

HIGH SCHOOL
PARENT/STUDENT
Handbook
2018-2019



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

www.freedomprep.org

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FOUNDER/
CEO
Roblin J. Webb

Dear Freedom Prep Students & Families,

HEAD OF
SCHOOL
**Kristle Hodges
Johnson**

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.

DEAN OF
STUDENTS
Rashad Riley

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.

DEAN OF
OPERATIONS
Sameka Johnson

OFFICE
MANGER
Myra Stuckey

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.

REGISTRAR
Sharmeen Russell

ASST REGISTRAR
Lershone Clark

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

Sincerely,
Kristle Hodges Johnson
Head of School



I.
MISSION
AND PRINCIPLES

OUR MISSION

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

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

Core Beliefs

Freedom Preparatory Academy Charter School ("Freedom Prep") is founded and 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.
- III. All students will be exposed to a number of experiences to drive their holistic development towards excellence, both in and outside of school.

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. **Longer school day and extended school year** to ensure the instructional time essential in preparation for the rigors of college work.
- **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 School is built upon a clear set of core values that drive our mission. The students and staff of Freedom Prep 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.

Freedom Prep has clearly defined and measurable high expectations for academic achievement and conduct that make no excuses based on the background of students. Students, parents, teachers, and staff create and reinforce a culture of achievement and support, 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:

- 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.

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 in a timely fashion; 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 doing these things to give all our students the opportunities they deserve.

X _____



II. GENERAL INFORMATION

2018-2019 School Calendar - Freedom Preparatory Academy Charter School

Holidays/Breaks	
September 3	Labor Day
October 8 - 12	Fall Break
November 12	Veterans Day
November 21 - 23	Thanksgiving Break
December 20 - January 2	Winter Break
January 21	MLK Jr. Day
March 11 - 15	Spring Break
April 19	Good Friday
May 27	Memorial Day

Teacher Training/Development	
July 16 - July 20	New Teacher Orientation
July 23 - August 3	All Teacher Orientation
October 15	In-service
November 9	In-service
December 19	In-service
January 4	In-service
February 22	In-service
March 18	In-service

Grading Periods	
First Quarter	August 6-October 5
Second Quarter	October 16-December 18
Third Quarter	January 7-March 8
Fourth Quarter	March 19-May 31

Instructional Days	
First Quarter	44 Instructional Days
Second Quarter	41 Instructional Days
Third Quarter	43 Instructional Days
Fourth Quarter	52 Instructional Days
Total	180 Instructional Days

Monday - Thursday

- 7:30 a.m. - 7:50 a.m. - Students arrive for breakfast
- 7:56 a.m. - Students are considered tardy
- 3 p.m. - Students are dismissed

Friday

- 2 p.m. - Students are dismissed

Saturday School Schedule (grades 9-12)

Saturday school consists of up to 5 Saturdays (before TNReady) in the months of March and April.

Saturday school sessions happen between 8am and 12pm. Dress code follows dress-down day rules.

FPA – Community Service Saturdays

As students are required to complete community service hours each academic year (25 hours every year), there are two Community Service Saturdays built into the schedule for the 2018-2019 school year. Each semester 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 each semester. As students can complete the community service requirement independently, attendance at Community Service Saturdays is optional.

**dates are subject to change; please monitor school notices and bulletins during the school year*

Lunch

Freedom Prep students will be provided lunch free of charge.

Students are welcome to bring a lunch from home. We also strongly encourage a healthy snack list for students. Examples of healthy snacks include fruit bars, granola bars, celery, carrots, strawberries, grapes, apples and 100% fruit, dried fruit snacks. Examples of unhealthy snacks include potato chips, Cheetos, cookies, fruit roll-ups, and cupcakes.

Supplies

The required list of school supplies for the calendar year is as follows:

- Two 3" three-ring binders
- Two sets of dividers with tabs
- Two packs of loose leaf paper
- One pack of sheet protectors
- Graphing calculator (TI-83 or TI-84)
- Packs of pens and pencils (10 each)
- Highlighters (1 box)
- Three boxes of Kleenex tissues
- One bottle hand sanitizer

Additional materials may be requested once students receive their syllabi from their individual teachers.

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

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. Parents will have the opportunity to sign a waiver form that permits the nursing or office staff to administer over-the-counter medicine to children. If a child needs to take any prescribed medicine please obtain the appropriate documentation from the doctor giving the nursing or office staff permission to administer it to your child. Prescription medication must then be left with the office staff upon arrival to school and picked up at the end of the day.

