

# Family Handbook



# **FREEDOM** **ACADEMY**

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*Note: Freedom Academy reserves the right to make changes in the *Freedom Academy School Family Handbook* at any time and without notice.*

## Freedom Academy Overview

### ***Introduction***

Freedom Academy is a free, public charter school located in Phoenix. The ultimate goal of Freedom Academy is to graduate thoughtful, articulate youth who are prepared to become productive, accountable, and engaged citizens. Three distinguishing characteristics of our campus are our commitment to guiding our students to become positive contributors within their community, the integration of technology and instruction, and the commitment to a quality education that focuses on every child as an individual.

At Freedom Academy, the overall atmosphere for learning is everyone's responsibility – staff, students and families – working together. Learning can only take place when students, teachers, administrators and families work together toward establishing a positive learning environment. The purpose of this handbook is to help each child and family become knowledgeable of the opportunities, benefits and responsibilities as a member of this team. Please read through the handbook carefully, discussing the expectations and resources with your child.

We are excited to have you as part of our team, and look forward to working together for the success of each child.

### ***Our Guiding Principles***

Freedom Academy is an organization that exists with the sole purpose of serving our community through a thoughtfully planned, rigorous education. We love our students and our community and we show that by doing everything within our power to guarantee the academic success of our children. We value collaboration with other members of our Eagle family: our employees, students, their families, and our community. We strive to put the needs of our students and community first, completing our mission in the spirit of service.

### ***Mission***

Freedom Academy will provide each student an equal education that will equip them for the future by teaching character with integrity, honor and leadership, the desire to become lifelong learners, and become positive contributors and participants within their families and their communities.

### ***Vision***

To promote the love of learning through integrity, honor and leadership.

## ***Family Educational Rights and Privacy Act***

The Family Education Rights and Privacy Act (FERPA) affords families rights to their education records within 45 days of the day the school receives a request for access, the right to an amendment of the student's educational records that the student believes to be inaccurate or misleading and the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Requests to inspect records should be made in writing, specify the name of the student, and be dated and signed by the parent/guardian. Upon receiving a request for inspection, a time for inspection will be scheduled during normal business hours. Following the inspection, the parent/guardian of the student shall have the right to challenge the contents of the records in order to ensure that the records are not incorrect, misleading, or otherwise in violation of the privacy rights of the student. Regardless of whether any matters contained in the records are deleted or modified, the parent/guardian of the student shall have the absolute right to insert into the record a written explanation respecting any portion of its contents.

If a parent/guardian feels the need to further resolve the challenge of the contents of records, the parent/guardian of the student should first contact the school administrator. If a reasonable solution is not made at the school level the parent/guardian of the student may contact the school's compliance officer. The compliance officer will review the matter and attempt to resolve the situation. The parent/guardian of the student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school concerning FERPA.

Student records will be treated as confidential. Personally identifiable information from student records will be divulged only as follows:

1. With the written consent of the parent/guardian of the student.
2. To employees of the state or federal government acting in their official capacities and only to the extent required by applicable law.
3. Upon service with a duly issued judicial order, or subpoena, and only after notice of the order or subpoena has been given to the student and the parent/guardian of the student in advance of compliance.

## ***Equal Educational and Employment Opportunity***

Freedom Academy, Inc. provides a nondiscriminatory learning environment, ensuring that all students and staff are free from discrimination regarding race, color, ethnicity, national origin, gender, religion and disability. A lack of English language skills will not be a barrier to admission and participation in the education programs of the school. This commitment extends to all school programs and school sponsored events. In the event a student experienced discrimination, the student should report the incident to the school administration immediately. The inability of a student to speak English should not prevent the student from reporting a violation. Every reasonable measure to interpret the non-English speaker's concerns will be taken.

Federal law prohibits discrimination on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, genetic information (including family medical history), marital status, military status or any other characteristic protected by law in any of its activities or operations. Freedom Academy is an equal opportunity employer. If an alleged incident is not resolved at the school level the complainant may contact the school's compliance officer. The compliance

officer handles all complaints under Title IX, Title VI, Section 504 and the ADA.

### ***Parents' Right to Know***

The No Child Left Behind (NCLB) Act of 2001 [Section 111 (h) (6)] gives parents the right to request and, in a timely manner/understandable format, receive their child's assessment data and the qualifications of their child's classroom teachers. Please contact the school administration to review this information.

A.R.S. § 15-183 (F) requires that our campus keeps in the personnel file of all current employees who provide instruction to pupils, information about the employee's educational and teaching background and experience in a particular academic content subject area. Please reach out to Julie Downing, [jdowning@freedomacademyaz.org](mailto:jdowning@freedomacademyaz.org), or notify our office if you would like to review any educator information.

### ***Compliance with Required Insurance***

Freedom Academy, Inc. is in compliance with insurance as required by the Arizona Department of Education.

## **Admission and Attendance Policies**

### ***Admission***

Freedom Academy, Inc. is an open enrollment school of choice. Any student eligible to attend an Arizona public school may enroll. Students will be enrolled during our open enrollment period, culminating with a lottery for grades in which not all enrolled students can be accommodated. After the open enrollment lottery, students will be enrolled on a first- come, first-serve basis.

Every attempt will be made to accommodate students seeking admission. However, due to the capacity of the school's physical plant, the school is limited in its student enrollment. When that limit is reached, a wait list is established based on the students' enrollment date and time.

Students that will reach the required age for Kindergarten by December 31 may be admitted if deemed academically ready by school administration, in consultation with the parent/ guardian and teachers if there are available Kindergarten placements. Consultation among the parent/guardian, teachers, and school administration for non-standard admissions to Kindergarten shall consist of the following procedures: (1) the student shall reach the age of 5 by December 31 of that academic year; (2) the student will have a sibling enrolled in the school or a sibling will be enrolled concurrently for the school year in question; and (3) the student will attend Freedom Academy's Kindergarten program for two weeks during which time the teacher will give a Readiness Screening. The results will be given to the parent/guardian.

Notwithstanding any of the above, the school will comply with all enrollment requirements for charter schools that are sponsored by the Arizona State Board for Charter Schools (ASBCS).

## ***Enrollment***

Students who wish to enroll, in accordance with admission policy, visit the school website at [www.Freedomacademyaz.org](http://www.Freedomacademyaz.org).

Parents will be given 30 days from the date of enrollment at Freedom Academy to provide all documents required by our Student Enrollment Packet. These items include a students' immunization records, or state approved waiver, and birth certificate, or other acceptable documentation. The school's registrar will be more than happy to assist in the determination and collection of these documents.

