



Student & Family Handbook

Including the Student Code of Conduct

Superintendent & CEO: Christy Narsi
Principal: Julianne Bjerkestrand
3916 E Paradise Lane Phoenix, AZ 85032
(602) 424-0771
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Table of Contents

1. Welcome and Handbook Overview
2. Who We Are
3. Freedom Academy Community Agreement
4. School Operations
5. Academic Expectations
6. Student Services
7. Uniform, Campus, and Daily Expectations
8. Technology and Personal Devices
9. Student Code of Conduct
10. Code of Conduct Definitions
11. Discipline Framework and Matrix
12. Student Discipline Due Process
13. Bullying, Harassment, Threats, and Safety
14. Parent Concerns and Complaint Resolution
15. FERPA, Legal Notices, and Required Policies
16. Handbook Acknowledgment and Agreement

FREEDOM ACADEMY

★★★ K-8 CHARTER SCHOOL ★★★

Dear Freedom Family,

Whether your family is returning to Freedom Academy or joining us for the first time, we are honored to partner with you in the education and formation of your child.

Together, we are stewarding childhood, shaping minds, strengthening families, and rebuilding trust in what education can and should be.

Freedom Academy exists for a clear and courageous purpose:

Defending childhood.

Reclaiming academic excellence.

Restoring parental trust in education.

These commitments guide how we teach, lead, communicate, discipline, and care for students. Principal Bjerkestrand said it best:

“We want every student to feel *known, valued, and cared for* so they can grow in *Integrity, Honor, and Leadership.*”

This handbook provides clarity about our expectations, procedures, discipline framework, family responsibilities, and school commitments. We ask each family to read it carefully, discuss it with your child, and partner with us in upholding the standards that make Freedom Academy a safe, orderly, respectful, and academically focused school.

We are grateful for the opportunity to serve your family and look forward to the year ahead.

With gratitude,

Christy Narsi

Superintendent & CEO

Freedom Academy

1. Welcome and Handbook Overview

The purpose of this handbook is to provide students and families with one clear source for Freedom Academy's school expectations, operating procedures, Student Code of Conduct, discipline procedures, and required notices. Families are expected to review this handbook carefully with their student and contact school administration with any questions.

2. Who We Are

Freedom Academy Overview

Freedom Academy is a free, public charter school located in Phoenix, Arizona. We exist to develop students in Integrity, Honor, and Leadership by ensuring every child feels Known, Valued, and Cared For.

At Freedom Academy, we believe a strong school culture begins with clear expectations, meaningful relationships, academic excellence, and trust between school and home. We are committed to protecting childhood, strengthening academic achievement, and partnering openly with parents in the education and formation of their children.

The purpose of this handbook is to help each child and family understand the expectations, opportunities, benefits, and responsibilities of being part of Freedom Academy. Please read through the handbook carefully and discuss the expectations and resources with your child.

We are grateful to partner with you and look forward to working together for the success of every student.

Mission Statement

Freedom Academy creates a place where every child can feel Known, Valued, and Cared For—and grow in Integrity, Honor, and Leadership.

Vision Statement

Freedom Academy envisions students who embody Integrity, uphold Honor, demonstrate Leadership, pursue excellence, and carry a deep love of country and a heart for service to others.

Core Values: What We Build in Students

- **Integrity:** Choosing what is true and right, even when no one is watching.
- **Honor:** Treating ourselves and others with dignity, respect, and responsibility.
- **Leadership:** Adding value to others through service, example, and wise choices.

Student Experience: What We Protect for Students

- **Known:** Known by name, strength, and need.
- **Valued:** Reminded that they matter and belong.
- **Cared For:** Seen, supported, and genuinely cared for.

What We Stand For

- **Defending Childhood**

We defend the childhood experience by nurturing an environment free from unnecessary adult pressures, ideological agendas, and influences that compromise student innocence.

- **Reclaiming Academic Excellence**

We pursue academic excellence by knowing each student's strengths and needs, setting high expectations, strengthening instruction, and helping every child grow toward mastery.

- **Restoring Parental Trust in Education**

We build trust by honoring parents as the primary authority in their children's lives, caring well for students and families, communicating transparently, and never encouraging secrecy between children and their families.

Pledge to Parents

Freedom Academy's [Pledge to Parents](#) reflects our commitment to partnership, transparency, student safety, academic excellence, and respect for the role of parents in their children's lives.

3. Freedom Academy Community Agreement

Students, parents/guardians, and staff each have an important role in upholding the shared expectations that help our school remain safe, respectful, orderly, and focused on learning. This agreement is intended to clarify responsibilities and support a strong partnership between home and school.

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 school-related issues any time he/she needs help.
 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.
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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 Student & 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 Student & Family Handbook and Student Expected Behaviors and sign the Parent/School Compact.
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Staff Expected Behaviors

1. To ensure students are familiar with the Student & 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 Student and Family Handbook including the stakeholder Expected Behaviors.

24. To thoroughly read the Employee Handbook and sign the Staff Compact.

4. School Operations

Admission and Attendance Policies

Freedom Academy, Inc. is an open enrollment charter school. 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.
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.

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:

1. The students' immunization records or state approved waiver'
2. Birth certificate, or other acceptable documentation

The school's front office personnel 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 our front office personnel.

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.

Regular Days: 8:00AM to 3:00 p.m. | Early Release Days: 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.

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 the MSB Kids After School program and/or extracurricular programs.

Students who are not picked up by their designated pick up time will be sent to the MSB Kids After School program. There is 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.

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.

Freedom Academy monitors attendance closely and may begin intervention before a student reaches the legal definition of habitual truancy or excessive absences. Interventions may include parent notification, attendance conferences, written attendance plans, documentation requirements, referral to an attendance officer, and other action consistent with Arizona law and school policy.

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.

Absences

Parents or guardians may excuse up to three (3) consecutive school days due to illness. A healthcare provider's note is required beginning with the fourth (4th) consecutive day of illness before additional absences will be considered excused. Absences from school at Freedom Academy, like other schools in the state of Arizona, are 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
 4. Date of return to school.
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Tardiness to School

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

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

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.

5. Academic Expectations

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 curriculum promotes academic, physical, character, and ethical growth. Our dedicated faculty works to develop students who are confident, responsible, respectful, and prepared to lead with integrity. Inside and outside the classroom, students are encouraged to pursue excellence, take responsibility for their choices, treat others with honor, and develop the habits necessary for lifelong learning and citizenship.

