



**Parent/Student Handbook  
Secondary School  
2021-2022**

**1761 W. 820 N.  
Provo, Utah 84601  
(801)437-3100 opt. 2 or Fax (801)375-2115  
[office2@freedomprep.net](mailto:office2@freedomprep.net)**

**Office hours 8:00AM-4:00PM**

## Table of Contents

<b>General School Information .....</b>	<b>4</b>
Mission .....	4
Objective .....	4
Vision .....	4
Theme.....	4
School Colors .....	4
Mascot .....	4
School Hours .....	4
Office Hours .....	4
Bell Schedule .....	4
Breakfast Hours.....	4
School Lunch/Breakfast .....	4
Payments .....	4
Inclement weather.....	4
School Drop off and Pick up.....	4
School Buses .....	5
Consequences for Breaking School Bus Rules .....	5
Closed Campus.....	5
Lockers .....	5
Hall Pass.....	5
Special Education.....	5
Lost and Found.....	5
Health Services .....	5
Library .....	5
Volunteer Program & Visitors.....	5
<b>School Procedures.....</b>	<b>6</b>
Attendance .....	6
Definition.....	6
Expectations .....	6
Responsibilities.....	7
Parent/Guardian .....	7
Student .....	7
Teacher.....	7
School .....	7
Attendance Appeal Process .....	7
Attendance Restoration Process and Options.....	8
Legal References .....	8
Electronics .....	8
Student Electronic Devices at School .....	8
Confiscated Devices .....	8
Freedom Prep iPad Program .....	9
Student Use of School’s Computer and Network Resources.....	9
Prohibited Use of School’s Computer and Network Resources.....	9
Student Academic Honesty.....	9
Student Dress .....	10
<b>Communication .....</b>	<b>11</b>
Contacting Teachers .....	11
Contacting Students .....	11
Accessing Student Grades and Information.....	11
Access to ASPIRE .....	11
Email Newsflashes.....	11
<b>Comportment Code .....</b>	<b>11</b>
Student Behavior Expectations .....	11
Parent Behavior Expectations .....	11
Inappropriate Display of Affection .....	12

Sexual Harassment .....	12
Vandalism .....	12
<b>Parent-School Learning Compact .....</b>	<b>12</b>
Students agree to .....	12
Parents agree to .....	12
Freedom Preparatory Academy agrees to .....	12
Textbook and Electronic Textbooks .....	12
<b>School Fees.....</b>	<b>13</b>
Secondary School Fees .....	13-14
<b>Academics.....</b>	<b>15</b>
Academic Progress.....	15
Middle School Academic Requirements.....	15
High School Graduation Requirements .....	15
Units of Credit .....	15
Transfer Students .....	15
Graduation Attendance Requirements.....	15
Valedictorian/Salutatorian.....	15
To Qualify for Valedictorian and/or Salutatorian .....	16
Honors and High Honors Diploma.....	16
Walking at Graduation .....	16
Retained Seniors.....	16
Online Learning Programs.....	16
Freedom Preparatory Scholarships.....	16
<b>Discipline .....</b>	<b>16</b>
Police Referrals.....	17
Dispute Arbitration.....	17
<b>Extra-Curricular Activities .....</b>	<b>17</b>
Athletic Eligibility High School.....	17
Athletic Eligibility Middle School .....	17
Field Trips.....	18
Participation in Extra-Curricular Activities in Local Home District School .....	18
Middle School and High School Activities .....	18
<b>Enrollment/Withdrawal.....</b>	<b>18</b>
Enrollment Priorities.....	18
Siblings of Current Enrolled Students.....	18
Open Enrollment Applications .....	18
Withdrawal Procedures .....	19
<b>Safety .....</b>	<b>19</b>
Student Drivers .....	19
Parking Lot/Locker Searches .....	19
Video Cameras .....	19
Disaster Plan .....	19
<b>FERPA .....</b>	<b>19</b>



building. The school front doors open at 8:00AM. School begins at 8:25AM. Students must use designated crosswalks when crossing the street to school property. All vehicles must use the west entrance on Independence Avenue to enter the school grounds. Vehicles may not be left unattended in the fire lane in the front of the school. The driveway on 820 North is an exit only.

- **Pick Up:** School dismisses at 2:40PM. Students may be picked up in front of either the middle school or high school main entrances. Buses will load on the west lot, next to the field.
- **Important Reminder:** Safety is our number one concern. Drive slowly and cautiously. Be courteous to other drivers and use your turn signal. Cell phone use is prohibited during the drop off/pick up procedure.

**School Buses:** Safety is our primary concern for every student. Every precaution will be taken to make sure each student arrives at their destination safely. Before students can ride the bus, parents and students must sign the bus rider agreement. Parents also need to fill out an automatic withdrawal form for the monthly bus payments.

Additionally, students will assume responsibility for their behavior, and adhere to the following rules:

1. Students are under the authority of the school bus driver and/or bus aide.
2. Students shall be on time. Late arrivals will be responsible for own transportation. Refer to the bus schedule on the website. This is subject to change or be adjusted based on needs.
3. Students shall remain seated while the bus is in motion.
4. Students will not take or destroy the property of another school bus rider.
5. Students will talk in a normal voice and not shout at other riders or the driver.
6. Students will enter the school bus and go directly to their seat and will remain in the seat until leaving the bus.
7. All students riding the bus must have a signed bus rider agreement prior to riding.

#### **Consequences for Breaking School Bus Rules:**

Riding the bus is a privilege. There is a high expectation for behavior on the bus.

Students may receive following consequences for inappropriate behavior on the bus.

1. Verbal warnings may be given.
2. Level I write-up. This may include a conference with an administrator.
3. A conference with student, parent, and administrator.
4. The result may include suspension from riding the bus or a loss of bus privileges for the school year.
5. Parents will be responsible for transportation. Any paid fees may be forfeited.

**Closed Campus:** Freedom Preparatory Academy (FPA) is a closed campus. Students may not leave campus without written parent permission or parent check out. Students will be given thirty minutes for lunch. During this time, students must remain on school property. Students who leave campus without permission will be marked truant and may be suspended one or more days for a first offense.

**Lockers:** Lockers are optional and will be issued on an as needed basis. Students should keep their combinations confidential and not share them with anyone. Students will be responsible for any damages or loss of locks.

