to consult with each of his/her teachers to make sure he/she is aware of all assignments and assessments. The time

generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

CHEATING/PLAGIARISM

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work. Be advised that plagiarism can be either intentional or unintentional.

In the event a student is found to be cheating or plagiarizing, a member of the High School Leadership Team will be informed and will then contact the parent or guardian. A grade of zero will be given to the student on the assignment. If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, and a member of the Leadership Team. Multiple offenses will be dealt with on a case-by-case basis.

HONOR CODE

Students at Freedom Prep HS are responsible for their work, actions and words. The personal and academic integrity of each individual student is essential to the integrity of the entire school community.

The Freedom Prep Honor Code is stated plainly:

“As a member of the Freedom Prep community, I pledge to always demonstrate integrity by never lying, cheating or stealing.”

The following define offenses of the Honor Code

VIOLATION	DEFINITION
Lying	Lying is defined as: any words, oral or written, intended to deceive a Freedom Prep faculty or staff member, including both the active giving of false information and passive material omissions
Cheating	Cheating is defined as: giving or receiving any unauthorized aid on any assignment, on or off campus
Stealing	Stealing is defined as: taking property belonging to Freedom Prep, a Freedom Prep student or any member of Freedom Prep faculty or staff member without permission.

HONOR COUNCIL

The Honor Council is an elected body of students who convene to adjudicate violations of the Honor Code. This is the most esteemed position that students can hold at Freedom Prep HS, as it indicates the trust and respect of their peers. Honor Council meetings will be scheduled as needed.

CASES & SANCTIONS

Violations of the Honor Code must be reported to the Dean of Students, who will then decide if the accusation includes sufficient evidence to convene of the Honor Council. Once convened, the Honor Council seeks to answer two questions: (1) Is the accused in violation of the Honor Code? (2) What sanction appropriately responds to this offense? After reviewing the evidence and deliberating the first question, an anonymous vote will be taken to determine if the accused is in violation of the Honor Code. If “not in violation,” the case is dismissed. If “in

violation,” the second question is considered. Ultimately, the Honor Council cannot impose sanctions directly upon a fellow student. Their answer to the second question stands as their recommendation to the Dean of Students and Head of School. Recommendations of multiple sanctions made by the Honor Council are appropriate

GRADING / REPORT CARDS

The school year is broken into four quarters. Each quarter is long enough to allow students multiple opportunities to demonstrate mastery of specific skills. The final exam given at the end of each quarter will be factored as 20% of the final grade. At the end of each quarter, students will receive grades in all classes. The grading scale is as follows:

Letter Grade	Percent Grade	Grade Point Average
A+	97-100	4.3
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
F	0-69	0.0

Teachers will clearly state the grading standards for their class at the beginning of the year. If student’s skills are below grade level, then they may receive instruction using lower grade-level materials. However, grades will be based on the content and level covered by that particular class.

Final Grades: The four-quarter grades and the final exam grade will all be 20% of the final course grade. The final exam carries as much weight as each of the individual quarter grades.

Progress Reports: At the midpoint of a reporting period, teachers will prepare Progress Reports. **The Progress Report is not the student’s final grade.** Rather, it is an opportunity to communicate with parents/guardians how their child is doing at the halfway point of the grading period. Progress Reports will include a letter and numeric grade indicating the student’s performance. If there are questions or concerns about the Progress Report, parents should contact the teacher for that particular class. If the matter is not solved with the teacher, then the concerns should be taken to a member of the Leadership Team.

PROMOTION TO THE NEXT GRADE

Promotion, Placement, and Retention

Freedom Prep HS recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is our intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such patterns should coincide with the system of grade levels established by this and the instructional objectives established for each.

Promotion

A student will be promoted to the succeeding grade level when s/he has:

A. Completed the course and State-mandated requirements at the presently assigned grade, achieving the instructional objectives set for the present grade as decided by the professional staff;

B. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade – passing all courses with a 70% or higher;

C. Earned the required hours of community service (20 hours for freshman, 25 hours for sophomores);

D. Completion of a summer program that is at least a week-long in duration.

E. Successfully completed one Freedom Preparatory Academy extra-curricular activity credits for the academic year.

Retention

A student may be retained at his/her current grade level when s/he has failed to achieve the benchmarks, standards, and indicators set forth at the current grade level that are requisite for success at the succeeding grade level. **Students may also be retained if they have more than ten unexcused absences.**

FPA HIGH SCHOOL GRADUATION REQUIREMENTS

Students at Freedom Preparatory are being held to the highest of standards. These high expectations ensure that when students apply to the college of their choice, they will stand out as top contenders for competitive college admissions and academic scholarship opportunities.