As required by Arizona law, Arizona State Standards serve as the foundation for instruction in the core academic areas. Each student is given the opportunity to master grade-level standards and grow in knowledge, skill, and understanding. The objective of the school curriculum is to equip students with the knowledge necessary to succeed in life, prepare them for future academic opportunities, inspire a lifelong love of learning, and foster responsible citizenship. The curriculum is designed to provide a balanced, well-rounded education with a strong emphasis on literacy, critical thinking, character formation, and academic excellence.

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. 5th and 8th 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. These assessments measure academic

growth in math and reading across all grade levels, 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 general development. 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 subject** (Language Arts, Mathematics, Science, or Social Studies) for the school year may be required to repeat the grade to achieve grade-level proficiency.

Students who fail **more than one core subject** may not be promoted and may be required to repeat the grade.

Eighth-grade students must meet these promotion requirements before advancing to high school. Students who fail one core subject may be required to repeat eighth grade.

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 31st 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.

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)

6. Student Services

Student Services

Freedom Academy is committed to meeting the diverse academic, behavioral, social, and emotional needs of every student. We provide a continuum of student support services, including Special Education, English Learner (EL) services, intervention programs, and other instructional support as appropriate. These services are designed to ensure that all students have equitable access to a high-quality education and opportunities for academic success in accordance with F.A.P.E. (Free Appropriate Public Education).

Our teachers are committed to teaching all students, regardless of their individual learning needs or academic challenges. Through differentiated instruction, flexible grouping, targeted interventions, accommodations, and appropriate supports, teachers provide learning experiences that help every student grow. Specialized staff collaborate with classroom teachers to ensure students receive the services and supports outlined in individualized education plans while remaining active participants in the school community whenever appropriate.

Freedom Academy recognizes that every student learns differently. Instruction is designed to meet students where they are academically and to provide appropriate levels of challenge and support so that each student can reach their full potential.

Beliefs and Expectations

1. Every student is capable of learning, growing, and achieving high academic standards when provided with appropriate instruction, support, and encouragement.
 2. Classroom teachers are responsible for providing quality instruction to all students through differentiated teaching practices that address a wide range of learning styles and academic needs.
 3. Student support personnel—including Special Education, English Learner (EL), intervention, and other staff—partner with classroom teachers to provide services, accommodations, and instructional supports that help students access the curriculum and make meaningful progress.
 4. Teachers use a variety of evidence-based instructional strategies to meet the needs of all learners. These may include flexible grouping, cooperative learning, project-based learning, small-group instruction, targeted intervention, enrichment opportunities, independent learning, learning centers, and differentiated assignments and assessments.
 5. Student progress is monitored regularly to inform instructional decisions and ensure that interventions and supports are responsive to each student's academic growth and individual needs.
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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

Freedom Academy recognizes that students have unique physical, intellectual, and cognitive needs and seeks to help every student reach his or her potential.

Newly enrolled students participate in a 45-day screening process to monitor for possible physical, cognitive, or emotional disabilities. If a student enrolls with active or expired special education documentation, records are provided to the special education coordinator. When records or observations indicate a possible need for support, the special education teacher may consult with staff and the parent/guardian regarding next steps.

Parents/guardians may request, at no cost, an evaluation if they believe their student is not benefiting from general education services. The special education coordinator and administration will review the request and respond in accordance with the Individuals with Disabilities Education Act. If an evaluation is warranted, results will be provided within 60 calendar days of the written request. A request does not guarantee an evaluation; Arizona law requires that each request be considered.

Eligible students will receive services in the least restrictive environment to the maximum extent possible, with full implementation of their Individualized Education Program. Services may include accommodations, modifications, small group instruction, scheduling options, and consultative support from the certified special education teacher.

7. Uniform, Campus, and Daily Expectations

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 (ISS) until appropriate dress is provided by the parent/guardian.

THE APPROVED SCHOOL UNIFORM IS AS FOLLOWS:

Dress Code and Uniform Requirements

Students must wear the approved Freedom Academy uniform unless administration has approved a non-uniform day or exception.

Uniform Tops

Students may wear only a red or navy Freedom Academy polo or t-shirt with the school logo ordered from Brisk Apparel. Solid red, white, or navy undershirts may be worn. Shirts do not need to be tucked in but must fit appropriately, cover the midriff when arms are raised, and may not be oversized, too tight, or show undergarments.

School-issued athletic jerseys may be worn on game days only, with an undershirt.

Uniform Bottoms

Students may wear dark navy or khaki uniform-style pants, walking shorts, skirts, culottes, or jumpers. Bottoms must fit appropriately. Pants may not drag or cover shoes. Shorts and skirts must be to the knee; the fingertip rule does not apply. Slits are not permitted.

Athletic wear, including fleece, spandex, nylon, windbreaker material, oversized/baggy bottoms, and loose-fit pants or shorts are not permitted. Belts are not required.

Solid navy, black, red, or white leggings/tights may be worn under skirts, skorts, or dresses.

Sweaters and Sweatshirts

Students may wear solid navy, white, or red sweaters, sweatshirts, or sweater vests, or Freedom Academy logo sweatshirts from Brisk Apparel. They must fit appropriately and may not be oversized, cropped, or contain graphics, screen prints, or messages. Hoods may not be worn inside. Outerwear may not be worn outside on hot days of 90 degrees or above.

Shoes and Socks

Shoes must be closed-toe and closed-heel. Crocs, heels, platforms, wheels, lights, noise-making shoes, or distracting shoes are not permitted. Any color socks are allowed.

Not Permitted

The following are not permitted:

- Hats, caps, or hoods inside the building or during Flag Salute

- Vulgar, lewd, obscene, or inappropriate messages on clothing, hats, backpacks, notebooks, jewelry, buttons, or accessories
- Temporary or permanent tattoos
- Facial piercings
- Hairstyles that create a safety/health hazard or interfere with the school environment

Hair must be neat, clean, and well-groomed. Administration determines compliance with dress code standards.

Spirit Fridays, Field Trips, and Non-Uniform Days

On Fridays, students must wear approved uniform tops or approved Freedom Friday shirts. Field trip dress requirements will be communicated by the school.

On approved non-uniform days, clothing must still meet Freedom Academy standards. Tops may not expose the chest, abdomen, back, or midriff. Tank tops, spaghetti straps, tube tops, backless apparel, biker shorts, torn/cut garments, inappropriate logos or slogans, skulls, guns, profanity, alcohol, tobacco references, and ripped jeans are not permitted. Shorts, skirts, and skorts must be to the knee. Jeans may be worn only on free dress days. Shoes must remain closed-toe and closed-heel; Crocs are not permitted.

Violations

Students who violate the dress code may be sent to the office, required to call home for proper clothing, changed into school-provided clothing, or restricted from activities if clothing or shoes create a safety concern.

