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FREEDOM
PREP ACADEMY

Parent/Student Handbook
Secondary School
2025-2026

1761 W. 820 N.
Provo, Utah 84601
(801)437-3100 or Fax (801)375-2115
office2@freedomprep.net

Office hours 8:00AM-4:00PM

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General School Information

Mission: In partnership with parents, we help students experience success by teaching them to think critically, connect socially, and serve selflessly.

Objective: Freedom Preparatory Academy will provide students and parents with unprecedented instruction, experiences, and connections that will empower each along their pursuit of happiness. We are working to provide every student with a current 5-year plan and the knowledge, skills, and tools necessary to execute it.

Vision: We envision a world where every K-12 student has a learning path that is unique to them. Our values help us bring this vision to life. Living our values helps us fulfill our promises. The beliefs and behaviors we live by help our students achieve their personal best. We fulfill our mission by living these beliefs and behaviors.

Theme: Think Critically, Connect Socially, Serve Selflessly

School Colors: red, white, and blue

Mascot: Bald Eagle

School Hours:
8:25AM-2:40PM – Mon., Wed., Thurs. & Fri.
9:00AM-2:40PM – Tuesday

Office Hours:
8:00AM-4:00PM – Mon., Wed., Thurs. & Fri.
8:40AM-4:00PM – Tuesday

6th Grade Bell Schedule

MONDAY	TUESDAY	WEDNESDAY - FRIDAY	HALF-DAY/EAGLE TIME
	LATE START		
A1/B1 8:25-9:55	A1/B1 9:00-10:10	A1/B1 8:25-9:55	A1/B1 8:25-9:15
A2/B2 10:00-11:30	A2/B2 10:15-11:20	A2/B2 10:00-11:30	A2/B2 9:20-10:10
A3/B3 A Lunch 11:30-11:55	A3/B3 A Lunch 11:20-11:45	A3/B3 A Lunch 11:30-11:55	A4/B4 10:15-10:25
A4/B4 12:00-1:30	A4/B4 11:50-1:05	A4/B4 12:00-1:30	A3/B3 A Lunch 10:25-11:00
A5/B5 1:35-2:40	A5/B5 1:10-2:00	A5/B5 1:35-2:40	A4/B4 11:05-11:45
	IMPACT/ASSEMBLY 2:05-2:40		A5/B5 11:50-12:30
			EAGLE TIME
Intervention & Support 2:45-3:15	Intervention & Support 2:45-3:15	Intervention & Support 2:45-3:15	

7-12th Grade Bell Schedule

MONDAY	TUESDAY	WEDNESDAY - FRIDAY	HALF-DAY/EAGLE TIME
	LATE START		
A1/B1 8:25-9:35	A1/B1 9:00-9:55	A1/B1 8:25-9:35	A1/B1 8:25-9:05
A2/B2 9:40-10:45	A2/B2 10:00-10:50	A2/B2 9:40-10:45	A2/B2 9:10-9:50
A3/B3 10:50-11:55	A3/B3 10:55-11:45	A3/B3 10:50-11:55	A3/B3 9:55-10:35
7th & 8th: B Lunch 11:55-12:20; 9th - 12th: A4/B4 12:00-1:00	7th & 8th: B Lunch 11:45-12:10; 9th - 12th: A4/B4 11:50-12:40	7th & 8th: B Lunch 11:55-12:20; 9th - 12th: A4/B4 12:00-1:00	A4/B4 10:40-11:20
A4/B4 12:25-1:30; C Lunch 1:00-1:30	A4/B4 12:15-1:05; C Lunch 12:40-1:05	A4/B4 12:25-1:30; C Lunch 1:00-1:30	7th & 8th: B Lunch 11:20-11:45; 9th - 12th: A5/B5 11:25-12:05
A5/B5 1:35-2:40	A5/B5 1:10-2:00	A5/B5 1:35-2:40	A5/B5 11:50-12:30; C Lunch 12:05-12:30
	IMPACT/ASSEMBLY 2:05-2:40		EAGLE TIME
Intervention & Support 2:45-3:15	Intervention & Support 2:45-3:15	Intervention & Support 2:45-3:15	

Breakfast:
7:50AM-8:20AM – Mon., Wed., Thurs. & Fri.
8:30AM-8:55AM – Tuesday

(Breakfast and lunch will be served on early dismissal days)

School Lunch/Breakfast (Breakfast $1.80, Lunch $3.00):

The school nutrition program is overseen by a registered dietitian and administered by paid staff and volunteers. Menus are posted on the website. Breakfast and lunch may be paid for on a daily, weekly, or monthly basis.

FPA participates in the National School Lunch and Breakfast Program and therefore does provide free or reduced meals. Each family is required to fill out a new free or reduced application each school year. These applications are found on our school website. A parent must create their own username and password (see bullet 5 under school website in the communication section). After logging in and selecting one of your children, the application is located on the far-right hand side of the screen.

If a student forgets to bring lunch or lunch money, the school will provide a school lunch for the student, unless instructed by the parent not to do so. Parents are responsible to reimburse the school for the cost of the school lunch.

Fee and Donation Payments: Fees and donations can be paid at the front office with a credit card, or parents may choose to set up an automatic withdrawal service, or payments may be made online through the school website. (www.freedomprep.net Click on "Info" and click "RevTrak Payments" for the online payment option).

Lunch Payments:
Freedom Academy family lunch accounts are now managed from your phone or computer. "*LINQConnect*" is our lunch software. You may pay and manage lunch accounts from there. You can even link your family members.

School Drop off and Pick up:

- **Drop Off:** Middle School students may be dropped off in front of the middle school entrance on 820 North. High School students may be dropped off in front of the High School entrance on the south side of the building. The school's front doors open at 8:00AM. School begins at 8:25AM. Students must use designated crosswalks when crossing the street to school property. All vehicles must use the west entrance on Independence Avenue to enter the school grounds. Vehicles may not be left unattended in the fire lane in the front of the school. The driveway on 820 North is an exit only.
- **Pick Up:** School dismisses at 2:40PM. Students may be picked up in front of either the middle school or high school main entrances. Buses will load on the west lot, next to the field.
- **Important Reminder:** Safety is our number one concern. Drive slowly and cautiously. Be courteous to other drivers and use your turn signal. Cell phone use is prohibited during the drop off/pick up procedure.