Graduation Requirement #1: 23 Academic Credits, as follows:

All courses must be passed with a 70% or higher to earn credit.

- **Math: 4 credits**
- **English: 4 credits**
- **Science: 4 credits**
- **Social Studies: 4 credits**
- **Physical Education and Wellness: 1.5 credits**
- **Personal Finance: 0.5 credits**
- **Foreign Language: 4 credits**
- **Fine Arts: 1 credit**

Graduation Requirement #2: Extracurricular Activities

Freedom Prep divides its extracurricular calendar into three seasons, with multiple offerings per season. Students earn one FPA EA (Extracurricular Activity) credit per season of successful participation. Students must earn two FPA EA credits per academic year, and may earn up to three FPA EA credits per academic year. Credits do not roll over.

Graduation Requirement #3: Community Service

Freedom Prep requires students to complete community service per academic year (20 hours for freshman and 25 hours for sophomores).

Graduation Requirement #4: Summer Program

In an attempt to provide increased exposure and pathways of opportunity for our students, it is a requirement for students to complete a summer program each year they are enrolled as a high school student grades 9th – 11th.

Graduation Requirement #5: Accepting College/University Offer

Freedom Prep requires students to have been admitted to and accepted their offer to attend a four-year college or university by the end of their senior year.

STANDARDIZED TESTING

Freedom Preparatory administers the ACT battery of assessments at the appropriate grade levels, starting with ninth graders taking the ACT Explore exam in December and May. This exam gives students a score demonstrating how they will likely perform on the actual ACT exam, and this data will be shared with both students and families.

Freedom Preparatory is also required to give the Tennessee End of Course Exams, which are administered in early May in Biology, Chemistry, Algebra II, English I, and English II.

TUTORING

Students will receive extra help / tutoring during certain times of the day. Students should understand that teachers ask them to come for extra help because they care about their academic performance. Students may also be assigned to a tutoring class that meets before or after school, which is built into the academic schedule.

HOLIDAY PACKETS

Students will be given academic packets to complete over each extended holiday (i.e. Winter, Spring, and Summer Break). These packets are not designed to eliminate free/family time but to keep students on track academically and avoid the “amnesia” period that typically follows a holiday. Please make sure that your child completes all packets and doesn’t use academic short cuts.

IV. CODE OF CONDUCT



NON NEGOTIABLE EXPECTATIONS FOR FREEDOM PREPARATORY ACADEMY STUDENTS

1. Adherence to the FREEDOM PREP Community Contract
2. Adherence to the FREEDOM PREP Core Values:
 - Respect
 - Responsibility
 - Integrity
 - Community
 - Excellence
3. The following expectations are implied by the FREEDOM PREP Community Contract and Core Values:
 - Be on task at **all** times during class. While **anyone** is speaking, students will always concentrate on the speaker by focusing with their eyes (tracking) and actively listening with their ears. Remember to “SLANT” (sit up straight, listen, ask/answer questions, nod and track).
 - Be organized and prepared for **all** classes. Every day each FREEDOM PREP student should have at least 2 sharpened pencils with erasers, and paper in their notebooks. Work should always be completed and presented neatly. Finally, all papers should be kept neatly in binders and folders.
 - Respond appropriately to **all** questions. Non verbal actions matter.
 - Conduct oneself in an orderly manner, demonstrating respect to our educational mission, while at FREEDOM PREP or at a FREEDOM PREP function
 - Do the right thing without being told. “Responsibility and Integrity”

Self-Respect: Students are expected to carry themselves with a sense of dignity, pride, and confidence. School uniforms are mandatory and are to always be worn properly. Confidence and self-respect go hand and hand.

Respect for Peers: Students are expected to refrain from insulting and humiliating others. Students are also expected to refrain from physically, emotionally, or sexually, harassing or assaulting others.

Respect for All Adults: Students are expected to listen and follow instruction, use appropriate tone of voice; by honoring a teacher’s need to present a lesson to the entire class; by demonstrating an awareness of the appropriate time and place to disagree with a teacher’s decision, and by accepting feedback.

Respect for Differences: Students are expected to not only be tolerant of differences but to respect differences amongst each other by being sensitive to the physical, cultural, religious, and gender differences, while refraining from using stereotypes.

Respect for Property: Students are expected to respect their personal property and the property of other students. They should maintain their textbooks in good condition and care for the conditions of their school grounds and property. Students are always expected to pitch in and assist with cleaning in order to keep their community clean.