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 provide for 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.

If a health-related absence is necessary, the parent must call the school to inform them of the reason for the absence. Upon the student's return to school, a doctor's note must be brought to the main office in order for the absence to be considered excused.

Contagious diseases

If any time during the school year your child catches one of the following infectious diseases please seek medical attention and avoid bringing them to school. If a student is brought to school with one of the diseases, a parent will be contacted and asked to immediately pick up their child. The list includes, but is not limited to:

- Flu
- Chickenpox
- Pink eye
- Strep throat
- Lice
- Stomach flu/virus
- Ringworm

Family Involvement

In addition to the duties listed in the signed contract, parents are expected to participate in their children'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.

Procedure for Parent/Guardian Concerns

For academic issues the first call or email 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.

Attendance

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 7:30 AM on the day of the absence, and has followed up with a written note from a doctor or appropriate official when the student returns to school. Students who have missed three or more days in a row due to illness must submit a doctor's note.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent the Dean of Students, teacher(s), student and parent or guardian will meet to address the issue. Excessive absences will not be tolerated. If a student is absent with or without excuse for more than 10 days of the school year, unless in extreme situations, that student may be retained and unable to proceed to the next grade level. Parents and guardians are expected to call the school as early as possible but no later than 7:30 am if their student will not be attending school for any reason. Earlier, written permission is both welcome and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voice mail if necessary. If a student is not in class and the school has not been notified that he will be absent, his parent or guardian will be called at home and/or work. In phone calls, voice mails, and notes, please leave or list your student's name, your relationship to the student, and the reason for and date(s) of the student's absence. All questions regarding student attendance and attendance records should be directed to the school's Office Manager.

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 at least one half hour ahead of the absence and follow up with a written note from a doctor or appropriate official when the student returns to school. 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.

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 prior notification had not already been provided, upon the student's return to school from an absence, whether it is the next day or on some day after, the student is required to bring a signed note from his parent or guardian explaining in detail the reason for the absence. If a student made a medical visit, a note from his doctor is required in lieu of the parent note. **Since repeated absences means missing class, and missing class affects academic achievement, excessive absences will result in lower class grades since part of a student's grade is based on his or her performance in class. Therefore, it is imperative that students are at school, on time, every day. Additionally, any student who is absent more than half of the day is unable to participate in any after-school activities the day of his or her absence unless the half day absence is excused.**

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 any school events occurring on the day of the absence, unless the school has given advance permission.

Absences for grades 9-12 shall be classified as either excused or unexcused as determined by the Dean of Students. Excused absences shall include:

1. Personal illnesses or hospitalization of the student;
2. Illness or incapacitating condition of a family member that requires the temporary help of a student;
3. Death in the family;
4. Validated court appearances of the student;
5. Religious observances;
6. One-day absence when the parent/guardian or custodian is deployed for military service and one-day absence when the parent/guardian or custodian returns from military service; or
7. Circumstances, which in the judgment of the principal create emergencies over which the student has no control.

A student who does not receive prior approval from their teacher or Assistant Head of School for an excused absence must submit documentation from a parent or guardian or other appropriate person describing the excused absence immediately upon the student's return to school, but, in any event, no later than three (3) school days after the absence was recorded. If no documentation justifying the absence as excusable is submitted within the three-day period, the absence will become an unexcused absence.

Tardiness

Students are late to school that arrive after 7:56 AM sharp. This means that students who have not walked through the doors at 7:56:01 AM are considered tardy. Excessive tardiness will not be tolerated, as it reduces instructional time for the student and disrupts the learning environment for other students. **Three unexcused tardies per quarter will be recorded as one unexcused absence.**

Excessive lateness will not be tolerated. Students who are late must be escorted with an adult to the main office to sign-in. After the 3rd incident of tardiness, the Dean of Students will contact and inform the family. After the 5th tardy, 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 tardiness continues to occur, further disciplinary action will result; as well as the student and family reported to Shelby County Pupil Services. Parents must also follow the guidelines for late pickup discussed in later detail in this handbook.

Truancy

Freedom Prep will follow Tennessee State Law (TCA 49-6-3007(e)(2)), when reporting truanancies. The following ramifications will take place upon each number of accumulated unexcused absences.