**Hall Passes:** Students are expected to have a hall pass anytime they are out of class. Students without a hall pass will be considered truant and will be disciplined accordingly.

**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.

**Lost and Found:** The Lost and Found is in the Middle School lobby. At the end of the school year, unclaimed items will be donated. Parents and students are encouraged to check the lost and found for missing items.

**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. For students requiring medication during school hours, parents must bring in a signed medical release form provided by the school. The medication must be in the original container, along with instructions governing its dispensation. Medication will be kept locked up at the school until dispensed. FPA Administration or their designees will dispense medication according to the dispensing instructions. Students who are running a fever, vomiting or have diarrhea should be picked up and taken home. Students should NOT keep any type of medication in their locker. This is to avoid stolen or inappropriately dispensed medications.

**Library:** The library is open at 8:00 (8:40 on late start Tuesdays) and will close at 3:30 each day. Books not returned on time will be charged a fee of \$.10 a day. At the end of each grading period, books not returned are considered lost and a fee will be charged to the student to replace the lost book with a NEW one. The library always welcomes book donations in any quantity.

**Volunteer Program & Visitors:** Volunteerism is crucial to FPA's ongoing success and develops a strong school-home-community partnership that results in quality education for students. We invite families to contribute volunteer time.

All volunteers and visitors are required to sign in at the front desk, wear a visitor's badge while at the school, and sign out before leaving the school. All volunteer hours must be recorded by June 30<sup>th</sup>. You may email your hours to [office2@freedomprep.net](mailto:office2@freedomprep.net).

## School Procedures

### Attendance:

#### Definitions:

**Activity Excused:** Marked as an A in attendance. When a student misses class due to a school activity.

- **Excused Absence:** Marked as an E in attendance. An excused absence is any absence that is "valid" under state law. (See definition of "valid" below.)
- **Tardy:** Marked as a T. Generally, being tardy is coming into class after the tardy bell rings within the first 10 minutes. Individual teachers may specify the requirement for being on time in their classes. A tardy could also be marked as a D for any dress code violation, resulting in the student leaving the classroom to fix the infraction.
- **Late Tardy:** Marked as an L in attendance. A Late Tardy is when a student is 10+ minutes late to class.
- **No Grade:** Marked as an NG on a student's grade whenever the student's attendance exceeds 5 unexcused absences in a term. An NG could also be the result of excessive tardies as determined by the administration, after notification to the parent/guardian.
- **Truant:** Marked with an S in ASPIRE by the attendance office only. Verified by school personnel as not being in an assigned area (class, assembly, library, etc.). Students who leave campus without permission will be marked truant and may be suspended from one or more days for a first offense.
- **Unexcused Absence:** Marked as an X in attendance. When a student is absent from class without a note.
- **Valid:** Under Utah Code a valid absence includes illness, family death, approved school activities and an absence permitted by a school-age minor's individualized education program.
- **Notice of Compulsory Education Violation:** A notice that may be issued to the parent of a school-age child who is absent without a valid excuse at least 5 times during the school year. The notice shall direct the parent to meet with school authorities to discuss the child's attendance problem and directs them to cooperate with the school authorities in securing regular attendance by the school-age child.

**Attendance Expectations:** Being successful in school requires students to be in class every day and on time. Tardiness disturbs classmates and interferes with learning. Utah Compulsory Attendance law requires a parent or guardian to ensure the on-time attendance of their school age minor on a consistent basis.

Freedom Preparatory Academy's Governing Board supports the following procedures in an effort to increase daily attendance, develop student responsibility, encourage parental involvement, increase the likelihood of student success, maintain a safe and orderly learning environment, and prepare students for the attendance expectations in their future careers:

1. Freedom Preparatory Academy (FPA) is a closed campus. To help ensure student safety, students are required to remain on the school grounds (or in seminary) from the time school opens in the morning, until school is dismissed at the end of the day. Exceptions may be made for individual students at the discretion and in the manner prescribed by the principal. Students not abiding by the closed campus rule will be disciplined accordingly.
2. FPA expects all students to have a minimum of 95% overall attendance. This allows approximately 2 excused absences per quarter.
3. FPA 6-8 grade students who fall below 90% attendance (18 missed days overall) for the school year (Excused or Unexcused) may be retained.
4. FPA 9-12 grade students who fall below 90% attendance (5 days) in any one quarter (Excused or Unexcused) may lose credit for that quarter. (See NG & Restoration Procedures below)
5. 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.
6. FPA students who have an extended illness must contact the school prior to being absent 10 consecutive days and bring a doctor's note.
7. FPA students who have an unexcused absence from school will not be allowed to take part in or attend any non-required school activity that day (e.g. sports, dances, and other after school activities).
8. For students to be involved in after school activities, they must be in school for a minimum of two periods that day, unless otherwise approved by the administration.
9. Parents/Guardians wishing to excuse an absence must do one of the following three things:
  - a. Send an email listing a valid reason for the absence to [office2@freedomprep.net](mailto:office2@freedomprep.net)
  - b. Submit a signed and dated note listing a valid reason for the absence to the front office
10. All absences will be marked as unexcused until a parent or guardian excuses the absence.
11. On a case by case basis, where extended study, educational travel, or extracurricular experiences are offered to students by the parent, guardian, teacher or an administrator, students may be excused without attendance penalty for the absence(s). The student will be expected to complete any missed work in a time frame agreeable to the teacher(s) of the missed classes. Students will be expected to fill out an "Absence Request Form" one week prior to departure.
12. Students are expected to complete classwork and homework missed during an absence over the following 3 school days after returning to class. (The day the student returns does NOT count as one of the three school days.) A teacher can extend this on a case by case basis.
13. Students arriving late must sign in with their classroom teacher. Up to 10 minutes late, students are marked T for tardy. After 10 minutes, students are marked L for late tardy. Five T's, L's, or D's equals 1 absence.
14. Students with more than three tardies in a five-day period may spend their Friday lunch period in Tardy Intervention to make up for lost class time. The tracking period will run every Thursday through Wednesday. In the case that tardies or dress code violations become habitual, students may be required to attend lunch detention. If the problem persists, the administration will have discretion on

- other administrative disciplinary action.
- When a student is found truant by a faculty/staff member, the faculty/staff member will call or otherwise contact the attendance office to report it. The student will meet with an administrator, be marked truant by the administrator, and appropriately disciplined. A parent may not excuse a Truancy (see appeal procedure below). Students who leave campus without permission will be marked truant and may be suspended one or more days for a first offense.
  - If a violation of Utah's Compulsory Education law occurs, (see legal references below), the school will send parents/guardians a Notice of Compulsory Education Violation.

