



FREEDOM  
PREPARATORY ACADEMY  
Provo Elementary Campus

Parent/Student Handbook  
2017-18

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# Freedom Preparatory Academy

## Provo Elementary Campus

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### School-Parent Compact

<i>Parents agree to:</i>	<i>Students agree to:</i>	<i>School agrees to:</i>
Ensure that children attend school regularly and on time.	Follow the 7 habits daily and support the zero tolerance for bullies policy.	Provide accelerated, high quality instruction to all students.
Monitor children's academic progress by assisting with homework, reading with children, limiting screen time, checking teacher's websites and reviewing children's grades on SIS.	Abide by all uniform and dress code rules.	Provide enrichment for accelerated students and support for struggling students.
Attend parent/teacher conferences and communicate regularly with teachers.	Attend school regularly and on time.	Build relationships with every family and keep them informed on school matters and children's academic progress.
Participate in decisions related to your children's education.	Complete required classwork, homework, and reading daily. Ask for help from teachers, parents, and peers as needed.	Academic learning delivered by highly qualified educators and paraprofessionals.
Volunteer in the classroom, at home, or around the school throughout the year.	Come prepared each day and have a positive attitude about learning and school.	Maintain up to date information on school/teachers' website and in Aspire.
Participate in governing board elections.	Take responsibility for your learning and your actions.	Annually review school's strengths and weaknesses for continuous improvement.

### Mission Statement

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Freedom Preparatory Academy empowers students to become effective communicators, critical thinkers and ethical and passionate leaders through a broad, rigorous curriculum, participation in school activities and community outreach. With a focus on college preparation life-long learning, students will experience a challenging atmosphere while building a foundation for global success. Freedom Preparatory Academy will have a positive and measurable impact in the local community and beyond by providing an education of the highest quality to students who will go on to become leaders in their family, community, business, and society.

**Motto**

Soar without limits.

**School Colors**

Red – White – Blue

**Mascot**

Bald Eagle

**General Information**

School Hours: 8:20 AM-2:55 PM (Teachers pick up students from west playground at 8:10 AM.)

Office Hours: 8:00 AM-4:00 PM

**K-5 School Schedule***1<sup>st</sup> – 5<sup>th</sup> Grade*

8:20 AM – 2:55 PM (depending on zone pick up time), Mon-Fri (students are tardy at 8:20)

**Late Pick-Up Fees**

After 3:25 PM; the late charge is \$1.00 per minute, per student.

*AM Kindergarten*

8:20 AM – 11:20 AM Monday – Friday (students are tardy at 8:20)

*PM Kindergarten*

12:00 PM - 2:55 PM Monday - Friday (students are tardy at 12:00)

**Late Pick-Up Fees for AM/PM Kindergarten**

After 11:30 AM; the late charge is \$1.00 per minute, per student.

After 3:25 PM; the late charge is \$1.00 per minute, per student.

**Early Dismissal**

8:20 AM – 12:20 PM. After 12:45 PM, the late charge is \$1.00 a minute, per student.

Breakfast and lunch will be served on these days.

Pick-up Times: Red and Yellow Zones: 12:20-12:27; Blue Zone: 12:27

**Parental Contact Information**

Accurate parent contact information is crucial to student safety. Please always update the school with new contact information, including email addresses, which will facilitate better communication between the school and family.

**School Drop off and Pick up Procedures****Drop Off**

Parents are to drop off students between 7:45 and 8:10 AM. **All students must be dropped off at the far west end of the playground where they will enter through the west doors.** This same procedure holds true during inclement weather. When red flags are out the west doors will be open for students to enter immediately. All good weather days, (green flags are out) our teachers will greet students at 8:05 AM on the playground. They may enter the building at 8:15 AM. The tardy bell rings at 8:20 AM.

For early breakfast students, the east cafeteria doors open at 7:45 AM. Students must be in the cafeteria no later than 8:00 AM in order to allow enough time to eat their breakfast and not be tardy to their classroom. Students leave the cafeteria at 8:15 and go directly to class.

Parents are advised that there is no supervision on the playground before 7:45 AM. Students should not be dropped off before 7:45 AM on any school day.

**Everyone must approach the school driving west on 900 North and turning right into the school. Left hand turns are not allowed.** As you exit the school, the left lane is for those driving back up 900 North and the right lane, for those continuing along 1250 West.

**Pick Up**

**Parents will pick up their students according to zones and times. Where you live will determine your zone: (Please put your zone card on your rearview mirror)**

Red Zone –First dismissal bell

Orem, & cities north of Orem; Springville & cities south of Springville, walkers, and bus riders

Yellow Zone – Second dismissal bell

Provo (North of Center Street)

Blue Zone – Second dismissal bell

Provo (South of Center Street)

**Your Zone determines the time you pick up your students:**

Red Zone: 2:55 to 3:02 PM  
Yellow & Blue Zone: 3:02 to 3:09 PM

Due to safety concerns, please avoid meeting your students in the church parking lot or neighborhood sites. Students will be dismissed according to zone times, so do not come early. When pulling into the school property, follow the zone signs indicating where you will meet your child(ren) pulling as far forward as you can. Parents who arrive later than their assigned time will wait at Lion's park until 3:10 PM and get in the back of the line. Please refer to the map in the back of the handbook. Please encourage your child(ren) to watch for you and quickly get into your vehicle. Also, once a student leaves the building, he or she is not allowed back in without an adult. Students will need to walk around the sidewalk and cross at the west or east end of the sidewalk.

**IMPORTANT REMINDER: NO use of cell phones during the drop-off/pickup procedure. Please remember to use your turn signals and be courteous and patient.****Attendance**

Being successful in school requires students to be in class every day on time. Tardiness disturbs classmates and interferes with learning. Freedom Preparatory Academy expects all students to have a minimum of 95% attendance per year; this allows approximately 2 absences per quarter.

- Under state law 53A-11-101(9) excused absences include illness, family death, approved school activities and an absence permitted by a school-age minor's individualized education program. Please do not send sick children to school, e.g. those suffering from an undiagnosed rash, sore throat, fever, diarrhea, or vomiting within the last 24 hours. You may call to notify the school or enter absences on the website by 10 a.m., or send a note to the office within five days of the absence; otherwise it will not be excused. Extended illness (10+ missed school days) requires a doctor's note.
- Students who have missed more than 10 days of school will be notified by mail of absenteeism concerns and parents will be required to appear before the administration to verify/justify absences. Exceeding 9 days absence per school year may be subject to suspension referral.
- Extended absences may include life-threatening illnesses and/or surgical procedures with extended recovery time. In such instances, a doctor's note is required. Educational travel or extracurricular experiences require submission of a written proposal to the Campus Principal or Assistant Principal before the absence occurs.
- Students are expected to complete class work and homework missed during an absence within 2 days for each day absent. (See late work policy pg. 17)
- **Tardiness** is defined as not being present in class or in your seat ready to begin class work at the times listed on page 3. Elementary students are escorted to the classroom from the west playground area at 8:20 a.m. Students arriving at school after the 8:20 bell go directly to class. Students arriving after 9:00 a.m. must check-in at the front desk to obtain a tardy slip for admittance to class and account for school lunch. **5 tardies equal 1 unexcused absence.**
- Students who have an **unexcused** absence from school will not be allowed to take part in or attend any school activity that day (e.g., sports, concerts, dances, etc.). Students with an unexcused absence on a Friday will not be allowed to take part in or attend any school activity that day and over the weekend. In order for students to be involved in after school activities they must be at school by 11:00 AM and remain through the end of the school day.
- The school is responsible for student safety during the school day. Parents needing to remove their student from school prior to the end of the school day must sign the student out at the front desk before leaving the school and must subsequently sign the student in upon his/her return.
- All students must be picked up within 15 minutes of the end of the school day, except students participating in school sanctioned after-school activities. **Students who are on campus after 3:25 p.m. will be charged a late fee of \$1.00 per minute, per child. Parents will be billed by the business office.**

**Procedures for Excessive Absences/Tardies:**

The office will run an excessive absence/tardy report that will be sent home when administration becomes concerned about a student's excessive absences/tardies. This gives parents an opportunity to clear up any possible errors in the report. The school will make all efforts to help students improve their attendance and be successful in school.