Administration has final authority on all dress code issues.

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.
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Athletic Program

Freedom Academy athletics are co-curricular and designed to support academic success, character development, teamwork, competitiveness, and good sportsmanship. Student athletes are expected to represent Freedom Academy with integrity on and off the field or court.

Students in grades 5–8 may participate in interscholastic sports through the Canyon Athletic Association of Arizona. To participate in athletics, students must complete the required athletic packet, provide proof of insurance, and submit a passed physical examination for practices and games.

Student athletes must maintain a **cumulative C average in core classes, and may have no F's in a core class.**

Grades are checked each Friday for eligibility the following week. A student with grades below a C average, or an F in any core class is placed on athletic probation and may not play in games or participate in practice until the grades have been raised to a C average with no F's. Student athlete eligibility will be discussed by administration, the classroom teachers, and the athlete, before they are able to return to practice and competition. Student athletes are also expected to represent Freedom Academy with good citizenship and respectful behavior in the classroom as well as campus wide, and will be held to this standard of conduct in order to participate in practices and games. This same standard applies to participating in practices and games. If a student athlete doesn't live up to this standard in the classroom, on campus, during practice, or during a game, suspension or removal from the team may be considered.

It is the athlete's responsibility to complete grade checks and obtain required teacher signatures on time, to ensure they are eligible to participate, based on grades as well as behavior.

Volunteering

Freedom Academy welcomes family and community volunteers while maintaining a safe campus environment.

All volunteers, including field trip volunteers, must have a valid Arizona Fingerprint Clearance Card before volunteering. Fingerprint Clearance Cards are issued through the Arizona Department of Public Safety and may take four to six weeks to receive.

Volunteer training is offered throughout the school year. Training dates will be shared through the weekly parent email, school communications, and official school social media.

Emergency Procedures

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

Student Illness, Injury, and Emergencies

Minor scrapes and bruises may be treated by the school health aide, and visits to the health office are documented.

For more serious injuries or accidents, the school may complete an Incident Report Form and take appropriate action, which may include:

- Providing immediate first aid
- Contacting the parent/guardian to pick up the student for medical care
- Contacting emergency contacts if the parent/guardian cannot be reached
- Calling emergency medical services when immediate medical attention is needed

In an emergency, Freedom Academy may contact emergency medical services before contacting the parent/guardian. When a student is transported for emergency care, a staff member will accompany the student and remain with the student until a parent/guardian arrives.

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

Whenever possible, medication should be given at home. Medication may be administered at school only when necessary and only with written parent/guardian consent on file.

All medication, including prescription and over-the-counter medication, must be brought to the front office/health office before school by a parent/guardian and stored by the school. Students may not keep medication with them unless specifically authorized by school administration and applicable health procedures.

Prescription Medication

Prescription medication must be provided in the original pharmacy-labeled container and include the student's name, medication name, dosage, directions for use, physician's name, and expiration date. Parents/guardians should request a duplicate bottle from the pharmacy for school use when needed.

Any change to the original prescription must be verified by the physician through a new prescription or written/faxed documentation. If medication is to be given as needed, physician instructions may be required.

Prescription medication kept at school may not exceed a 30-day supply.

Over-the-Counter Medication

Over-the-counter medication may be administered only when necessary, must be provided by the parent/guardian, and requires a signed school permission form. Freedom Academy does not keep medication on hand for student use.

Improperly Labeled Medication

Medication that is not in the original container or is not properly labeled will not be administered. A parent/guardian must pick it up within one week, or it may be destroyed.

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.

Condition / Situation	When Student Must Stay Home	When Student May Return / Required Action
Colds / Flu	Stay home with an excessive runny nose, excessive coughing, temperature at or above 100°F, or if too uncomfortable to function at school.	May return when symptoms improve and the student can participate comfortably at school.
COVID	Parent/guardian must notify the office if a student tests positive for COVID or has had direct contact with someone who tested positive.	The office will provide further instructions.
Fever	Stay home with a temperature at or above 100°F.	May return after being fever-free, less than 100°F, without fever-reducing medication for at least 24 hours.

Rash	Stay home with any undiagnosed skin rash.	May return when the rash is gone or with a doctor's note stating the diagnosis and clearing the student to return.
Vomiting	Stay home if vomiting has occurred within the past 24 hours. If vomiting occurs at school, the student will be sent home.	May return after being free from vomiting for at least 24 hours.
Diarrhea	Stay home if diarrhea occurs two or more times in one day.	May return when diarrhea has subsided and no other signs of illness are present.
Strep Throat	Stay home if there is a positive throat culture.	May return after being treated with antibiotics for 48 hours.
Ear Infection	Should be evaluated by a physician if complaining of ear pain.	May return based on physician guidance and when able to participate at school.
Eye Infection / Conjunctivitis	Redness, drainage, or watering of the eyes requires assessment to determine the cause, including possible pink eye or eye injury.	Eyes must be clear, or the student must be treated with prescription medication for at least 24 hours before returning.
Chicken Pox	Notify the school nurse if your child has chicken pox.	May return after all blisters are dried and crusted over.
Head Lice	Must be treated with shampoo or as recommended by a doctor/pharmacy.	May return when hair is egg- and nit-free.

Communicable Disease	Notify school administration if a student contracts a communicable disease, such as strep throat, chicken pox, or conjunctivitis.	The school may notify families of possible exposure as appropriate.
Allergies / Illnesses / Health Conditions	Notify school administration of any allergy, illness, or health condition that may affect student performance or safety at school.	The school will use this information to support the student appropriately.
Serious Injuries / Surgeries	Notified school when a student has sustained a serious injury or had surgery.	A physician's note must describe any limitations, special needs, assistive devices, or activity restrictions before the student returns.
School Injuries	The nurse, health clerk, or other school staff will assess the injury and administer first aid.	Parents will be notified as soon as possible by phone and/or written note regarding the type and status of the injury.

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.

In accordance with Arizona law, students must provide proof of all required immunizations for their age and grade level before attending school or submit a valid Arizona exemption. Required immunizations include DTaP/Tdap, Polio, MMR, Hepatitis B, Varicella (or documented history of disease), and any other immunizations required by the Arizona Department of Health Services (ADHS).

The school must maintain one of the following for each student:

- Official immunization records;
- A valid medical exemption completed by an authorized healthcare provider; or
- A valid Arizona Personal Beliefs Exemption form

School Lunch Program

Immunization Rights and Requirements

Arizona law requires schools to maintain immunization records for enrolled students. A student may attend school when the school has received either proof of required immunizations or a completed exemption form permitted by Arizona law.