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

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

Consequences for Breaking School Bus Rules:
Riding the bus is a privilege. There is a high expectation for behavior on the bus. Students may receive the following consequences for inappropriate behavior on the bus:

1. Verbal warnings may be given.
2. Office referral may be filled out which may include a conference between the student and an administrator.
3. A conference with student(s), parent(s), and administrator.
4. The result may include suspension from riding the bus or a loss of bus privileges for the school year.
5. Parents will be responsible for transportation. Any paid fees may be forfeited.

Closed Campus: Freedom Preparatory Academy (FPA) is a closed campus. Students may not leave campus without written parent permission or parent check out. Students will be given thirty minutes for lunch. During this time, students must remain on school property. Students who leave campus without permission will be marked truant and be subject to school consequences determined by school administration.

Lockers: Students will not be assigned a locker. We encourage all of our students to continue the practice of taking their backpacks to class, rather than checking out a locker. However, in the event that a student has an extracurricular activity that requires them to bring more than just a backpack to school or the student has a medical reason for needing a locker, the parent/guardian of the student would need to fill out the locker checkout application form found in either school office.

The Freedom Preparatory Secondary Administration will review and approve/deny each locker checkout form application. If the application is approved, it will be given to the secretaries in the middle or high school office to assign a locker. The student will NOT be able to select their own locker. Students should keep their combinations confidential and not share them with anyone. Students will be responsible for any damages or loss of locks. In the case that an application is denied, a member of the administration will discuss the denied application with the student.

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

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

Lost and Found: The Lost and Found is in the middle school foyer. At the end of the school year, unclaimed items will be donated. Parents and students are encouraged to check the Lost and Found for missing items.

Selling and Purchasing of Personal Items:
The selling or purchasing of any personal items such as food, toys, etc., is prohibited on campus or at any other school sponsored event. Students who violate this are subject to disciplinary action.

Consequences for violations

a. School staff may confiscate any items if used in violation of the above guidelines
b. Confiscated items must be claimed by a parent or legal guardian, after the second offense

Refusal to surrender items upon request is considered insubordination and will result in school discipline.

Health Services: There may be minimal care provided by the school secretary for minor cuts and injuries. Parents will be notified about all major injuries or accidents that occur at school. For students requiring medication during school hours, parents must bring in a signed medical release form provided by the school. The medication must be in the original container, along with instructions governing its dispensation. Medication will be kept locked up at the school until dispensed. FPA Administration or their designee will dispense medication according to the dispensing instructions. Students who are running a fever, vomiting, or have diarrhea should be picked up and taken home. Students should NOT keep any type of medication in their backpack/locker. This is to avoid stolen or inappropriately dispensed medications.

Library: The library opens at 8:15am (8:45am on late start Tuesdays) and closes at 12:30pm each day (1pm on late start Tuesdays). Books not returned on time may be charged a fee of $.10 a day. At the end of each grading period, books not returned are considered lost and a fee will be charged to the student to replace the lost book with a NEW one. Students who return books with damage may also incur charges replacement charges.

Volunteers & Visitors: Volunteerism is crucial to FPA's ongoing success and develops a strong school- home-community partnership that results in quality education for students. We encourage, but do not require, parent volunteerism.

All volunteers and visitors are required to sign in at the front desk, wear a visitor's badge while at the school, and sign out before leaving the school.

School Procedures:

Attendance:

Definitions:

- **Activity Excused:** Marked as an A in attendance. When a student misses class due to a school activity.
- **Excused Absence:** Marked as an E in attendance. An excused absence is any absence that is "valid" under state law. (See definition of "valid" below.)
- **Unexcused Tardy:** Marked as a UT**.** Generally, unexcused tardy means entering the classroom after the tardy bell rings within the first 10 minutes of class **without** an excusal from a person of authority. Individual teachers may specify the requirement for being on time in their classes.
- **Excused Tardy:** Marked as an ET. Generally, excused tardy means entering the classroom after the tardy bell rings within the first 10 minutes of class **with** an excusal from a person of authority. Individual teachers may specify the requirement for being on time in their classes.
- **No Grade:** Marked as an NG on a student's grade whenever the student's attendance exceeds 5 unexcused absences in a term. An NG could also be the result of excessive tardies as determined by the administration, after notification to the parent/guardian.
- **Truant:** Marked with an S in PowerSchool. Verified by school personnel as not being in an assigned area (class, counseling center, library, etc.). Students who leave campus without permission will be marked truant and may be suspended for one or more days for a first offense.

- **Unexcused Absence:** Marked as an X in attendance. When a student is absent from class without being excused by parent/guardian.
- **Valid:** Under Utah Code a valid absence includes illness, family death, approved school activities and an absence permitted by a school-age minor's individualized education program.
- **Notice of Compulsory Education Violation:** A notice that may be issued to the parent of a school-age child who has 5 consecutive unexcused absences consecutive during the school year. The notice shall direct the parent to meet with school authorities to discuss the child's attendance problem and directs them to cooperate with the school authorities in securing regular attendance by the school-age child.

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

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

1. Freedom Preparatory Academy (FPA) is a closed campus. To help ensure student safety, students are required to remain on the school grounds (or in seminary) from the time school opens in the morning, until school is dismissed at the end of the day. Exceptions may be made for individual students at the discretion and in the manner prescribed by the administration. Students not abiding by the closed campus rule will be disciplined accordingly.
2. FPA expects all students to have a minimum of 95% overall attendance. This allows approximately 2 excused absences per quarter.
3. FPA 6-8 grade students who fall below 90% attendance (18 missed days overall) for the school year (Excused or Unexcused) may be retained.
4. FPA 9-12 grade students who fall below 90% attendance (5 days) in any one quarter (Excused or Unexcused) may lose credit for that quarter. (See NG & Restoration Procedures below)
5. As per state law, any student who is absent 10 consecutive days and has not communicated with the school, will automatically be dropped from the school's records.
6. FPA students who have an extended illness must contact the school prior to being absent 10 consecutive days and bring a doctor's note.
7. FPA students who have an unexcused absence from school will not be allowed to take part in or attend any non-required school activity that day (e.g., sports, dances, and other after school activities).
8. For students to be involved in after school activities, they must be in school for a minimum of two periods that day, unless otherwise approved by the administration.
9. Parents/Guardians wishing to excuse an absence must do one of the following two things:
    a. Send an email listing a valid reason for the absence to office2@freedomprep.net
    b. Submit a signed and dated note listing a valid reason for the absence to the front office
10. All absences will be marked as unexcused until a parent or guardian excuses the absence.
11. On a case-by-case basis, where extended study, educational travel, or extracurricular experiences are offered to students by the parent, guardian, teacher, or an administrator, students may be excused without attendance penalty for the absence(s). The student will be expected to complete any missed work in a time frame agreeable to the teacher(s) of the missed classes. Students will be expected to fill out an "Absence Request Form" one week prior to departure.
12. Students are expected to complete classwork and homework missed during an absence over the following 3 school days after returning to class. (The day the student returns does NOT count as one of the three school days.) A teacher can extend this on a case-by-case basis.
13. Students arriving late must Check-in with their classroom teacher. Up to 10 minutes late, students are marked with an ET or UT for tardy. Five UT's equals 1 absence.
14. Students with more than four unexcused tardies in a five-day period may spend their lunch period in Tardy Intervention to make up for lost class time. Additional consequences may occur for students who qualify for Tardy Intervention on multiple occasions. Students may also be referred to a school counselor to develop an attendance improvement plan to be shared with parents/guardians.
15. When a student is found truant by a faculty/staff member, the faculty/staff member will call or otherwise contact the attendance office to report it. The teacher will mark the student truant in PowerSchool. The student will meet with a counselor or administrator, and appropriately disciplined. A parent may not excuse a Truancy (see appeal procedure below). Students who leave campus without permission will be marked truant and may be suspended one or more days for a first offense.
16. If a violation to Utah's Compulsory Education law occurs, (see legal references below), the school will send parents/guardians a Notice of Compulsory Education Violation.