Attendance Intervention will be implemented as follows:

- 1) When a student has 5 unexcused absences, a Warning Letter of Compulsory Education Violation will be mailed to parents.
- 2) When a student has a total of 10 unexcused absences, parents/guardians will be invited to a meeting with an administrator at the school. During the meeting, a warning is given and an outline of further possible disciplinary action which may include suspension and court referral is made.
- 3) When a student has a total of 15 unexcused absences, Freedom Preparatory Academy will mail a Compulsory Education Violation Citation to the parents/guardians of the student and send a Compulsory Ed Violation referral to the court.
- 4) As per state law, any student who is absent 10 consecutive days and has not communicated with the school, will automatically be dropped from the school's records.

## **Volunteer Program & Visitors**

Volunteerism is crucial to Freedom Preparatory Academy's ongoing success and develops a strong school-home-community partnership that results in quality education for children. Two-parent families are expected to contribute at least 40 hours of volunteer time per academic year. Single parents contribute at least 20 hours. All volunteers and visitors are required to sign in at the front desk and obtain and wear a visitor's tag while at the school and to sign out before leaving the school. All Volunteer hours need to be recorded by June 30<sup>th</sup> in the help counter computers located at the front desk. You may email your hours to the office secretary to be entered in for you.

When looking for volunteer opportunities please contact the teacher first, then the PTO, then the front office.

Freedom Preparatory Academy has myriad volunteer opportunities including, but not limited to:

- Assisting in classes under the direction of a teacher, e.g. art projects, guest speaking, reading stories, working one-on-one with students etc.
- Library help/Book lamination
- Lunch & Recess duty
- Drop-off & Pick-up duty
- Front office
- Patriot Store
- Lost and Found
- PTO involvement including: Room Parent, Walk-a-thon, Carnival, PTO Board Member, Love of Reading Week, & Red Ribbon Week
- School Maintenance
- End of year clean up; inside and out
- Landscape maintenance
- New parent orientation
- Classroom emergency kits
- Reading volunteers

## **Enrollment**

Freedom Preparatory Academy is a K-12 charter school, housed in four buildings on separate campuses. Pursuant to Utah State law, students desirous to enroll at Freedom Preparatory Academy must be at least five years old by September 1st of a given academic school year. In accordance with Federal and State law, Freedom Preparatory Academy does not discriminate based on race, creed, color, religion, income, national origin or ability/disability status.

### *Enrollment Priorities*

Currently Enrolled Students (those students who attended Freedom Preparatory Academy the year immediately preceding the year for which enrollment is occurring) remain enrolled until graduated or officially withdrawn. Freedom Preparatory Academy always enrolls Freedom Preparatory Academy Founders' children. As per state rule (08/07) children of teachers who are currently employed by Freedom Preparatory Academy are exempt from the lottery. Enrollment preference for **open** spaces is given to the following groups, in the following order:

#### *1. Siblings of Currently Enrolled Students*

Siblings of currently enrolled students are given second priority with respect to enrollment. Siblings must have at least one parent in common. If there is a non-biological child (i.e. relative, foster child) living in the home of a current student, the head of household must have legal guardianship for that child to be given second priority. In the event more siblings of currently enrolled students desire to enroll in a given grade than there are spaces, a lottery will be held to determine which children will be enrolled. Those not chosen in the lottery will be wait-listed for a particular grade pursuant to the order in which the student's name was chosen.

#### *2. Open Enrollment Applicants*

Open Enrollment Applicants are given third priority with respect to enrollment. In the event more Open Enrollment Applicants desire to enroll in a given grade than there are spaces, a lottery will be held to determine which children will be enrolled. Those not chosen in the lottery will be wait-listed for a particular grade pursuant to the order in which the student's name was chosen.

After the lottery drawing, sibling applicants of newly enrolled students are given priority on the wait-list in an effort to keep families together whenever possible.

Applications received after the Open Enrollment period will be added to the existing wait-list for each grade level in the order the applications are received. Students will be admitted to the school as openings are available. Lists of waiting students are dissolved on the last school day in September each year.

Freedom Preparatory Academy will notify parents and students of enrollment results by sending an acceptance letter by email that they have been allotted a space for the school year. Parents have fifteen (15) calendar days from the date of postmark (the first of the fifteen calendar days begins the day following the date of the postmark) of the acceptance letter to claim the space for their student. If the fifteenth calendar day falls on a Sunday or USPS holiday, then the acceptance period shall extend to include the next normal USPS mail delivery day. Parents claim a space for their student by signing and returning the acceptance letter to the school by post or facsimile, as indicated thereon. Parents are urged to obtain a signed receipt from school personnel or send the acceptance letter via certified USPS mail.

If parents fail to claim the space, the acceptance letter will be void and their student will lose his or her allotted space. If parents thereafter desire to enroll their student at Freedom Preparatory Academy, their application will be placed at the end of any existing wait-list for the grade in which the student desires to enroll.

### **Enrollment Procedures**

Upon notification of student acceptance to Freedom Preparatory Academy and **prior** to the first day of school, parents must:

1. Complete and sign the *School Records Transfer Form* that authorizes the transfer of school records from the student's previous school to Freedom Preparatory Academy, if transferring from another school. IEPs may require an additional permission form.
2. Provide a copy of a complete immunization record or a signed Immunization Waiver form.
3. Provide emergency contact details.
4. Fill out Free/Reduced School Lunch form. If you are not eligible, complete identification information and write "Not Eligible" and return the form. If you are eligible, but do not wish to participate, please complete the form and write "Eligible but do not wish to participate". This information allows the school to receive additional services and funding on behalf of students.
5. Provide a copy of the student's birth certificate.
6. Complete a Freedom Preparatory Academy student registration form.
7. Complete a home language survey.
8. Fill out a Vision Screening form - for Kindergartners only.

**By enrolling at Freedom Preparatory Academy, students and parents are bound by and agree to abide by the provisions of this Handbook, which may be amended from time to time by the Freedom Preparatory Academy Governing Board.**

*Freedom Preparatory Academy offers enrollment for students in grades K-12. We comply with all federal and state laws relative to admission policies, which include an open admission, and will not discriminate on the basis of race, creed, color, national origin, religion, gender, handicap, or any other specification protected by law.*

### **Withdrawal Procedures**

Parents desirous to withdraw their student from Freedom Preparatory Academy must complete a withdrawal form. Students who have been absent from school for more than 10 days, without notifying the school, will be considered withdrawn. Please ensure that library books, school textbooks and materials are returned on or before withdrawing from the school. Please come to the front office to fill out the necessary paperwork.

### **Disaster Plan**

Each classroom is equipped with basic first aid supplies, emergency guidelines, and the specific health problems of the students. KSL (FM 102.7 and AM 1160) is our emergency radio station and they will indicate when schools are closed due to inclement weather or emergency. Freedom Preparatory Academy will generally follow the Provo School District's recommendations regarding emergency school closures.