Parents/guardians have the right to submit an applicable immunization exemption in accordance with Arizona law. Arizona allows a personal beliefs exemption, a medical exemption, or documentation of adequate immunity when applicable. Medical exemptions must be completed by an authorized medical provider on the required form.

Exemption forms must be completed and submitted to the school before the student may attend without documented immunization.

Freedom Academy respects the rights and responsibilities of parents/guardians regarding their child's health decisions and will follow Arizona law, Arizona Department of Health Services requirements, and applicable school health procedures. Parents/guardians with questions about immunization requirements or exemptions should contact the Arizona Department of Health Services.

8. Technology and Personal Devices

Cell Phone Free Campus

To support academics and in-person interaction, Freedom Academy is a **cell phone-free campus** during the school day.

Personal digital devices, including cell phones, AirPods, earbuds, smartwatches, and other internet-connected accessories, may not be used during the school day unless authorized by administration. Students must turn off and secure devices according to school procedure during arrival, and devices must remain secured and unused until dismissal.

Freedom Academy is not responsible for lost, stolen, or damaged personal devices.

Students who need to make an emergency call should request permission to use the front office phone.

Parents/guardians who need to reach a student during the school day should call the front office.

Device misuse, including cheating, bullying, harassment, unauthorized recording or photographing, unauthorized communication, disruption, or refusal to secure a device, may result in discipline under the Student Code of Conduct.

9. Student Code of Conduct

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.

Teacher Authority

Teachers shall have the authority to maintain discipline and order within their classrooms to ensure effective teaching and learning. Teachers shall address unruly behavior promptly and proportionately, promoting a respectful and focused learning atmosphere. Teachers may implement discipline that includes verbal warning, redirection, private discussions, and parental involvement as needed.

Teachers shall maintain accurate and objective records of behavior punishable under this policy, interventions, and consequences. Teachers should provide details of the behavior, date, time, location, individuals involved, actions taken by the teacher to address the behavior, consequences administered, parent communication regarding the incident, and any follow-up actions taken. This documentation shall be shared with relevant school staff and administrators as needed. Records may be kept electronically or in hard copy, in accordance with school policies.

The district shall provide teachers with resources and professional development opportunities to enhance their classroom management skills. Teachers shall have access to guidance from administrators to address challenging behavior effectively.

Actions of Superintendent & Principal

Superintendent and principal must respond to behavior outlined in this policy. Take action against a student in accordance with this policy, the building principal or other administrator shall provide parental notification.

If a teacher removes a student from class due to behavior outlined in this policy, before a return to class, the building dean or superintendent will administer appropriate corrective action in accordance with the behavior code

outlined in this policy and in the applicable Family and Student Handbook. If a student violates the expectations for behavior as outlined in this policy either in a way that is severely disruptive to the classroom or multiple times, then personnel shall take one of the following actions: Impose before-school detention, lunch/recess detention, after-school detention, or in-school suspension. Additional in-school discipline alternatives to out-of-school suspension may be offered at the discretion of the principal for inappropriate conduct pursuant to policy.

Parent Notification

Parents will be notified by the building principal or other administrator if Freedom Academy personnel takes action against a student in accordance with this policy. No student is to be detained after the close of the regular school day unless the student's parents have been contacted and informed that the student will be detained. Notification to the parent is the responsibility of Freedom Academy personnel and should be made prior to pick up line. If a parent cannot be contacted, the child should be detained on another day.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

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.

10. Student Discipline Due Process

Student Discipline Due Process

Freedom Academy will provide students with appropriate due process before imposing disciplinary consequences, consistent with applicable law and school policy.

Short-Term Suspension

A short-term suspension is the removal of a student from school or class for disciplinary reasons for a period of up to and including ten (10) school days. Before imposing a short-term suspension, school administration shall notify the student of the concern or charge, provide an explanation of the evidence known at that time, and give the student an opportunity to deny or explain the concern. If school administration decides to proceed with a short-term suspension, the parent/guardian will be notified by telephone when possible and in writing. The notice shall describe the incident and the disciplinary action. A parent/guardian may request a conference with school administration to discuss the suspension and ask questions.

Long-Term Suspension or Expulsion

A long-term suspension is the removal of a student from school for disciplinary reasons for more than ten (10) school days. Expulsion is the permanent removal of a student from school for disciplinary reasons. When school administration determines that a student's conduct may warrant long-term suspension or expulsion, the following procedure will be followed:

1. The student may be removed from class or school as needed to preserve safety and order.
2. The student shall be informed of the concern or charge and the evidence for the concern or charge, and the student shall have an opportunity to explain his or her side of the events.
3. The parent/guardian shall be notified promptly, in person or by telephone when possible.
4. The school shall provide written notice to the student and parent/guardian that a disciplinary hearing may be commenced. The notice shall describe the incident, identify the possible disciplinary action, and state the date, time, and place of the hearing.
5. At the hearing, the student and parent/guardian may present information, respond to the concern or charge, ask questions under the procedures established for the hearing, and be represented by counsel or another representative at their own expense.
6. The school shall maintain a record of the hearing and issue a written decision after the hearing.
7. Any appeal shall follow the process established by Freedom Academy policy and the Governing Board.

Students with Disabilities

For students with an Individualized Education Program (IEP), Section 504 Plan, or a student for whom the school has knowledge of a disability, Freedom Academy will follow applicable federal and state requirements before imposing disciplinary removals that require additional procedural protections.

11. Bullying, Harassment, Threats, and Safety

The following school rules and procedures are retained from Freedom Academy's current Code of Conduct/discipline practices.

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:

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). Students are expected to conduct themselves appropriately while on campus and at school-sponsored activities. Excessive or inappropriate displays of affection, including kissing or intimate physical contact, are not permitted and may result in

disciplinary action. Conduct involving sexual harassment, inappropriate touching, indecent exposure, or other forms of sexual misconduct is addressed under the Sexual Misconduct and Indecent Exposure policy below.

14. Sexual Misconduct and Indecent Exposure. Freedom Academy, Inc. is committed to maintaining a safe and respectful learning environment for all students. Sexual misconduct of any kind is prohibited. This includes, but is not limited to, sexual harassment, unwanted or inappropriate touching, inappropriate sexual comments or gestures, consensual sexual activity, possession or distribution of sexually explicit material, and intentional exposure of private body parts (indecent exposure). Any incident of sexual misconduct will be investigated promptly and may result in disciplinary action up to and including suspension, expulsion, notification of parents or guardians, and referral to law enforcement when appropriate.

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 expediently. 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.

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.