It is the responsibility of the parent to keep the school informed of their student(s)' current address and phone number. If there is a change to any student information after enrollment, please notify the school registrar.

## ***School Hours***

The school office is open from 7:30 a.m. to 4:00 p.m. on school days. Parents should only visit the school office for school-related business.

School hours are as follows:

**Kindergarten through Fourth Grade: 8:00 a.m. to 2:45 p.m.**  
**Fifth Grade through Eighth Grade: 8:00 a.m. to 3:00 p.m.**

On early release days, students will be released as follows:

**Kindergarten through Fourth Grade: 8:00 a.m. to 11:45 p.m.**  
**Fifth Grade through Eighth Grade: 8:00 a.m. to 12:00 p.m.**

Parents/Guardians should drop off students at school between 7:30 a.m. and 8:00 a.m. Students who walk or ride a bicycle, skateboard or scooter must have a Walking waiver completed by their parent/guardian on file in the office. For those students eating breakfast at school, breakfast will be delivered to their classroom between by 7:50 a.m. each morning, including ½ days.

Parents/Guardians should contact the school office if they are going to be unexpectedly late picking their student up at the end of the school day. The school is not responsible for students after their designated pick up time except for those students in afterschool and/or extracurricular programs. Students who are not picked up by their designated pick up time will be sent to Homework Club. There will be a charge for this service; please visit our website for information regarding the fee schedule. To ensure safety, we ask that all students leave school promptly at dismissal time and check in at home.

Parents/guardians will be contacted by their student's teacher should they be required to remain after school.

## ***Behavior Expectations for Staff and Parents***

Parents, families and staff must refrain from acting in any way that would cause or threaten interference with the educational environment and disruption of the school operations or school personnel. This includes physical or verbal abuse or threats of harm to any person on property owned or controlled by the school or at supervised

functions sponsored by the school and the use of speech or language that is inappropriate or offensive to the public school educational environment. This abuse includes threats, harassment, or false/unsubstantiated statements on social media and other forms of electronic communications or public posting.

Violations of these requirements may result in the revocation of campus visitation privileges, suspension or any other action necessary to preserve the educational environment and health and safety of school staff and students. In addition, the school may choose to alert law enforcement to any threats against the school or to take legal action to protect the school and the school community against slanderous or otherwise inappropriate statements.

### ***Attendance and Truancy Policy***

Arizona Compulsory Attendance law requires that every person from six (6) to sixteen (16) years of age must regularly attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education. Students who attend school on a regular basis are better able to keep up with their classes and complete assignments in a timely manner.

Being absent from school for one day, or even from one class period, without acceptable cause is truancy. Evidence of habitual truancy includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as required by law
- Five (5) or more absences/tardies from classes in one grading period; or
- Eighteen (18) or more absences/tardies from school during one school year

When children are not in the classroom, consistent and sustainable learning is impeded. Freedom Academy staff and administration have made intentional attempts in bringing the importance of regular attendance to your attention. Our policy is as follows:

1. When a student has accumulated seven (7) or more unexcused absences and/or tardies in a school year, parents/guardians will receive a letter reiterating the importance of attendance and our policy.
2. When a student has accumulated ten (10) or more unexcused absences and/or tardies in a school year, parents/guardians must meet with school administration to complete an attendance contract for improving attendance.
3. When a child has accumulated fifteen (15) or more unexcused absences and/or tardies in a school year, a formal letter is sent home stipulating that a referral to the Juvenile Justice Center is pending, and that the student may be subject to retention.

### **Procedures for Attendance**

1. Attendance is taken daily at 8:05 a.m.
2. Students arriving after the bell must get a pass from the office before continuing to the classroom, and are marked tardy.
3. Parents or guardians are to call the school at (602) 424-0771 by 9 am if their child will be absent or tardy.

4 . Absences are to be certified in writing by the parent/guardian on the first day the child returns to school.

### **Absences from School**

Freedom Academy, like other schools in the state of Arizona, is required to accurately report student attendance. These absences can be categorized as excused or unexcused. This determination is important for truancy determinations and can aid in academic support or retention discussions. We ask that you notify the school as soon as you know your child will be absent so that we can appropriately categorize your absence. Absences due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions are excused.

Parents/Guardians should notify the school as soon as they know the student will be absent, or by 9 am on the day of absence. Please provide the following information: (1) Name of the caller; (2) Student's name and grade; (3) Reason for absence; and (4) Date of return to school.

### **Tardiness to School**

If your student is arriving at school between 8:00 a.m. and 8:15 a.m., they will receive a tardy pass from the front office prior to going to their classroom. Parents/ guardians are not required to sign the student into school.

If your student is arriving at school after 8:15 a.m., please bring your student to the office to sign them in. The student will then receive a tardy pass to class. Students will not be allowed to enter class without a pass. Students with excessive tardies will be subject to attendance procedures specified in the attendance policy above.

### **Early Release from School**

If a student must leave school before the end of the day, parents/guardians are to report to the school office to sign out their student before leaving the campus. Early release from school is only approved in the event of student illness, a medical appointment or a family emergency. To minimize absences, try to make appointments after 3:30 p.m.

A student who skips class or leaves the campus without written permission from school administration will be considered truant and will result in an unexcused absence and disciplinary action.

## **Academic Information**

### ***Academic Year***

Arizona requires that each school be in session for a minimum of 180 days. The school year is divided into four grading periods. Each grading period ends with report cards being distributed. There will be two (2) Parent Teacher Conferences set during the year.

The school calendar does not include days for inclement weather. If additional days are used for inclement weather, the last day of school may be delayed.

## ***Curriculum Overview***

The Freedom Academy school curriculum promotes academic, physical, social, emotional, and ethical growth. Our dedicated faculty nurtures the building of self-esteem at every opportunity – inside or outside the classroom, encourages learning and achievement, and fosters a positive, caring attitude toward others by nurturing the values of cooperation and diversity.

As required by Arizona Law, Arizona State Standards will be the basis for the core of all instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship. The curriculum is designed to establish a balanced, well-rounded education focused on literacy.

## ***Assessments***

Continuous evaluation of student learning is an integral part of the instructional process at Freedom Academy. Assessment of student learning is done in many ways, depending on the subject area. Following is a short description of various types of assessment tools used at the school:

### **AASA/ AzSci**

Students in grades 3 - 8 will take Arizona's Academic Standards Assessment (AASA) in March/April as part of our Arizona standardized assessment. 5<sup>th</sup> and 8<sup>th</sup> grade students will take the AzSci science assessment during this same period.

