

FREEDOM PREPARATORY ACADEMY MAIN 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! This student and parent handbook provides general school information and our school's policies and procedures. Although this handbook serves as a guide, true success will require a lot of hard work, teamwork, and an undying commitment to each other, our students, and the mission of the school.

Please thoroughly read and learn the information in this handbook. Place it in a location where it can be readily available as a reference. In addition, please feel free to ask me any questions you may have on anything in the handbook.

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

Please let me know what I can do to help you prepare for our journey towards freedom.

Sincerely,

Rick Anderson
Head of School

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MEMPHIS, TN 38109

EDUCATION IS FREEDOM

TABLE OF CONTENTS

I. MISSION & PRINCIPLES

- Mission
- Core Values
- Community Contract

II. GENERAL INFORMATION

- Calendar
- School Schedule
- Lunch
- School Closing
- Health Information
- Family Involvement

III. ACADEMIC POLICY

- Curriculum Overview
- Attendance
- Homework
- Make-up Work
- Cheating/Plagiarism
- Grading/Report Cards
- Promotion
- Testing
- Tutoring
- Computer/Internet Use

IV. CODE OF CONDUCT

- Non-Negotiable Expectations
- FPA High School Merit System
- School-Related Disciplinary Offenses
- Procedures for Disciplinary Action
- FPA Suspension & Expulsion Policies
- Miscellaneous Guidelines
- Community Service, College Expeditions, Field Trips/Lessons
- Forgery
- Student Expectations & Classroom Behavior
- Tardiness
- Guidelines Regarding Late Pick-Up of Children
- Uniform Policy/Code
- Hats, Hair & Jewelry
- Personal Belongings
- Telephone Use
- Human Rights Policy
- Harassment

I. MISSION & CORE VALUES



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 School prepares all students 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.

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.

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- Main Campus
SCHOOL CALENDAR**

DATE	DAY(S)	EVENT
July 23-August 8	Monday-Friday	Teacher In-Service
August 18, 2014	Monday	FIRST DAY OF SCHOOL
September 1, 2014	Monday	Labor Day
September 19, 2014	Friday	Students Out/ Data Day
October 6-10, 2014	Monday-Friday	Fall Break
October 13, 2014	Monday	Students Out/ Data Day
October 20-24, 2014	Monday- Friday	FPA spirit week
November 11, 2014	Tuesday	Veterans' Day Holiday
November 26-28, 2014	Wednesday-Friday	Thanksgiving Holiday
December 19, 2014	Friday	Students Out/ Data day
December 11, 2014	Wednesday	Parent-Teacher Conferences (4:30 pm-6:30 pm)
December 22, 2014-January 2, 2015	Monday-Friday	Winter Break
		TOTAL INSTRUCTIONAL DAYS: 88
January 5, 2015	Monday	Students out/ Data day
January 19, 2015	Monday	Martin Luther King Holiday
February 16, 2015	Friday	Presidents' Day Holiday
March 16-20 2015	Monday-Friday	Spring Break
March 28, 2015	Saturday	Saturday School Day
April 3, 2015	Friday	Good Friday Holiday
April 11, 2015	Saturday	Saturday School Day
April 18, 2015	Saturday	Saturday School Day
April 25, 2015	Saturday	Saturday School Day
May 2, 2015	Saturday	Saturday School Day
May 25, 2015	Monday	Memorial Day Holiday
June 2-5, 2015	Wednesday- Friday	EOY field lesson
JUNE 1, 2015	TUESDAY	LAST DAY OF SCHOOL
		Total Instructional Days: 97
		Total Number of Instructional Days: 185
GRADING PERIODS		
August 18 to October 20	8 weeks	
October 21 to December 19	9 weeks	
January 6 to February 19	9 weeks	
February 20 to April 15	6 weeks	
April 16 to June 6	7 weeks	

**2014-2015
FREEDOM PREPARATORY ACADEMY- Main Campus
SCHOOL SCHEDULE**

Monday-Thursday

7:30 a.m.-7:55 a.m.	Students arrive for breakfast
7:56 a.m.	Students are tardy
4:00 p.m.	Dismissal