Attendance Responsibilities:

Parent/Guardian Responsibilities:

1. Utah's Compulsory School Attendance law places the burden of responsibility for school attendance on the parent. Parents have the responsibility to ensure students are in school and on time.
2. Parents are responsible to notify the school within five school days of a student's absence if they wish to excuse the absence for a valid reason.
3. Parents/Guardians needing to check out their student(s) from school prior to the end of the school day must do one of the following:
    a. Come to the appropriate school office and check out the student(s) in person.
    b. Or if unable to check out their student(s) in person, parent/guardian may send a signed and dated note or

an email to office2@freedomprep.net which specifies who is picking up the student, if they are driving themselves, or if they are walking home.

4. Students will only be checked out to designated individuals listed on school records.
5. Parents will be responsible for monitoring their student's attendance either electronically (i.e. PowerSchool) or by contacting the school.
6. Parents who are checking out a student for 3 or more school days must come to the front office one week prior to departure and fill out an "Extended Absence Request Form." The request should detail the purpose of the absence and educational benefit to the student. Extended absences require administrative approval.
7. Parents are responsible to notify the school when a student has an extended illness before the student has missed 10 consecutive school days and bring a doctor's note.
8. Parents may fill out an "Appeal Form" to waive attendance penalties. A conference with parent/administration may be held to review concerns and determine waiver outcomes. If the parent or guardian is not satisfied, they may contact the Executive Director of FPA for further review.

Student Responsibilities:

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

Teacher Responsibilities:

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

School Responsibilities:

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

Attendance Appeal Process:

1. When a student is marked Truant an appeal of that action may be made to the FPA Executive Director, after the parents have met with the designated school officials to resolve the attendance problem. The appeal must be made within 5 working days of meeting with school officials.
2. When an administrator issues a referral to the County Attorney for a Compulsory Education Violation, an appeal of that action may be made to the FPA Executive Director or Director of Special Education (for students in Special Education) within 5 working days of notification to parents of that decision. Freedom Prep will follow the guidelines outlined in the current Compulsory Education code.

Attendance Restoration Procedures:

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

Attendance Restoration Option:

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

Legal References:

- Utah Code, 53A-11-101, 53A-11-101.5 (Compulsory Attendance)
- Utah Code, 53A-11-101 to 105 (Habitual truancy and Compulsory Education)
- Utah Administrative Rule R277-419-5 (Student Membership)

Student Cellphone Device At School:

Students are not permitted to use cellphones, smart watches, or emerging technologies from the first period tardy bell until the final release bell of the school day. Students are required to have cellphones turned off and out of sight during this time frame. Students with a free period who remain on campus are still required to abide by the same restrictions.

This restriction includes non-classroom hours during the school day, such as:

(A)lunch periods;

(B)transition times between classes;

(C)breaks during classes (hallways, bathrooms, etc.); and

(D)other school-supervised activities (excluding extracurricular activities)

Parent Guidelines for Communication: Parents wanting to communicate with students during the school day should do so through the front office or make other arrangements knowing that student cellphones will be turned off during school hours

Exceptions for cellphone use may be granted by administration for the following reasons:

(A)to respond to an imminent threat to the health or safety of an individual;

(B)to respond to a school-wide emergency;

(C)to use the SafeUT Crisis Line

(D)for a student's IEP or Section 504 accommodation plan; or

(E)to address a medical necessity;

Any cellphone that functions as a medical device will require a doctor and parent to complete Freedom's Medical Cellphone Exemption Form. Forms can be found in the office.

Definition of a "Cellphone": "Cellphone" means a handheld, portable electronic device that is designed to be operated using one or both hands and is capable of transmitting and receiving voice, data, or text communication by means of:

- a cellular network;
- a satellite network; or
- any other wireless technology.

"Cellphone" includes:

- a smartphone;
- a feature phone;
- a mobile phone;
- a satellite phone; or
- a personal digital assistant that incorporates capabilities similar to a smartphone, feature phone, mobile phone, or satellite phone.

"Emerging technology" means any other device that has or will be able to act in place of or as an extension of an individual's cellphone.

"Emerging technology" does not include school provided or required devices.

"Smart watch" means a wearable computing device that closely resembles a wristwatch or other time-keeping device with the capacity to act in place of or as an extension of an individual's cellphone.

"Smart watch" does not include a wearable device that can only:

- tell time;
- monitor an individual's health informatics;
- receive and display notifications or information without the capability to respond; or
- track the individual's physical location.

Electronics Devices:

Definition of a "Personal Electronic Device:" A "personal electronic device" means any device that is used for audio, video, or any other type of computer or computer-like instrument and is not a cellphone.