### **NWEA**

Freedom Academy administers the Northwest Evaluation Association assessment (NWEA), an online national assessment, three times each school year to students in Grades K – 8 in math and reading and in science for grades 5-8 only. The assessment provides useful and timely data to teachers for use in benchmarking the growth of individual children, and it allows important resources in planning for the needs of every child ensuring continuous academic achievement.

## ***Interim Progress Reports***

Interim Progress Reports are issued to all students at the midpoint of each grading period. These reports inform parents of their child's academic developments and any potential problems the child may be experiencing.

## ***Report Cards***

Report cards are distributed at the end of each quarter. Parent(s)/Guardian(s) are encouraged to meet with the child's teacher to review their student's progress twice a year during Parent Teacher Conference or more often if deemed necessary by either teacher or parent(s)/guardian(s). Report cards list a student's proficiency for each of the standards identified for mastery during that term, his/her attendance records, and a discussion of the student's behavior and social developments. Grades are always available for inspection through the Synergy online portal.

### ***Parent-Teacher-Student Conferences***

Parent-teacher conferences are held twice each year. Information will be sent home to schedule times with teachers. Appointments must be set to allow adequate attention and time to meet with each parent. Parents are encouraged to use these times to meet with teachers to discuss their child's progress at school. Conferences with teachers and/or members of the administration can also be arranged as needed throughout the school year. Conference dates and information will be sent home with our students and announced in the *Soaring Eagle* – our weekly newsletter.

### ***Homework Policy***

Homework is assigned to aid each student in time management, personal responsibility, the strengthening of basic skills, the practice of skills for concepts taught in class, developing initiative, and fostering independent learning. Homework will also keep parents/guardians involved in their student's daily work, academic progress and the curriculum at Freedom Academy. At Freedom Academy, homework assignments empower learning, through projects that allow creativity and expansion of ideas. Teachers carefully consider the purpose and relevance behind homework assignments to ensure homework will promote a quality and meaningful learning experience.

Homework may be assigned for each grade level in accordance with the following guidelines:

- Kindergarten through Grade 2 may be assigned approximately 20 minutes of homework each day,
- Grades 3 and 4 may be assigned approximately 40 minutes of homework each day,
- Grades 5 and 6 may be assigned approximately 60 minutes of homework each day,
- Grade 7 and 8 may be assigned approximately 80 minutes of homework each day,

These guidelines do not include nightly reading.

Daily homework will be due on the next school day unless otherwise designated by the teacher. Students that do not complete all homework assignments may also be referred to administration for disciplinary action.

### ***Make-Up Homework***

Students are expected to complete all homework and assignments missed due to absence. In the case of illness or other unexpected absence, parents/guardians may contact the school office to request homework and assignments be prepared for pick-up during normal business hours. It is the responsibility of the student and parent/guardian to ensure make-up homework and assignments are completed.

Failure to complete missed homework and assignments may result in a lower class grade, the loss of extracurricular and enrichment activities, and other disciplinary action.

### ***Planners***

At Freedom Academy, we use a student planner to encourage consistent communication between our classroom teachers and our parents. We also find that it helps students track their progress, upcoming assignments, and start to understand the importance of planning their time.

Parents/ guardians need to purchase a grade level specific planner from Freedom Academy for \$5.00. Students will be required to use the agenda on a daily basis -- writing their homework assignments and receiving a parent or guardian signature on a nightly basis. If a student loses their planner, another one must be purchased from the front office for a replacement fee of \$10.

Students are required to bring their agendas to school and to each class each day.

### ***Mandatory Support Policy***

Students whose grades fall below a satisfactory, "C," level in any core class may be offered an opportunity to receive additional support. Teachers will place selected students on a Support Contract. This contract may require, but is not limited to, additional assignments, outside study time, peer support, tutoring, or any other item the teacher, or administration feel may support the appropriate development of the student. The student will be required to complete all items included in the Support Contract until his/her grade returns to a satisfactory, or "C," level or an additional, previously agreed upon benchmark.

### ***Promotion/Retention Policy***

Students who fail one core course (language arts, math, science, and social studies) for the school year, in order to be given credit and promoted, may be asked to:

1. Attend an approved summer school program for which they have provided the school with a course syllabus for approval.
2. Successfully complete the course requirements.
3. Receive a proficient score or its equivalent on the NWEA or AASA.

**Eighth grade students may not be promoted to high school without meeting these criteria.** Students who fail more than one core course may not be promoted.

Special Education students will need to meet the criteria set forth in their Individual Education Plans (IEP's) to be promoted.

Whenever possible, a student's teacher will notify a parent/guardian of possible retention prior to December 31<sup>st</sup> of the current school year. If notified, school administration and teachers will hold a conference with the parent/guardian to discuss the appropriate plans and placement for the student.

Parents/Guardians may schedule an appointment with their child(s)' teacher or school administration at any time to discuss the best placement for the student at any time.

### ***Student Textbook Policy***

Freedom Academy, Inc. will assign each student with textbook(s), depending on the class. These textbooks are the property of Freedom Academy, Inc. and are on loan to students. State law requires students to be responsible for the care of textbooks and related material assigned to them. Students issued a textbook(s) are considered to be fully responsible for the care and return of that book to the appropriate designee in the condition in which it was signed out to them. Textbooks not returned (i.e. lost, stolen, etc.) or rendered unusable (i.e. broken binding, water damage, missing pages, etc.) are assessed a full replacement cost for that book, and textbooks considered to be returned in a condition different from its first issue to that student (i.e. written markings, ripped, excessive damage, etc.) are assessed a damage or replacement fees. Administration has final authority in determining the condition of textbooks and levying damage or replacement fees. (ARS 15-727 & 15-729)

Students must pay any and all costs assessed on issued textbooks while in their possession. Until all fines are paid in full, students will not be eligible to take part in certain student activities, such as field trips or athletics -- other extracurricular programs may be denied. (ARS 15- 727 & 15-729)

### ***Student Services Programs***

Freedom Academy, Inc. embraces the philosophy of Universal Design for Learning, believing that special education students can best be educated in the general education classroom. Our teachers accept responsibility for all students in their classroom and modify, accommodate, and adjust teaching techniques and classroom activities to meet the unique learning abilities of all students. Special education staff supports the regular classroom teacher with this process. There are not two distinctly different types of students, e.g. "Special Education" and "Neuro-typical". All students are individuals with their own unique set of physical, intellectual and psychological characteristics that influence their instructional needs. There are not two discrete sets of instructional methods – one set for "Special Education" students and another for "Neuro-typical" students. Instructional programs at Freedom Academy, Inc. are designed for each individual student.