Friday

7:30 a.m.-7:55 a.m.	Students arrive for breakfast
7:56 a.m.	Students are tardy
1:50 p.m.	Dismissal

Saturday School Dates

Saturday School consists of five Saturdays (before TCAP) out of the year when students are brought in to enhance their learning experience. Students will receive extra TCAP training, and will also receive review from the previous units. The dates are as follows:

March 28, 2015
April 11, 2015
April 18, 2015
April 25, 2015
May 02, 2015

Saturday School hours
9 a.m.-12 p.m.

Dress: College t-shirt, khakis, black belt, black tennis shoes

Lunch

All families must complete a federal free/reduced lunch form. Once the form is complete and submitted all students will be notified of their eligibility.

Students are welcome to bring a lunch from home. They will not have access to a microwave to heat any lunches. 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.

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 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 staff permission to administer it to your child.

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 falls ill to 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:

- 1) Flu
- 2) Chickenpox
- 3) Pink eye
- 4) Strep throat
- 5) Lice
- 6) Stomach flu/virus
- 7) 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*

Parent/guardian must attend a Parent/Teacher conference if their child is not making sufficient academic gains or experiencing behavioral issues in the classroom. During this time, parents will meet with individual teachers 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 should be to the teacher. If the matter is not solved with the teacher, then the next call should be to the Assistant 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.

Community Involvement

Each month we will host activities to engage our students in their community through field lessons (field trips), community service activities, and parent/guardian school activities (Muffins with Mom, Donuts with Dad, Grandparents Day, etc.).

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 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.

Parents will receive weekly progress reports on their academic progress to provide ongoing feedback about student performance. Parents are expected to sign their child's weekly progress report and return it to school. Teachers may also contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home. Report cards will be sent home at the end of each quarter. After report cards are shared, parents may schedule a parent-teacher conference if they desire and all students who are not meeting grade-level expectations must attend a parent-teacher conference. 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.

Attendance

Freedom Prep students arrive by 7:55A.M. every day (Mon. – Fri.), and remain at school until 4:00 P.M with the exception of Friday when we dismiss at 1:50 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 very 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 up to two hours of homework each night.

Students will be responsible for recording their assignments in their homework folder, 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.

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 that day you may do so after 4:00 P.M. All of your students notes and homework will be left in a folder, labeled with their name, in the mailbox corresponding to their grade to the left of the schools main entrance. 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

Cheating is a serious offense and is an offense punishable by loss of paycheck dollars. If a student copies another student's work or if a student gives another student his/her work, it is considered 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.

The first time this offense happens in a teacher's class, the teacher will notify parents/guardians and the Assistant Head of School(s), and a grade of zero will be given to the student on the assignment. Students who are cheating will still have to complete the assignment. If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, and or the Dean of Academics. Cheating and plagiarism are grounds for expulsion.

Grading/Report Cards

The school year is broken into five grading periods. 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. The grading scale is as follows:

90-100	A	Students receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
80-89	B	Although students receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
70-79	C	Students receiving a C have significant skill deficits. The quality of their work just meets minimum requirements.
69 and below	F	Students receiving an F produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort

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 final, year-end grade for a course is the numerical average of the grading period. For example, a student with an 86 (1st grading period), 82 (2nd grading period), 85 (3rd period), 94 (4th grading period) and 87 (5th grading period) would receive a grade of 87 for the year. Grades are rounded to the nearest whole number. If a student receives a yearly grade lower than 70, he or she fails that course for the year.

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 the Assistant Head of School(s).

Promotion

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. achieved the instructional objectives set for the present grade as decided by the professional staff
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Standardized Testing

Freedom Preparatory administers the Stanford 10 in reading and math. It is given first in late August to all sixth graders as a means to determine where each child's areas of strengths and areas of need for the upcoming school year. Students are then given the Stanford 10 during the spring of each subsequent year in an effort to measure the academic gains for each student.