In the event that conditions at the school make it unsafe for students to remain, the school will contact parents, using the information supplied on the enrollment form, of the need to pick up their children. The students will be evacuated to one of the three following locations: Lyon's Park, the church behind the school, or the secondary school.

Please make sure all contact information is current throughout the year by notifying the teacher and the front office

In the event of a major disaster affecting the entire community, and if the building is still a safe refuge, students will be kept at school until released to a parent, family member or authorized adult.

### **Outdoor Playground**

Students should always be dressed in weather-appropriate clothing. Outdoor recess may be cancelled at the discretion of Academy Administration and/or teachers due to inclement weather, safety concerns, and unsuitable playground conditions. Restricted equipment includes lacrosse sticks, bats, baseballs, play swords, or hockey sticks.

### **Guidelines for snow day outside play and other inclement weather conditions follow:**

Students will be allowed to play outside at the discretion of the administration on any given day. Decisions will be based on wetness of play area and rainfall, freezing temperatures, degree of wet snow falling and other pertinent conditions.

On a day when winter conditions are mild, students should have the following to play outside:

- coats
- shoes that can get wet or snowy
- gloves
- hats if temperatures are near freezing

If it is raining during morning drop-off, students will be allowed to enter the school, through the west door going directly to their classes but **not before 8:00 AM**. Students receiving breakfast always enter the cafeteria from the east cafeteria doors no earlier than 7:45 AM.

When outside temperatures or wind and chill factors are below 20 degrees, students will be admitted to classrooms but **not before 8:00 AM**.

Students should always wear appropriate outerwear for our Utah climate. Students are outside during drop-off, morning recess, lunch recess and pick up every day.

Snow boots should be removed upon arrival in the classroom and school shoes put on.

Monitors will supervise students permitted to play outside during lunch recess.

At no time will snowballs be allowed on school property.

### **Textbooks and Electronic Textbooks**

Textbooks are an expensive and essential resource for successful education. Students are responsible to compensate the School for lost or damaged textbooks according to the following schedule, as solely determined by the school: All textbooks that leave the building need to be covered.

- Dirty Textbook – \$3 to full replacement cost
- Writing, marks or scratches on cover edges of textbook – \$3 to \$5
- Bent, torn or missing textbook cover – \$10 to full replacement cost
- Lost, stained, mildewed, burned – Full replacement cost
- Damaged tablets (including screens, holding cases, etc.) will be charged repair or replacement cost.

### **Money**

Money sent to school should be sealed in an envelope with the student's name, teacher, and purpose written thereon. Students should be instructed to take the envelope to the appropriate person and if unsure to give it to their teacher or to Academy Administration. Fees, lunches, and donations can be paid at the front office with a credit card or parents may choose to set up an automatic withdrawal service, or pay online through the school website. ([www.freedomprep.net](http://www.freedomprep.net))

### **Computer and Network Resources**

Freedom Preparatory Academy Computer, Network and Data Resources (hereafter Resources) are provided to students solely to further the school's educational mission.

*Prohibited use of Resources includes, but is not limited to:*

- Use of Resources to view, download, or otherwise access pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material, including websites.
- Use of Resources to view, download, or otherwise access material inconsistent with Freedom Preparatory Academy policy and educational goals.
- Use of Resources for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain, including gambling.
- Using Resources for any illegal purpose.
- Using Resources to communicate obscene, offensive, vulgar or otherwise inappropriate language, either written or verbal.
- Using Resources to trespass into, view or change other users' directories or files.
- Using Resources by supplying authentication credentials belonging to another person, or otherwise misrepresenting his or her identity.
- Damaging Resources, including creation and/or distribution of computer viruses.
- Using Resources to violate copyright law, including illegally copying software or other copyrighted works.
- Engaging in activity that adversely infringes on another person's use of Resources or otherwise wasting Resource capacity.
- Modifying Resources in any way, including installation or un-installation of computer software or hardware, modification of any Resource configuration, or any other use of Resources other than that prescribed by authorized school staff.
- Using Resources without authorization from school staff.

### **Staff Contact Information**

All Freedom Preparatory Academy employees are allocated a school email account and a telephone extension with voicemail to aid in communicating with parents. Please feel free to contact your student's teacher or Academy Administration by telephone, email or in person to discuss any questions you may have. Staff email addresses and telephone numbers are posted on the school website. Please note that teacher telephone extensions are configured to route all inbound calls originating from outside the school to the front office during school hours; **email is the preferable form of communication throughout the school day, however a message can be left in their box so they can reply after school.** Parents should not assume immediate contact with teacher during instructional hours. Teachers are obligated to respond within 24 hours, unless extenuating conditions exist. In the case of emergencies, parents may contact teachers via the front office. Please be respectful of teachers' time during the school day so that instruction time is not disrupted.

### **Contacting Students**

If a parent needs to reach a student during the school day in the case of an emergency, the student will be pulled out of class and given the message. However, classrooms will not be disrupted for non-emergency messages. The school makes no guarantee that a student will receive a message sent during the school day.

### **Telephone**

Students may use classroom or front office telephones for emergency purposes only with approval from their teacher or Academy Administration.



### **Celebration Procedures**

We are always pleased with student growth and development. However, we feel strongly that **birthday celebrations are most appropriately celebrated within the family rather than the school**. Our constant goal is to provide curriculum focus and consistent instructional time during the school day. Hence, celebrations that are not tied in with these goals are discouraged. Please speak with your child's teacher well in advance of such milestones for appropriate procedures. We recommend donating a book in your child's name to either the classroom library or school library in celebration of a birthday.

### **Holidays**

On occasion, holiday recognition may be part of a school day. All celebratory events will be merged with a curriculum focus, i.e. Halloween costumes and parties will be **themed** by individual classes or grade levels. Parents and students must adhere to all directions and plans for these events or wear the school uniform.

### **Science Fair**

Participation in the annual science fair is **required** for all students in grades 4-6. All students are encouraged to participate. K-3 students will participate either individually/teams or classes. See teacher information.

### **Food**

All food will be in line with Freedom Preparatory Academy's *Child Nutrition and Wellness Policy*. Students are allowed to bring appropriate food to school for public consumption, for class parties with teacher permission. Please contact your student's teacher for her/his preferences and to inquire about any food allergies other students in the class may have. A list of foods and snacks is available through the front office, website and teachers.

Students may bring closable water bottles to school to use throughout the day in the classroom. Water bottles are also available to purchase through the school lunch program.

### **Lost and Found**

The Lost and Found is located in Lincoln Lane (West main hallway). Every 3 months, unclaimed items will be donated to local charities. Suitable clothing items will be kept for the school clothing exchange and/or the nurse's office emergency box. Parents and students are encouraged to check the lost and found weekly for missing items.