### ***Basic Beliefs and Expectations***

1. Universal Design for Learning is the underlying philosophy by which all students are educated.
2. All students learn and develop individually, and the curriculum is modified or adapted to allow students to progress at their individual rates. Students are not penalized for the inability to progress at grade level.
3. General education teachers assume responsibility to teach and meet the cognitive, affective, and social needs of all students with special education teachers and staff providing support.
4. Teaching strategies that facilitate the education of multi-level abilities in each class are used by all teachers (e.g. cooperative learning, project learning, mastery learning, and curriculum compacting, independent projects, flexible groupings, learning centers, and teaching to learning styles such as visual, auditory and manipulative).

## ***English Language Development***

Arizona law requires that students with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Based on the results of the assessment, students may be placed in the English Language Development program designed to aid them in acquiring English.

## ***Special Education***

All students possess unique physical, intellectual and cognitive characteristics which influence instruction. Freedom Academy, Inc. seeks to maximize the potential of all students regardless of ability. Every newly enrolled student undergoes a 45-day screening process to monitor for potential physical, cognitive, or emotional disabilities. If a student enrolls with active or expired special education documentation, the student's records are immediately provided to the special education coordinator. If a student is perceived to have a disability or documentation indicates that the student has received services, the special education teacher may discuss further action needed with staff and the student's parent/guardian. If parents/guardians perceive that their student is not benefiting from general education services, they may request, at no cost, an evaluation of their student's cognitive and intellectual ability. The special education coordinator in conjunction with school administration will review the request and respond to parents in a timely manner, in accordance with the Individuals with Disabilities Education Act. If an evaluation is warranted, the school will provide complete results in 60 calendar days of a written request.

A request for evaluation in no way guarantees that an evaluation will be complete. Arizona state law only requires that each request be considered.

Students who are eligible for special education services will receive services in the least restrictive environment to the maximum extent possible. Students will receive instruction in the least restrictive environment with full implementation of their Individualized Education Plan. Students who receive their education with guidance from an Individualized Education Program may benefit from a range of scheduling options and small group instruction. The certified special education teacher serves as a consultative service to the general education teacher to ensure that appropriate levels of instruction, accommodations or modifications, and placement options are provided.

## **School Policies and Procedures**

### **Uniform Dress Code**

Students are required to wear the approved school uniform. Parents/guardians of students who come to school inappropriately dressed will be contacted and required to bring appropriate dress to the school. Students will face disciplinary actions which may include In-School suspension until appropriate dress is provided by the parent/guardian.

The approved school uniform is as follows:

**Shirts: A red or navy blue polo or t-shirt with the Freedom Academy logo ordered from Brisk Apparel is the only acceptable uniform shirt that can be worn.**

- Undershirts must be a solid color red, white or navy blue.
- Polo shirts/t-shirts, and undershirts do not have to be tucked in.
- Shirts/tops/blouses must be long enough to not show midriff with your arms raised.
- Shirts that are oversized or too tight are not allowed.

- School athletics issued jerseys/uniforms are allowed on game days only. Undershirts must be worn underneath uniform jersey.
- No undergarments may show.

**Pants: Dark navy blue or khaki, industrial uniform style pants (Dockers brand is an example of an appropriate pant style), walking shorts, skirts, culottes, or jumpers of the appropriate length and fit are allowed.** ● No athletic wear is allowed. This includes fleece, spandex, and nylon (windbreaker material).

- The length of the pants may not cover shoes or be dragging on the floor.
- Shorts must fit and not be oversized in nature.
- Shorts and skirts must be to the knee. (FINGERTIP RULE **DOES NOT APPLY!**)
- Slits in skirts, dresses, or pants are not allowed.
- No oversized/baggy/loose fit pants or shorts.
- Belts are not required.
- Leggings or tights are permitted to be worn underneath skirts/skorts/dresses.

Leggings or tights must be solid navy blue, black, red or white only.

**Sweaters/Sweatshirts:** Only solid navy blue, white or red sweatshirts, sweaters, or sweater vests or Freedom Academy logo sweatshirts purchased from Brisk Apparel are permitted to be worn inside the classroom when appropriate for the climate outdoors. **No jackets sweatshirts, etc., are to be worn outside on hot days!** (90 degrees plus). Sweatshirts must be free from screen prints, graphics, and messages. **Sweaters and sweatshirts must fit appropriately. Oversized and cropped sweaters or sweatshirts are not permitted.** Hoods, caps or hats may not be worn when inside the school. Administration reserves the right to ask for non-compliant sweatshirts, sweaters, or sweater vests to be removed inside the building.

**Shoe/Socks:** Shoes must be closed toe and closed heel (**NO CROCS ALLOWED**). Shoes may not have heels or platforms, wheels, lights, make noise or be otherwise distracting in nature. Administration reserves the right to define “distracting”. Any colored socks are permitted.

**The following items are not permitted**

- Hats, caps or hoods may NOT be worn inside the school building and must be removed during flag salute. No vulgar, lewd or obscene messages allowed on hats/caps.
- No tattoos (temporary or other)
- No facial piercing
- Hair must be neat, clean, and well-groomed. Hairstyles should not create a safety and/or health hazard and/or interfere with the educational environment of the school. Administration reserves the right to define what is deemed “interfering” within the school environment.
- No buttons, jewelry, or other accessories which contain vulgar, lewd, obscene or other messages which may lead to substantial interference with school activities—This includes backpacks and notebooks that are written on inappropriately.

**Spirit Fridays and Field Trips- Students need to be in approved uniform tops or Freedom Friday Shirts on**

**Fridays. Dress Code for all Students (Non-Uniform Days Included)**

Free dress passes give students the opportunity to enjoy expressing themselves in their own day-to-day clothing. The rules regarding this opportunity must align with the “dress code” specific to Freedom Academy. Students must follow the rules of the dress code.

All students must adhere to the following standards when a uniform is not required:

- Tops that expose the chest or abdomen may not be worn.
- Shirts must be 2” below hip socket and long enough to not show midriff with arms raised.
- No tank tops or spaghetti straps.
- No inappropriate logos or slogans/skulls/guns, etc.
- No backless apparel or tube tops.
- Shorts/skirts/skortis must be to the knee. Biker shorts are not permitted.
- Inappropriate lettering or designs will not be permitted on clothing (i.e., profanity, alcohol, tobacco products. Etc.).
- Close-toed shoes shall be worn at all times. Students must wear rubber-soled shoes which must remain tied at all times. Shoes with open toes or open heels, including Crocks, are NOT allowed.
- Hats, caps and hoods are not to be worn indoors.
- Torn or cut garments are not permitted.
- Blue jeans may only be worn on “free dress” days. Skinny jeans may be worn if coupled with proper top. No holes, rips or torn jeans please.