High Standards for Academics, High Standards for Behavior

Safe, Structured, and Supportive Environment

Freedom Preparatory is unequivocally committed to providing a safe and orderly environment in which students can improve their academic achievement. Students whose behavior does not meet the school community’s clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Without a firm and consistent discipline policy, none of what we envision for the school can happen. Therefore, we cannot overemphasize the importance of providing a firm and consistent discipline policy. Students and families have a right to attend a safe and orderly school. Therefore, **for every infraction, there will be a consequence.** This is the basis of our student code of conduct.

Respectful and Courteous Environment

Freedom Preparatory is also committed to maintaining a respectful and courteous environment in which students are expected to demonstrate those daily behaviors that are part of any respectful community. Students should politely greet staff each morning, greet teachers as they enter the classroom, as well as welcome any guests who are visiting the building with a handshake, a pleasant greeting, and an introduction.

FPA MERIT SYSTEM

As we work to provide a productive learning environment, it is equally important for us to acknowledge and reward desirable behavior in students. We accomplish this primarily through the Freedom Prep Merit system. Freedom Prep Merits acknowledge individual acts that promote a positive community or support academic achievement. Students can earn Freedom Prep Merits from a staff member for displaying positive behaviors and actions that connect to our core values of Respect, Responsibility, Integrity, Excellence and Community. In addition to earning merits, students may also earn demerits, which reflect as a loss to the demerit total. These demerits are earned based on various behavioral infractions connected to the student discipline system.

Tracking Merits & Demerits

Each week students will be given a report of their weekly merit total, along with their running total for the year. Procedures for the Merit & Demerit system are as follows:

Procedures

- Each student in the school has a weekly merit report, which captures his or her behavior throughout the week. Students may earn **merits** for scholarly habits, but may earn **demerits** for choosing not to uphold one of the school's values.
- Students begin the "behavioral" week at a 0 merit balance and earn merits or demerits throughout the week.
- The "behavioral" week is timed with the "academic" week, beginning on Thursday and ending on Wednesday, such that students can take home a merit report on Thursday to prepare for Friday advisory check-ins.
- If a student chooses to not uphold one of the school's values, then demerits are given, and a points value is deducted from that student's weekly merit total. The amount of points deducted from a student's merit total varies according to the infraction.
- When a student earns a merit or a demerit, the value is recorded on the weekly merit report.
- In addition to the weekly merit total, a running average of week-to-week merit earnings will be posted for students to monitor. These two averages determine his/her eligibility for various field lessons, and incentive activities offered by the school.
- Teachers are constantly monitoring students' earnings and enforcing consequences for students who have significant deductions.
- Students who earn a -5 demerit balance in one "behavioral" week will be required to attend detention on Friday afternoon from 2-4PM. If a student earns a negative balance of demerits early in the week, he/she has the opportunity to regain those points by earning merits. If a balance higher than -5 is earned, that student does not have to attend Friday detention.
- Although merits can be earned back, some situations lend themselves to a required detention.
- At the end of the week, our computerized system will generate a weekly merit report, which will be sent home with every student. Every student is expected to return the report signed by his/her parent or guardian.
- Students need to understand that low weekly and yearly averages will keep them from attending field lessons, incentive events, and the end of the year out of town field lesson. Additional consequences may be enforced at the teacher or administrator's discretion based upon the severity of the infractions.

Freedom Prep High School Progressive Discipline Plan

Tier One	
Step 1	<p>Referred to Dean of Students: Action Plan and/or Call Home at discretion of Dean of Students</p> <p>Earned by:</p> <ul style="list-style-type: none"> o 3rd infraction in 1 class period o 5th infraction in 1 school day o 10th demerit received in 1 week
Step 2	<p>Friday Detention: Friday 2:00-4:00PM</p> <p>Earned by:</p> <ul style="list-style-type: none"> o -5 merit differential in week
Step 3	<p>Move to Tier 2</p> <p>Earned by:</p> <ul style="list-style-type: none"> o Two consecutive Friday Detentions o Three total Friday Detentions in 1 semester
Tier Two	
Step 1	<p>At the Dean of Students Discretion: The following disciplinary probation items may be assigned:</p> <ul style="list-style-type: none"> • Parent Meeting • In-Class Isolation • Removal from Community Meetings & School Social Events • Friday Detention • ISS (In-school Suspension) <p>Earned by:</p> <ul style="list-style-type: none"> o A documented pattern of failure to adhere to school's behavioral expectations
Step 2	<p>Suspension</p> <p>Earned by:</p> <ul style="list-style-type: none"> o Failure to improve behavior while on a Tier 2 Step 1 intervention
Tier Three	
Step 1	<p>BIP (Behavior Intervention Plan): Parent Meeting with Dean of Students and Head of School</p> <p>Earned by:</p> <ul style="list-style-type: none"> o Continued lack of adherence to school's behavioral expectations upon return from suspension
Step 2	Expulsion meeting

SCHOOL-RELATED DISCIPLINARY OFFENSES

Below is a description of school-related disciplinary offenses for which a student may be subject to detention, in-school suspension, out-of-school suspension, or expulsion. A school-related disciplinary offense refers to the violation of this code occurring:

- While the student is on school grounds or school-related transportation;
- During a school-sponsored activity; or
- During events sufficiently linked to school.