### **Communication**

Communication between Freedom Preparatory Academy, parents and students is vital to Freedom Preparatory Academy's ongoing success. **Anything distributed on school property must be approved by Academy Administration**. The school has established the following official means of communicating with parents and students:

- The school website – <http://www.freedomprep.net>
- The school Student Information System (SIS) website can be linked from our school website under the SIS grades and Lunch link, or you can go to: <https://freedom.usoe-dcs.org/Login/> – where parents and students can see grades, missing assignments, lunch account balances and messages from teachers. User name is student's lunch number. The password is the first and last initial of their name followed by their lunch number. (note: first and last initial are names that appear on their birth certificate). For example, if your name was John Smith and your lunch number was 100 you would log in as follows:  
username: js100  
password: js100
- We **require** all parents to create their own SIS account by clicking on "request a username" which is located below the login screen, and then following the prompts. You will need your student's SIS number and date of birth to create this account.
- Beginning in 2009-2010 year Freedom Preparatory Academy began moving to paperless communication. Folders will be occasional until phased out and Teacher and school newsletters will be found on the school website and UEN.
- **Email Newsflashes** – The school will email a variety of notices to all persons who have joined our mailing list. Please contact Academy Administration to provide or update your email address.
- 

**Phone Flashes** – The school will periodically send out phone flashes about various school activities or announcements to your listed residential phone number. Please keep your phone number and information current with office personnel at the front desk. Email addresses: [tisraelsen@freedomprep.net](mailto:tisraelsen@freedomprep.net)

Freedom Preparatory Academy also requires teachers to regularly communicate with parents and students in accordance with the policy in the Freedom Preparatory Academy Employee Handbook, as hereby quoted:

"Employees shall provide sufficient information to Academy Administration, parents, and students to make them aware of all classroom policies, procedures, schedules, and assignments before requiring completion of any assignment or adherence to any policy, procedure or schedule. Additionally, Employees shall send a weekly communiqué to parents, via email, which advises of upcoming assignments, missing assignments or other pertinent information. Employees shall ensure no method of communication is used that would preclude parents from reasonably receiving said communiqués, e.g. only sending email communiqués when some parents have no access to email."

Because we have begun a paperless communication system, most communication from the teachers will come through email or their UEN page.

### Health Services

Professional volunteers are monitoring Freedom Preparatory Academy health services. There may be minimal care provided by the school secretary for minor cuts and injuries. Parents will be notified about all major injuries or accidents that occur at school.

- Students requiring medication during school hours must bring it in the original container, along with instructions governing its dispensation from a parent or health care practitioner. If the student is to take a prescription medication, the medication must be in the prescription bottle with the student's name printed on it. Medication will be kept locked up at the School until dispensed. Academy Administration or their designees will dispense medication according to the dispensing instructions.
- Eye Screening is provided once an academic school year for kindergarten, 1<sup>st</sup> and 3<sup>rd</sup> grade students, and is conducted by volunteers under the supervision of a state trained employee. All incoming kindergarteners must have a vision screening test completed prior to the start of the academic school year as per state law.
- Freedom Preparatory Academy provides an optional maturation course for 5<sup>th</sup> grade boys and girls once per academic school year. The course subject matter is limited to body development and does not touch on topics of human sexuality. Parents may preview the course and must give permission prior to student viewing. Parents may attend the course with their student.

### School Lunch/Breakfast

The school nutrition program is overseen by a registered dietitian and administered by paid staff and volunteers. Menus are posted on the website and lunches may be paid for on a daily, weekly or monthly basis. Freedom Preparatory Academy does participate in the National School Lunch and Breakfast Programs, and therefore does provide free or reduced meals. Each family is required to fill out a new free or reduced form each school year. If a student forgets to bring a lunch or money to purchase one to school, the school will provide a school lunch for the student, unless instructed by the parent not to do so. Parents are responsible to reimburse the school for the cost of the school lunch. The School provides a backup lunch as a courtesy to students and parents, though may, at its discretion, choose not to for students abuse of the courtesy.

	2017-18 Price
Elementary Lunch	\$2.50
Secondary Lunch	2.65
Adult Lunch	3.80
Elementary Breakfast	1.35
Secondary Breakfast	1.45
Adult Breakfast	1.80
Milk (a la carte)	0.30

If you would like to purchase a lunch and eat with your student please call the front desk (437-3100) before 9:15 AM so you will be included in the lunch count.

### Library

The school library is open each school day, and is staffed by employees and volunteers. Each classroom has scheduled library time once a week. Books may be checked out from the library for a two week period once parents and students sign the Library Authorization Form. Books overdue at the end of each grading period are considered lost and must be paid for in full prior to release of quarterly student report cards. The Library always welcomes book donations in any quantity or condition (donated books can be traded to used bookstores for children's books). All lost book fees must be paid during the year.

### **Parent Resource Library**

To increase parent familiarity with school curricula, the Freedom Preparatory Academy PTO sponsors a Parent Resource Library, located in the school library. This includes curricula, supplemental resources, parenting manuals, and other educational materials in its collection. Items from the collection are available to be checked out by parents for a two-week period.

### **Field Trips**

Freedom Preparatory Academy utilizes school buses and parent volunteers to transport students on school-sponsored field trips. Parents desirous of volunteering must provide the school with a legible copy of their driver's license, **current** auto insurance information, including liability limits, and number of seatbelts in the vehicle. Information is kept on file in the office and must be filled out yearly. Parents are prohibited on buses. Only school employees may accompany students and teachers on the bus. A background check and motor vehicle record will be pulled for parents accompanying students on overnight field trips (Policy #3).

### **Extra-Curricular Classes/Sports**

Freedom Preparatory Academy allows various extra-curricular classes to operate on school property, though does not financially support any of them. Parents may also apply to create new extra-curricular classes by contacting Academy Administration. See front office for application packet.

### **Field Day**

Field day is generally during the last week of school. Those students who have outstanding lunch or library balances will not be permitted to participate in field day.

### **Behavior Expectations**

Freedom Preparatory Academy's educational goals are most successfully attained in a structured, safe, and calm environment – one in which no student is allowed to disrupt the learning process of others. Freedom Preparatory Academy expects students to develop self-control and personal responsibility as guiding principles in their lives. The following is a list of some of the *most important* rules for students at Freedom Preparatory Academy. It is by no means a comprehensive list.

#### *General School Rules*

- Respect others and their property.
- No bullying or any form of intimidation.
- No weapons, tobacco, alcohol, or drugs on school property.
- No chewing gum in school buildings.
- Be punctual to class and school activities.
- No fighting or threatening to fight.
- Use no obscene or profane language.
- Walk in an orderly and quiet manner in school buildings.
- Respect school property and grounds.
- Students may only enter offices, teacher workrooms, closets and teacher's lounge with permission from school employees.
- No cheating or plagiarizing.
- Be prepared for class and actively participate.
- Abide by the school dress code policy.
- No food or drink in school lockers.
- Students may not show pornographic images from a personal electronic device to any other student.

#### *Cafeteria Rules*

- Eat lunch in assigned areas.
- No yelling or loud voices.
- Keep floor and table areas neat and clean; properly dispose of food and trash after eating.
- Respect all cafeteria staff.
- Line up for pick-up immediately upon arrival of classroom teacher.

#### *Restroom Rules*

- Obtain a restroom pass from a teacher or staff member before going to the restroom.
- Keep restrooms neat and clean.
- Do not play in restrooms.
- Flush after using the toilet.
- Wash hands.
- Promptly return to the location from where you came when finished using the restroom.
- Students may not use bathrooms designated as Adult Bathrooms.

#### *Assembly Rules*

- Be respectful to assembly participants.
- Use appropriate applause.
- Do not "boo", shout, whistle, or talk during the assembly.
- Sit in assigned areas.
- Disruptive students will be removed.

### *Recess Rules*

- Play in the designated outdoor play area.
- Do not wander throughout the halls.
- Do not throw rocks, bark, snow, sticks or any other non-recreational object.
- No fighting or simulated fighting.
- No tackling, grabbing of clothing, tripping, or pushing.
- Use playground equipment as intended. Sitting on top of the bars is prohibited.
- Demonstrate good sportsmanship at all times.
- No littering, spitting or inappropriate language.