Students who violate these dress standards will be asked to do the following:

- Will be sent to the office, and will call to have proper clothes brought to school. Will remain in the office until clothing is brought.
- Change into clothing that is provided by school.
- For safety reasons, students wearing shoes that are deemed to be unsafe for certain activities may have activity restricted or limited access to school equipment. Parents may be called to bring the child appropriate shoes to school.

**\*\*\*\*Administration will have final say regarding any issue related to dress code\*\*\*\***

### ***Playground/Common Areas***

All recesses of the school day are supervised by administrators, teachers or staff members. The rules of the recess are as follows:

1. Show respect for others.
2. Follow adult directions politely.
3. Play safely and fairly.
4. Use playground equipment as intended.
5. Practice good sportsmanship at all times.
6. Settle conflicts peacefully.
7. Play only in the designated recess areas.

8. Play safe, non-violent games (no tackling, grabbing clothing, tripping, or pushing).
9. Obtain permission from a teacher or staff member before leaving the recess area.
10. Do not play tag or use sports equipment around the playground structures.

### ***Athletic Program***

Freedom Academy's athletic program is co-curricular in nature. The athletic program works cooperatively with other activities and programs to produce responsible citizens in the community. Eagle athletics provide the student athlete with the opportunity to develop athletic talents, achieving the highest possible level of competitiveness, without sacrificing the time and energy needed to excel academically, within a setting that allows for character development. Understanding that our student athletes, and even our coaches occasionally, will learn lessons through mistakes, we compete with good sportsmanship. This means doing our best and bringing sportsmanship to athletics through modeling exemplary behaviors.

Students wishing to try out for sports must maintain a "C" or better in all classes. Each week, students' grades are checked to ensure compliance. If a student has a grade below a "C," they are placed on "probation" and may not play in any games until the grade is raised. Grades are checked on Friday of each week for eligibility the following week. Grades are not re-checked until the following Friday. If a student has below a "C" in any class, they are ineligible for games until the following Friday, no exceptions. It is the athlete's responsibility to complete the grade check and request teacher signatures in a timely manner.

Students must obtain and complete an athletic packet located in the school office and must provide proof of insurance and a passed physical examination before participating in team practices and games. Freedom Academy, Inc. competes in various interscholastic sports for students in grades 5-8. We are a member of the Canyon Athletic Association of Arizona.

### ***Volunteering***

Volunteering is a wonderful way for families and community members to become more acquainted with a school campus and the experiences provided to students. As such, Freedom Academy, Inc. encourages volunteering and maintains policies to facilitate the ease of volunteering while providing a safe campus environment.

All volunteers are required to have a valid Fingerprint Clearance Card (FCC) to volunteer in the school or assisting on a school field trip. FCC can be obtained via the [Arizona Department of Public Safety](#). Receipt of a Fingerprint Clearance Card may take up to four to six weeks. Volunteer training is offered on various days throughout the school year. Freedom Academy will notify families of these days via the weekly blast email (Soaring Eagle), Facebook and through teacher communications.

### ***Emergency Procedures***

A school-wide crisis management plan is reviewed each year with all staff. Staff, in cooperation with the Site Principal, and School Director, is responsible for the implementation of any needed procedures related to a crisis in the school building.

**Accidents**

All children experience minor scrapes and bruises. The school health aide maintains a log of all children seen on a daily basis. For more serious incidents, an Incident Report Form is completed and maintained by the health office.

Instances of serious accident may include some or all of the following procedures:

1. A staff member carries out immediate first aid.
2. A staff member contacts the parents to pick up the student for medical care.
3. In cases where the parents or the designated emergency persons cannot be reached, or where immediate medical attention is needed, the school calls a local emergency unit for treatment and/or transportation to a hospital. A staff member accompanies the student and stays until the parent arrives.
4. In cases of extreme emergency, staff may contact the local emergency unit before calling the parent.

**Child Abuse Protocol**

Arizona law requires immediate reporting of suspected child abuse to the authorities and to the appropriate individual in charge of the school. Failure to do so is a violation of the law.

**Emergency Contact List**

In emergency situations, the school calls the numbers listed on the emergency contact list. It is essential that parents update the list if their address, phone number, or emergency contact person changes.

**Fire and Lockdown Drills**

Fire drills are conducted monthly according to a schedule set by the Fire Prevention Office of the Phoenix Fire Department. Fire exit directions and procedures are posted in all rooms and teachers review fire exit procedures with students on a regular basis.

In the event of a fire, everyone is evacuated from the building immediately. If students are unable to return to the building because of smoke or fire conditions, the school follows emergency evacuation procedures.

**School Closings or Late Starts**

If school is closed or the opening delayed due to inclement weather, power outage or other problem, we will use every means possible to announce this information. Please check the Freedom Academy website, our Facebook page, and review local media outlets for information regarding school closures.

Please ensure that all contact information with the school is up-to-date to allow for appropriate use of our school messenger system.

Only under extreme circumstances does a school closing occur once students have arrived. If an early closing should occur, parents will be notified of early dismissal.

Please contact the school if you are ever in doubt.

### ***Administration of Medication Policy***

The health aide works very hard to maintain the health of all the students. It is our goal to make sure all students have a safe and healthy place to learn. Please remember that we are working for the total welfare of all the students at Freedom Academy.

Giving medication during school hours is discouraged and restricted to necessary medication that cannot be given at home. Whenever possible, medication should be taken at home. Medication that has to be given at school **MUST** be brought to the front office/health aide's office before school and stored in a cabinet or refrigerator. A parent or guardian must also fill out our campus medication form which will remain on file in the Health Office for reference before administering any medication.

If your child needs to take a prescription medication at school, ask your pharmacy to provide a duplicate bottle for school usage. Any changes from your child's original prescription must be verified by the doctor, either by a fax or a new script. If your child has a medical condition which requires medication to be given on an as-needed basis, a doctor's note is requested to contain instructions for administration of medication and reason for the medication. Any medication, not in the original container, and with the child's name on it, will be held by the school nurse for a parent to pick up within one week. After that, it will be destroyed.

No medications, whether prescription or over-the-counter, are given without written consent from parents or guardians.