Discipline Framework

Freedom Academy believes discipline should be consistent, fair, and designed to maintain a safe, orderly learning environment. Students are expected to follow school rules, respect staff authority, treat others appropriately, and take responsibility for their choices.

Discipline generally falls into two categories: **Teacher-Managed Behaviors** and **Office-Managed Behaviors**. This framework helps students and families understand when behavior is typically handled by the classroom teacher or supervising staff member and when it may require administrative involvement.

Administrators will consider the nature of the misconduct, the student's age and developmental level, prior disciplinary history, intent, the impact on others, and any safety concerns when determining an appropriate consequence.

- Teacher-managed behaviors are minor behaviors that are usually addressed first by the classroom teacher or supervising staff member unless the behavior becomes severe, repeated, or unsafe.
- Office-managed behaviors require administrative involvement because they significantly disrupt learning, threaten safety, violate school policy, or continue after prior intervention.
- Some behaviors require immediate administrative action because they create a serious or immediate safety concern, regardless of prior disciplinary history.

Category	Examples	Possible Responses / Consequences
Teacher-Managed Behaviors	Talking out of turn; off-task behavior; minor disruption; dress code violations; minor disrespect; talking back/back-talk; refusal to remain seated; lack of classroom supplies; food or drinks in unauthorized areas; minor technology misuse; other low-level classroom behaviors	Verbal redirection; student conference; seat change; reflection activity; parent contact; loss of classroom privilege; lunch detention; recess detention for K-4; documentation
Office-Managed Behaviors	Repeated defiance; fighting; aggressive physical behavior; threats or intimidation; bullying; harassment; theft; vandalism; drugs, alcohol, or tobacco; weapons or dangerous objects; profanity or obscenity; refusal to report to the office; repeated classroom removals; indecent exposure or sexual misconduct; other serious violations of the Code of Conduct	Parent conference; behavior contract; in-school suspension; out-of-school suspension; long-term suspension; expulsion
Behaviors That May Result in Immediate Removal from School	Credible threats of violence; threats to kill or seriously injure another person; assault resulting in injury; possession of a weapon; bringing a firearm to school; selling or distributing illegal drugs; sexual assault; bomb threats; arson; any behavior that creates an immediate and significant risk to the safety of students or staff	Immediate removal from class; emergency removal from campus; suspension; recommendation for long-term suspension; recommendation for expulsion; referral to law enforcement

Repeated or escalating teacher-managed behaviors may result in an Office Discipline Referral.

Administrative Discipline Levels

The following levels are used by Freedom Academy administrators when determining appropriate consequences for violations of the Code of Conduct. These levels are intended to provide consistency and guidance while preserving administrative discretion.

Level	Administrative Response	Description
1	Conference / Warning / Detention	May include a student conference, parent contact, teacher conference, administrator conference, verbal warning, loss of privilege, lunch detention, recess detention for K-4, or after-school detention for grades 5-8.
2	In-School Suspension (ISS)	The student may be assigned to one or more days of ISS under the supervision of a Freedom Academy employee and separate from the general student population.
3	Out-of-School Suspension (OSS), 1-3 Days	The student may be suspended from school and school-sponsored activities for one to three school days.
4	OSS, 4-9 Days	The student may be suspended from school and school-sponsored activities for four to nine school days.
5	OSS, 10 Days with Return Conditions	The student may be suspended for ten school days. Return to school may require a parent conference, behavior contract, re-entry meeting, or other conditions determined by administration.
6	Long-Term Suspension or Expulsion	The student may be recommended for long-term suspension or expulsion, subject to applicable due process requirements.

Administrative Discipline Matrix

This matrix is provided so students and families understand the general range of responses that may apply to violations of the Code of Conduct. The matrix is not automatic or exhaustive. Freedom Academy may assign a higher or lower consequence when warranted by the facts, student age, intent, severity, prior history, safety concerns, legal requirements, or impact on the school environment.

Behavior	Usually Teacher-Managed	Office Referral When	Possible Administrative Level
Attendance / Tardiness	Limited	Repeated, excessive, or truancy concern	Level 1; attendance intervention as applicable
Dress Code	Yes	Repeated violations or refusal to comply	Level 1-2
Talking / Off-Task Behavior	Yes	Repeated after intervention or substantially disruptive	Level 1-2
Minor Classroom Disruption	Yes	Repeated, escalating, or refusal to comply	Level 1-3
Generally Disruptive Behavior	Yes	Repeated, severe, unsafe, or substantially disruptive	Level 1-4
Insubordination	Limited	Repeated or direct refusal of staff direction	Level 1-4
Refusal to Report to Office	No	Immediate	Level 2-5
Profanity / Obscenity	Limited	Directed at staff/student, repeated, or severe	Level 1-4
Aggressive Physical Contact	No	Immediate	Level 2-6

Fighting	No	Immediate	Level 3-6
Threats / Intimidation	No	Immediate	Level 3-6; threat assessment may be required
Bullying / Harassment	No	Immediate	Level 2-6
Theft	No	Immediate	Level 2-6; restitution may be required
Vandalism	No	Immediate	Level 2-6; restitution may be required
Medication Violation	No	Immediate	Level 2-6
Misrepresentation / Lying / Forgery	Limited	Repeated or serious	Level 1-4
Personal Property Violation	Yes/Limited	Repeated, unsafe, disruptive, or refusal to comply	Level 1-3
Inappropriate or Violent Material	No	Immediate	Level 2-6
Weapons / Dangerous Objects	No	Immediate	Level 4-6
Alcohol / Tobacco / Drugs	No	Immediate	Level 4-6

Bomb Threat	No	Immediate	Level 6
Breaking and Entering / Burglary	No	Immediate	Level 4-6
Extortion	No	Immediate	Level 4-6
False Alarm	No	Immediate	Level 4-6
Firearms	No	Immediate	Level 6
Food / Beverages	Yes	Repeated violations or refusal to comply	Level 1-2
Gambling	Limited	Repeated, disruptive, or serious	Level 1-4
Computer / Internet Misuse	Limited	Repeated, unsafe, serious, or policy violation	Level 1-6
Counterfeit Currency	No	Immediate	Level 3-6
Refusal to Allow Search	No	Immediate	Level 2-6
Robbery	No	Immediate	Level 6
Sexual Offenses	No	Immediate	Level 3-6

Trespassing	No	Immediate	Level 2-6
Unsafe Action	Limited	Unsafe, repeated, or serious	Level 1-5
Use of Fire	No	Immediate	Level 4-6

Code of Conduct Definitions and Rule Categories

The following definitions and rule categories explain conduct that violates Freedom Academy's Code of Conduct. These categories are intended to help students and families understand school expectations and the types of behavior that may result in disciplinary action.

