

FREEDOM EDUCATION ENRICHMENT PROGRAM STUDENT HANDBOOK

Vision Statement

Freedom Education Enrichment Program creates a dynamic academic environment where the love of learning and the pursuit of creative ideas are regularly practiced. Committed and qualified faculty will emphasize high academic achievement while exploring the quest for wisdom.

Freedom Education Enrichment Program is committed to providing a safe, financially stable school where students are nurtured, respected, and encouraged to become service-oriented members of the local community. Freedom Education Enrichment Program creates a positive atmosphere that heartens the human spirit, values the whole person, and supports family values.

Mission Statement

The Freedom Education Enrichment Program cultivates a passion for lifelong learning and provides a strong academic foundation in a safe, nurturing, and challenging environment.

Core Values

- Cultivates respectful communication among all members of the school community, that is parents, teachers, and students.
- Teaches the whole child (emotional, intellectual, physical, and psychological aspects) and provides growth opportunities.
- Creates challenging and inspirational learning environments.
- Creates occasions for success and understands the possibility of failure to promote creativity, confidence, and the willingness to learn in all students.
- Encourages professional development for teachers which reflects high standards of lifelong learning.
- Provides for the financial stability of the school.

Statement of School Philosophy

Educational Philosophy of Freedom Education Enrichment Program:

- We continuously strive to work toward a deeper understanding of each student as unique.
- We encourage the development of a positive self-image in all members of our school community.
- We recognize and support the role of parents as primary educators of their children.
- We guide our students to become academically, socially responsible and well-rounded members of society.

The **social goals** of Freedom Education Enrichment Program:

- Encourage the social skills of communication with others responsively and positively.
- Form in the student a social conscience and awareness of the need for social reform.
- Recognize and respect ethnic and cultural diversity.
- Emphasize the family as a unit of society where love, understanding, and respect are fostered.

The **intellectual goals** of Freedom Education Enrichment Program:

- Expose each student to a sequential and challenging curriculum of studies leading to the ability to make appropriate decisions in life situations.
- Work with each student in seeking knowledge as its motivation and reward, developing creativity, and establishing good study habits.
- Help students reach their full potential in the attainment of knowledge.

The **physical and psychological goals** of Freedom Education Enrichment Program:

- Help each student develop and maintain a healthy and positive self-image and instill an awareness of responsibility for one's actions.
- Promote physical fitness.
- Foster good sportsmanship.
- Provide health education and health screenings.

Non-discrimination

Freedom Education Enrichment Program adheres to a policy of non-discrimination. Freedom Education Enrichment Program admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. Freedom Education Enrichment Program does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, tuition assistance program, athletic and other school-administered programs.

Safe School Provisions

Every student has the right to attend a school that is safe and secure. To promote safe and secure schools, Freedom Education Enrichment Program is weapon-free. Any student found in possession of a weapon on school grounds or at school-related activities, verified by a school employee, will be recommended for immediate expulsion.

Weapons consist of any item(s) used to threaten, harm, or attack another person or to destroy property. Firearms consist of any device which expels a projectile through a barrel by the force of an explosion or combustion, and any instrument which expels a projectile (e.g. BB, pellet, paintball, darts, etc.) by use of gas or air pressure or spring action.

Keyless Entry System

The foundation of a safe school plan suggests that all external doors remain locked during school hours. To provide a safer and more secure campus, Freedom Education Enrichment Program uses an electromagnetic locking system on the main entrance doors of Buildings A, B, and C that surround the common courtyard. Proximity cards are used to control access to these buildings. **Because of the Safe School Provision, all parents and visitors must report to the office, sign in and receive a proximity card before proceeding**

elsewhere on the campus. Visitors must also sign out and return their assigned proximity cards before leaving campus.

Classroom and Teacher Visits

Making an appointment for a classroom visit is necessary. Appointments must be made directly through the teacher. Parents must never disturb the classroom to see their children or a teacher during school hours or after school. If a parent needs to drop off an item, it is to be clearly labeled and left at the office.

Emergency Procedures

Regular fire drills, lockdown drills, and evacuation from the school buildings are reviewed routinely. Freedom Education Enrichment Program does have a crisis plan. In case of a serious crisis, all students, staff, and visitors will exit the premises and proceed to Immaculate Heart of Mary Church (IHM), 790 26 ½ Rd., 970-242-6121. If the crisis plan is implemented, we will use a communication service to notify parents using the phone numbers provided by parents/guardians at the time of online registration. The recording will instruct parents where children may be picked up.

It is extremely important that you keep your student's emergency contact information current. You can do this throughout the school year by calling or sending an email to office personnel.

Shelter in Place

Shelter in place is used when the student population needs to be controlled, but a full-scale lockdown is not necessary. The shelter-in-place would be appropriate in situations that might not have the potential risk of harm or injury to students or staff, but still allow for students to be kept in their assigned classroom or allow movement through the school building if authorized by an administrator. **ALL STUDENTS WOULD BE REQUIRED TO STAY INSIDE THE BUILDING.**

Typically, the purpose of a shelter-in-place is to keep students safe and secure and control hallway traffic while a search or investigation is conducted, or as severe weather passes.

The program director, and when necessary law enforcement, will determine if the event or issue warrants a lockdown or a shelter in place. In the event we go into a shelter-in-place, we will communicate this to parents.

The most typical uses of a shelter-in-place would be:

- Severe weather.
- Reports of law enforcement in the vicinity of the school.
- Dangerous condition of the school grounds.