The list of offenses that follows is not meant to be comprehensive; there may be other circumstances that warrant disciplinary measures as well. And along with the list of consequences that result from such offenses, students may also earn a loss of privileges, which include but are not limited to:

- Sitting in their seat during breaks;
- Eating lunch in the office and/or in lunch detention;
- Missing school events, trips, or activities (including dances and assemblies);
- Remaining in school for the entire day during Early Dismissal days;
- Serving in-house suspension;
- Reflecting on their behavior orally and/or in writing;
- Apologizing to their peers in small groups or at a community circle; and performing extra service for the school.

Demerits and Detentions

If a student commits any of the following infractions, the student may receive a demerit deduction, may receive detention, may lose some or all school privileges, may be sent out of class, and/or may be sent home for the rest of the day. Infractions include, but are not limited to:

- Disrespecting a fellow student
- Disrespecting or arguing with faculty, staff, or other member of school community (automatic detention)
- Disrespecting school property
- Being out of uniform
- Arriving late to school or class
- Chewing gum
- Lying to a staff member for any reason is grounds for an immediate suspension.
- Disrupting class
- Being unprepared for class
- Being off-task during class
- Talking during instruction
- Refusal to do work
- Being Out of their area
- Being Dishonest
- Horse playing in class, school, on school-related transportation, or during a school-sponsored activity
- Physical contact that causes a disruption, or makes other students feel uncomfortable or excluded
- Failing to produce a signed progress report or report card the day after distribution
- Other behaviors deemed inappropriate by school staff
- Not completing homework
- See Shelby County School ZERO-TOLERANCE POLICY

Students are expected to always respond respectfully to the authority and direction of school staff. Behaviors that are considered disrespectful include but are not limited to: rolling of the eyes, making inappropriate remarks or sounds in response to a request, or questioning

a staff person's action or authority. Such disrespect will not be tolerated, and paycheck deductions, detentions, suspensions, and other consequences will be issued appropriately. If a student is required to leave a classroom due to their behavior, the student must go to the Dean of Student's office.

A meeting between the student and his or her parent or guardian, the student's classroom teacher, Dean of Students, or Head of School may be required in order to address the student's behavior and plan for improvement.

Detention occurs every Friday from 2:00–4:00PM

Out-of-School Suspension

If a student commits one of the infractions listed below, the student may receive an out-of school suspension. Before the student returns to class, the student, his/her parent or guardian, the student's classroom teacher, and Dean of Students will meet in order to address the student's behavior and plan for improvement. Infractions include:

- Gross disrespect of a fellow student
- Gross disrespect of faculty, staff, or transportation provider
- Gross disrespect of school property
- Using or possessing over-the-counter medication inappropriately
- Using or possessing tobacco products
- Damaging, destroying, or stealing personal or school property or attempting to do so
- Committing sexual, racial, or any form of harassment or intimidation
- Cutting school or class
- Excessive demerits and/or repeated after-school detentions
- Using abusive, vulgar, or profane language or treatment
- Making verbal or physical threats, empty or otherwise
- Unwanted physical contact
- Setting off false alarms or calling in groundless threats
- Gambling
- Departing, without permission, from class, floor, building, or school-sponsored activity
- Unauthorized use of a cell phone, pager, or other electronic device during school or during a school- sponsored activity
- Unauthorized use of the building facilities
- Forgery of any sort, including parental signatures
- Cheating or plagiarism, or copying of anyone else's work (including the use of language translation sites and term paper sites on the Internet)
- Repeated and fundamental disregard of school policies and procedures
- Receiving multiple infractions/demerits and detentions

Internet Use and Cyber-bullying

The use of Facebook, Instagram, Myspace, Twitter, KIK, and other social networking sites, and other relevant online tools has caused many disruptions. As a school, Freedom Preparatory Academy does not seek to stop all students from using these tools for communication, but we do have the right to discipline students based on content that would be detrimental to the school environment. Based on the content, students could receive detentions, out of school suspensions, or even expulsions.