### **Attendance Responsibilities:**

#### **Parent/Guardian Responsibilities:**

- Utah's Compulsory School Attendance law places the burden of responsibility for school attendance on the parent. Parents have the responsibility to ensure students are in school and on time.
- Parents are responsible to notify the school within five days of a student absence if they wish to excuse the absence for a valid reason.
- Parents/Guardians needing to check out their student(s) from school prior to the end of the school day must do one of the following:
  - Send a signed and dated note or an email to [office2@freedomprep.net](mailto:office2@freedomprep.net) which specifies who is picking up the student, if they are driving themselves, or if they are walking home.
  - Come to the school and check out the student in person.
- Students will only be checked out to designated individuals listed on school records.
- Parents will be responsible to monitor their student's attendance either electronically (i.e. ASPIRE) or by contacting the school.
- Parents who are checking out a student for 3 or more school days must come to the front office one week prior to departure and fill out an "Extended Absence Request Form." The request should detail the purpose of the absence and educational benefit to the student. Extended absences require administrative approval.
- Parents are responsible to notify the school when a student has an extended illness before the student has missed 10 consecutive school days and bring a doctor's note.
- Parents may fill out an "Appeal Form" to waive attendance penalties. A parent/principal conference may be held to review concerns and determine waiver outcomes. If the parent or guardian is not satisfied, they may contact the Executive Director of FPA for further review.

#### **Student Responsibilities:**

- Students are expected to be on time and prepared for every class.
- Students are expected to know and adhere to the FPA attendance policy and procedures.
- Students are expected to cooperate with school administrators, teachers, and support staff to correct any attendance problems.

#### **Teacher Responsibilities:**

- Each teacher will be responsible for taking and recording accurate class attendance at the start of each class period.
- Each teacher will follow the FPA attendance policy and take initiative to contact parents of students with excessive (more than 3) unexcused absences.
- Teachers are ultimately responsible for the accuracy of the daily attendance records.

#### **School Responsibilities:**

- The school will keep accurate records of student daily attendance as required by Utah State Law.
- A principal or an administrative designee has the authority to determine whether an absence request is approved or denied, and whether an absence is excused or unexcused.
- The school will notify parents/guardians of students with absenteeism concerns according to the FPA school attendance policy. Parent notification may include a letter in the mail, a phone call, or an email.
- School administrators will work with parents and habitually absent students to discuss concerns and create intervention plans.
- If all efforts fail to help a student improve their attendance, the school will send parents/guardians a Notice of Compulsory Education Violation.

#### **Attendance Appeal Process:**

- When a student is marked Truant an appeal of that action may be made to the FPA Executive Director, after the parents have met with the designated school officials to resolve the attendance problem. The appeal must be made within 5 working days of meeting with school officials.
- When an administrator issues a referral to the County Attorney for a Compulsory Education Violation, an appeal of that action may be made to the FPA Executive Director or Director of Special Education (for students in Special Education) within 5 working days of notification to parents of that decision. The Habitual Truant Citation and/or the Notice of Compulsory Education Violation will not be sent to the Juvenile Court nor the County Attorney until after the 5-day appeal window.

#### **Attendance Restoration Procedures:**

- Teachers and Administration monitor student attendance.
- If a student has more than 5 unexcused absences in any one class, they will receive a No Grade (NG) mark for the class. Please keep in mind that 5 tardies or dress code violations in attendance equal 1 unexcused absence.  
If your student has an NG, they will have the opportunity to restore the NG on their transcript, by working with the Dean of Students on a credit recovery process. Not having an NG removed means a loss of credit for the class and/or possible retention.

**Attendance Restoration Option:**

1. Attend after school "Success Team."
  - a. Each half-hour attended restores one tardy.
  - b. Each full-hour attended restores one unexcused absence.
2. Arrange with the Dean of Students and credit recovery teacher a restoration plan.
3. Any request for restoration exemption/extension must be turned in to the front office and approved by the Dean of Students.
4. An NG needs to be restored within the same school year the student received it.

**Legal References:**

- Utah Code, 53A-11-101, 53A-11-102 (Compulsory Attendance)
- Utah Code, 53A-11-101 to 105 (Habitual truancy and Compulsory Education)
- Utah Administrative Rule R277-419-5 (Student Membership)

**Electronics:**

**Definition of an "Electronic Device:"** An "electronic device" means any device that is used for audio, video, text, or any other type of computer or computer-like instrument. This includes devices which can record, store, transmit voice, video, text, or retrieve data from one person to another.

**Student Electronic Devices at School:** To maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, FPA establishes the following electronics guidelines:

1. Students have no expectation of privacy with electronic devices used at school. Electronics may be searched based on reasonable suspicion.
2. FPA is not responsible for the security and safekeeping of electronic devices and is not financially responsible for any damage, destruction, or loss of such items.
3. Middle School (6<sup>th</sup> grade) students may only use personal electronic devices, before school, during lunch, and after school. Other times during the day, the devices must be left in the student's locker. (7-8 grade) students may not have electronic devices in their possession during class time.
4. High School (9-12 grade) student use of electronic devices is at the teacher's discretion.
5. Electronic devices may be appropriately used during lunch time, before and after school. If, however, that device causes a disturbance on school grounds, it may be confiscated.
6. Students shall not use electronic devices at any time or place for:
  - a. Activities which disrupt the educational environment
  - b. Illegal activities in violation of state or federal laws or regulations
  - c. Unethical activities, such as cheating on assignments or tests
  - d. Viewing or sharing pornographic content
  - e. Activities which violate state or federal and/or board policy and procedures relating to student conduct and harassment
  - f. Activities which invade the privacy of others
  - g. Other violation(s) of school policy
7. Exceptions may be granted by the principal for the following reasons
  - a. Medical reasons
  - b. Teacher permission (Instructional use)
  - c. Emergency
  - d. Other reasons approved by the principal
8. Consequences for violations
  - a. School staff may confiscate electronic devices during class time if used in violation of the above guidelines
  - b. Confiscated electronic devices must be claimed by a parent or legal guardian, after the first offense
  - c. Refusal to surrender electronic devices upon request is considered insubordination and will result in school discipline
  - d. Misuse of electronic devices may result in school discipline such as, but not limited, to losing student privileges or suspension
  - e. Electronic equipment that has been seized may be subject to search (see board policy #23)
9. Other provisions
  - a. Picture taking or recording by students is strictly forbidden in private areas such as restrooms, locker rooms, and counseling offices
  - b. Students may not record any other person without their written, signed and dated permission
  - c. Students are responsible for their own electronic devices. If devices are borrowed or loaned and misused by a non-owner, both the owner and non-owner are jointly responsible for any misuse