The examples listed are not exhaustive. Freedom Academy may address any behavior that disrupts learning, threatens safety, interferes with school operations, damages property, violates school policy, or negatively affects the school environment.

Consequences are determined according to the Discipline Framework, Administrative Discipline Levels, and Administrative Discipline Matrix. Repeated, severe, unsafe, or substantially disruptive behavior may result in an Office Discipline Referral and administrative consequences.

1. Attendance, Tardiness, and Class Cutting

Students are expected to attend school each day, arrive on time, and report to all assigned classes and locations as directed.

Attendance violations may include, but are not limited to:

- Tardiness
- Excessive tardiness
- Unexcused absences

- School cutting
- Class cutting
- Leaving campus without permission
- Failure to report to an assigned class or location
- Failure to follow attendance procedures

Attendance concerns may result in parent contact, detention, attendance letters, attendance contracts, truancy intervention, referral to appropriate authorities, or other action permitted by law and school policy.

2. Dress Code and Uniform Violations

Students are expected to wear the appropriate Freedom Academy uniform and follow all dress code requirements unless an exception is approved by school administration.

Dress code violations may include, but are not limited to:

- Wearing clothing that does not meet uniform requirements
- Wearing prohibited outerwear, accessories, or footwear
- Wearing clothing that is distracting, unsafe, or inappropriate for school
- Refusing to correct a dress code violation when directed
- Repeated dress code violations

Dress code concerns are typically addressed first by staff correction, parent contact, and an opportunity to correct the violation when appropriate. Repeated violations or refusal to comply may result in administrative consequences.

3. Generally Disruptive Behavior

Disruption means behavior that interrupts instruction, interferes with school operations, distracts other students from learning, or prevents staff from maintaining an orderly environment.

Disruptive behavior may include, but is not limited to:

- Chronic talking
- Throwing objects
- Horseplay or teasing
- Refusing to remain seated
- Rude or unnecessary noises

- Leaving class, the building, or an assigned area without permission
- Chronic lack of supplies
- Other behavior that disrupts or interferes with educational activities or the school environment

Generally disruptive behavior is typically teacher-managed at first unless it is repeated, severe, unsafe, or substantially disruptive.

4. Insubordination, Defiance, and Refusal to Follow Direction

Insubordination or defiance means refusing to follow a reasonable direction from a staff member or intentionally interfering with a staff member's ability to supervise students or maintain order.

Insubordination may include, but is not limited to:

- Walking away while a staff member is speaking
- Talking back in a rude or disrespectful manner
- Refusing to follow a staff member's direction
- Refusing to complete assigned work during class
- Refusing to report to the office when directed
- Refusing to serve detention or another assigned consequence
- Encouraging others not to comply with staff direction
- Repeatedly challenging staff authority in a disruptive manner

Minor or first-time incidents may be addressed by staff. Repeated, direct, or serious refusal to comply may result in an Office Discipline Referral.

5. Aggressive Physical Action and Fighting

Aggressive physical action means physical contact or behavior that is hostile, unsafe, threatening, or intended to provoke or harm another person, even when it does not rise to the level of a fight.

Aggressive physical action may include, but is not limited to:

- Hitting
- Biting
- Spitting
- Shoving
- Kicking

- Grabbing
- Tripping
- Throwing objects at another person
- Getting in another person's face in a threatening manner
- Physical horseplay that becomes unsafe or aggressive
- Any physical contact intended to harm, provoke, intimidate, or escalate a conflict

Fighting means mutual physical aggression between two or more students. A student may be disciplined for fighting even if the student did not start the conflict, unless administration determines the student's actions were limited to reasonable self-defense.

Fighting may include, but is not limited to:

- Hitting
- Punching
- Kicking
- Slapping
- Wrestling
- Tackling
- Pushing with intent to fight
- Continuing physical contact after being directed to stop

Aggressive physical action and fighting are generally office-managed because they involve safety and the risk of escalation.

6. Profanity, Obscenity, and Inappropriate Language or Gestures

Profanity or obscenity means the use of vulgar, offensive, sexually explicit, degrading, or abusive language, gestures, images, or materials.

Violations may include, but are not limited to:

- Swearing
- Obscene gestures
- Vulgar drawings or images
- Sexual language, jokes, gestures, or noises
- Profanity directed at another student, staff member, or visitor
- Language that disrupts the learning environment
- Written, verbal, visual, or electronic use of obscene or offensive material

Minor inappropriate language may be addressed by staff. Language that is directed, repeated, threatening, sexual, harassing, degrading, or substantially disruptive may result in an Office Discipline Referral.

7. Bullying

Bullying means repeated acts over time that involve a real or perceived imbalance of power and are intended to harm, intimidate, embarrass, exclude, or control another student. Bullying may be physical, verbal, written, social, emotional, or electronic.

Bullying may include, but is not limited to:

- Threatening or intimidating another student
- Repeated teasing, mocking, or name-calling
- Spreading rumors
- Social exclusion intended to harm or humiliate
- Physical aggression
- Cyberbullying or electronic harassment
- Encouraging others to target, exclude, or mistreat a student

Bullying is office-managed and may result in investigation, parent contact, safety planning, administrative consequences, and other action as appropriate.

8. Harassment, Cyberbullying, Threats, and Intimidation

Harassment means unwelcome conduct directed toward another person that is severe, persistent, repeated, or pervasive enough to interfere with a student's ability to feel safe, participate in school, or benefit from the educational environment.

Harassment may occur in person, in writing, through electronic communication, through social media, or through another person.

Harassment may include, but is not limited to:

- Repeated unwanted messages, calls, texts, or online contact
- Repeated unwanted electronic communication, including texting or messaging another student at inappropriate hours, after being told to stop, or in a manner that causes distress or disrupts the school environment
- Insults, slurs, mocking, or degrading comments

- Threatening, intimidating, or humiliating conduct
- Unwanted comments about a person's body, appearance, family, disability, race, religion, sex, or other protected status
- Repeated attempts to contact a student after being told to stop
- Conduct that continues outside of school but affects the school environment

Cyberbullying or electronic misconduct means using technology to threaten, harass, intimidate, embarrass, target, impersonate, exclude, or mistreat another student or staff member.

Cyberbullying or electronic misconduct may include, but is not limited to:

- Text messages
- Group chats
- Social media posts
- Direct messages
- Emails
- Photos or videos
- Memes
- Fake accounts
- Screenshots
- Shared private information
- Repeated unwanted electronic contact

A threat means any verbal, written, physical, or electronic statement, gesture, image, or action that communicates an intent to cause harm, injury, damage, or fear. A threat may be direct, indirect, conditional, joking, implied, or made through another person.