Expulsion

Under certain circumstances, students may be subject to suspension and for expulsion by the Head of School as explained below.

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, including, but not limited to illegal

narcotics of any kind, may be, subject to expulsion from the school by the Head of School.

- Any student who assaults any educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school by the Head of School.
- Any students who fight on school premises or at school-sponsored events may be subject to expulsion.
- Any student who uses vulgar or abusive language towards faculty or staff, whether it is written or spoken is subject to expulsion.
- Any student who has served at least four out of school suspensions may be subject to expulsion.
- Any student who is charged with a violation of either paragraph a) or b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Head of School.
- After said hearing, the Head of School may, in his or her discretion, decide to suspend rather than expel a student who has been determined by the Head of School to have violated either paragraph a) or b).
- Any student who has been expelled from a school or school district pursuant to these provisions shall have the right to appeal to the Head of School. The expelled student shall have ten days from the date of the expulsion in which to notify the Head of School of his or her appeal. The student has the right to counsel at a hearing before the Head of School. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- If said student applies for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the Head of School a written statement of the reasons for said expulsion.

Students and families should note that the definition of “assault” includes not only harmful or offensive contact, but also threatening such contact. Students and families should also note that given the organizational structure of charter schools, Freedom Preparatory should be considered both the school and the school district.

In addition to those categories provided by statute, students may face expulsion as a result of the following infractions:

- **Repeated or excessive out-of-school suspensions**
- **Repeated and fundamental disregard of school policies and procedures**
- **Assault against fellow students or other members of the school community who are not considered educational personnel**
- **Destruction or attempted destruction of school property including arson**
- **Possession of alcohol on school premises or at a school-sponsored or school-related event**
- **Possession of weapons or weapon paraphernalia.**

If the Head of School determines that the student’s continued presence would have a detrimental effect on the general welfare of the school, then The Head of School is the final determinate to suspend or expel a student who has been charged with a felony. In addition to any of the preceding infractions, any breaches of Federal law, Tennessee State law, or bylaws of the City of Memphis may be handled in cooperation with the Memphis Police Department and may result in expulsion.

PROCEDURES FOR DISCIPLINARY ACTION

Detention

Students may be required to serve one or more hours of school detention if they fail to meet school expectations. Students will be notified of their weekly detention to be served on Friday afternoon from 2:00PM-4:00PM. No exceptions will be made. If a student fails to attend a designated detention session, he may face an in school or out of school suspension.

Suspensions and Expulsions

The student will be removed from class or school, and will be sent to the Main Office, Dean of Student's Office, or another designated school location, following which the student's parent or guardian will be notified of the incident by the Dean of Students or another representative of the school.

I. Short-Term Suspension

Unless a student presents a danger or risk of substantial disruption to the educational process, the student shall receive the following prior to suspension of one to ten days:

- a) Oral or written notice of the charges;
- b) If the student denies the charges, an oral or written explanation of the evidence against him; and
- c) An opportunity to present his version of the relevant facts.

In the case of danger or a risk of substantial disruption, this process will occur immediately after rather than before the suspension. Once the suspension has been served, the student will have to come before the community circle asking for forgiveness for disrupting the community, and asking for entrance back into the community to receive their education.

II. Expulsion or Long-Term Suspension

For expulsion or suspension longer than ten days, the student shall receive:

- a) Written notice of the charges;
- b) The right to be represented by a lawyer or advocate (at the student's expense);
- c) Adequate time to prepare for the hearing;
- d) The right to present witnesses and to cross examine witnesses presented by the school; and
- e) A reasonably prompt, written decision including specific grounds for the decision.

The school will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request. Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.

FPA SUSPENSION AND EXPULSION POLICIES

Students will be able to withdraw from Freedom Preparatory Academy at any point in time and return to their local zoned public school or any other school to which they can gain admission.

Freedom Preparatory Academy will adhere to the Freedom Prep Community Contract as a guideline for in class disciplinary action, suspension, or expulsion of students. In class disciplinary actions will include, but are not limited to:

- Additional assignments to be completed at home and/or at school
- In-class isolation
- Removal from Community Circle
- Friday detention
- Loss of incentives and school trips

With Respect to Special Needs Students

Federal and state law provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as having special needs based upon a disability. A copy of these rights may be obtained from the Head of School.

Due Process Procedures

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. If a student with disabilities has an IEP that includes disciplinary guidelines, the student will be disciplined according to those guidelines as required by IEP. Students for whom the IEP does not include specific disciplinary guidelines may be disciplined in accordance with the standard school policy listed above. Parents have the right to appeal any decision made regarding the placement of their child.