### *Classroom Decorum*

- The bulk of time that students spend at school is in the classroom. Therefore, classroom decorum is of utmost importance.
- Students must show a respectful attitude in class and respond to teachers with politeness and deference. Students will address teachers by title, e.g., "Miss \_\_\_\_\_," "Mr. \_\_\_\_\_," "Mrs. \_\_\_\_\_," or "Dr. \_\_\_\_\_."
- Students must refrain from talking in class when others have the floor. Students must be in the classroom each day on time and ready to work, with appropriate materials out.
- Disruptive students will receive discipline referrals and may be removed from the classroom.

### *Group Accountability*

- These Behavior Expectations set the standard for all students and incorporated expectations for Freedom Preparatory Academy students to act responsibly as citizens of the campus. This means that it is not acceptable for Freedom Preparatory Academy students to stand back and watch as their peers violate the Behavior Expectations.
- As a part of this expectation, Freedom Preparatory Academy utilizes individual and group accountability in situations where an individual student or group of students has not fulfilled his/her/its responsibility to attempt to correct the inappropriate actions of others or report the same, and consequences may be forthcoming to that individual or group who have allowed, encouraged, or silently observed without comment the inappropriate actions of others. While it does require courage and integrity, it is always appropriate to stand up for the ideals of the Behavior Expectations. It is never appropriate to do nothing when witnessing a violation of the Behavior Expectations. As Sir Edmund Burke said, "The only thing necessary for evil to flourish is for good men to do nothing."

### *Concert/Program Etiquette*

- Evening programs begin promptly. Families should make extra effort to arrive before starting time.
- Children should remain with parents throughout any program or event.
- All other parts of the school building are off limits, other than designated program/concert area.
- Families should exit through front doors at conclusion of event.

### **Parent Behavior Expectations**

Parents are expected to use decorum and courtesy when on school property. They will address all employees, other parents and all students with reserve and in a polite and professional manner. Raised voices, threats, interference with instruction or school activities will warrant removal from the school property by civil authorities. Severe problematic behavior incidents will result in restrictions from school property and possible expulsion of entire family.

We realize that every one of our customers has service needs. Please be respectful of the school staff, who is working each day to meet the needs and priorities of all of our students and their families. While we would like to be able to help each person immediately, it is just not possible to do so, and it may be that another customer's needs require more immediate service than do your own needs. Thank you for your cooperation and understanding.

### **Discipline**

Freedom Preparatory Academy students shall comply with the Behavior Expectations, though teachers may institute additional classroom policies and rules that are binding on students once they are in receipt of such. Teachers are generally responsible for classroom discipline, in accordance with their published policies, though may, at their sole discretion, refer any discipline matter to Academy Administration for resolution. Employees will fill out a student referral form indicating levels I, II, or III. Copies will be sent home with students and placed in student portfolios.

Freedom Preparatory Academy shall generally discipline students according to the following steps, though the Principal may, at his/her sole discretion, implement other discipline measures, as appropriate, combine multiple steps for a single infraction, or escalate through steps for dissimilar infractions.

*Step 1: Verbal warning* – Teacher or Academy Administration shall verbally discuss with the student the infraction and document the incident in the student's file.

*Step 2: Written warning/office referral* – Teacher or Academy Administration shall verbally reprimand the student for the infraction, fill out school discipline referral form, contact/attempt to contact the student's parents to discuss the incident within 24 hours and file documentation of incident in the student's file. A level III incident will be dealt with by Academy Administration.

*Step 3: Suspension* – After three referrals during a school year or for any Level III incident, Academy Administration shall verbally reprimand the student for the infraction, contact the student's parents to discuss the incident, suspend the student

for up to five consecutive school days and document the incident in the student's file. **Students are not allowed on school property or to attend any school activities during the duration of the suspension period.** When a student is suspended, the school shall prepare work for the student's parents or designees to collect and which the student must complete during the suspension period. Completed work will be graded.

*Step 4: Long Term Suspension* – Academy Administration shall verbally reprimand the student for the infraction, contact the student's parents to discuss the incident, suspend the student from Freedom Preparatory Academy and document the incident and suspension in the student's file. Upon completion of suspension, student will appear before Governing Board. If suspension is through lottery process, student will have to reapply through the following year's lottery.

### **Dispute Arbitration**

When conflicts arise between individuals at the School, the following procedures shall be followed:

- The aggrieved individual shall attempt to resolve the conflict by communicating **directly with the other individual(s)** involved in the conflict. This includes teacher/parent/staff. Parent conflicts with other parents shall be resolved off school site.
- If the conflict is not successfully resolved in the meeting between the individuals involved in the conflict, the aggrieved individual shall **notify Academy Administration** about the conflict, and Academy Administration shall conduct a meeting between the individuals involved in the conflict to attempt to resolve the conflict.

If the conflict is not successfully resolved in the meeting with Academy Administration, the aggrieved individual shall put the details of the conflict in writing and send them to **the Freedom Preparatory Academy Governing Board**. Upon receipt of the details, and after sufficient time to consider the matter, the Governing Board shall, in a timely manner, conduct an executive board meeting with the individuals involved in the conflict and Academy Administration to attempt to resolve the conflict.

\*Please note that Freedom Preparatory Academy utilizes in-school and outdoor video cameras in order to maintain campus security. Video cameras are an important component of campus security, and every person on campus is subject to videotaping at any time.

### **K-5 Dress Code Policy**

One of the things that helps Freedom Preparatory Academy provide an enriching and safe environment focused on each student excelling academically is the use of a dress code. The dress code allows students to learn in a professional and comfortable environment free from distractions related to clothing.

### **General Policies**

The policies within this "General Policies" section apply every day of the school year regardless of whether it is a uniform dress day or not.

Each student's appearance must be professional, appropriate, and not distract from the educational environment of the school.

Clothing must be clean and in good condition (no holes, rips, fraying, etc.).

Clothing must not be excessively tight or excessively loose; low-rise pants or shorts are not allowed.

Clothing must be modest. Regardless of the type of designated day (uniform dress, free dress, field day, etc.) shirts must have sleeves and must cover the stomach. Shorts, skirts, dresses, and jumpers must not be shorter than 2 inches above the knee. No undergarments may be visible except for white undershirts.

Outerwear including jackets, sweatshirts, vests, hats, scarves, gloves, or otherwise may only be worn outdoors except for jackets, sweaters, blazers, and fleece in school colors (white, red, and navy blue), which may be worn inside the school provided such items do not have a hood.

Hooded clothing may not be worn inside the school.

Hats, bandanas, or other such head wear may not be worn inside the school.

Students must maintain a clean and neat appearance including exercising appropriate grooming and personal hygiene habits.

Students must not wear clothing with inappropriate or offensive words or graphics.

Students must not wear footwear that inhibits their ability to participate in regular school activities. For this reason, flip-flops are not allowed regardless of what type of designated day it is.

Students must not wear distracting or excessive jewelry, make-up, or other such accessories. Nose, eyebrow, lip and tongue jewelry are not allowed. Students must not have visible tattoos.

Students must keep hair neat and styled; eyes may not be covered by hair. Extreme or distracting hairstyles are not allowed.

Students must only have naturally occurring human hair color (blonde, brown, etc.).

Students are not required to purchase every approved uniform clothing item listed below nor are they required to use a specific vendor to purchase uniform clothing.

Whether a student's appearance violates the standards included in this Dress Code Policy including standards of modesty and appropriateness is a determination that shall be made by Freedom Preparatory Academy administration. Should a student desire to appeal the determination of the administration, he or she may appeal the decision to the Governing Board, who shall enter a final determination.

### **Uniform Dress Days**

Freedom Preparatory school colors are white, red, and navy blue.

Students are expected to wear uniform dress at all times during the school day unless the school has designated the day as a non-uniform dress day (for example, free dress days).