**Confiscated Devices:** Electronic devices may be confiscated by school personnel. When an electronic device is confiscated, the electronic device shall be taken to FPA's main office to be identified and placed in a secure area. For the first offense, students may sign it out at the end of the day. Second offense, a parent or legal guardian must sign it out. Third offense, a parent or legal guardian must sign out the device and a meeting with administration may be required.



Confiscated electronic devices may be subject to search by administration or faculty and may be turned over to law enforcement if illegal activity is found. Continued violation of this policy may result in suspension from Freedom Preparatory Academy.

Parents or legal guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished, during office hours. FPA shall not be responsible, financially or otherwise, for any unclaimed or confiscated electronic device or monthly service charges while in the possession of the Academy.

**Freedom Prep iPad Program:** Please see FPA iPad Policy on the school website and Canvas ([www.freedomprep.net](http://www.freedomprep.net))

**Student Use of School's Computer and Network Resources:** FPA Computer, Network and Data Resources (hereafter Resources) are provided to students solely to further the school's educational mission.

**Prohibited Use of Electronic Devices:**

Prohibited use of electronic devices includes but is not limited to:

1. Use of Resources to view, download, or otherwise access pornographic, sexually explicit, obscene, lewd, or otherwise inappropriate material.
2. Use of Resources to view, download, or otherwise access material inconsistent with FPA policy and educational goals.
3. Use of Resources for any form of direct or indirect activity for commercial or political purposes or to obtain financial gain, including gambling.
4. Using Resources for any illegal purpose.
5. Using Resources to communicate obscene, offensive, vulgar or otherwise inappropriate language, either written or verbal.
6. Using Resources to trespass into, view or change other users' directories or files.
7. Using Resources by supplying authentication credentials belonging to another person, or otherwise misrepresenting his or her identity.
8. Damaging Resources, including creation and/or distribution of computer viruses.
9. Using Resources to violate copyright law, including illegally copying software or other copyrighted works.
10. Engaging in activity that adversely infringes on another person's use of Resources or otherwise wasting Resource capacity.
11. 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.
12. Using Resources without authorization from school staff.

**Student Academic Honesty:** If a student cheats, then he/she does not learn the material and sets himself/herself up for future failure. Any occasion of academic dishonesty will result in a zero for the assignment as well as possible disciplinary action. Academic dishonesty includes, but is not limited to, copying another student's work, allowing another student to copy your work, receiving answers prior to a test, using a "cheat sheet," downloading essays, (all or part), off the internet and/or plagiarizing (copying another person's work without acknowledgement of source). Instances of academic dishonesty will be documented and kept on the student's record.

**Student Dress:**

**The School Crest:** The crest may be embroidered on any uniform top (shirt, sweater, vest, or jacket), but is not required. Students should have a sufficient number of uniform items to provide for their weekly needs, but are not required to purchase every item on the uniform list. Items may be purchased through separate vendors if they meet school dress requirements.



## Freedom Preparatory Academy Secondary School Dress Requirements

**1<sup>st</sup> Monday of Month: Students may wear any FPA t-shirt with required pants and shoes**

SHIRTS	PANTS
Solid color polo/button oxford, no neon.	Solid tan, navy, or black.
Oxford shirts must be tucked in.	No cargo pockets, embellishments, or holes.
Shirts must have a collar and sleeves.	No leggings or athletic wear. Not excessively loose.
Undershirts must be solid white, black, or gray.	Belts are optional: Solid black or brown color.
SKIRTS	OUTERWEAR
Solid tan, navy, or black, to the knee.	Solid red, white, navy, gray, or black sweater, fleece, cardigan, or blazer.
Solid color polo dresses, no neon.	Jackets in class must be approved solid color.
Not excessively tight or loose.	School approved shirt underneath.
No cargo pockets, embellishments, overlays, or holes.	No hooded clothing.
SHORTS	SHOES
Solid tan, navy, or black.	Any solid color dress shoe, closed toe and heel, no neon.
No more than 2 inches above the knee.	Solid black tennis shoe (white soles allowed).
No cargo pockets, embellishments, overlays, or holes.	Solid colored socks, no neon.
HAIR	ACCESSORIES
Natural human colors only.	No distracting or excessive jewelry.
Neat and styled.	No facial piercings or hardware.
No extreme, bizarre, or distracting styles.	No gauges, chains, or smart devices (i.e. smart watches).
Eyes may not be covered.	No outerwear in class (hats, scarves, gloves, etc.).

### Free Dress Friday

Tops Not Allowed	Bottoms Not Allowed	Footwear Not Allowed	Outerwear Not Allowed	Accessories Not Allowed
Sleeveless Bare Midriff Low cut front or back Sheer/see-through Holes, rips, tears, frayed Hoodies Exposed undergarments	Shorts more than 2" above the knee Holes, rips, tears, frayed Leggings (unless under approved bottoms) Sleepwear/pajamas Exposed undergarments	Open toe or heel Sandals	Non-school jackets Hoodies, including school bought Coats Hats	Gauges or body piercings Visible tattoos/body drawings Chains Outdoor scarves or hats Smart devices Distracting hair or make-up

Repeated non-conformity to the established dress requirements will result in school discipline.