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

1. Students have no expectation of privacy with electronic devices used at school. Electronics may be searched based on reasonable suspicion.
2. FPA is not responsible for the security and safekeeping of electronic devices and is not financially responsible for any damage, destruction, or loss of such items.
3. Students should not be using electronic devices during class unless approved by the teacher.
4. Electronic devices (not including cellphones) may be appropriately used during lunch time and before and after school. If, however, that device causes a disturbance on school grounds, it may be confiscated.
5. Students shall not use electronic devices at any time or place for:
    a. Activities which disrupt the educational environment
    b. Illegal activities in violation of state or federal laws or regulations
    c. Unethical activities, such as cheating on assignments or tests
    d. Viewing or sharing pornographic content
    e. Activities which violate state or federal and/or board policy and procedures relating to student conduct and harassment
    f. Activities which invade the privacy of others
    g. Other violation(s) of school policy
6. Exceptions may be granted by administration for the following reasons
    a. Medical reasons
    b. Teacher permission (Instructional use)
    c. Emergency
    d. Other reasons approved by the administration
7. Consequences for violations
    a. School staff may confiscate electronic devices during class time if used in violation of the above guidelines
    b. Confiscated electronic devices must be claimed by a parent or legal guardian, after the second offense
    c. Refusal to surrender electronic devices upon request is considered insubordination and will result in school discipline
    d. Misuse of electronic devices may result in school discipline such as, but not limited, to losing student privileges or suspension
    e. Electronic equipment that has been seized may be subject to search (see board policy #2002)
8. Other provisions
    a. Picture taking or recording by students is strictly forbidden in private areas such as restrooms, locker rooms, and counseling offices
    b. Students may not record any other person without their written, signed, and dated permission
    c. Students are responsible for their own electronic devices. If devices are borrowed or loaned and misused by a non-owner, both the owner and non-owner are jointly responsible for any misuse

Confiscated Electronic Devices (including cellphones): Devices may be confiscated by school personnel. When an electronic device is confiscated, the device shall be taken to FPA's main office by the end of the school day to be identified and placed in a secure area.

1. First offense, students may sign it out at the end of the day.
2. Second offense, a parent or legal guardian must sign it out.
3. Third offense, a parent or legal guardian must sign out the device and a meeting with administration will be required.
4. Fourth offense, a parent or legal guardian must sign out the device and student will be required to complete an intervention assignment targeted at helping the student with appropriate electronic device use at school.
5. Fifth and subsequent offenses, a parent or legal guardian must sign out the device, student may be required to complete another intervention assignment targeted at helping the student with appropriate electronic device use at school, and the student's repeat misuse of the device will be seen as insubordination and may result in suspension.

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

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

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

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

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

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

Student Dress:

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

Freedom Preparatory Academy
Secondary School Dress Requirements
1st Monday of Month: Students may wear any FPA t-shirt with required pants and shoes

SHIRTS	PANTS
Solid color polo/button oxford, no neon.	Solid tan, navy, or black.
Shirts must have a collar and sleeves.	No cargo pockets, embellishments, holes, rips, frays, or tears.
Undershirts must be solid white, black, or gray.	No leggings, sweatpants, or athletic wear. Not excessively loose.
	Belts are optional: Solid black or brown color.
SKIRTS	**ADDITIONAL LAYERS**
Solid tan, navy, or black, to the knee.	Solid red, white, navy, gray, or black sweater, sweatshirt, fleece, cardigan, or blazer.
Solid color polo dresses, no neon.	Jackets in class must be approved solid color.
Not excessively tight or loose.	School approved shirt underneath.
No cargo pockets, embellishments, holes, rips, frays, or tears.	School (FPA) hoodies ONLY. All hoods must be worn down inside building.
SHORTS	**SHOES**
Solid tan, navy, or black.	Any solid color shoe, closed toe, closed heel, no neon.
No more than 2 inches above the knee.	Solid colored socks, no neon.
No cargo pockets, embellishments, holes, rips, frays, or tears.	
HAIR	**ACCESSORIES**
Natural human colors only.	No visible tattoos/body drawings.
Neat and styled.	No distracting or excessive jewelry.
No extreme, bizarre, or distracting styles.	No hardware, gauges, chains, or facial piercings.
Eyes may not be covered.	No outerwear worn in class (hats, scarves, gloves, etc.).

Administration Discretion

Free Dress Friday Guidelines

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

No item allowed that shows or alludes to obscene, violent, profane, illegal, or inappropriate material.

Repeated non-conformity to the established dress requirements will result in School Discipline.

Updated 6/30/22

Communication

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

- **Contacting Teachers:** All FPA employees are allocated a school email account. Please feel free to contact your child's teacher or FPA Administration through email. Staff email addresses are posted on the school website. Parents should not assume immediate contact with teachers during instructional hours. Teachers are instructed to respond within 24 hours, not including non-school days. In case of emergencies, parents may contact teachers via the front office. Please be respectful of teachers' time during the school day so that instruction time is not disrupted.
- **Contacting Students:** If a parent needs to contact a student during the school day, they may call the middle school or high school front office at 801-437-3100. In cases of an emergency, the student will be pulled out of class and given the message. However, classrooms will not be disrupted for non-emergency messages. Students may use the front office telephone with approval from their teacher or FPA administration. Parents are discouraged from calling or texting students during class time.

Accessing Student Grades and Information:

FPA uses PowerSchool to manage students' grades, attendance and other information. The following information can be accessed through PowerSchool:

- Grades and State Test results
- Attendance
- Class Schedule
- Unofficial Transcript
- Missing Assignments

To Access PowerSchool:

Go to: freedomacademy.powerschool.com or Go to: www.freedomprep.net and click on the PowerSchool link at the top of the page.

PowerSchool login and password:

Students: The student login is their first initial of their first name followed by their last name and their graduation year (ie. John Doe who graduates in 2024 would have a login "jdoe2024").

The student password will be provided at the start of the year as part of registration.

Parent/Guardian: You will create your own login and password. When you create your login, you will link to your student's account as well. You will need their login information to make this link.

FPA uses Canvas as a dashboard for the following information:

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

Email Newsflashes: The school sends out weekly newsflashes on Mondays to parent emails provided to the school on the student registration form. Valuable information is included each week. Please make sure all parent/guardian and student contact information are updated accurately. Notify the school secretary of any contact information updates.

Comportment Code

Student Behavior Expectations: FPA's educational goals are most successfully attained in a structured, safe, and calm environment–one in which no student is allowed to disrupt the learning process of others. FPA expects students to develop self-control and personal responsibility as guiding principles in their lives. FPA students will receive a citizenship grade that reflects their behavior in the classroom.