Intimidation means conduct intended to frighten, pressure, silence, control, or force another person to do something against their will.

Threats and intimidation may include, but are not limited to:

- Threatening to hurt another student or staff member
- Threatening to bring a weapon to school
- Threatening to damage property
- Threatening retaliation
- Posting or sending threatening images, messages, or symbols
- Encouraging someone else to threaten or harm another person
- Using size, numbers, social pressure, or reputation to scare another student
- Pressuring a student not to report misconduct

Bullying, harassment, cyberbullying, threats, and intimidation are office-managed behaviors.

9. Theft, Vandalism, and Property Damage

Theft means taking, using, hiding, or possessing property that does not belong to the student without permission.

Theft may include, but is not limited to:

- Taking another student's belongings
- Taking school property
- Taking staff property
- Keeping found property instead of turning it in
- Using another person's property without permission
- Hiding another person's property
- Participating in or assisting another student with theft
- Possessing stolen property

Vandalism or property damage means damaging, destroying, defacing, or misusing school property or another person's property.

Vandalism or property damage may include, but is not limited to:

- Writing on desks, walls, bathrooms, books, or school materials
- Breaking or damaging school property
- Damaging another student's belongings
- Damaging technology or equipment
- Misusing school materials or facilities
- Participating in or encouraging property damage
- Creating damage or mess that requires repair, replacement, or cleaning beyond ordinary use

Theft, vandalism, and property damage are generally office-managed. Restitution may be required.

10. Medication, Drugs, Alcohol, Tobacco, Vaping, and Prohibited Substances

Students may not possess, use, share, sell, distribute, or misuse medication at school except as authorized by school policy and administered according to school procedures.

Medication violations may include, but are not limited to:

- Possessing medication without authorization

- Sharing medication with another student
- Taking medication in a way not authorized by school procedures
- Possessing another person's medication
- Selling or attempting to distribute medication
- Misusing prescription or over-the-counter medication
- Failing to follow health office procedures for medication

Drug, alcohol, tobacco, and vape-related misconduct includes possession, use, distribution, sale, sharing, or being under the influence of prohibited substances or related items.

Violations may include, but are not limited to:

- Alcohol
- Illegal drugs
- Controlled substances
- Marijuana or THC products
- Prescription or over-the-counter medication used improperly
- Vape pens or cartridges
- Tobacco products
- Drug paraphernalia
- Look-alike substances
- Sharing or attempting to distribute prohibited substances

Medication, drug, alcohol, tobacco, vaping, and prohibited substance violations are office-managed because they involve student health, safety, and legal concerns.

11. Weapons, Dangerous Objects, Firearms, and Look-Alike Weapons

A weapon or dangerous object means any item that is used, displayed, possessed, or intended to be used to threaten, intimidate, injure, or cause harm.

Weapons or dangerous objects may include, but are not limited to:

- Firearms
- Knives
- Explosives
- Ammunition
- Look-alike weapons
- Toy weapons used in a threatening way
- Sharp objects

- Tools used as weapons
- Objects brought or used to threaten, intimidate, or harm others

Students may not possess, use, display, threaten to use, or bring to school any weapon, look-alike weapon, firearm, firearm-related item, or dangerous object.

Weapon, dangerous object, and firearm violations are immediate office-managed violations and may result in suspension, long-term suspension, expulsion, and/or law enforcement notification.

12. Bomb Threats, False Alarms, and Use of Fire

Students may not make, communicate, assist with, joke about, or participate in any bomb threat or threat involving explosives.

Bomb threat violations may include, but are not limited to:

- Stating that a bomb or explosive is at school
- Writing, posting, calling in, or sending a bomb threat
- Creating a false report involving explosives
- Encouraging or assisting another student in making a bomb threat
- Making comments about bombs or explosives that create fear or disruption

Students may not activate, report, cause, or participate in a false alarm or false emergency report.

False alarm violations may include, but are not limited to:

- Pulling a fire alarm without cause
- Making a false emergency report
- Reporting a false threat
- Creating a false safety concern
- Causing evacuation or emergency response without cause
- Encouraging or assisting another student in creating a false alarm

Students may not possess, use, start, attempt to start, threaten to start, or participate in the misuse of fire or fire-related materials.

Fire-related violations may include, but are not limited to:

- Starting or attempting to start a fire
- Possessing or using matches, lighters, fireworks, or ignition devices
- Burning paper, objects, property, or materials

- Threatening to start a fire
- Tampering with fire safety equipment
- Encouraging or assisting another student in fire-related misconduct

Bomb threats, false alarms, and fire-related misconduct are immediate office-managed violations and may require emergency response, restitution, and/or law enforcement notification.

13. Breaking and Entering, Burglary, Trespassing, Robbery, and Extortion

Breaking and entering means entering or attempting to enter any school building, room, office, storage area, vehicle, restricted space, or property without authorization.

Burglary means entering or remaining in any school building, room, office, storage area, vehicle, or restricted space with the intent to commit theft, vandalism, or another violation.

Trespassing means entering, remaining on, or returning to school property or school-sponsored activities when a student is not authorized to be present.

Robbery means taking or attempting to take property from another person by force, threat, intimidation, or fear.

Extortion means using threats, intimidation, pressure, force, or coercion to obtain money, property, favors, silence, compliance, or any other benefit from another person.

Violations may include, but are not limited to:

- Entering a locked, restricted, or unauthorized area
- Forcing open a door, gate, cabinet, locker, or secured area
- Entering school property outside authorized hours without permission
- Returning to campus while suspended unless authorized
- Taking property after unauthorized entry
- Taking property from another person by force or intimidation
- Threatening harm unless another student gives money or property
- Pressuring a student to give up belongings
- Threatening social punishment, embarrassment, or harm to control another person
- Using threats to prevent a student from reporting misconduct

These behaviors are office-managed and may result in restitution, safety planning, law enforcement notification, suspension, long-term suspension, or expulsion depending on the circumstances.

14. Sexual Misconduct, Sexual Offenses, and Indecent Exposure

Sexual misconduct means inappropriate conduct of a sexual nature, whether verbal, physical, written, visual, or electronic.

Sexual misconduct may include, but is not limited to:

- Sexual comments, jokes, gestures, or noises
- Sharing or requesting sexual images
- Touching another person's body or clothing in a sexual or inappropriate manner
- Pulling at or interfering with another student's clothing
- Simulating sexual acts
- Exposing private body parts
- Possessing or sharing sexually explicit material
- Harassing another student based on sex, body, sexuality, or perceived sexuality
- Sexual intimidation or pressure

Indecent exposure means intentionally exposing private body parts, showing underwear or private areas in an inappropriate manner, or engaging in conduct that exposes the body in a way that disrupts the school environment or violates the privacy and dignity of others.