- Three unexcused absences per quarter
 - A documented phone call to parent/guardian to discuss truancy issues and importance of school attendance.
- Five unexcused absences per quarter
 - School will send written communication to parent/guardian requesting a school level meeting to develop a plan to support the student's regular attendance
 - Student will be suspended from social activities before, during, and after school.
- Seven unexcused absences per quarter
 - Truancy reported to SCS
 - SCS will send written communication to parent/ guardian to encourage compliance with students plan, the letter will also state noncompliance will result in Juvenile Court being notified of truanancies and dis-enrollment of student will occur.
- Ten unexcused absences per quarter
 - Truancy will be reported to various agencies to include Department of Children Services, Juvenile Court and District Attorney's office.
 - FPA Guidelines for Early Dismissal

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

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

Freedom Prep Academy Honor Code

The objective of the Freedom Prep Academy Honor Code is to foster the individual growth, moral fortitude, and intellectual development of every student. Students are personally responsible for their work, their actions, and their word. All students pledge to uphold the system in their daily lives and to report cases of violation to the appropriate person or groups.

The FPA Honor Code allows the fullest possible expression of individual life in harmony with community life. It is a principle which members of the Freedom Prep community believe to be fundamental in ethical life, both during and after high school and in college.

The Freedom Prep Academy Honor Code is stated plainly and will be followed by all members of our Community:

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.



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 in-class and school-wide 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 work with individual students. 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 our students' areas of strength and growth 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.

Progress reports are provided to students weekly on Thursdays and include their most recent grades and conduct reports. Parents/guardians may also get informal feedback about student performance throughout the year. Parents/guardians may also get informal feedback about student performance throughout the year by calling the school and scheduling a time to meet with their child's teacher.

INCLUSION: Freedom Preparatory Academy is participating in a full inclusion special education model, which means that all students with current Individualized Educational Plans will receive services within the context of the regular classroom with the assistance of the special education teacher.

Please refer to individual course syllabi for more specific expectations.

Homework Policy

Freedom Preparatory Academy takes homework very seriously. It is the school's policy to assign homework every night, including weekends. On a block schedule, students will often have two days in which to complete their work. The purpose of the homework is to reinforce the skills taught in class. Students can expect to have up to two hours of homework each night.

Students will be 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 his or her teacher.

Absent Student Homework Pickup Policy

Freedom Preparatory Academy values the instructional time for both the students and teachers; therefore, if your child is absent and you would like to pick up their notes and homework from that day, call the school and speak with the administrative assistant. Once you have done so, you may pick up your child's work at 3:00 PM. All of your students notes and homework will be left in a folder, labeled with their name, in the main office. This is done in an effort to respect student and teacher instructional time.

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. 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

Students at Freedom Prep Academy 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.

Cheating is a serious offense and is an offense punishable by demerits or expulsion. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating. Additionally, collaborating on an independent assignment or using unapproved outside resources constitutes cheating.

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, including not properly citing sources.

In the event a student is found to be cheating or plagiarizing, the teacher will then contact the parent or guardian. A grade of zero will be given to the student on the assignment and the student will serve a mandatory detention. 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. Cheating and plagiarism are grounds for expulsion.

Grading & Report Cards

The school year is divided into four quarters. Each is long enough to allow students multiple opportunities to demonstrate mastery of specific skills. At the end of each grading period, students will receive grades in all classes. At the end of each quarter, students will receive grades in all classes. The grading scale is as follows:

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.

Report cards may be held if there are any outstanding balances (e.g. summer program payments, book fines, athletic fees, etc.).

Final Grades:

The final course grade will be calculated by averaging the semester grades. TNReady grades may or may not be included as a percentage of the final course grade.

Promotion to the Next Grade

Freedom Preparatory Academy's Board 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 the Board's 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 Board and the instructional objectives established for each.

Promotion

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

- 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;
- 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;
- Earned the required hours of community service (25 hours every year);
- Completed one Freedom Preparatory Academy extra-curricular activity credits for the academic year successfully.

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: 3 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 one FPA EA credit 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 (25 hours per year), 100 hours total during a student's high school career.

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 at least one residential summer program before beginning their 12th grade year.

Graduation Requirement #5: Accepting College/University Offer

Freedom Prep requires students to be admitted to attend an accredited four-year college or university program.

Standardized Testing

Freedom Preparatory administers practice ACT assessments in the fall and spring beginning in 9th grade. This exam provides students with a score demonstrating how likely they will perform on the actual ACT exam; and this data is shared with both students and families.