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

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

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

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

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

Parent-School Learning Compact

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

Students agree to:

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

Parents agree to:

- Show students the importance of academic success by providing a learning environment at home.
- Pay all applicable school fees
- Attend fall and spring parent/teacher conferences
- Have their children at school regularly and on time
- Review all information sent home from the school via paper or internet. Regularly check PowerSchool
- Support the school and staff in maintaining proper discipline

Freedom Preparatory Academy agrees to:

- Provide an equitable learning environment for all students
- Hold high expectations for all students
- Initiate space where parents/guardians can conference with teachers during the school year and at the request of parents/guardians.
- Provide midterm and quarterly progress reports
- Maintain school information on the school website, PowerSchool, and Canvas
- Allow parents/guardians to participate in students' classrooms and serve on various school committees
- Provide various lines of communication for parents/guardians to contact school administrators, faculty, and staff

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

- Lost, stained, liquid damaged, burned – Full replacement cost

School Fees

Freedom Preparatory Academy
Secondary School Fees
2025-2026

Student Full Name (Please print) _____ Grade _____ Student ID# _____

Parent Name (Please print) _____

****

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

6th Grade	7th-8th Grade	9th-12th Grade
(Optional, non-waivable) ☐ Yearbook $55.00 ☐ Parent Council Donation $5.00 ☐ Optional Chromebook Insurance $75.00 ☐ Optional PE Uniform $10.00 TOTAL $	☐ Social Dance $75.00 (Costume and Cleaning) (Per Semester) ☐ Ballroom Dance $150.00 ☐ Optional PE Uniform $10.00 (Optional, non-waivable) ☐ Yearbook $55.00 ☐ Parent Council Donation $5.00 ☐ Optional Chromebook Insurance $75.00 TOTAL $	☐ Graduation Ceremony $60.00 ☐ Social Dance $75.00 (Costume and Cleaning) (Per Semester) ☐ Ballroom Dance $150.00 ☐ Concurrent Enrollment for college credit (see counselor) ☐ Optional PE Uniform $10.00 (Optional, non-waivable) ☐ Yearbook $60.00 ☐ Parent Council Donation $5.00 ☐ Optional Chromebook Insurance $75.00 TOTAL $

Fee Waivers: Parents must fill out a fee waiver application form provided by the Utah State Board of Education annually. Fee waiver applications are available in Freedom Prep's front office and Freedom Prep's website: www.freedomprep.net. Required verification of eligibility details can be found in the fee waiver application form. It is necessary that each family be approved **annually**. Last year's application will not be valid. Fee waiver application candidates will receive notification from the Finance Office of approval or denial. If applicants are denied, fees are due. See Freedom Prep Academy's School Fees and Fee Waivers Policy for appeal process.

Optional Chromebook Insurance: If student opts out of insurance, student is responsible for 100% of repair/replacement costs. All insurance must be purchased within two weeks of student registration.

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

Lunch Fees: School breakfast and lunch are offered at Freedom Preparatory Academy every school day. These costs are separate from school fees. Please see the school website for current prices and menu (www.freedomprep.net). To view the monthly menu, click on Child Nutrition from the main home page. For instruction on how to apply for Free/Reduced benefits and to access the Free/Reduced lunch application, scroll down to LINQ section. **A new application MUST be submitted each year.** To ensure approval on the first day of school, applications must be submitted at least 10 days prior to the first day of school. Students who purchase lunch prior to receiving acceptance will be responsible for lunch fees. The state does not allow retroactive payment for late applications.

For office use only: Amount owed $_____ Paid by: ☐ cash ☐ check ☐ credit card

Amount paid $_____ ☐ Automatic Withdrawal

Balance owed $_____ ☐ Fee waiver application ☐ Approved ☐ Denied

Approved by the Freedom Prep Governing Board 6/18/25

Secondary School Fees 2025-2026

Other Charges

Bus Transportation (first child $40.00, $5.00 additional child, not to exceed $55.00)	$40.00
Chromebook charger damage/replacement	$20.00
Chromebook replacement (lost, stolen, damaged beyond repair)	$300.00
Chromebook screen damage/replacement	$120.00
Class change (non-essential, student requested, effective 6 school days into semester	$10.00
Concurrent Enrollment one time application fee	$35.00
Concurrent Enrollment	(Additional costs may apply dependent on college requirements)
Credit Recovery (per term)	$15.00 (Maximum $300)
Graduation	$60.00
Instrument Rental (per year optional)	$100.00
iPad screen damage/replacement	$180.00
iPad case damage/replacement	$20.00
iPad cable damage/replacement	$10.00
iPad block charger damage	$10.00
Library overdue fee	$.10 per day
Parent Council donation	$5.00
School property damages	(Determined by administration)
Social Dance(Costume and Cleaning)	(Per Semester) $75.00
Yearbook	$55.00

Extra-Curricular/Co-Curricular Participation Fees

Ballroom Dance	$150.00
Cheerleading	$75.00
E-SPORTS 2A	$75.00
FPASA (Student Council, NHS, LLA)	$50.00
HS Baseball 2A	$150.00
HS Boys Basketball 2A	$150.00
HS Boys Cross Country 2A	$75.00
HS Boys Soccer 2A	$150.00
HS Boys Volleyball 2A	$150.00
HS Girls Basketball 2A	$150.00
HS Girls Cross Country 2A	$75.00
HS Girls Soccer USSA	$150.00
HS Girls Volleyball 2A	$150.00
HS/MS Coed Track	$50.00
Middle School Boys Basketball	$100.00
Middle School Boys Cross Country	$75.00
Middle School Boys Soccer	$100.00
Middle School Boys Volleyball	$100.00
Middle School Coed Ultimate Frisbee	$75.00
Middle School Girls Basketball	$100.00
Middle School Girls Cross Country	$75.00
Middle School Girls Soccer	$100.00
Middle School Girls Volleyball	$100.00
Shakespeare Festival	$350.00
Social Dance(Costume and Cleaning)	(Per Semester) $75.00
Summer/Out of Season Camps, Clinics, etc.	(Maximum) $600.00
Summer/During School Year Trip	(To be determined each year by Host Teacher)

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

Maximum Per-Student Uniform Expenditure

Ballroom Dance	$300.00
Cheerleading	$500.00
Music	$100.00
Student Council Apparel	$300.00

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

Testing (not to exceed)

AP test (per test)	$100.00
PSAT	$50.00
Maximum expenditure per student per year	$7,000.00

Fees may be waived in accordance with state laws and regulations. For more information go to: schools.utah.gov/schoolfees

Approved by the Freedom Prep Governing Board 6/18/25

Academics

Standards Based Learning: Here at Freedom Prep we are a Standards Based Learning school.