Indecent exposure may include, but is not limited to:

- Exposing private body parts
- Pulling down one's own clothing
- Pulling down another student's clothing
- Flashing
- Mooning
- Urinating in an inappropriate place
- Sharing or displaying images involving exposed private areas

Sexual misconduct, sexual offenses, and indecent exposure are office-managed violations. They may require parent notification, investigation, safety planning, law enforcement notification, or other action as required by law or school policy.

15. Food, Beverages, Gambling, Counterfeit Currency, and Personal Property Misuse

Students are expected to follow school rules regarding food, beverages, personal property, and items brought to campus.

Food and beverage violations may include, but are not limited to:

- Eating or drinking in unauthorized areas
- Sharing food when prohibited
- Throwing food or beverages
- Creating unnecessary messes
- Bringing prohibited food or drinks
- Misusing food during lunch, recess, class, or school activities
- Refusing to clean up or follow food-related directions

Students may not gamble, bet, wager, exchange items of value, or participate in games of chance for money, property, food, favors, or other benefits.

Gambling may include, but is not limited to:

- Betting money, food, property, or personal items
- Wagering on games, contests, or events
- Using cards, dice, apps, or games for betting
- Encouraging others to gamble
- Organizing or participating in a betting arrangement

Students may not create, possess, use, exchange, distribute, or attempt to pass counterfeit currency or fake money as real.

Counterfeit currency violations may include, but are not limited to:

- Using fake money to buy items
- Attempting to pass counterfeit money as real
- Creating fake currency
- Distributing or sharing counterfeit currency
- Using fake money to trick, defraud, or pressure another person
- Participating in or assisting another student with counterfeit currency

Personal property violations may include, but are not limited to:

- Bringing unauthorized toys, games, electronics, or personal items
- Using personal items in a way that disrupts learning
- Refusing to put away or surrender an unauthorized item when directed
- Bringing items that are unsafe, inappropriate, or distracting
- Using another student's property without permission
- Misusing personal property during class or school activities

Minor concerns may be teacher-managed or staff-managed at first. Repeated, unsafe, dishonest, disruptive, or defiant behavior may result in an Office Discipline Referral.

16. Misrepresentation, Lying, Forgery, Academic Dishonesty, and Refusal to Allow Search

Students are expected to be truthful and honest in their words, actions, academic work, and communications with school staff.

Misrepresentation may include, but is not limited to:

- Lying to staff
- Providing false information
- Forging a parent/guardian signature
- Forging a staff signature
- Using or creating false notes, passes, or documents
- Cheating or academic dishonesty
- Misrepresenting another person's identity
- Attempting to deceive staff during an investigation or school process

Students are expected to comply with lawful and reasonable searches conducted by school administration in accordance with school policy and applicable law.

Refusal to allow search may include, but is not limited to:

- Refusing to allow inspection of personal belongings when directed by administration
- Refusing to open a backpack, bag, desk, locker, or container when directed
- Attempting to hide, destroy, or pass off an item during a search
- Leaving or attempting to leave during a search
- Interfering with a search
- Encouraging another student not to comply with a search

Minor dishonesty may be handled through correction, parent contact, or academic consequence when appropriate. Dishonesty involving safety, discipline investigations, attendance, grades, documents, searches, or repeated behavior may result in administrative consequences.

17. Computer, Internet, Technology, and Personal Device Misuse

Students must use school technology, internet access, accounts, devices, and digital tools responsibly and only for authorized educational purposes.

Technology misuse may include, but is not limited to:

- Accessing unauthorized websites or content
- Using technology for non-school purposes when not permitted
- Sending inappropriate messages
- Cyberbullying or electronic harassment
- Recording or photographing others without permission
- Sharing private information, images, screenshots, or messages
- Damaging or tampering with devices
- Using another person's account or password
- Attempting to bypass filters or security settings
- Using technology to cheat, threaten, disrupt, or embarrass others
- Misusing artificial intelligence or digital tools in violation of academic expectations

Minor technology misuse may result in redirection, parent contact, documentation, or loss of technology privileges. Serious, repeated, unsafe, harassing, threatening, sexual, dishonest, or privacy-related misuse may result in an Office Discipline Referral.

18. Unsafe Action and Other Serious Misconduct

Unsafe action means behavior that creates a risk of harm to the student, other students, staff, visitors, or the school environment.

Unsafe action may include, but is not limited to:

- Running in unsafe areas
- Climbing on furniture, fences, railings, trees, or structures
- Throwing objects in an unsafe manner
- Misusing playground, athletic, classroom, or school equipment
- Ignoring safety directions
- Engaging in dangerous horseplay
- Creating hazards in classrooms, hallways, bathrooms, playgrounds, or common areas
- Any action that places self or others at risk of injury

Freedom Academy may also address other serious misconduct that is not specifically listed in this handbook when the conduct disrupts learning, threatens safety, damages property, interferes with school operations, violates school policy, or negatively affects the school environment.

19. Retaliation

Retaliation means taking or threatening negative action against a person because the person reported misconduct, participated in an investigation, helped another student report, or opposed inappropriate behavior.

Retaliation may include, but is not limited to:

- Threats
- Social exclusion
- Harassment
- Intimidation
- Spreading rumors
- Online targeting
- Encouraging others to mistreat the person
- Warning someone not to report again
- Mocking, embarrassing, pressuring, or punishing someone for seeking help

Retaliation is prohibited. Students may not threaten, intimidate, harass, exclude, embarrass, or mistreat another person because that person reported a concern, participated in an investigation, or helped another student seek help. Retaliation may result in discipline separate from any consequence for the original incident.

12. Parent Concerns and Complaint Resolution

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. 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:
 4. Requesting 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.
 5. 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.
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13. FERPA, Legal Notices, and Required Policies

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 Julianne Bjerkestrand, jbjerkestrand@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.

14. Handbook Acknowledgment and Agreement

By signing below, the student and parent/guardian acknowledge that they have received or been given access to the **Freedom Academy Student & Family Handbook**, including the **Student Code of Conduct**, cell phone free campus expectations, discipline procedures, and required school policies.

The student and parent/guardian agree to review the handbook, ask questions when clarification is needed, and follow the expectations and procedures described in the handbook. Freedom Academy reserves the right to amend, modify, or change handbook provisions when necessary and will provide notice of significant changes.

Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

School Representative: _____ Date: _____