Freedom Preparatory is also required to give the Tennessee Comprehensive Assessment Program (TCAP). In order to prepare students for this assessment, six Saturdays are reserved for TCAP preparation. However, the skills that are needed to become successful on the TCAP are taught throughout the year.

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).
 - 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.

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.

Freedom Preparatory Academy 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 Dollar system.

Freedom Prep Dollars acknowledge individual acts that promote a positive community or support academic achievement. Students can earn Freedom Prep Dollars from a staff member for a variety of reasons, including but not limited to:

- volunteering to help a student or teacher
- volunteering service to the school
- taking initiative
- showing courtesy
- performing an act of kindness
- outstanding effort or improvement
- doing what's expected when others are not
- exhibiting the core values

Students accumulate Freedom Prep Dollars over time and can use them for special privileges. Committing to the following behavior can also accumulate freedom Prep Dollars.

- Respect means treating others with care and courtesy and representing yourself, family and school in a way in which they would be proud.
- Excellence in behavior means doing what is right without reward - even when you are not told to and no one is watching.
- Integrity in or actions and in our character. You always do the right thing even if nobody is going to know whether you did the right thing or not.
- Responsibility means always being prepared for school, life and circumstances that come your way - it also means following through and giving your best effort in all you do. It also means never seeking to make excuses but taking responsibility for our actions as well as for the well-being of the community
- Excellence is coming to school prepared to work hard - it means completing homework every night, allowing the teacher to teach so you can learn, and preparing well for exams.

Also:

- having necessary materials for class and maintaining a clean space
- work ethic in class
- degree of respect and cooperation in class
- degree of participation and alertness
- quality of questions and comments

Procedures

Each student in the school has a weekly paycheck, which captures his or her behavior throughout the week. Students may earn money for scholarly habits, but may lose money for choosing not to uphold one of the school's values. The money the students earns comes in the form of "Freedom Prep dollars" which may be used for purchasing items at the school store, including school supplies, snacks, games, etc.

Students begin the week with 50 Freedom Prep dollars. If a student chooses to not uphold one of the school's values, then money is deducted from that student's paycheck. The amount of money deducted from a student's paycheck varies according to the infraction.

When a student/ violates one of the items on the paycheck, the student loses the appropriate amount of money from his or her paycheck and the violation is recorded on the paycheck. If a student does something exceptionally well or goes above and beyond in upholding one of the values, the teacher may add 1-5 dollars to that student's paycheck.

The amount of money a student earns over time also determines his/her eligibility for field lessons (field trips) and incentive activities offered by the school. Students are not penalized for spending their money at the school store; field trip eligibility is determined strictly by the student's weekly average dollar amount and is not inclusive of dollars spent. Further, money is not deducted from students' accounts when they attend field trips.

Teachers are monitoring students' paycheck and enforcing consequences constantly for students who have significant deductions. Students who lose up to five dollars or more a day are required to have detention. During this time they will reflect on what they need to do to increase paycheck amounts for the following week.

Students need to understand that low balances and negative balances will keep them from maintaining weekly averages that will allow them to attend semi-monthly field lessons 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.

At the end of the week, all of the teachers calculate and make a copy of their students' paycheck, and a copy is sent home weekly/bi-weekly. Every student is expected to return the paycheck signed by his or her parent.

The following amounts are listed below to give you some guidance and how to gauge your child's week in school:

- 34 and below unsatisfactory week
- 35-39 paycheck means that a student needs improvement
- 40 -44 paycheck means that a student had a satisfactory week.
- 45-49 paycheck means that a student had an excellent week.
- 50 or higher paycheck means that a student had a perfect week.

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.

Paycheck Deductions and Detentions

If a student commits any of the following infractions, the student may receive a paycheck 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

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 report 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 Student, or Head of School may be required in order to address the student's behavior and plan for improvement.

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, including Success Lab
- Excessive paycheck deductions 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
- 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 detentions and Dean of Student transfers

Internet Use and Cyber-bullying

The use of Facebook, Twitter, group chat (kik), 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 .
- 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

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 lunch detention for the next day. 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.