## Communication

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

- **Contacting Teachers:** All FPA employees are allocated a school email account. Please feel free to contact your child's teacher or FPA Administration through email. Staff email addresses are posted on the school website. Parents should not assume immediate contact with teachers during instructional hours. Teachers are obligated to respond within 24 hours, not including non-school days. In 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 contact a student during the school day, they may call the middle school or high school front office at 801-437-3100. In cases 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. Students may use the front office telephone with approval from their teacher or FPA administration. Parents are discouraged from calling or texting students during class time.

**Accessing Student Grades and Information:** FPA uses Aspire/SIS to manage students' grades, attendance and other information. The following information can be accessed through Aspire/SIS:

- Grades and State Test Results
- Lunch Balances
- Attendance
- Class Schedules
- Unofficial Transcripts
- Missing Assignments

### To Access Aspire:

1. Go to [www.freedomprep.net](http://www.freedomprep.net)
2. Hover over "Campuses"
3. Hover over "Common Links"
4. Select Aspire
5. For help accessing Aspire see the below information or contact the middle school or high school front office
  - a. The student user name is the student's lunch number (if forgotten it can be reset by a teacher or by a secretary in one of the front offices).
  - b. The parent/guardian will need to create their own user name and password in Aspire/SIS. In the log-in page for Aspire/SIS, click on "request a username" and follow the prompts to create a parent account. (You will need to have your student's lunch number and birthdate to complete the process.)

FPA uses Canvas as a dashboard for the following information:

- Course specific information and documents
- Course specific quizzes and tests
- Course/Group specific communication and announcements

**Email Newsflashes:** The school sends out weekly newsflashes on Mondays to emails provided to the school on your registration form. Please make sure all Parent and Student information is updated annually. Valuable information is included each week.

## Comportment Code

**Student Behavior Expectations:** FPA'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. FPA expects students to develop self-control and personal responsibility as guiding principles in their lives.

**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 respect 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 suspension of the entire family.

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

**Inappropriate Displays of Affection:** Inappropriate displays of affection in the school building, on the campus, or at any school sponsored function is not acceptable and may lead to administrative action.

**Sexual Harassment:** All students should enjoy a school environment free from all forms of discrimination, including ones that pertain to: sexual harassment, sexual orientation or preference, and/or any unwelcome sexual advances or comments. Sexual harassment is illegal and therefore will not be tolerated anywhere at Freedom Preparatory Academy. The subjecting of another student or faculty member to unwelcome sexual advances, sexually oriented

comments, or harassment based on sexual orientation is strictly prohibited.

**Vandalism:** Vandalism, the defacing or destruction of property is a crime and will be reported as such.

## Parent-School Learning Compact

In accordance with federal law [20 U.S.C. page: 6318 (d)], Freedom Preparatory Academy and the parent-student committee establishes the following compact:

Students agree to:

- Follow school policy on bullying
- Follow all school rules
- Accept responsibility for his/her actions
- Come prepared with materials and bring a positive attitude about learning
- Abide by all student dress requirements
- Complete the required work for class and homework assignments
- Attend school regularly and on time
- Use technology responsibly

Parents agree to:

- Show students the importance of academic success by providing a learning environment at home.
- Parents are encouraged to volunteer in the classroom and at school
- Attend fall and spring parent/teacher conferences
- PTO projects, or other teacher involved projects.
- Have their children at school regularly and on time
- Review all information sent home from the school via paper or internet. Regularly check Aspire/SIS
- Support the school and staff in maintaining proper discipline
- Check the wellness of their child before sending them to school
- Monitor the use of school issued technology at home

Freedom Preparatory Academy agrees to:

- Provide an equitable learning environment for all students
- Hold high expectations for all students
- Provide parent/teacher conferences twice a year and any other time at the request of the parent
- Provide midterm and quarterly report cards
- Maintain school information on the school website, Aspire and Canvas
- Allow parents to participate in students' classrooms and serve on various school committees
- Provide various lines of communication for parents to contact school administrators, faculty, and staff
- Monitor and supervise the use of school issued technology

**Textbooks and Electronic Textbooks:** Textbooks and tablets 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 full replacement cost
- Bent, torn or missing textbook cover – \$10 to full replacement cost
- Lost, stained, mildewed, burned – Full replacement cost

Freedom Preparatory Academy  
Secondary School Fees  
2021-2022

Student Full Name (Please print) \_\_\_\_\_ Grade \_\_\_\_\_ Student ID# \_\_\_\_\_

Parent Name (Please print) \_\_\_\_\_  
\*\*\*\*\*

**Fees are due the first day of school. Arrangements for a payment plan can be made through the front office.**

6 <sup>th</sup> Grade	7 <sup>th</sup> -8 <sup>th</sup> Grade	9 <sup>th</sup> -12 <sup>th</sup> Grade
<input type="checkbox"/> Registration Fees \$25.00  (non-waivable) <input type="checkbox"/> Yearbook \$45.00 <input type="checkbox"/> Parent Council \$5.00 <input type="checkbox"/> Lunch \$ <hr style="width: 100%;"/> Total \$	<input type="checkbox"/> Registration Fees \$85.00 <input type="checkbox"/> Social Dance \$75.00 <input type="checkbox"/> Student Council \$25.00 <input type="checkbox"/> FJHS \$25.00  (non-waivable) <input type="checkbox"/> Yearbook \$ 45.00 <input type="checkbox"/> Parent Council \$ 5.00 <input type="checkbox"/> Lunch \$ <hr style="width: 100%;"/> Total \$	<input type="checkbox"/> Registration Fees \$140.00 <input type="checkbox"/> iPad \$50.00 <input type="checkbox"/> Graduation Ceremony \$60.00 <input type="checkbox"/> Social Dance \$75.00 <input type="checkbox"/> FPASA \$50.00 Student Council NHS LIA <input type="checkbox"/> Concurrent Enrollment (see counselor) for college credit  (non-waivable) <input type="checkbox"/> Yearbook \$45.00 <input type="checkbox"/> Parent Council \$5.00 <input type="checkbox"/> Lunch \$ <hr style="width: 100%;"/> Total \$

**Fee Waivers:** You must apply at Freedom Preparatory Academy's front office. Those who qualify for free or reduced lunch DO NOT automatically qualify for fee waivers. Please bring a copy of your most current income tax return and a recent verification of receiving Supplemental Security Income payments (SSI) or Aid to Families with Dependent Children (AFDC) payments. It is necessary that each family be approved **annually**. Last year's application will not be valid. Fee waivers application candidates will receive notification from the Finance Office of approval or denial through email. If applicants are denied, fees are due and need to be paid even if applicants choose to submit an appeal.