What is Standards Based Learning?

Standards Based Learning (SBL) measures how students are performing on essential standards. The purpose of SBL is to identify what a student knows or is able to do in connection to a standard. SBL separates behavior from learning and breaks each content area into specific essential standards that students are expected to learn by the end of the year. An SBL gradebook is not separated into projects, homework, and tests. Rather, the gradebook is separated into standards. Throughout the term, students will be able to describe how well they have progressed to achieve learning of the standard. FPA's progress descriptors (Beginning, Climbing, Achieving, and Soaring) are an integral part of understanding what a student knows throughout and at the end of a term. At the quarterly reporting period, students will be identified as beginning, climbing, achieving, or soaring in relation to academic performance for each standard measured. This identification may be based on multiple pieces of evidence.

How is Standards Based Learning Different Than Traditional Letter Grades?

Letter grades do not accurately communicate what skills or concepts students have learned. For example, when a student receives a B in math, the letter grade represents a combination of elements:

- Scoring well on tests and quizzes
- Completing and turning in homework
- Participating in class
- Extra credit
- Behaving well in class

The goal of SBL is to focus solely on describing what a student knows about the essential standards. SBL separates behavior from learning and breaks each content area into specific essential standards that students are expected to learn by the end of the year. Those standards are measured, and progress is tracked throughout the year. FPA has chosen to adopt the Beginning, Climbing, Achieving, and Soaring progress descriptors because they convey how a student progresses through their learning journey.

Why use SBL at FPA?
"Why would anyone want to change current grading practices? The answer is quite simple: Grades are so imprecise that they are almost meaningless." (Marzano 2000)

Many of the leading educational experts in the world (Doug Reeves, Robert Marzano, Ken O'Connor, Tom Guskey, John Hattie, Dylan Wiliam, and Richard Dufour) have found that **timely, actionable feedback** is one of the most powerful influences on student learning. A traditional grading system reduces everything that a student does to a single letter grade, making it neither timely nor actionable. The most effective feedback teachers can provide to students comes in relationship to predetermined learning goals.
By using a standards-based grading and reporting system, we are following the results of educational research and best practice. Standards-based instruction/grading has the potential to provide a rich array of information on a student's academic progress.
Marzano, R. J. (2000). *Transforming classroom grading*. Alexandria, VA: Association for Supervision and Curriculum Development.

What are the benefits of SBL?
- SBL lets students know what they learned or did not learn.
- SBL benefits all learners, with clearer learning paths, along with timely and targeted support.
- SBL shifts focus to learning itself, without the distractions or ambiguity of points, percentages, and letter grades.
- Students become more intrinsically motivated and engaged when the pressure of letter grades is removed.
- Students become more intrinsically motivated and engaged when they know they will have multiple opportunities to show that they have learned and when they can see how much they have achieved already.
- Parents and students receive specific feedback for all content areas.
- Teachers look at a body of evidence and aren't bound by points and percentages to accurately report what a student has or has not learned.
- SBL creates a higher level of consistency and continuity in assessment among teachers and ownership in students.
- Click link below for scholarly articles related to standards-based learning:
  https://docs.google.com/document/u/1/d/1joKyXSX0Cbb4OcEawsXu-sOvgVYf3-KwhFXAlMRd0E8/pub

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

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

High School Graduation Requirements: One quarter credit (.25) is earned for each course passed each term (4 terms in a year).

Students in the Class of 2026 will need to earn 28 total credits to graduate. Students in the Class of 2027 will need to earn 30 total credits to graduate. Students graduating in 2028 and beyond will need to earn 32 total credits. These credits will come from core and elective classes. Please see the counseling office for more information. Online courses are another way to earn high school credit or recover credits for failed classes with counselor and administrative approval.

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

English	4 Credits (one course per year)
Math	3 Credits
Science	3 Credits (recommended sequencing: Biology, Chemistry, and Physics)
Social Studies	3 Credits
(Geography .5, World History or AP World History 1.0, US History 1.0, Government .5)	
World Language	2 Credits
(2 consecutive years of same language)	
Fine Arts	1.5 Credits
P.E.	1.5 Credits
(Fitness + 2 other P.E. classes)	
CTE Courses	1.0 Credit
Financial Literacy	0.5 Credit
Health	0.5 Credit
College and Career Readiness	0.5 Credits required course for all 10th grade students beginning with the Class of 2028)
Digital Studies	0.5 Credits (Exploring Computer Science or Computer Programming 1, or Web Development 1)
Core Credits Required:	20.5 Credits (For Class of 2026 and 2027); 21 (for Class of 2028 and beyond).
Elective Credits Required:	7.5 Credits (Class of 2026); 9.5 Credits (Class of 2027); 11 Credits (Class of 2028 and beyond).

(Academy Requirements: Three of a student's elective credits should be in the student's chosen Academy.

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

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

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

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

Mountainland Technical College: Students who attend Mountainland Technical College while they are in high school will receive credit toward graduation. Credits received from Mountainland Technical College first cover CTE credits, then elective credits. Credits shall be awarded each term based on *attended hours* as follows:

- 30-49 Attended Hours = .25 credit
- 50-79 Attended Hours = .5 credit
- 80-95 Attended Hours = .75 credit
- 96-120 Attended Hours = 1.0 credit
- 121-144 Attended Hours = 1.25 credits
- 145-179 Attended Hours = 1.5 credits
- 180-199 Attended Hours = 2.0 credits
- 200-229 Attended Hours = 2.25 credits
- 230-259 Attended Hours = 2.5 credits
- 260-299 Attended Hours = 2.75 credits
- 300+ Attended Hours = 3.0 credits

Grade Change Procedure

1. If a parent believes there is an error in the record, they can submit an appeal to the school principal within 10 days of the the end of the grading period in questionandprovide any relevant documentation to support the claim of incorrect data and a committee will decide if an amendment is appropriate.
    a. If the committee determines that there was an error in the student record, the minutes from the meeting will be documented and all involved parties will sign the document after which it will be placed in the student's permanent file. The Registrar will update any necessary information and provide the parent with an updated transcript
        i. Said committee will be comprised of an Administrator, Registrar, Counselor, Board Member and Teacher.
        ii. All committee members must be free of any conflict of interest.