Student Restraint

Freedom Preparatory maintains a strict Code of Conduct and clear disciplinary procedures. These procedures do not allow for corporal punishment but rather include a clear set of consequences including demerits, detentions, loss of privileges, suspensions, and expulsions. Corporal punishment of pupils is prohibited. School personnel can use reasonable force as is necessary to protect pupils, other persons, and themselves from an assault by a pupil. When such an assault has occurred, the Head of School shall file a detailed report of such with the school board. All personnel authorized to administer any forms of restraint shall be trained annually in accordance with Department of Education guidelines.

MISCELLANEOUS GUIDELINES

Respecting the Community

- Students traveling to and from school on foot or via public transportation need to conduct themselves as if they were in the school hallways: travel on the sidewalk in a safe and orderly fashion; dispose of waste appropriately; do not loiter outside or near the school building; and **do not touch anything** that may be residents' personal property.
- Families who drive their children to or from school must not block access to the street or cause other disruptions to traffic patterns.
- Families that cause disruptions can be asked to transfer back to their home school.
- In general, all members of the school community need to be sensitive to how their actions affect the neighbors.

Freedom Prep Behavior

Students are expected to act responsibly and respectfully at all times because they are students at Freedom Preparatory Academy. The school takes a number of measures to facilitate responsible and respectful behavior, including but not limited to:

- The Head of School or his/her designee reviews expectations for appropriate behavior at all Family Orientations;
- Teachers review expectations for appropriate behavior in class;
- Dean of Students or his/her designee meets students each morning to ensure appropriate student behaviors; and
- Dean of Students contacts any parent whose child has failed to act responsibly and respectfully on the school bus and imposes the appropriate consequences for the misbehavior, following those guidelines set out in the Student Code of Conduct.

COMMUNITY SERVICE AND COLLEGE EXPEDITIONS, FIELD TRIPS AND END-OF-YEAR FIELD LESSONS

Freedom Preparatory requires outside learning experiences and special school events. During these activities, it is important for all students to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds. A permission slip that allows students to attend each school field trip or event will be sent home prior to the trip/event, and should be signed by a parent or guardian. Students who fail to return the signed slip — or who are not permitted to attend as a result of an earlier incident — will not be eligible to participate, and will be required to attend school that day. If parents or other volunteers assist with such trips or events, students must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided transportation. The use of portable electronic devices is prohibited on field trips unless the trip leader specifically indicates otherwise. Past or recent inappropriate behavior, or excessive paycheck deductions and/or suspensions, may result in detention, suspension, or loss of privileges in attending or participating in class trips and events, end-of-year or otherwise.

FORGERY

Shared information and constant communication among teachers, students, and parents are crucial to the success of the school. Progress regarding academic and behavioral performance will be conveyed through a variety of means, including but not limited to weekly and quarterly progress reports and report cards, to be brought home by students, signed by parents, and returned by students the next school day. Any student, who forges their parent or guardian's signature, or forges parental or guardian approval on any official or unofficial school communication, will face an in-school or out-of-school suspension.

STUDENT EXPECTATIONS

Attendance Policy

When a student is absent from school, a parent or guardian must call the school and report the absence as early as possible but no later than 8:00AM. If a student is not present in 1st period once attendance has been taken and we have no record of a reported absence, a call will be made to the home/work number on file, and the student's absence will be recorded as an "Unexcused Absence" until a parent note or doctor's note is presented the next day after the absence. When calling or leaving a voice mail regarding a student's absence, please leave or list the student's name, your relationship to the student, and the reason for and date(s) of the student's absence, as and any contact information.

A student is considered absent with a legitimate excuse when the student's family has contacted the school regarding student illness, family emergency, or religious observance, no later than 8:00AM on the day of the absence, and follow up with a written note from a doctor or appropriate official when the student returns to school. Students who have missed 3 or more days in a row due to illness, must submit a doctor's note

Excused Absence
<ul style="list-style-type: none">• Illness of student• Death or serious illness within the student's immediate family• Representing school• Religious holidays• Legal court summons-not the fault of student• Extenuating circumstances as approved by principal.

All other absences will be considered unexcused, including but not limited to, family vacation, participation at sports tournaments, attendance at entertainment events, or when the family has not contacted the school with a satisfactory reason.

Excessive absences will not be tolerated. If a student is absent with or without an excuse for more than 10 days of the school year, unless in extreme situations, that student may fail all of his or her classes for the year and will need to repeat his or her current grade.