### **Permission to Administer Over-the-Counter Medication**

Over the counter medications (such as Tylenol, non-aspirin pain relievers, cough syrups) at school should be restricted to only when necessary. These are to be provided by the parent. The office **DOES NOT** keep any medications of any type on hand.

Parents must sign a permission form from the school nurse authorizing dispensing over-the-counter medication for headaches or other common ailments.

### **Permission to Administer Prescription Medication**

The school health aide administers prescription medications when the following specific requirements are met:

- A signed consent form is on file to give the medication
- Medications are to be given to the school health aide in a pharmacy or manufacturer-labeled container. •

The label must state:

- Student's name

- o Name of the drug
- o Dosage
- o Directions for use
- o Physician's name
- o Expiration date of a time-dated drug

**All prescription medications brought to school must be stored in the office, with the current supply kept to a 30-day maximum. The school nurse will work with the instructional staff to maintain consistency in the child's medication schedule.**

### ***Illness and Injury Guidelines for School Attendance***

In order to provide a healthy school environment for all children and staff, the following guidelines have been prepared to assist you in decisions relating to your child's health and school attendance. If your child is not feeling well and you are uncertain about sending him/her to school on any given day, it is best to keep your child home and observe him/her for worsening symptoms. If a child is too ill to attend school in the morning, it is recommended that he/she stay home all day.

When you make the decision to keep your child home, please notify the front office that your child will be absent and state the nature of your child's illness.

Colds/ Flu	Student needs to remain home if he/she has an excessive runny nose, excessive coughing, temperature at or above 100°F, or is too uncomfortable to function at school.
COVID	Student who tests positive for COVID or who have had direct contact with someone who has tested positive for COVID must notify the office for further instructions.
Fever Rash	Student may return to school when he/she has been fever-free (less than 100°F) without fever-reducing medication for at least 24 hours. Student is to remain at home with any undiagnosed skin rash and may return when the rash is gone, or with a doctor's note stating diagnosis and clearing him/her to return to school.
Vomiting	Student is to remain at home if he/she has vomited within the past 24 hours. Should a student experience vomiting during school hours, he/she will be sent home and needs to remain home for at least 24 hours after vomiting subsides.
Diarrhea	If student has diarrhea 2 times in a day, he/she needs to remain at home until diarrhea subsides and no other signs of illness exist.
Strep Throat Ear Infection Eye Infection	Student needs to be treated with antibiotics for 48 hours before returning to school if there is a <u>positive throat culture</u> . Student needs to be evaluated by a physician if he/she complains of ear pain. Early treatment <u>can help ward off permanent damage to the ear which could result in hearing loss</u> . Redness, drainage, or watering of the eyes requires assessment to determine the cause of the conjunctivitis (pink eye) or possible eye injury. Eyes need to be clear, or student needs to be <u>treated with prescription medication for at least 24 hours before returning to school</u> . Student may return to school after all blisters are dried and crusted over. Notify the school nurse if your child has chickenpox.

Chicken Pox	
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Head Lice Student must be treated with shampoo or rinse as recommended by your doctor or pharmacy and may return to school when the hair is egg and nit free.

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Serious Injuries and Surgeries	The school nurse is to be notified when a student has sustained a serious injury or has had surgery and a note from the physician must describe any limitations or special needs when student is cleared to return to school. Possible modifications to school schedule, physical activity and mode of travel on the school campus should be evaluated. For the student's safety, if crutches, a wheelchair or any other assistive devices will be needed, the physician must specify this in writing.
School Injuries	The nurse, health clerk, or other school staff will assess the injury, administer first aid, and notify parents as soon as possible, by phone and/or note, as to the type and status of injury.

If your child contracts a communicable disease, such as strep throat, chicken pox, conjunctivitis, etc. please contact school administration so we may notify other families with children who were exposed.

Please notify school administration of any allergies, illnesses or health conditions which may affect student performance at school.

***Immunizations***

An immunization record is kept for each student. In order to keep this record up to date, please inform the school office when your child has an immunization update.

***School Lunch Program***

Freedom Academy, Inc. provides a healthy daily lunch for students. Household applications for free and reduced meals are available in the front office. These applications can be filled out multiple times throughout the year, which allows families who have experienced a change in their household size or income the opportunity to apply for free or reduced price meals at any time. The monthly lunch menu is posted on the school website and included in the *Soaring Eagle*.

Additionally, students are allowed a filled water bottle in the classroom as well as a snack during the

designated snack break. Parents/guardians should not send lunches, snacks, or beverages that require refrigeration or heating.

Please contact the school office for further information about the school lunch

programs. ***Communicating with the School***

We are grateful for your time and support and for entrusting us with your student(s). Should you ever encounter a problem at school, please discuss it with the teacher involved or school administration as soon as possible. A positive school environment depends upon the full cooperation of students, parents/guardians, faculty, staff members, and the governing board. We are ready and willing, at all times, to be of service to the students entrusted to our care.

Please remember that respectful behavior is learned. If a parent/guardian talks respectfully to a staff member in front of his or her student, the student will mirror this attitude in future communications. We will do our best to listen to you and do what is best for all concerned.

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The following informal procedure is in place:

1. Express your concern promptly to the individual in question.
2. Express your concern to school administration, if deemed necessary.
3. Request a meeting with school administration to assist with resolution.

If the concern is not resolved through the foregoing, the following formal procedure is in place:

1. Request an appointment through the front office and school administration will schedule the conference to be held within ten school days, between the student, parent/guardian, staff members and/or professionals whose input might be relevant to the concern in question.
2. Upon conclusion of the conference, school administration will prepare a proposed resolution.

If the issue is not resolved to the parent/guardian's satisfaction, the proposed resolution, along with all other documentation pertinent to the concern, shall be forwarded to the Governing Board for a due process hearing and final decision.

If the concern is with school administration, please complete a Parent/Guardian Conference Form, available in the school office. Upon receipt of the signed form, school administration will schedule a conference and prepare a proposed resolution. If the issue is not resolved to the parent/guardian's satisfaction, the proposed resolution, along with all other documentation pertinent to the concern, shall be forwarded to the Governing Board for a due process hearing and final decision.

### ***Discipline Philosophy/Policy***

To promote appropriate behavior, Freedom Academy, Inc. maintains expectations and stated actions taken to promote positive behavior that are clearly defined and understood by students; incentives to support positive behavior and meaningful interventions to prevent negative behavior; and clearly defined and consistently enforced procedures to correct negative behavior. The Code of Conduct sets forth the behavior expectations

and discipline procedures of the school.