The Freedom Preparatory Academy school crest may be embroidered on any shirt, sweater, vest, or jacket that complies with the requirements of this section.

#### **a. Shirts**

Shirts must be solid white, red, or navy-blue polo or button-down and may be short-sleeve or long-sleeve.

Shirts must have a collar and sleeves.

Shirts must have no embellishments larger than the size of a quarter.

The only clothing item that may be worn under shirts is a plain short-sleeved white undershirt.

Students must fasten all buttons except for the top two buttons.

Shirts must be tucked in at all times.

#### **b. Pants, Shorts, and Belts**

Pants and shorts must be solid tan or navy blue.

Pants must not be overly tight or excessively loose. Pants should reach the shoe but not drag on the ground.

Low-rise pants or shorts are not allowed.

Pants may be tucked into boots.

Shorts must be no shorter than 2 inches above the knee.

Pants and shorts must not have cargo pockets, embellishments, or holes.

Belts must be solid black or brown.

Belts must be free of embellishments such as rhinestones, studs, etc.

Belts must be worn with pants and shorts by all students except for kindergarteners. Kindergarten students are not required to wear belts, but may choose to wear a belt as described in this section.

#### **c. Skirts**

Skirts must be solid tan, navy blue, or school approved plaid in school color combinations only (white, red and/or navy blue.)

Skirts must be no shorter than 2 inches above the knee.

Skirts must not have cargo pockets, embellishments, overlays or holes.

#### **d. Dresses**

Acceptable dresses include the following:

Solid red or navy-blue polo dresses.

Solid tan or navy-blue jumpers with a white, red, or navy-blue polo or button-down shirt underneath.

Plaid jumpers in school color combinations only (white, red, and/or navy blue) with a white, red, or navy-blue polo or button-down shirt underneath.

Dresses must be no shorter than 2 inches above the knee.

Dresses must not have cargo pockets, embellishments larger than the size of a quarter, overlays, or holes.

#### **e. Shoes**

Shoes must be solid black or brown, though the soles of the shoes can be a matching color or white.

Shoelaces must match the color of the shoes and must be tied.

Boots must be solid black or brown, below the knee, and have no embellishments such as fringe, pom-poms, etc.

A single buckle at the top or bottom of the shoe is acceptable.

Flip-flops, sandals, shoes or boots with heels higher than 2 inches, open toed-shoes, and open-back shoes are not allowed.

Shearling-type boots (Ugg boots) are not allowed.

Students may wear snow boots, rain boots, or shearling boots to and from school and during recess but must bring an approved pair of shoes to wear while inside the school.

#### **f. Socks, Tights, and Leggings**

Students' feet must be covered.

Students must wear white or navy-blue socks or tights.

Students may wear white or navy-blue leggings or footless tights under acceptable-length skirts or dresses but must still wear white or navy-blue socks so the feet are covered.

**g. Hair**

Hair accessories must be school colors (white, red, or navy blue) or black. Hair accessories must not be larger than 6 inches in any direction.

**h. Outerwear**

Jackets, sweaters, fleece, and blazers in school-approved colors (white, red, or navy-blue) may be worn inside the school provided the clothing item does not have a hood.

Students may wear outerwear of any color during recess and before and after school, but must not wear such outerwear inside the school.

Hats, gloves, scarfs, and other such outerwear accessories may not be worn inside the school.

**i. Backpacks and Lunch Pails**

Backpacks and lunch pails may be any color provided the item complies with the general provisions set forth above, specifically that the item does not include any inappropriate or offensive words or graphics.

**School T-Shirt and Jeans Days**

On designated School T-shirt and Jeans days, students may wear a school t-shirt with jean shorts or jean pants of any solid color so long as the clothing complies with the general provisions set forth above including standards of modesty and appropriateness.

If a student chooses not to participate, he or she must wear uniform dress.

**Free Dress Days**

On designated Free Dress Days, students may wear clothing of their choice so long as it complies with the general provisions set forth above including standards of modesty and appropriateness.

If a student chooses not to participate, he or she must wear uniform dress.

**Other Dress Days** (Field Day, Walk-a-Thon Day, Halloween, etc.)

For all other school-designated non-uniform dress days, the school will provide instructions as to what types of clothing may be worn. For example, on Walk-a-Thon day, students are encouraged to wear athletic clothing and shoes. However, regardless of the type of designated day, the general provisions above including provisions of modesty and appropriateness always apply.

**Procedure for Dress Code Violations**

It is important that Freedom Preparatory Academy fairly and consistently enforces the dress code policy in order for it to be an effective policy. Please review the policy carefully with your student. If you ever have any questions about the dress code policy, feel free to contact the front office staff via phone or email.

In the event that a student fails to comply with the dress code, the following will take place:

First Offense: Verbal warning and call to the parent.

Second Offense: Dress Code Violation ticket sent home to the parent.

Third Offense: Dress Code Violation ticket sent home to the parent; Level I write-up.

Fourth Offense: Dress Code Violation ticket sent home to the parent; Level II write-up for chronic behavior issue.

Fifth Offense: Level III write-up for chronic behavior issue; conference held by administration; possible suspension.

Sixth Offense: Temporary suspension.

Seventh Offense: Conference held by Governing Board; long-term suspension.

**Sources for Uniform Clothing**

Uniform clothing is available at many stores in Utah County and online, especially during the summer months before school resumes for the fall. Below is a list of stores that sell uniform clothing; however, please consult the dress code policy above when purchasing clothing as many stores will carry items in their uniform section that are not approved by Freedom Preparatory Academy (for example, gray polo dresses or light blue polo shirts).

*Stores with Uniform Items and School Crest Embroidery Available*

Classy Uniforms (661 W. State Street in Pleasant Grove; [www.classyuniforms.com](http://www.classyuniforms.com))

French Toast ([www.frenchtoast.com](http://www.frenchtoast.com)); use school code QS5DGMM when ordering for a 5% net sale donation by the company to our school)

Land's End ([www.landsend.com](http://www.landsend.com)); use school code 9000-9490-5 when ordering for a 3% net sale donation from the company to our school)

*Stores with Uniform Items; search for "school uniforms" when visiting store websites online*

Amazon.com ([www.amazon.com](http://www.amazon.com))

Children's Place (University Mall in Orem; [www.childrensplace.com](http://www.childrensplace.com))

Crazy 8 (University Mall in Orem; [www.crazy8.com](http://www.crazy8.com))

Dennis Uniform (3560 Main St., Salt Lake City; [www.dennisuniform.com](http://www.dennisuniform.com))

Gap (University Mall in Orem; [www.gap.com](http://www.gap.com))

JC Penney (Provo Towne Center Mall in Provo; [www.jcpenney.com](http://www.jcpenney.com))

Old Navy (246 University Parkway in Orem; [www.oldnavy.com](http://www.oldnavy.com))

Sears (Provo Towne Center Mall in Provo; [www.sears.com](http://www.sears.com))

Target (175 Centre Street in Orem; [www.target.com](http://www.target.com))

Wal-Mart (1355 Sandhill Road in Orem; [www.walmart.com](http://www.walmart.com))