Work will not be provided in advance of unexcused absences or during out-of-school suspensions. Any class work, homework, projects, quizzes, or exams — including midterms and finals — missed during unexcused absences will be counted as a zero and cannot be made up. During in-school suspensions, completed homework will receive credit, and all missed quizzes and tests may be completed in a timely manner. All class work missed during in-school suspensions, however, will earn a zero and cannot be made up.

If a student is absent for the first five days of school, or at least 10 consecutive days during the school without successful contact between the family and the school to explain his absences, that student will be considered to have withdrawn from Freedom Preparatory Academy and will be considered un-enrolled from the school. Students who are absent from school cannot attend or participate in school sporting events, dances, or any other school-sponsored activities occurring on the day of the absence, unless the school has given advance permission.

TARDINESS

Students are late to school when arriving to advisory after 8:25AM sharp. This means that a student is marked late for arriving at 8:26 AM and 2 seconds. When a student arrives to school late, a parent must sign the student in at the Main Office or provide a signed note to explain the reason for the late arrival. The student must retrieve a late pass before being admitted to class.

Excessive lateness will not be tolerated. Students who receive an unexcused late will be issued demerits. After the 3rd incident of lateness, the Dean of Students will contact and inform the family. After the 5th lateness, the student must immediately report to the Dean of Students, who will call the family to schedule a mandatory family meeting before the student is allowed to return to classes. If the lateness continues to occur, further disciplinary action will result as well as the student and family reported to Shelby County Pupil Services.

FPA GUIDELINES REGARDING LATE PICK-UP OF CHILDREN

Parents/guardians of students are expected to make arrangements to pick up their children on time after school. FPA understands that there may be emergencies that delay pick-up. Therefore, FPA has established the following “three strikes” policy to allow for some flexibility while still holding parents accountable for on-time pick-up.

1. The first time a parent/guardian (or designee) arrives late (more than 15 minutes after the end of the school day) to pick up a student, the school will send a written notice to the parent/guardian enclosing the guidelines and informing the parent/guardian that the next time the parent/guardian is late, the school will charge the parent a fee of \$5 for the first 15 minutes, and \$10 for every 15 minutes thereafter.

2. Upon the second late pick up in the same school year, the school will again notify the parent/guardian of these guidelines, that the parent/guardian is responsible for paying the appropriate fees, and that if the parent/guardian is late again, late fees will continue to apply, and the school may notify Child Protective Services and the School Resource Office of the

parent's/guardian's repeated failure to arrive on-time.

3. Upon the third late pick up and thereafter, the school will charge the parent/guardian a late fee and may notify Child Protective Services and (the School Resource office) of the parent/guardian habitual failure to arrive on-time.

In all instances in which a parent/guardian is going to be late to pick up a student, the parent/guardian is required to notify the school as soon as possible.

FPA GUIDELINES FOR EARLY DISMISSAL

If a student must leave school during the day, an approved parent or guardian must come to check the student out. Checkouts for doctor appointments or legal issues will be unexcused until the student brings a "Return to School" note from the doctor's office or legal entity.

To ensure that students are receiving their final class of instruction, students may not be dismissed after 3:00 PM. Students checked out between 3-4:05PM will receive an unexcused absence.

All questions regarding student attendance and attendance records should be directed to the school's Office Manager.

UNIFORM POLICY/CODE

In order to improve the school's educational environment, promote a more effective climate for learning, foster school unity and pride, and allow students to focus solely on learning and not on attire, the school has a dress policy for students that applies to all school days and school-sponsored events. The Administration of Freedom Preparatory Academy reserves the right to address any item of clothing or appearance that detracts from the uniform policy/code. In all cases, Freedom Preparatory Academy has the right and the responsibility to determine what is appropriate.

Students who do not follow the guidelines appropriately will be given the missing item from his/her uniform, and a billing statement will be mailed to the parent/guardian for the item. Parent/guardian must pay all balances before a report card can be issued to the student. Uniform pants, cardigans, and vest must be purchased from Glory Apparel. All uniform shirts and blouses should be a button down shirt. Polo shirts are prohibited.

On Monday- Thursday Freedom Prep Boys Shall Wear:

- White Button Down Collared Dress Shirt
- Freedom Prep Tie
- Freedom Prep Blazer
- Grey Slacks
- Black Belt (No emblems on belts)
- Black Shoes, **NO SNEAKERS or TENNIS SHOES**
- Black or White Socks

On Monday-Thursday Freedom Prep Girls Shall Wear:

- White Button Down Collared Dress Shirt
- Freedom Prep Tie
- Freedom Prep Blazer
- Grey Skirt or Skort
- Black or White socks or stockings
- Black Shoes; **NO SNEAKERS or TENNIS SHOES**

Because we want to constantly remind the students of their educational goal of college, Fridays will be utilized as Freedom Prep College T-shirt Day. Therefore, on Friday, students will wear:

- A College T-Shirt with all other aspects of the regular uniform
OR
- If the student has earned the appropriate weekly merit average, he/ she may wear a College T-Shirt with jeans, belt, and shoes of his/her choice

Dress pants should be straight leg or regular fit, and not made of denim or jean material. They should not be ripped or frayed at the bottom.