Freedom Preparatory is also required to administer the Tennessee End of Course Exams, which are administered in early May in Algebra I, Algebra II, Biology, English I, English II, and Geometry. Students in dual credit or advanced placement courses will also take those exams.

Tutoring

Students will receive extra help during office hours in the course of the school week. Students should understand that teachers ask them to come for tutoring because they care about their academic performance. Tutoring may be provided before or after school, and individual teachers will set their tutoring schedules. Students and families may also request tutoring.

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 does not use academic short cuts.



IV. CODE OF CONDUCT

Introduction

This portion of the handbook will allow us to develop a common picture of the school culture that we strive for at Freedom Prep Academy. A school's culture has a tremendous impact on the achievement of its students. A strong, positive school culture that is aligned to our school values and academic goals will put our students on the path to becoming true leaders of change in their communities.

School Culture and Environment

At Freedom Prep, we feel the need to define a clear vision and be able to ensure a powerful school culture for every student. This need requires us to define, describe, and intentionally build a positive school culture that is sustained over time. At Freedom Preparatory Academy, we will have a shared vision of excellence that drives our understanding of what great teaching, student relationships, school culture, family engagement looks like on a daily basis. We believe that it is necessary to have a warm/strict environment to lead to academic success. Freedom Prep expects all staff and students to create and cultivate a strong community based on the core values of community, respect, responsibility, integrity, and excellence. With a sense of community, and the active engagement of students in their learning, disciplinary problems and disruptions will be minimized. Teachers and administrators will strive to ensure that all rules are fairly and consistently enforced.

The classrooms of Freedom Prep are a special place to be. Teachers are engaging and challenging students in learning that is joyful, tailored to meet students' individual needs, and aimed at making them sweat. We want learning to be hard and for our students to struggle a bit before succeeding to help them internalize the mindset that effort will lead to intelligence, and that intelligence is not fixed. 100% of students are eagerly engaged, on-task, achieving, and taking pleasure in their hard work and successes. Every lesson is framed in the larger context of how the learning will help students in their lives outside of school and how what students are learning is connected to them and their interests, knowledge, and experiences. Teachers are hungry to collect data on their students' progress and take each and every opportunity to do so during a lesson.

We view parents as partners and work to ensure they know they are an integral part of our school and their child's success. We expect parents to work just as hard as teachers to further their child's development and learning. Just as parents might coach us on the best ways to interact with and ensure the behavioral success of their child, we will coach them on how to best support their children academically and behaviorally, as well.

All of the staff supports each other in our personal development as educators and teammates, as well as in our overall growth and development as a school. Every staff member feels appreciated, respected, heard, pushed, and supported by all of their teammates. As a team and family-teachers, students, families, communities- we will either find a way to provide all of our students with the opportunity to go to and through college, or we will make one.

The Outcomes of Our School Culture

We come to work every day with the goal of educating our students. Ultimately, we want to open doors and opportunities for them that would not be present if they did not receive an exceptional education. Every one of our students deserves the opportunity to attend and graduate from college and, as such, we are an unapologetically college-preparatory school. We are pursuing a school culture that reinforces this concept and

creates transparency for what the road to college will look like. We know that a college graduate earns over a million dollars more than someone without a high-school diploma in their lifetime. We want our kids to reap the benefits of opportunity by holding the highest of expectations for them every day within the doors of Freedom Prep, so that they are equipped, excited, and empowered to take on the world as college graduates.

The following is a list of outcomes that we will see in our school as evidence of a strong school culture. These outcomes will help us define what success looks like and measure the effectiveness of our culture program.

General Outcomes

- Students have developed the academic and character skills they need to graduate from college and succeed in life.
- Students demonstrate excellent character inside and outside of school. They do the right thing even when no one is looking.
- High levels of student attendance, homework completion, and parent satisfaction
- Students are in class, on-task and learning 100% of instructional time.

Physical Space

- The school environment shows close attention to detail. It is clear that great thought has gone into how to use every square inch of the physical environment to reinforce core values.
- The school environment is bright, inviting, and demonstrates student ownership.
- The school environment purposefully reinforces core values and mission. There are obvious posted examples of outstanding teacher and student academics and character.