**Fee Refunds:** Any withdrawal after 14 days of student enrollment will not receive a fee refund.

**Lunch Fees:** School Breakfast and lunch are offered at Freedom Preparatory Academy every school day. These costs are separate from school fees. Please see the school website for current prices and menu ([www.freedomprep.net](http://www.freedomprep.net)). To view the menu, click on onsite schools, Provo secondary, overview. For Free/Reduced lunch application go to the school website, and click on onsite schools, info, then child nutrition. An application MUST be submitted each year. To ensure approval on the first day of school, applications must be submitted at least 10 days prior to the first day of school. Students who purchase lunch prior to receiving acceptance will be responsible for lunch fees. The state does not allow retroactive payment for late applications.

For office use only: Amount owed \$ \_\_\_\_\_ Paid by:  cash  check  credit card

Amount paid \$ \_\_\_\_\_  Automatic Withdrawal

Balance owed \$ \_\_\_\_\_  Fee waiver application  Approved  Denied

Secondary School Fees 2021-2022

**Registration Fees :** *This fee pays for a variety of activities, recognitions, programs, equipment and supplies.*

6 <sup>th</sup> grade .....	\$25.00
7 <sup>th</sup> -8 <sup>th</sup> grade .....	\$85.00
9 <sup>th</sup> -12 <sup>th</sup> grade.....	\$140.00

**Other Charges**

Attendance Restoration (per session) .....	\$1.00
Bus Transportation (first child \$40.00, \$5 additional child, not to exceed \$55.00) .....	\$40.00
Class change (non-essential, student requested, effective 6 school days into semester) .....	\$10.00
Concurrent Enrollment one time application fee .....	\$35.00
Concurrent Enrollment .....	(Additional costs may apply dependent on college requirements)
Graduation .....	\$60.00
Instrument Rental (per year optional) .....	\$100.00
iPad usage .....	\$50.00
iPad screen damage .....	\$50.00
iPad case damage .....	\$20.00
iPad cable damage .....	\$20.00
iPad block charger damage .....	\$20.00
Library overdue fee .....	\$.10 per day
Parent Council .....	\$5.00
School property damages.....	(Determined by administration)
Social Dance .....	(Optional fee for ballroom pack includes t-shirt and monogrammed track jacket)
Yearbook .....	\$45.00

**Extra-Curricular/Co-Curricular Participation Fees**

Advanced Ballroom .....	\$150.00
Cheerleading .....	\$60.00
HS Boys Basketball 2A .....	\$130.00
HS Boys Cross Country 2A .....	\$50.00
HS Boys Soccer .....	\$135.00
HS Boys Volleyball .....	\$130.00
HS Girls Basketball 2A .....	\$130.00
HS Girls Cross Country 2A .....	\$50.00
HS Girls Soccer .....	\$135.00
HS Girls Volleyball 2A .....	\$130.00
HS/MS Coed Track .....	\$35.00
Middle School Boys Basketball .....	\$85.00
Middle School Boys Cross .....	\$50.00
Middle School Boys Soccer .....	\$85.00
Middle School Boys Volleyball .....	\$70.00
Middle School Coed Ultimate .....	\$35.00
Middle School Girls Basketball .....	\$85.00
Middle School Girls Cross Country .....	\$50.00
Middle School Girls Soccer .....	\$85.00
Middle School Girls Volleyball .....	\$70.00
Shakespeare Festival .....	\$150-350
Social Dance .....	\$75.00
FPASA (Student Council, NHS, LIA) .....	\$50.00
Student Council Sweater .....	(Maximum) \$300.00
Summer/Out of Season Camps, Clinics, etc. ....	(Maximum) \$500.00
Summer/During school year trip .....	(To be determined each year by Host Teacher)

***The cost associated with all trips associated with the school are approved by the Governing Board***

**Maximum Per-Student Uniform Expenditure**

Cheerleaders .....	(Maximum) \$500.00
Orchestra .....	(Maximum) \$100.00

*When money is earned through school fund raising activities for performance and /or competition trips, off season activities, educational trips approved by the Board, or uniform expenditures as listed above, it can only be used to help reduce the out-of- pocket expense to the student.*

**Testing** (not to exceed)

AP test (per test) .....	\$100.00
PSAT .....	\$50.00

Maximum expenditure per student per year .....

\*Fees may be waived in accordance with state laws and regulations. For information contact the school administration.

## Academics

### Academic and Graduation Requirements

**Academic Progress:** Students at FPA are expected to make academic progress towards graduation. Grade levels will be determined by the amount of credits a student has earned, and not on a student's age or number of years of school. If students are failing several courses, they may be put on academic probation and be required to meet with school administration. If improvements are not made students may be retained.

**Middle School Academic Requirements:** Grades 6-8 must pass more than half of their core classes or be considered for retention.

**High School Graduation Requirements:** One quarter credit (.25) is earned for each course passed each term (4 terms in a year). Students will need to earn 28 total credits to graduate. These credits will come from core and elective classes. Please see the counseling office for more information. Online courses are another way to earn high school or college credit, or recover credits for failed classes with counselor and administrative approval.

PLEASE NOTE: University admissions standards and scholarship programs may have differing requirements. It is your responsibility to research and meet those requirements.

English	4 Credits (one course per year)
Math	3 Credits
Science	3 Credits
Social Studies	3 Credits
	(Geography .5, World History or AP World History 1.0, US History 1.0, Government .5)
Foreign Language	2 Credits
	(2 consecutive years of same language)
Fine Arts	1.5 Credits
P.E.	1.5 Credits
	(Fitness + 2 other P.E. classes)
CTE Courses	1.0 Credit
Adult Roles/Financial Literacy	1.0 Credits
Health	0.5 Credits
College Readiness/ACT Prep	0.5 Credits

Core Credits Required: 21

Elective Credits Required: 7

**Units of Credit:** A unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with state course standards.

Freedom Prep may grant credit for the successful completion of a course from the following:

1. A course offered by FPA
2. A course approved by FPA and taken outside of the regular school day or school year
3. A course offered by correspondence or extension that is approved and accredited by the State of Utah
4. A course offered by an accredited secondary school, accredited special purpose school, accredited supplemental education school, or any accredited online program

Students who do not receive credit for a class due to failing grades will need to recover that credit before being eligible for graduation. The school counselor can work with students, but make up classes and work is to be done at the students own time and expense.