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

Graduation Attendance Requirement: Students wishing to graduate with a Freedom Preparatory Academy high school diploma must be enrolled at FPA at minimum through the 1st semester of their Senior year, meet all FPA graduation requirements, and complete a college and career readiness plan with an academic counselor.

Early Graduation Requirement: We believe the twelfth grade is an important and useful part of every student's educational development. Students currently have a wide variety of options to choose from. For example, high school students are able to enroll in Advanced Placement courses with the possibility of earning college credit at a reduced cost. Students are also able to enroll in concurrent enrollment classes and earn credit toward high school graduation, as well as college credit. If a student has completed graduation requirements by the end of their junior year, they could attend MTECH and earn a certification for a profession at a greatly reduced cost. We appreciate that some students desire to exercise the option of early graduation and we provide for that choice. However, we feel that every student should, with parents and counselors, carefully consider the options available during their senior year prior to making a decision about early graduation.

Students wishing to graduate at the end of their junior year, with approval from their parent/guardian, and as part of their college and career plan, 1) will need to obtain academic counselor and administrator approval by completing the early graduation form, which includes a written essay, by April 30th of the year prior to their desired graduationand 2) will need to present to the Governing Board and obtain board approval by August of their junior year.

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

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

Qualifications for Valedictorian and/or Salutatorian:

To qualify to be a Valedictorian or Salutatorian a student must:

1. Be enrolled as a student at FPA by the end of their junior year and stay enrolled at FPA through the end of their Senior year.
2. Earn credit in at least three AP and or concurrent enrollment classes at FPA.
3. Receive no "F" grades during their 9-12 grade years.
4. Citizenship - Receive no "N" or "U" during their 9-12 grade years (starting with the 2024-25 school year).

Note:

GPA for valedictorian andsalutatorian will be calculated at the end of 3rd quarter of the students' senior year The 4th quarter grade, however, will appear on the final transcript.

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

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

Retained Seniors: A student requesting to remain enrolled at FPA beyond 4 years must receive authorization from school administration and meet criteria found in Utah Code R277-419-1:
"Retained senior" means a student beyond the general compulsory education age who is authorized at the discretion of the LEA to remain in enrollment as a high school senior in the year(s) after the cohort has graduated due to:

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

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

Freedom Preparatory Scholarships: Seniors may apply for various Freedom Preparatory Scholarship starting in February of their senior year. These scholarships will be faculty choice awards, given to the seniors who best embody the criteria set forth in each scholarship.

Criteria may include:

1. Displays outstanding leadership qualities
2. Sets and achieves goals consistent with their college and career readiness plan
3. Has a well thought out plan for continuing their education
4. Has been enrolled at FPA since their Junior year
5. First Generation student
6. K-12 attendance

Discipline

Freedom Preparatory Academy students shall comply with the Comportment Code, though teachers may institute additional classroom policies and rules that are binding on students once they are in receipt of such. Teachers are generally responsible for classroom discipline, in accordance with their published policies, though may, at their sole discretion, refer any discipline matter to FPA administration for resolution. Employees will fill out a student referral form indicating the behavior being reported. Copies may be mailed home and/or placed in student cumulative files as warranted.

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

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

Step 2: Written warning/office referral – Teacher or FPA administration shall verbally reprimand the student for the infraction, fill out school discipline referral form, contact the student's parents/guardians to discuss the incident within 24 hours and file documentation of incident in the student's file. This incident may be dealt with by the FPA administration.

Step 3: Suspension – On the third office referral and for every office referral thereafter for the same class, or for any behavior worthy of immediate suspension, FPA administration may verbally reprimand the student for the infraction, contact the student's parents to discuss the incident, suspend the student for up to ten consecutive school days, and document the incident in the student's file. Students are not allowed on school property or to attend any school activities during the duration of the suspension period. When a student is suspended, the school shall prepare work for the student's parents or designee to collect, which the student must complete during the suspension period.

Step 4: Expulsion: – If a student has accumulated 10 or more days of suspension over the course of a school year or has committed a 'Safe Schools Violation' (see policy 2007). , the student will be unenrolled from the school and the school disciplinary board will review to determine possible expulsion. A student who has been expelled from Freedom Prep Academy may be considered for readmittance after the minimum twelve (12) months have passed. The student, along with their parent or guardian, must attend a re-admittance hearing with the school disciplinary board to review the student's progress during the expulsion period. The student must demonstrate significant improvement in behavior and academics and present a plan for maintaining positive conduct if re-admitted. The school disciplinary board will make the final decision on re-admittance based on the evidence provided. Expelled students may enroll in the Freedom Prep Virtual School. They will only be admitted to an in-person onsite school:

- When a parent or guardian submits a request for admittance in writing to the Executive Director
- After the minimum of 12 months has passed
- The student is in good academic standing at FPVA
- A hearing is held and the appointed Disciplinary Board gives approval

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

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

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

1. The aggrieved individual shall attempt to resolve the conflict by communicating directly with the other individual(s) involved in the conflict. This includes teacher/parent/staff. Parent conflicts with other parents shall be resolved off school site.
2. If the conflict is not successfully resolved in the meeting between the individuals involved in the conflict, the aggrieved individual shall notify FPA administration about the conflict, and FPA administration shall conduct a meeting between the individuals involved to attempt to resolve the conflict.
3. If the conflict is not successfully resolved in the meeting with FPA Administration, the aggrieved individual shall put the details of the conflict in writing and send them to the FPA Governing Board. Upon receipt of the details, and after sufficient time to consider the matter, the Governing Board shall, in a timely manner, conduct an executive board meeting with the individuals involved in the conflict and FPA Administration to attempt to resolve the conflict.

Extra-Curricular Activities
ACADEMIC ELIGIBILITY
High School Student-Athletes (Grades 9-12)
A student-athlete must adhere to the academic eligibility standards outlined below by the UHSAA Handbook, Section 8.
SECTION 8: Scholastic Rule
To be eligible to participate in Association sanctioned activities, a student:1. Must be a full-time student in the school he or she intends to represent, or otherwise comply with all Utah State Board of Education dual enrollment requirements;
2. Cannot fail more than one subject in the preceding grading period (for purposes of this rule, a failure in a multi-period subject shall be counted as the number of failures equal to the number of periods in the class); and, must have obtained a minimum grade point average (GPA) of 2.0, for the preceding grading period, based on a 4.0 scale or its equivalent.
a. A student who has failed to meet the minimum requirements set forth shall be ineligible for participation in UHSAA activities throughout the next grading period, provided however, that deficiencies in the final grading period of the school year may be made up prior to the first term of the succeeding year by any method acceptable to the school district or the member private school. Deficiencies must be made up in the same subject area.
b. Eligibility under this rule is determined when grades are posted. Grades are "posted" when the school registrar enters all grades electronically and are available to students, parents and teachers. In no case may the posting date be more than five (5) school days following the last day of the grading period. Grade changes after the posting date cannot restore lost eligibility, except for a documented clerical error.
c. These scholastic regulations are the minimum required for participation in Association activities. Nothing in this rule shall prevent local boards of education or governing boards of charter or private schools from establishing standards, related with grades, that exceed those of the Association. Any such rule, however, is not binding on the Association.