Interactions and Relationships

- All students believe they can achieve by working hard (“I can...”) and that they will benefit from their achievement (“I want...”).
- There are genuine, unscripted gestures of kindness and helpfulness. Students are genuinely happy and proud to be part of the school community.
- Teachers develop meaningful personal relationships with students. Students feel acknowledged and affirmed as worthwhile, important and cared-for as individuals by teachers.
- Classroom climates are strong. Students are encouraged to take intellectual risks. Students praise and support each other in a genuine and mutual way.
- Genuine, visible and audible listening between students, teachers, families and each other.
- Students receive regular, detailed, individualized feedback on their academic learning.
- Students receive regular, detailed, individualized feedback on their behavior and character development.
- There is systematic, regular, proactive parent communication

System and Support

- There are very transparent and well-defined standards of behavior as well as clear, predictable, and logical consequences for student misbehavior. All students know how all teachers will respond to certain behaviors, and students also know that repeated misbehavior will get increasingly heavier consequences.
- There are effective systems for checking, communicating, encouraging and tracking attendance, timeliness, homework completion and uniform infractions. These systems are routinely analyzed and revised.

- There is a system of remediation for targeted academic and behavior skills and chronic under-performance. Clear criteria trigger automatic interventions.
- There are regular times for teachers to reflect on the school culture, working together to both celebrate strengths and help build and bolster these relationships.

Routines and Traditions

- School-wide and classroom routines are communicated directly, clearly and with positive expectancy (both “you can” and “you will”).
- School-wide and classroom routines maximize learning time.
- There is steady forward progress on the compliance-investment continuum. There is 100 percent compliance to following all routines and directions (“First time, every time”).
- Every student, parent and teacher is able to explain the “What?” and “Why?” of routines and expectations. The “Why” is related to how these expectations will help students succeed in the real world.
- Every student, teacher and parent in each grade has something to look forward to every day, week and month of the year.
- There is an intentional approach to developing character. This may include a calendared-out, monthly canon of shared readings, stories, poems, films, field lessons, assemblies, special events, etc. that simultaneously build community and reinforce the school’s values.

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 two 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*

Freedom Preparatory Academy Charter Schools is distinguished by its strict and orderly environment that leads to academic success. Freedom Prep expects teachers and students to create and cultivate a strong community based on the core values of community, respect, responsibility, integrity, and excellence. With a sense of community, and the active engagement of students in their learning, disciplinary problems and disruption will be minimized. Teachers and administrators will strive to ensure that all rules are enforced fairly and consistently.

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, as well as staff. They should maintain any school-issued supplies and books in good condition and care for the conditions of their school grounds and property.

High Standards for Academics, High Standards for Behavior

Our Character Education Program

Our mission is two-fold, we not only want to prepare students academically to get into and graduate from top colleges and universities, we must also help our students develop a strong sense of character. The rules of the classroom are aligned to our school's values and the constant focus on making choices repeatedly reinforces character within the walls of our school. Students should be able to leave Freedom Prep Academy understanding that the right choice is not always the easy choice, but that making the right choice will allow them to be their best self.

Safe, Structured & Supportive Environment

Freedom Preparatory Academy 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.

Students will practice these skills and be expected to demonstrate them each day. These social skills are an important factor not only in creating the type of school environment we desire, but are an essential part of every student's growth into young adulthood.

Classroom Behavior & Expectations

Prior to entering a classroom, students are expected to greet their teacher with eye contact and a firm handshake. Once they've entered into the classroom, students in all grades should follow their teacher's expectations for homework, assemble their materials for class, and at the start of class, be seated and silently working on the Do Now.

Students are also not allowed to have any food or drink in class. No student is allowed to have his head on the desk at any point during class. Students should remain in their seats at all times unless given permission to move about by the teacher (including throwing trash away, getting a tissue, and sharpening a pencil).

Every student is expected to actively participate in class work through participating in the discussion or activity, taking notes, and following the lesson. Students failing to follow these expectations, including being late to class or not in their seats, may receive merit deductions.

During class, students should understand that there are certain necessary procedures that must be in place in order for effective learning to take place. Freedom Prep expects all their students to:

- *Participate in Class.* Students should participate in class by taking part in class discussions and answering questions posed by the teacher and classmates. If they are not participating vocally, students must make sure that they are actively listening, prepared to answer questions or partake in the discussion if called upon.
- *Understand Restroom Procedures.* In order to ensure that students are present in class to the greatest extent possible, students should make every effort to use the restrooms during advisory, class transitions, and lunch. When it is necessary for students to use the restroom during class time, and at the discretion of the teacher, so as not to disrupt instruction, students may receive a restroom pass. These passes may be denied if a student is out of class excessively. If a student has used all their Restroom Passes but has an emergency, they will be allowed to use restroom but will receive merit deductions.