**Transfer Students:** The Administration will approve credits and grades received from an accredited public or private school. Credit earned at a school accredited by the Utah State Board of Education or the Northwest Association of Schools and Colleges is accepted at face value at FPA. Credit earned at non-accredited schools must be reviewed by FPA's counselor and Administration.

**Graduation Attendance Requirement:** Students wishing to graduate with a Freedom Preparatory Academy high school diploma must be enrolled at FPA during their Senior year, meet all FPA graduation requirements and complete a college and career readiness plan with an academic counselor.

**Valedictorian/Salutatorian:** The following criteria will be used to determine Valedictorian and Salutatorian status at Freedom Prep Academy:

1. The Valedictorian will be the graduating senior having the highest grade point average including grades 9-12.
2. The Salutatorian will be the graduating senior having the second highest grade point average including grades 9-12.
3. In case of equal grade point averages, co-valedictorians and/or salutatorians will be named.

**Qualifications for Valedictorian and/or Salutatorian:**

In order to qualify to be a Valedictorian or Salutatorian a student must:

1. Be enrolled as a student at FPA by the end of their Junior year.
2. Earn credit in at least three AP and or concurrent enrollment classes at FPA.
3. Receive no "F" grades during their 9-12 grade years.

**Note:**

GPA will be calculated at the end of 3<sup>rd</sup> quarter as if it were the final grade in order to notify students. The 4<sup>th</sup> quarter grade, however, will appear on the final transcript.

**Honors and High Honors Diploma:** A graduating Senior with an over-all high school GPA of at least a 3.5 to 3.799 on a four-point scale up to the end of third quarter their senior year will be given honors recognition. An over-all high school GPA of at least 3.8 to 4.0 will be given high honors recognition. Students receiving these honors will be recognized at graduation.

**Walking at Graduation:** To participate in graduation ceremonies, FPA students must be in good standing academically and behaviorally, and have all outstanding fees paid in full. Students must have completed all graduation requirements. Foreign exchange students and special education students, as designated in the IEP process, receiving certificates of completion are also eligible to participate in graduation ceremonies if they are in good academic standing.

**Retained Seniors:** A student requesting to remain enrolled at FPA beyond 4 years must receive authorization from school administration and meet criteria found in Utah Code R277-419-1:

"Retained senior" means a student beyond the general compulsory education age who is authorized at the discretion of the LEA to remain in enrollment as a high school senior in the year(s) after the cohort has graduated due to:

1. Sickness
2. Hospitalization
3. IEP/504 Plan
4. Other extenuating circumstances

**Online Learning Programs:** A meeting with an academic counselor must be held prior to enrollment to ensure consistency with the college and career readiness plan and graduation requirements. Students must enroll for online classes in accordance with the USOE rules and Utah Statute no later than ten days following the start of a semester. A counselor will determine if credit received may also be counted towards credit for graduation.

**Freedom Preparatory Scholarships:** Seniors may apply for the Freedom Preparatory Scholarship starting in January of their senior year. These scholarships will be faculty choice awards, given to the seniors who best embody the kind of leader described in FPA's secondary school mission statement.

Criteria:

1. Displays outstanding leadership qualities
2. Sets and achieves goals consistent with their college and career readiness plan
3. Has a well thought out plan for continuing their education
4. Has been enrolled at FPA since their Junior year

The link to apply for this scholarship can be found here:

<http://qoo.gl/forms/IzQP1Fwqso2qDL873>

**Discipline**

Freedom Preparatory Academy students shall comply with the Comportment Code, 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 FPA administration for resolution. Employees will fill out a student referral form indicating levels I, II-III. Copies may be mailed home and/or placed in student cumulative files as warranted.

Freedom Preparatory Academy shall generally discipline students according to the following steps, though a school administrator may, at his or her sole discretion, implement other discipline measures as appropriate.

*Step 1: Verbal warning* – Teacher or FPA 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 FPA administration shall verbally reprimand the student for the infraction, fill out school discipline referral form, contact the student's parents/guardians 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 FPA administration.

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

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

**Police Referrals:** Students will be referred to the Provo City Police Department or other civil authorities and suspended from FPA for the following:

1. Possessing, using, selling or coming to school under the influence of alcohol or drugs
2. Possessing or using fireworks, knives, weapons, or other dangerous objects
3. Stealing or damaging school or personal property
4. Engaging in intimidating, threatening, demeaning behavior, or actual physical assault against other students, faculty or staff

**Dispute Arbitration:** When conflicts arise between individuals at the school, the following procedures shall be followed:

1. 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.
2. If the conflict is not successfully resolved in the meeting between the individuals involved in the conflict, the aggrieved individual shall notify FPA administration about the conflict, and FPA administration shall conduct a meeting between the individuals involved to attempt to resolve the conflict.
3. If the conflict is not successfully resolved in the meeting with FPA Administration, the aggrieved individual shall put the details of the conflict in writing and send them to the FPA 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 FPA Administration to attempt to resolve the conflict.

## Extra-Curricular Activities

### **ACADEMIC ELIGIBILITY**

#### High School Student-Athletes (Grades 9-12)

A student-athlete must adhere to the academic eligibility standards outlined below by the UHSAA Handbook, Section 8.