### **Detention/Suspension**

In the event a student is assigned detention or suspension for any reason, it shall be served on the day(s) designated. Detention will always be served at a predetermined time and location as defined by school administration, not the parent/guardian or student. Detention is not assigned to be served at a student's convenience. If the student is in school but fails to report to detention *for any reason*, the penalty may be suspension. If the student has an appointment or other conflict with his/her scheduled detention; the appointment or other conflict will have to be changed or rescheduled, not the detention.

### **School Rules and Procedures**

The following rules and procedures are strictly enforced at Freedom Academy, Inc. for the purpose of maintaining a safe and caring learning environment:

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- 1. Fighting, Harassment, Threats and Intimidation.** Freedom Academy, Inc. strictly enforces policies to prevent fighting, bullying, threats, or intimidation. This includes threats, intimidation, or the commission of acts of violence through any means, including electronically.
- 2. Gang Association and Gang Activity.** Freedom Academy, Inc. strictly enforces policies relating to any type of gang association or gang activity. This includes hand gestures/signs, language, clothing, belt buckles, writing, numbers, color combinations, etc. Gang association or gang activity may result in the inclusion of local authorities.
- 3. Illegal Substances and Weapons.** Any involvement with the possession, use, or sale of any type of drug, alcohol, tobacco, spice or other controlled substance will result in notification to the authorities. Weapons or any other dangerous items are not permitted on campus. Being in possession of a weapon or any other dangerous item may result in disciplinary action up to suspension and/or expulsion from the school.
- 4. Theft.** Any kind of theft will not be tolerated on campus or in the school community. Theft is grounds for suspension, expulsion, and/or criminal prosecution.
- 5. Disrespect of teachers, staff members, other adults and/or students.** Respect is expected at all times by everyone at Freedom Academy, Inc. This includes the use of respectful language, gestures, actions, and attitude. If a student anticipates a potential problem of any type, the student is expected to seek advice from a school administrator, or appropriate school personnel. This rule prohibits fighting, threats, and other acts of violence and vandalism. Additionally, the student will be held responsible for any destruction he or she does to school property.
- 6. Abuse of Staff.** In order to maintain a safe, orderly school environment, the authority of school staff members acting in their official capacity must be respected. For this reason, any form of verbal or physical abuse of staff will be treated as a serious offense warranting suspension or expulsion. If concern about a staff member's exercise of authority cannot be satisfied in direct, appropriate discussion with the individual, that concern should be brought to the attention of the school administration.
- 7. Students must attend school and arrive promptly.** When arriving on campus, students should report

immediately to their assigned classroom or the school playground. Students must attend school and complete all work required at a level that is acceptable by their teacher. For more information, refer to the school attendance requirements.

**8. Telephone Calls.** Students may **not** use their cell phones to receive or make phone calls and/or text messages during class hours. If you need to contact your son/daughter, please phone the front office and the front office personnel will get a message to the student's classroom teacher. Emergency calls from parents will be taken by the front office and the student will be informed immediately. Teachers are available for phone calls before or after school time. If a student uses their phone for any reason, the phone will be taken to the front office and a parent/guardian must come to pick it up. For subsequent infractions, further disciplinary action will be taken.

**9. Medicine at School.** The school office will not administer medicines and prescription drugs unless given permission and instructions by the parent/guardian of the student. If the student is required to take prescription medicine at school, please provide written instructions and the medicine in its original 23 container to the school office. The school will properly dispose of any medications not picked up at the end of the school year.

**10. Toys, Skateboards and Electronic Devices.** To prevent disruption of the learning environment, toys, skateboards, scooters, cell phones, personal electronic games, portable radios, recorders/music players, and all other personal electronic devices are not permitted in the classroom whatsoever. There is no exception to this rule. Disciplinary action will be taken against anyone who violates this policy. If a student has a need for a recorder in class, a note must be obtained from the teacher and the recorder checked in through the school office. **Freedom Academy, Inc. is not responsible for lost or stolen toys and electronic devices.**

**11. Backpacks.** Students are expected to assume full responsibility for the contents of their backpacks/bags; students are discouraged from bringing valuables to school. Backpacks/bags may be subject to random search.

**12. Academic Honesty.** Students are expected to complete their own work on any assignment. Any instance of cheating or plagiarism will be referred to school administration and will result in disciplinary action. Violations of the above or other activities considered inappropriate will result in a failing grade on the assignment and could lead to disciplinary action.

**13. Public Display of Affection (PDA).** The school recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate, intimate behaviors on campus or at school related activities. Students are expected to show good taste and conduct themselves as ladies and gentlemen at all times. Lewd and/or inappropriate displays of Public Affection such as kissing, touching, etc. will not be tolerated and will result in disciplinary action.

**Disciplinary action taken will be determined on an individual basis and the severity of the offense.** The expression of feelings of affection toward others is a personal concern between two individuals and not of others surrounding them. Therefore, let good taste and respect for others be a guideline for appropriate behavior. Being overly affectionate in school is not in good taste and will not be allowed.

**14. Bullying.** Freedom Academy, Inc. maintains strict policies preventing bullying, harassment, and

intimidation. All students, faculty or parents/guardians should notify school administration immediately in the event of any incident of bullying, harassment, or intimidation. Any incident of bullying, harassment, and intimidation brought to the attention of school administration will be looked into and addressed appropriately and expeditiously. Any student found to bully, harass, or intimidate another student from the school will face disciplinary action, up to and including suspension or expulsion from Freedom Academy, Inc. (A.R.S. 15-841) Students who intentionally make a false report of bullying, harassment, or intimidation may also face disciplinary action. (A.R.S. 15-841)

Cyber bullying of any kind is not tolerated whether on campus or off. Cyber Bullying is the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging (IM), personal websites, social medias and online personal pooling web sites, whether on or off school campus to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.

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15. **Alcohol and Drugs.** Alcohol or drug violations on or within 300 feet of school property, at school events, or at any time the student is subject to the school's "good neighbor" policy, will result in disciplinary action by school administration, notification of parents, and possible involvement of the authorities.

16. **Use or Possession of Tobacco on Campus.** Possession of tobacco products on the school campus, buildings, parking lots, playing fields, vehicles, and off campus school sponsored events is a petty criminal offense. Tobacco products include: smoking tobacco (e.g. cigarettes, cigars), smokeless tobacco (e.g. snuff, twist),

cigarette papers, pipes and all types of E-Cigarette or "Vape" products. A person who violates this section (HB2701) IS GUILTY OF A PETTY OFFENSE AND A MAXIMUM FINE OF \$300. (A.R.S. 36-798-03) Parents will be notified. Students will be disciplined. Cumulative violations could result in a formal hearing and long-term suspension recommendation.