Students are dismissed at the discretion of their teacher. No student should leave his seat or class until instructed by their teacher. Finally, since teachers' classes are sometimes videotaped for internal instructional development, students may be occasionally videotaped during the normal course of a lesson.

Schoolwide Behavior Plan

Hallway

Hallways are shared spaces and carry noise. We ask that all students and adults using the hallway during the school days keep in mind that classes are disrupted by hallway noise. Classes should transition from one space to another using restaurant volume and walking on the right side of the hall. Students are expected to keep their hands to themselves.

Cafeteria & Gymnasium

- Students enter the cafeteria and place their belongings on their table before entering the lunch line.
- Students wait for lunch in straight lines.
- All students are to maintain "restaurant voices."
- No student leaves the Cafeteria without permission.
- At the end of lunch, students clean their area and the area around them.
- Students leave the Cafeteria to return to class at the designated time.

Restroom

Restrooms are shared space, and students should treat their bathroom space with pride. Students should pick up after themselves, flush the toilets, and ensure that no paper products are left on the floor. Students should not bring anything with them to the bathroom, including writing instruments. Students who do not behave appropriately in the bathrooms will receive a merit deductions and will not be permitted to use the bathroom alone.

FPA High School 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 merit 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 zero (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.

- 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 and/or an automatic -5 in one "behavioral" week will be required to attend detention on Monday afternoon from 3-5 PM. 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 Monday detention.
- Although merits can be earned back, some situations lend themselves to a required detention.
- At the end of the behavior week, our computerized system will generate a weekly merit report, which will be sent home with every student.
- Students need to understand that low weekly and yearly averages will keep them from attending dances, field lessons, college visits, incentive events, and end of year field day activities. Additional consequences may be enforced at the teacher or administrator's discretion based upon the severity of the infractions.

School-Related Disciplinary Offenses & Penalties

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;
- missing school events, trips, or activities (including field lessons and assemblies);
- 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 play (play fighting, touching others, taking of someone else's property, etc.) 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
- Cheating or plagiarism, or copying of anyone else's work (including the use of language translation sites and term paper sites on the Internet)

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 demerit 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 Students' 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 Monday from 3:00–5:00 PM

Out-of-School Suspensions

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
- 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
- Departing, without permission, from class, floor, building, or school-sponsored activity
- Use of a cell phone, tablet, 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
- Repeated instances of 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 detentions and Dean of Student transfers

Internet Use & Cyber-bullying

The use of Facebook, Twitter, SnapChat, 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 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.
- 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.

Students are 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.

Procedures for Disciplinary Action

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 or at school
- In-class isolation
- Removal from Community Circle
- Monday detention
- loss of incentives and school trips

Teachers will follow classroom disciplinary procedures before an office referral is made including a mandatory phone call and meeting with parents.

Detention

Students may be required to serve one or more hours of school detention if they fail to meet school expectations. Students and families will be notified of their detention via their merit report and robo-call home for the upcoming Monday detention. 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 Students' 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/her; and
- c. an opportunity to present his/her 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.

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.

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 merit deductions, 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.

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.

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 Lessons 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 may result in detention, suspension, or loss of privileges in attending or participating in class trips and events, end-of-year or otherwise. Students with unexcused absence(s) the day before a trip or multiple days leading up to a trip may be asked not to attend the trip.

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.

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.

All uniform items such as the navy blazer, necktie, pants, skirts, cardigans and vests must be purchased from Champion Uniforms at www.freedomprepuniformstore.com. All uniform shirts and blouses should be a button down shirt. Polo shirts are prohibited.