#### **SECTION 8: Scholastic Rule**

A. To be eligible to participate in Association sanctioned activities, a student:

1. Must be a full-time student in the school he or she intends to **represent**, or otherwise comply with all Utah State Board of Education dual enrollment requirements;
2. Cannot fail more than one subject in the preceding grading period (for purposes of this rule, a failure in a multi-period subject shall be counted as the number of failures equal to the number of periods in the class); and, must have obtained a minimum grade point average (GPA) of 2.0, for the preceding grading period, based on a 4.0 scale or its equivalent.
  - a. A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in UHSAA activities throughout the next grading period, provided however, that deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district or the member private school. Deficiencies must be made up in the same subject area.
    - a. A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in UHSAA activities throughout the next grading period, provided however, that deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district or the member private school. Deficiencies must be made up in the same subject area.
    - b. The scholastic regulations apply to students who are entering high school for the first time. They also apply to any ninth grade student at a junior high or middle school who has established eligibility at a member high school as provided in these by-laws.
    - c. Eligibility under this rule is determined when grades are posted. Grades are "posted" when the school registrar enters all grades electronically and are available to students, parents and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documented clerical error.
    - d. These scholastic regulations are the minimum required for participation in Association activities. Nothing in this rule shall prevent local boards of education or governing boards of charter or private schools from establishing standards, related with grades, that exceed those of the Association. Any such rule, however, is not binding on the Association.

#### Middle School Student-Athletes (Grades 6-8)

A student-athlete must adhere to the Grade Check Policy explained below:

Grade Check Policy: Coaches will be responsible for checking grades of student-athletes. At the beginning of each season student-athletes will receive the dates of when grades will be checked. In order to be considered eligible to play, a student-athlete must maintain at least a C- in all classes. Coaches will check for eligibility on specific dates throughout the season as pre-determined by the athletic director.

- If the student-athlete passes a grade check he/she is eligible for gameplay until the next grade check.
- If the student-athlete does not pass a grade check she/he is placed on academic probation. While on academic probation, the student-athlete is still eligible to practice, but is not eligible for gameplay. The student-athlete is still responsible for attending team events if he/she is on probation.

- During academic probation, to become eligible for gameplay the student-athlete must get a signature signifying that he/she has a C- or above from the teacher(s) of the class(es) that caused her/his ineligibility, and show signature(s) to the coach. It is not the responsibility of the coach to check grades during academic probation. If the student-athlete gets the required signature(s) he/she is immediately eligible for gameplay until the next grade check.
- If the student-athlete remains on academic probation for 14 consecutive days she/he will be removed from the team.
- The student-athlete may also be asked to leave the team if he/she completes multiple probationary periods and continues to struggle with grades.
- Each sport has varying season lengths, some are as short as 6 weeks and some last most of the year. The dates of the grade checks will be communicated to coaches so they can inform their student-athletes.

**Participation in Extra-Curricular Activities in Local Home District School:** A student may try out for extra-curricular activities not offered by FPA, such as sports in his/her local home district school. However, FPA is not responsible for any fees or costs associated with participating in such activities. FPA will attempt to make reasonable scheduling accommodations for participation in such activities. Activities that will cause a student to miss FPA classes will interfere with the academic process and are strongly discouraged.

**Field Trips:** FPA utilizes buses and parent volunteers to transport students on school-sponsored field trips. Parents who volunteer to transport students must provide the school with a legible copy of their driver's license, current auto insurance number of seatbelts in the vehicle. Parents will also be required to give notarized authorization for the school to access the parent's motor vehicle record. 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 on the bus.

**Middle School and High School Activities:** High School Activities: 9–12 grade students only. FPA students may invite high school guests (9– 12 grade). Middle School Activities: 7– 8 grade students only. FPA students may invite middle school (7-8 grade) guests. Guest forms can be picked up from the front office. Guest forms require administrative approval and a parent/guardian's signature prior to the dance.

**Dress at Activities:** Dress requirement for activities will vary but should always be school appropriate. The administration may refuse admission to anyone if they feel that the person's presence or behavior may create an unsafe or disruptive situation. Clothing worn at activities must be clean, modest, and appropriate for the activity. (Please see "Student Free Dress" in this handbook) To ensure the safety and security of FPA students, only FPA staff and pre-selected volunteers will be permitted in the activities. Parents who wish to volunteer to chaperone at a FPA activity should call the main office for further information.

## Enrollment/Withdrawal

FPA is chartered to enroll students in kindergarten through twelfth grade. In accordance with Federal and State law, FPA 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:

**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 the desired grade pursuant to the order in which the student's name was chosen

**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.

Enrollment begins with the youngest grade. In the event more children desire to enroll in any 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 that particular grade pursuant to the order in which the student's name was chosen.

Sibling applicants of newly enrolled students are given priority for the lottery draws in an effort to keep school 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 occur.

FPA will notify parents and students of enrollment results by sending an acceptance letter by USPS mail 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 child at FPA, 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 FPA 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 FPA, 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 FPA student registration form.
7. Complete a home language survey.
8. Fill out a photo and field trip release form.

**By enrolling at FPA, 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 FPA Governing Board and Administration.**

**Withdrawal Procedures:** To withdraw from FPA, the student and parent must complete the Withdrawal Form before exiting the school. The Withdrawal Form is found in the front office. Students who have been absent from school for more than 10 days, without notifying the school, will be considered withdrawn. Library books, school textbooks and any other school materials must be returned before withdrawing from the school.

#### Safety

**Student Drivers:** Driving and parking at FPA is a privilege for students, not a right. Students who drive to school are expected to drive in a safe manner at all times both on and off campus, which includes obeying Utah traffic laws, wearing seat belts, and paying attention to surroundings at all times. Reckless and unsafe driving will not be tolerated. Revocation of school parking privileges for violation of these and other driving rules/laws is at the discretion of the administration.

**Parking Lot/ Locker Searches:** Administration may search an automobile parked on campus driven by a student. This rule applies to lockers and other personal items on the school property. (see board policy #23)

**Video Cameras:** FPA utilizes in-school and outdoor video cameras in order to maintain campus security. Video cameras are an important component of campus security and are for administrative use only. Every person on campus is subject to videotaping at any time.

**Disaster Plan:** FPA will generally follow the Provo School District's recommendations regarding emergency school closures. 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.

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 if they need to pick up their children. The students will be evacuated to one of two locations: the park south of Independence High School or the FPA I elementary building. (1190 W. 900 N.) Please make sure all contact information is current throughout the year by notifying the front office (801-437-3051), as well as the seminary office. (801-370-6884)

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 per registration form information.

#### FERPA

FPA follows the guidelines of Family Educational Rights and Privacy Act (FERPA). Please see Board policy 28 on our website ([www.freedomprep.net](http://www.freedomprep.net)). A physical copy is available in the office upon request.