Freedom Prep Student Suspension & 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
- lunch/afterschool 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.

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 a disability 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.

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 Student 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.

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 paycheck 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 students or children with disabilities

Federal and state law provide certain procedural rights and protections relating to discipline of students who have been identified under such laws as Students with Disabilities. 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.

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 & Classroom 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.

School Wide Behavior Plan

Hallway:

- All students in the hall during class time must have an agenda which states their purpose for being out of class.
- Students are in a straight line
- Students are silent in halls
- No running

Cafeteria/Gymnasium:

- Students enter the cafeteria quietly and in straight lines
- Students wait for lunch in straight lines
- All students are to maintain “restaurant voices”
- No student leaves the Cafeteria without permission
- Students clean their area and the area around them
- Students leave the cafeteria orderly and in straight lines

Freedom Prep Student Suspension and Expulsion Policies

Prior to entering a classroom, students are expected to line up in a silent straight single file line along the wall outside their rooms. Upon entrance into the classroom, students in all grades should take their seats quietly and without interference and take out the books and supplies they will need for the class. Students should place all book bags on the respective hooks in the classroom. 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. At all times, students are expected to have their DEAR (Drop Everything and Read) book with them, which they can take out if they have completed the work assigned by the teacher. Students failing to follow these expectations, including being late to class or not in their seats, may receive a paycheck deduction or detention as a result.

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. 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. Students are never expected to call out of turn in any of their classes and are never expected to leave their seats without the teacher’s express permission to do so.

- Understand Bathroom Procedures. Students should know that they may use the bathroom limited times during class periods. Teachers will be able to track the amount of times that students have used the bathroom during class periods and will limit the use. Students will have sufficient time during the morning breaks and afternoon breaks to use the bathroom. 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.

Attendance Policy

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 fail all of his classes for the year and will need to repeat his current grade. Parents and guardians are expected to call the school as early as possible but no later than 7:00 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 1st period 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. 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 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 performance in class. Therefore, it is imperative that students are at school, on time, every day.

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 that arrive after 7:55 a.m. sharp. This may mean that you are marked late for arriving at 7:56 a.m. and 2 seconds.

Excessive lateness will not be tolerated. Students who are late will be issued paycheck deductions upon arrival for each of the first 3 incidents. After the 3rd incident of lateness, the Dean of Students and Families 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. Parents must also follow the guidelines for late pickup.

FPA GUIDELINES REGARDING LATE PICK-UP OF CHILDREN

Parents/guardians of students are expected to make arrangements to pick up their student(s) no later than 4:30pm (Monday-Thursday), and Friday no later than 2:20pm. FPA 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.

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 \$30.

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 \$30 fee, and that if the parent/guardian is late again, \$30 late fee 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.

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 Shirt
- Freedom Prep Tie
- Navy Blue(6th grade), Grey(7th grade) Cardigan or Grey V-neck Vest (8th grade)
- Grey(6th grade/8th grade) or Navy Blue (7th grade) Slacks
- Black Belt (No emblems on belts)
- Black Shoes, NO SNEAKERS or TENNIS SHOES
- Black, White, Gray, or Navy Socks, Socks may not have inappropriate SYMBOLS or PICTURES

On Monday-Thursday Freedom Prep Girls Shall Wear:

- White Button Down Blouse with Peter Pan Collar
- Freedom Prep Cross Tie
- Navy Blue(6th grade), Grey(7th grade) Cardigan, or Grey V-neck Vest (8th grade)
- Grey(6th grade/8th grade) or Navy Blue(7th grade) Skirt or Skort
- Black, White, Gray, or Navy socks or stockings, Socks may not have inappropriate SYMBOLS or PICTURES
- 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 (provided by the school) with the regular uniform pant/skirt and black shoes.

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 paycheck deduction.

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.

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**
- Tablets

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

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. Students who have cell phones must turn their labeled phones in when they enter the building. They will receive their phone at the end of the day. Student who are found with their phone during the day, are subject to 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.