When students enter the school building, they must be in the proper uniform; they cannot change into the school uniform upon arrival. Students also may not change out of their uniform before dismissal. Doing so will result in detention.

At all times during the school day — including after-school — shirts must be tucked in. Students who do not have their shirts tucked in will be given a demerit.

Students whose uniform does not adhere to any of the above guidelines will not be permitted to attend class and may need to wait for appropriate dress to be brought in by their families. Repeated disregard of the dress policy will involve the Dean of Students and the family.

- Only uniform apparel may be worn. Additions such as scarves are not permitted.
- Freedom Prep girls may wear small pieces of jewelry including a watch, stud earrings or hoops no larger than a quarter, a single bracelet and average-sized rings. Freedom Prep boys cannot wear earrings.
- **Students must keep their full uniform on, even when school is not in session. They may not unbutton their shirts to expose an undershirt.**
- **A black belt must be worn every day, including College T-shirt day.**
- Writing or drawing on the skin is not permitted. Visible tattoos, real or fake, are not permitted. Students who do so will be given demerits.

HATS, HAIR, AND JEWELRY

Once students enter the school building, the wearing of hats, head wraps, bandanas, or kerchiefs is not permitted unless it is in accordance with religious observation. Hats worn in the school building will be confiscated. Hair colors or shades of hair other than black, brown, blond, or red are also not permitted. Dyed hair or a hairstyle that serves as a distraction — at the determination of the school — will not be permitted. Jewelry should be appropriate for a professional, school setting and may not serve as a distraction to others or it will be confiscated. Earrings for girls must be no bigger than a quarter or they will be confiscated. **Students who do not adhere to these guidelines will not be permitted to attend class.**

PERSONAL BELONGINGS

Students are not allowed to have the following items at school:

- Any illegal substance
- Weapons and toy weapons
- Stuffed animals or dolls
- PSPs, Nintendo DS or any other electronic gaming devices
- MP3 Players
- Cash in excess amounts
- Jewelry that is a distraction

- Cellular Phones & Electronic Devices (**Please see policies listed as described*)

TELEPHONE USE

Students may not use any school phone without permission from a teacher or staff member. **Students will only be allowed to use the phone in case of emergency, or at the discretion of the teacher or staff member.** Students who use a phone without permission will be subject to disciplinary procedures.

Cell Phones & Electronic Devices

Any student, who wishes to carry a cell phone or electronic device with them to and from school, must keep the device **turned off** throughout the school day and **out of sight**.

For the purposes of this policy, the school day includes the time from which a student is on Freedom Prep HS premises, school related events and field lessons.

Any student, who is found with a cell phone or other electronic device on during the school day, is subject to confiscation and disciplinary procedures up to a suspension.

HUMAN RIGHTS POLICY

Freedom Prep brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, gender, nationality, sexual orientation, age or handicapped status. Freedom Prep wishes to stress that it is the responsibility of every member of the Freedom Prep community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the Freedom Prep community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, expulsion.

HARASSMENT

Harassment is any form of uninvited and unwanted physical or verbal behavior, which creates an intimidating, hostile, or demeaning environment for education. Any student that is found guilty of harassment is subject to discipline up to expulsion. Examples of inappropriate behavior include:

- Verbal or physical abuse or threats
- Sexual harassment
- Obscene or demeaning remarks, jokes, or insults
- Uninvited pressure to participate in illegal activities
- Public display of explicitly offensive or demeaning materials
- Comments or actions demeaning to race, religion, ethnic origin, gender, or sexual orientation
- False accusations of harassment
- Retaliation toward someone making a complaint about harassment

Sexual Harassment

Everyone should be aware that sexual harassment can be a form of sex discrimination under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's advancement or participation in a school activity.
- Such conduct has the purpose or effect of interfering with a person's work or academic performance, or intimidating or humiliating a person.

Creating a harassment free environment requires the diligent effort of our community. We must continually improve our practices.

Response to Harassment

FREEDOM PREP is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify the Head of School, or if you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the Head of School as soon as possible, the adult offender will report to the Head of School. The Head of School will notify the authorities, if necessary.