**Freedom Preparatory Academy Elementary School  
Uniform Dress Day Requirements, 2017- 2018**

SHIRTS	PANTS AND SHORTS
Solid white, red, or navy-blue polo or button-down.	Solid tan or navy-blue.
Shirts must have a collar and sleeves.	No jeans, leggings, or athletic pants.
No embellishments larger than the size of a quarter.	No cargo pockets, embellishments, or holes.
Shirts must be tucked in.	Shorts must be no shorter than 2 inches above the knee.
Undershirts must be short-sleeve and solid white.	Belts must be solid black or brown. Belts must be worn with pants and shorts by all students except for kindergarteners.
SKIRTS	DRESSES
Solid tan, navy-blue, or school approved plaid in school color combinations only. (white, red, or navy blue).	Solid red or navy-blue polo dresses.
Not shorter than 2 inches above the knee.	Solid tan or navy-blue jumpers or plaid jumpers in school color combinations only (white, red, or navy-blue) with a white, red, or navy polo or button-down shirt underneath.
No cargo pockets, embellishments, overlays, or holes.	Not shorter than 2 inches above the knee.
	No cargo pockets, embellishments larger than the size of a quarter, overlays, or holes.
OUTERWEAR	SHOES AND SOCKS
Solid white, red, or navy-blue sweaters, fleece jackets, cardigans, and blazers may be worn inside the school so long as the item does not have a hood.	Black or brown shoes with matching or white soles.  Black or brown boots below the knee; no embellishments other than a single buckle.
Students may wear non-uniform colored outerwear during recess (snow coats, rain coats, etc.), but will not be allowed to wear such outerwear inside the school.	No shearing boots (Ugg-style), snow boots, or rain boots are allowed inside, but may be worn outside during recess.
No outerwear accessories may be worn inside the school (hats, scarves, gloves, etc.).	White or navy-blue socks or tights.
	Students may wear white or navy-blue leggings underneath appropriate-length skirts or dresses, but the student must also wear white or navy blue socks so feet are covered.
HAIR	ACCESSORIES
Naturally occurring human hair colors only (blonde, brown, etc.).	No distracting or excessive jewelry or make-up.
Hair should be neat and styled. Eyes may not be covered by hair.	Hair accessories must be school colors (white, red, or navy-blue) or black and must not be larger than 6 inches in any direction.



**Assessment**

Regular curricular assessments and state testing (3<sup>rd</sup> – 5<sup>th</sup> grades) will be administered during the school year.

**Late Policy for all student work –2017-18**

The late policy for all school work is as follows:

Assignments handed in on time	Full Credit
One day late	10% reduction in score
Two days late	20% reduction in score
Three days late	30% reduction in score
Four days late	40% reduction in score
Five days late or more	Zero credit

**Please Note:** Students are generally expected to complete class work and homework missed during an absence within a teacher-approved timeframe; 2 days make up for each day absent.

**Special Education**

Parents concerned about their student’s academic abilities should confer with their student’s teacher to discuss the issue. Parents and teachers may request a formal academic assessment of the student to determine if Special Education services are needed.

**Parent/Teacher Meetings/Conferences**

- Freedom Preparatory Academy conducts a Meet-the-Teacher night just prior to the commencement of each school year where parents may meet teachers and introduce students.
- Curriculum Night is scheduled in September for parents to meet with teachers to review classroom procedures, policies, and curriculum.
- The school also schedules two Parent/Teacher conferences each school year, usually at the end of the first and third school quarters; specific details are posted on the School Calendar. Parents are expected to attend all conferences. Grade levels offer various formats for conferencing. Please check the website for times and options.

**Appendix A: General Suggestions for Parents**

- Be positive about school. Freedom Preparatory Academy offers the best in educational opportunities.
- Acquire and use regularly the “What your \_\_\_ Grader Should Know” Core Knowledge Series for the appropriate grade level. Copies of this series are available through the Parent Resource Library but should be obtained by each family for use at home.
- Support the Love and Logic and Leader in Me school programs by using program strategies and language at home.
- Learn about the Core Curriculum and Character Ed programs and discuss them at home.
- Show your student how excited you are about the learning that is taking place at school by asking questions about the different subjects being studied.
- Compliment your student for using thinking skills, and convey how much you like learning things from your student.
- Praise your student’s EFFORTS. Stress the reward of learning, rather than recognition of achievements.
- Teach your student what school and education mean to a person’s future. Try to relate what your student is learning to the day-to-day lives of your student and your family.
- Help your student set short-term and long-term goals.
- Be available to help your student – recognize that this commitment may require a substantial amount of work, but that effort equals results.
- Make sure that you understand the teacher’s homework schedule. Check your student’s school bag every day for completed work and homework.
- Help your student follow through with homework assignments. Allow logical consequences and don’t do the homework for your child. Check teacher UEN pages daily for updates.
- See that your student has the proper materials, textbooks, etc. Some students need more parental guidance than others, at least until they become accustomed to the responsibility. Student accountability is expected on an increasing basis as they progress in age and grade.
- Help your student get settled and ready to work in an organized study area that is free from distractions. A specific, comfortable work space enhances work efforts.
- Sit down with your student, or set a time with an older student for reviewing homework. Parent signatures are often required. Be available when needed.
- Listen to your younger student read reading assignments aloud. Notice when your student misreads or mispronounces a word and help him/her sound it out. Ask your student questions to assess comprehension. Question your student’s understanding of new vocabulary. Stay in contact with teachers to monitor problems and concerns.
- Check for errors in completed assignments. Rather than giving away the correct answers, have your student rework incorrectly answered questions. This will help your student be more self-assured and confident at school. If your student seems to be having a lot of difficulty, contact the teacher so that your student’s needs can receive more careful attention.
- Help your student locate resource materials for reports or research projects either in your home or at the public library. Become familiar with the school library resources.

- Encourage your student to communicate with you and the teacher if there are particular difficulties with classmates and peers.
- Discuss local and world events with your student. Discuss the causes of such happenings. Discuss the effect of the events and how they relate to your student.
- Teach your student to be skeptical about things read, seen, and heard.
- Teach your student to have an open mind. Be willing to discuss issues.
- Teach your student to search for the truth and to determine personal values accordingly. Stand up for what you believe in. Be rational and reasonable in discussions. Strive to understand all points of view.
- Expect your student to be responsible at home. Encourage cleanliness and neatness.
- Have weekly and daily tasks that your student must accomplish. Praise and support their efforts. Encourage them to demonstrate those skills and responsibilities in a public setting that will be for the benefit and service of everyone.
- Model honesty, respect and responsibility on supporting and following Freedom Preparatory Academy expectations every day.
- Another aspect of philosophical support has to do with parents reserving judgment about episodes that occur at school and that are then reported back to parents by students. Teachers and administrators investigate reported incidents. The school's administration strongly encourages parents to wait before forming conclusions about an episode at school until an investigation has been completed.

**Freedom Preparatory Academy** adopts the Federal FERPA law of 1974 with the Hatch and Grassley Amendments.

It is the policy of the Freedom Preparatory Academy Board of Education to follow state and federal laws and guidelines pertaining to student records and family privacy rights. In general, employees are directed not to disclose personal information about students or their school performance unless the individual or agency requesting such information has both a legal right and a legitimate educational need to obtain it.