Mid-Season Grade Check Policy
Due to standards-based grading, during-season academic eligibility will be solely based on citizenship

Grade Check Policy: Grades will be checked once a week during the season. If an athlete doesn't meet the minimum academic standards, the following will occur:

- Probation- an athlete will be placed on probation if they do not meet the minimum standards (probation means the athlete is put on notice to work on their grades for 1 week, they can participate in games and practices during this time).
- Academic Ineligible- An athlete will be deemed academically ineligible if they are unable to improve their grades within the 1-week probation period. They will be ineligible to participate in games until they meet the minimum standards. The athlete may still participate in practices at the discretion of the coach.
- The student-athlete may also be asked to leave the team if he/she completes multiple probationary periods and continues to struggle with grades.

Citizenship Eligibility
A student-athlete must adhere to the school-wide eligibility policy regarding citizenship:

- Students must maintain a minimum Citizenship standard of at least a "S" Satisfactory in all classes to be eligible.
- If a student's Citizenship mark falls below the "Satisfactory" standard, they will be placed on academic probation for a week. If the student fails to improve their citizenship status to the minimum requirement within that week, they will then be placed on academic suspension and will not be allowed to participate in practices or games until the mark meets the minimum requirements.

Middle School Student-Athletes (Grades 6-8)
A student-athlete must adhere to the Grade Check Policy explained below:

Mid-Season Grade Check Policy
Due to standards-based grading, academic eligibility will be solely based on citizenship

Grade Check Policy: Grades will be checked once a week during the season. If an athlete doesn't meet the minimum academic standards, the following will occur:

- Probation- an athlete will be placed on probation if they do not meet the minimum standards (probation means the athlete is put on notice to work on their grades for 1 week, they can participate in games and practices during this time).
- Academic Ineligible- An athlete will be deemed academically ineligible if they are unable to improve their grades within the 1-week probation period. They will be ineligible to participate in games until they meet the minimum standards. The athlete may still participate in practices at the discretion of the coach.
- The student-athlete may also be asked to leave the team if he/she completes multiple probationary periods and continues to struggle with grades.

Citizenship Eligibility
A student-athlete must adhere to the school-wide eligibility policy regarding citizenship:

- Students must maintain a minimum Citizenship standard of at least a "S" Satisfactory in all classes to be eligible.
- If a student's Citizenship mark falls below the "Satisfactory" standard, they will be placed on academic probation for a week. If the student fails to improve their citizenship status to the minimum requirement within that week, they will then be placed on academic suspension and will not be allowed to participate in practices or games until the citizenship grade meets the minimum requirements.

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

Field Trips: FPA utilizes buses and parent volunteers to transport students on school-sponsored field trips. Parents who volunteer to transport students must provide the school with a legible copy of their driver's license, current auto insurance, and number of seatbelts in the vehicle. Parents will also be required to give notarized authorization for the school to access the parent's motor vehicle record. Information is kept on file in the office and must be filled out yearly. Parents are prohibited on buses. Only school employees may accompany students on the bus.

Middle School and High School Activities: High School Activities: 9–12 grade students only. FPA students may invite high school guests (9– 12 grade). Middle School Activities: 6– 8 grade students only. FPA students may invite middle school (6-8 grade) guests. Guest forms can be picked up from the front office. Guest forms require administrative approval and a parent/guardian's signature prior to the activity.

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

Enrollment/Withdrawal
FPA is chartered to enroll students in kindergarten through twelfth grade. In accordance with Federal and State law, FPA does not discriminate based on race, creed, color, religion, income, national origin or ability/disability status.

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

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

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

Freedom Preparatory Academy uses a lottery system to enroll new students for each upcoming year. The lottery is held the first week of March each year. To be considered in the lottery, applications must be submitted between Oct 1 and Feb 28th. The number of available seats is based on the number of current students not returning. Current student siblings receive priority, then those in the lottery. Once a student has been enrolled at Freedom Prep, they do not go through the lottery again but may continue on through 12th grade graduation.

Applications received after the lottery has been run will be added at the bottom of the waiting list. After the lottery is run applicants are notified by email within 5 days. They have 10 days to accept/decline the seat. Freedom Prep is not responsible for late, incomplete, or missing emails. Each grade has a separate lottery. After the lottery is completed, to keep families together, if one sibling is a family gets in, their other siblings are moved up to the top of the waiting list of the grade they are wanting to enroll in. The current lottery will remain in force until October 1st after the school year has started.

If parents fail to claim the space, students will lose his or her allotted space. If parents thereafter desire to enroll their child at FPA, their application will be placed at the end of any existing waitlist for the grade in which the student desires to enroll.

Enrollment Procedures
Upon notification of student acceptance to FPA and prior to the first day of school, parents must:

1. Provide a copy of a complete immunization record or a signed Immunization Waiver form.
2. Provide emergency contact details.
3. Fill out Free/Reduced School Lunch form. If you are not eligible, complete identification information and write "Not Eligible" and return the form. If you are eligible, but do not wish to participate, please complete the form and write "Eligible but do not wish to participate". This information allows the school to receive additional services and funding on behalf of students.
4. Provide a copy of the student's birth certificate.
5. Complete an FPA student registration form.
6. Complete a home language survey.

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

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

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

Parking Lot/Locker Searches: Administration may perform a search on an automobile parked on campus driven by a student. This rule applies to lockers and other personal items on school property. (see board policy #2002)

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

Disaster Plan: FPA will generally follow the Provo School District's recommendations regarding emergency school closures. KSL (FM 102.7 and AM 1160) is our emergency radio station, and they will indicate when schools are closed due to inclement weather or emergency.

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

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

FERPA

FPA follows the guidelines of Family Educational Rights and Privacy Act (FERPA). Please see Board policy 1006 on our website (www.freedomprep.net). A physical copy is available in the office upon request.