17. **The "Good Neighbor" Policy – Student conduct within the school community.** School rules and other reasonable expectations for student behavior are extended to include student conduct while going to and from school. This includes the responsibility to observe traffic and pedestrian laws and the responsibility to act as a good neighbor, respecting the safety, welfare, and property of others while going to and from school. Failure to act as a good neighbor within the school community may result in disciplinary action.

18. **Field Trips.** Each grade will be provided opportunities for educational field trips throughout the school year. Field trips will be planned and requested by teachers and approved by the Site Principal. Students must meet academic and/or behavior expectations to participate in field trips. When planned, permission slips and any information pertaining to the field trip will be sent home for parent/guardian signature. To ensure student safety, verbal permission will not be accepted.

19. **Off Campus Events.** Off campus events are considered an extension of the Freedom Academy, Inc. campus and any violation at an off campus event will be treated as if the violation occurred on campus.

### **Expected Behaviors**

The following student, parent/guardian, and staff expectations are set forth at Freedom Academy, Inc. for the purpose of promoting a supportive and nurturing learning environment:

## ***Student Expected Behaviors***

1. To adhere to the student honor code and code of conduct.
2. To not be disruptive in class or during school activities.
3. To attend school punctually and regularly.
4. To accept and complete school assignments neatly and on time.
5. To be courteous, obedient and respectful to their fellow classmates and all school staff.
6. To take good care of all school books, materials and equipment and agree to pay for any lost or damaged books or equipment.
7. To accept and follow through with assigned consequences for misbehavior.
8. To not bring inappropriate items to school at any time.
9. To be trusted to maintain confidentiality about other students, parents/guardians and staff members.
10. To speak to their teachers about academic and/or social issues any time he/she needs help.

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11. To take pride in the school's appearance and help keep the classrooms, common areas, and school grounds clean.
12. To not exhibit any aggressive physical/sexual behavior toward anyone.
13. To be helpful to other students and staff members.
14. To be dressed in the designated school uniform.
15. To bring their signed student planner daily.

## ***Parent/Guardian Expected Behaviors***

1. To assume legal responsibility for the behavior of my student(s) as determined by law and community practice and to ensure that my student(s) is familiar with the code of conduct and discipline policies.
2. To recognize and embrace my role as having a primary responsibility for the education of my child.
3. To teach my student(s) self-discipline and to treat other students, parents/guardians, and staff members with respect.
4. To make sure my student(s) attends school regularly and that the school receives notification of tardiness and reasons for absences, when a child cannot attend.
5. To work to the best of her/his ability and to provide the necessary materials and a positive home learning environment for the child to succeed in school.
6. To assist my student(s) in a daily reading routine at home.
7. To read and use information sent home by the school and use the school's website to keep informed of the academic topics to be introduced and studied in the classroom.
8. To check my student(s) homework folder/planner nightly and sign the student planner.
9. To have my student(s) prepared for school and arrive on time and picked up on time each day.
10. To make sure my student(s) is dressed in the designated school uniform.
11. To provide for a healthy snack and lunch each school day for my student(s).
12. To be responsible for timely payment of any fees (extended care, after school programs, athletics, field trips, etc.).
13. To provide the school with a current telephone number to be reached during the school day and an email address for school communication.
14. To respond quickly to the school if contacted during the school day.
15. To contact staff or administration with any concerns of major life changes.
16. To obtain visitors pass in the school office before going to my student(s) classroom. (Visitors are required to be dressed appropriately.)
17. To give notice of at least 24 hours for appointments with teachers.
18. To maintain confidentiality about other students, parents/guardians and staff members.
19. To show consideration for the physical property of the school.

20. To attend all conferences scheduled with teachers and staff members.
21. To attempt to advise school staff members at least 1 week in advance of any future absences of my student(s).
22. To cooperate with teachers and staff members to develop strategies to benefit my student(s).
23. To ensure my student(s) abides by the Student Expected Behaviors and Family Handbook.
24. To uphold and understand that nobody has the right to interfere with the learning of others regardless of background, race, gender or age and to uphold the understanding that nobody has the right to impose physical or mental harm on another regardless of background, race, gender or age.
25. To try to attend Governing Board Meetings or read the governing board minutes posted on the website.
26. To thoroughly read the Family Handbook and Student Expected Behaviors and sign the Parent/School Compact.

### ***Staff Expected Behaviors***

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1. To ensure students are familiar with the Family Handbook, Student Expected Behaviors and Discipline Policies.
2. To recognize and embrace my role as having a primary responsibility for the education of our students.
3. To teach the student(s) self-discipline and to treat other students, parents/guardians, and staff members with respect.
4. To model behavior in accordance with school rules and procedures.
5. To work with each student to the best of her/his ability and to provide the necessary materials and a positive learning environment for the child to succeed in school.
6. To show respect for students, parents/guardians, staff members, and school administration.
7. To send home information and use the school's website to keep parents/guardians informed of academic topics to be introduced and studied in the classroom (homework and assignments).
8. To be prepared for school and arrive on time for duty, staff meetings and any other obligations.
9. To make sure students are dressed in the designated school uniform.
10. To work as a team with students, parents/guardians, and staff members for the betterment of each child's education.
11. To maintain communication with school administration regarding any issues that may create difficulties whether it is personal or otherwise.
12. To communicate information about incidents on the day of the incident to the appropriate persons, be they parents/guardians, staff members, or school administration.
13. To let the school office know anytime I will be leaving campus during school hours.
14. To let the school administration know of possible absences, in writing and in a timely manner.
15. To inform at the earliest possible time any staff members that will be affected by my absence.
16. To respond to all emails and other correspondence within 24 hours.
17. To maintain strict confidentiality about students, parents/guardians and staff members.
18. To show respect and consideration for school property.
19. To dress in an appropriate and professional manner following the facility & staff dress code.
20. To cooperate with the Parent/Guardian, staff and administration to develop strategies to benefit the child.
21. To ensure students abide by Our Student's Expected Behaviors and Code of Honor.
22. To uphold and understand that nobody has the right to interfere with the learning of others regardless of background, race, gender or age and to uphold the understanding that nobody has the right to impose physical or mental harm on another regardless of background, race, gender or age.
23. To thoroughly read the Family Handbook including the stakeholder Expected Behaviors.
24. To thoroughly read the Staff Handbook and sign the Staff Compact.