The purpose of this policy is to assure students and their parents or guardians of their rights under the law, including the following:

- The right to examine and request the amendment of education records (FERPA)
- The right to limit access to student records and/or personal information, in certain circumstances, by requiring the prior written consent of a parent or guardian before the information or records can be released (FERPA)
- The right to be notified of, examine, and either consent to or opt out of, participating in surveys or educational activities that relate to specific protected areas (PPRA and UT Code 53A-13-302)
- The right to deny the release of names, addresses, and telephone numbers of high school students to military or college recruiters (ESEA)

Approval Date:

### **Family Educational Rights and Privacy Act (FERPA) of 1974**

Summary of the Law

1. The law applies to all students once they begin attending classes. The law continues to apply to students even after they have graduated, but ceases to apply upon the death of the student.
2. We may not disclose any information about students, other than directory information, to unauthorized persons or organizations. Non-disclosable information includes things like social security number, grades, academic standing, which classes a student is enrolled in, how many credit hours the student has earned, test scores, student disciplinary records and any other information considered an educational record.
3. Authorized persons and organizations are those who have a legitimate educational interest, are performing a school audit, connected with the juvenile justice system, or have a court order.
  - A. They include employees of Freedom Preparatory Academy, the Utah State Department of Education, the US Department of Education and other education authorities carrying out official duties, as well as financial aid lenders. Also included are organizations which Freedom Preparatory Academy has contracted with to perform academic studies or surveys; these organizations are agents of the school. An example is the National Student Loan Clearinghouse.
  - B. A legitimate educational interest means that the person or organization is required to perform certain duties and these duties involve the use of student data.
  - C. Further, a legitimate educational interest in one area does not constitute the right to access student data in other areas. For example, a faculty member must be able to access data about the students he or she is advising. However, this does not automatically give the faculty member the right to access data on students whom he or she is not advising or teaching, or to access data not related to the teaching function.

4. Directory information at Freedom Preparatory Academy includes: name, local and permanent address and telephone number, participation in officially recognized activities and sports, dates of attendance, enrollment status, and awards received.
5. The parent of a student may declare information concerning him or her to be "Confidential," in which case we cannot release any information, even directory information. In fact, we do not even acknowledge that the student is at Freedom Preparatory Academy. This is a very important provision given that some families or students may be victims of stalkers or simply wish to protect their privacy. Obviously, this restriction does not apply when providing information to those who have a legitimate educational interest.
6. Persons who are not authorized to receive student data, but who may apply a great deal of pressure include non-custodial parents and grandparents. To repeat, the only information we may give out to people like this is directory information. If you receive a phone call or a visit from someone like this, you should direct the call or person to the director's office.
7. There are exceptions to the rule of non-disclosure which involve health and safety. This means that, to prevent sickness, injury or death, we may disclose information usually held to be protected. Also, an agent of the court with a properly issued court order or subpoena may also receive student data, though we must first attempt to notify the student before complying with the subpoena. All cases like these should be referred to the director's office, which, in turn, consults with legal counsel before complying.
8. Parents of minor students have other rights under FERPA. These include:
  - A. To be informed of third parties seeking access to records their child's records. (e.g. a subpoena).
  - B. To view and inspect their student's educational file with all records.
  - C. To be assured their educational records will not be used for purposes other than those for which they were collected.
  - D. To challenge any information and amend said information.
  - E. To have a hearing if the challenge to their educational records is unsuccessful
  - F. To file an explanation if the challenge is denied.
  - G. To file a complaint with the USOE on alleged FERPA violations.
9. An educational record is one directly related to a student and maintained by the institution or a party acting for the institution. This definition covers many kinds of records kept at Freedom Academy.
10. Non-educational records are:
  - A. Personal records kept by a staff member if kept in the sole possession of the one who made the record and never revealed to another individual.
  - B. Law enforcement records maintained solely for law enforcement purposes and revealed only to law enforcement agencies.
  - C. Medical or psychiatric records maintained by SOU Health and Wellness Center and not revealed to those involved with such treatment.
  - D. Alumni records containing non-student data collected on students who no longer attend. This is data which has been collected after the last date of attendance at Freedom Academy.
11. Educational records which students cannot review:
  - A. Records which do not contain educational information or do not fall into the category of education records because of how they are maintained.
  - B. Financial records of parents.
  - C. Confidential recommendations for the student if the parent has waived the right of access to such information.
  - D. Documents containing information on more than one student.

**\*\*\*Important Note:**

Since September 11, 2001, the Congress passed new legislation which allows the Attorney General (or designees) to present a subpoena for a student's records where the student is a subject of interest related to enforcement of laws related to terrorism. The subpoena may require that the student expressly NOT be notified. Freedom Academy is required to respond to such a subpoena. If you are served with such a subpoena, you should refer the individual to either the director's office.

**Protection of Pupil Rights (20 U.S.C. 1232h): The Hatch Amendment**

20 U.S.C. 1232 h Protection of Pupil Rights

SEC. 439 (a). All instructional material, including teacher's manuals, films, tapes, or other supplementary instructional

material which will be used in connection with any research or experimentation program or project shall be available for inspection by parents or guardians of the children engaged in such programs or project. For the purpose of this section "research or experimentation program or project" means any program or project in any applicable program designed to explore or develop new or unproven teaching methods or techniques.

No student shall be required, as part of any applicable program, to submit to psychiatric examination, testing, or treatment, or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning:

1. Political affiliations; 2. Mental and psychological problems potentially embarrassing to the student or his family; 3. Sex behavior and attitudes; 4. Illegal, anti-social, self-incriminating and demeaning behavior; 5. Critical appraisals of other individuals with whom respondents have close family relationships; 6. Legally recognized privileged and analogous relationships such as those of lawyers, physicians, and ministers; or 7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.) without the prior consent of the student (if the student is an adult or an emancipated minor), or in the case of un-emancipated minor, without the prior written consent of the parent.

(20 U.S.C. 1232 h) Enacted August 21, 1974, P.L. 93-380. sec 514 (a), 88 Stat. 574; amended Nov. 1, 1978, P.L. 95-561, sec. 1250, 92 Stat. 2355, 2356, (General Education Provision Act)

### **THE GRASSLEY AMENDMENT**

SEC. 439 (a) All instructional materials, including teachers'; manuals, films, tapes or other supplementary material which will be used in connection with ANY SURVEY, ANALYSIS or EVALUATION as part of ANY APPLICABLE PROGRAM shall be available for inspection by the parents or guardians of the children.

(b) No student shall be required, as part of any applicable program, to submit to a SURVEY ANALYSIS, or EVALUATION THAT REVEALS information concerning: (same as 1 through 7 of Hatch Act.)

(c) Education agencies and institutions shall give parents and students effective notice of their rights under this section.

(d) ENFORCEMENT -- The Secretary shall take such action as the Secretary determines appropriate to enforce this section except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that:

(1) there has been a failure to comply with such section and (2) compliance with such section cannot be secured by voluntary means.

(e) OFFICE OF REVIEW BOARD -- The Secretary shall establish or designate an office and review board within the Department of Education to investigate, process, review and adjudicate violations of the rights established under this section.

(20 U.S.C. 1232 h) Enacted, August 21, 1974, P.L. 93-380. sec. 514(a), 88 Stat. 574; amended Nov. 1, 1978, P.L. 95-561. sec. 1250, 92 Stat. 2355, amended Sept. 6, 1984, (20 U.S.C. 1232g) effective Nov. 12, 1984. [Grassley Amendment] effective March 17, 1994, P.L. 103.277 (General Education Provision Act.) \*\*\*\*\*

To file a complaint, you must file with the Family Policy Compliance Office, Washington, D.C. Following is their policy on the Grassley Amendment/Hatch Act and their address and telephone number. This is current information as of 9/22/97.

Family Policy Compliance Office (FPCA)

Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C., 1232h, applies to programs that receive funding from the U.S. Department of Education (ED). The Law was amended under the "Goals 2000: Educate America Act" on March 31, 1994. The Department issued a Notice of Proposed Rulemaking (NPRM) on August 28, 1995, to reflect changes in the law. Final regulations are expected in 1 997.

PPRA is intended to protect the rights of parents and students in two ways:

\* It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and

\* It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.)

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of facts giving reasonable cause to believe that a violation of PPRA has occurred.

For additional information or technical assistance, you may call (202) 260-3887 voice or (202) 260-8965 TDD or contact:

Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, S.W. Washington, D.C., 20202-4605