On Monday-Thursday Freedom Preparatory Academy BOYS shall wear:

- Freedom Prep navy blazer
- Short sleeve/Long sleeve white button down collared shirt
- Freedom Prep orange & navy necktie
- Grey dress pants
- Gray, white, black or navy blue socks (socks may not have inappropriate symbols or images)
- Black belt (no emblems on belt)
- All Black Shoes (uninterrupted black shoes including soles, shoe strings, etc.; no sneakers or athletic shoes)
- Navy or grey FPA branded cardigan or vest (optional)

On Monday-Thursday Freedom Preparatory Academy GIRLS shall wear:

- Freedom Prep navy blazer
- Short sleeve/Long sleeve white button down collared shirt
- Freedom Prep orange & navy necktie
- Grey skirt
- Gray, white, black or navy blue socks or stockings/tights (socks may not have inappropriate symbols or images)
- Black belt (no emblems on belt)
- All Black Shoes (uninterrupted black shoes including soles, shoe strings, etc.; no sneakers or athletic shoes)
- Navy or grey FPA branded cardigan or vest (optional)

Because we want to remind the students constantly 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 the regular uniform pant/skirt and black shoes
- 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. 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.

- 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 are not allowed to wear earrings.
- Students must keep their full uniform on, even when school is not in session.
- A black belt must be worn every day, including College T-shirt day.
- They may not unbutton their shirts to expose an undershirt.
- Writing or drawing on the skin is not permitted. Visible tattoos, real or fake, are not permitted.

Students are not able to carry a book-bag during the day. All book-bags must be placed in lockers or on the cart if a student is tardy. Students are able to carry a draw-string bag the size of a sheet of paper (8 ½ by 11).

Hats, Hair, and Jewelry

Once students enter the school building, the wearing of hats, head wraps, bandanas, or nighttime headwear 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 natural 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, dolls, or blankets
- PSPs, Nintendo DS or any other electronic gaming devices
- MP3 Players
- Cash in excess amounts
- Jewelry that is a distraction
- Cellular Phones*
- Tablets

**Must be off and kept inside of a book bag. If seen or heard by a teacher it will be confiscated.*

Toys, Cell Phones, and Electronic Devices

Students who bring inappropriate items to school, including, but not limited to toys, portable music devices, laser pointers, and tablets, will have such items confiscated. These confiscated items will not be returned to students; a parent or guardian will be required to come to the school to retrieve them.

Any student, who wishes to carry a cell phone or electronic device with them to and from school, must keep the device powered 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 any Freedom Prep Academy 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.

Telephone Use

Students may not use any school phone without permission from a teacher. Students will only be allowed to use the phone in case of emergency. A teacher or staff member must be present at the time of the call. At times, the teacher will dial the number for students. Students who use a phone without permission will be subject to disciplinary procedures.

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 improve our practices continuously.

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.

Building Safety and Security

There are a number of basic procedures the school has in order to ensure the safety and security of its students and staff. Cooperation on everyone's part will go a long way in guaranteeing that the business of the school – teaching and learning – can take place. The school has procedures on file in the case of various emergencies. Parties requesting information about these policies should contact the Manager of School Operations.

Closed Campus

Under no circumstances are students to leave the school building without permission. A student with permission to leave may only leave under the escort and supervision of an authorized adult. Students should be aware that the school has several neighbors and should be respectful and courteous of their needs. Once students have entered the school in the morning, they may not leave the building unless a school staff member escorts them or other authorized adult.

Visitor Policy

All visitors are required to report to the Main Office upon entering the building. Any visitor, including parents, who does not report to the office or is found in the building without authorization, will be asked to leave immediately. Visitors should wear visitor stickers at all times to indicate that they have checked-in at the main office. Parents are encouraged to visit the school; parent involvement is discussed in more detail in other sections of this handbook.

Fire Safety Procedures

In case of an emergency – if a student or staff member sees fire or smells smoke—he or she should close the door and pull the fire alarm located at either end of the corridor. Upon hearing the alarm, school staff will assemble students in their rooms and proceed out of the building according to the fire evacuation plan posted in each room. Students should follow the direction of the staff, who will verify the safety of the stairwells and lead students outside the building to the designated locations, where school staff will line up students by class and take attendance.

During the first month of school, and frequently throughout the school year, students and staff will participate in fire drills to ensure that the entire school community is familiar with the appropriate response in the event of an emergency.

Guidelines regarding late pick up of students

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

If a parent/guardian (or designee) arrives late (more than an hour after the end of the school day) to pick up a student, a member of the staff will contact the parent. Upon the second late pick-up, the school will send a written notice to the parent/guardian.

If late pick-up becomes habitual, the student will endure other consequences, including but not limited to not being able to participate in field trips or other behavioral incentive activities. 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.

NOTES:



**FREEDOM PREPARATORY ACADEMY
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