Lockdown Procedure

A lockdown procedure helps protect staff and students from a threat, inside or outside the building (or in very close proximity), such as an armed intruder. It is used when it may be more dangerous to leave the building by a directed evacuation than it is to stay in a secured room.

DO NOT PANIC. Lockdown situations are highly controlled events where law enforcement and school officials are together and in coordination following predetermined procedures that will best ensure the safety of all involved. Whether we are in lockdown or shelter in place, we will ensure that parents are kept in contact at all times through our communication system.

Please know that your child's safety is our number one concern and we take every precaution possible to ensure that they are safe in any situation that may arise. **We kindly ask that you NOT call the school so that we can use every possible resource to manage the school. We will communicate with you as we are advised by the authorities. We must keep as many phone lines open as possible, as this is our means of communicating with the authorities.**

Please know that our school is constantly working to keep our students safe in any situation that may arise.

Emergency Contact Information

A lockdown procedure may be necessary when it is considered safer to stay in a secure classroom or protected area when there is a potential threat (internal or external); dangerous condition (hazardous material spill); or severe weather that may be encountered; and when there is a possibility of an uncontrolled fire, explosion, or toxic chemical fumes.

Emergency contact information is provided by parents/guardians at the time of online registration. Should parents/guardians ever be out of town, please call the office or send an email with the-responsible guardian(s), the dates your student(s) will be in their care, and said guardian(s) phone number(s).

Parents/guardians are responsible for keeping emergency information updated.

Tardiness

Students who come late must report to the school office to pick up a "Tardy Slip" and be checked in by a parent. Please refer to the Detention Plan which governs problems with repeated tardiness. **Being on time is very important if your child is to learn promptly and if the teachers are going to run their classrooms in an orderly and effective manner. Your cooperation is expected.**

Absenteeism/Required Excuses

Parents should report an absence immediately by calling the office at 970-242-6168.

Excused Absence – And absence due to a student's illness, medical, dental, or vision service rendered, for personal counseling, or attendance at a funeral.

Unexcused Absence – Vacations, oversleeping, car problems, missing the carpool, babysitting, or working are NOT considered valid reasons for being out of school.

When students are taken out of school for personal reasons such as a special holiday or family vacation, teachers are not obliged to anticipate schoolwork or to provide the same for the child. When convenient, teachers may cooperate. Personal absences are unexcused absences.

Often, a parent will know in advance when a child will be absent. In this situation, teachers may provide homework, but only if requested by the parent and/or child. Please email your student's teacher(s) for homework if they are going to miss multiple days of school due to illness.

Students who are absent more than twenty percent (36 days) of the total school days in an academic year are in jeopardy of not being promoted to the next grade.

MULTIPLE UNEXCUSED ABSENCES AND TARDIES VIOLATE COLORADO STATE LAW AND CAN BE CATEGORIZED AS TRUANCIES.

Medical Appointments/Early Dismissal

If at all possible, medical appointments should be made outside of school hours. If necessary, we ask that you call or email the office the day before the appointment. Parents must come to the office (not to the classroom) to check out their student(s).

Health and Safety

Freedom Education Enrichment Program complies with state regulations mandating current documentation of immunizations before enrolling. Failure to comply requires that the child be excluded from the school until the records are provided.

In all instances, students' medical information is kept confidential. Special precautions are taken to protect the information regarding a student's medical diagnosis, or health condition from unauthorized disclosure.

1. **When a student is ill** – A student who does not feel well doesn't benefit from school attendance. Children with fever, cough, rash, nasal or eye drainage, diarrhea, or vomiting within the last 24 hours, should not come to school until they are symptom-free for 24 hours. Students who are ill are expected to remain at home until they are 24 hours symptom-free or when symptoms have improved. This is for your protection as well as the protection of others with whom your child will have contact. Students with communicable diseases are excluded from school for the amount of time their condition may endanger the health of others.

If a student becomes ill at school, he/she will be sent to the office to evaluate their illness and call home if needed. Students will not use classroom phones or personal cell phones/smartwatches to contact a parent.

2. **Medication** –

Carrying or sharing medication with another student is strictly prohibited. **No student is permitted to carry any type of medication on their person, in a backpack, or locker during school (exception: self-carry asthma inhalers). This includes all over-the-counter medications (acetaminophen, ibuprofen, cough drops, etc.) as well as prescription medication.**

No student is to carry his or her medication, except for self-carry asthma inhalers. Students in grades 4-8 are permitted to carry inhalers as long as written consent from the student's physician and parent/guardian is on file with the school. Students in grades K-3 should continue inhaler use with assistance from school staff. Parents are requested to meet with the program director to discuss any concerns regarding students with special needs.

Please remember, when a child is on medication that requires them to take it 3 times a day, such as an antibiotic, it may be given before school, after school, and at bedtime. If under exceptional circumstances a student is required to take oral medication during school hours, only a nurse or trained school personnel will administer the medication in compliance with the following regulations. In the alternative, a parent/guardian may come to school to administer the medication.

- a. An administration of Medication Form must be completed by the student's physician and must be on file in the school stating:
 1. Student's name
 2. Name of drug
 3. Dosage
 4. Purpose of medication
 5. Time of day medication is to be given
 6. Anticipated number of days it needs to be given in school
 7. Possible side effects
- b. The medication must be brought to school in its original container/box and appropriately labeled by the pharmacy or physician.

Unless the above requirements can be met, medication will not be administered at school.

Health Insurance

Insurance coverage (healthy, etc.) for students at Holy Family Catholic School is the responsibility of the parents/guardians.

The office staff is busy during the day and will not accept telephone calls from parents to inform students of rides home, medical appointments, etc. Messages need to be taken care of with students before they leave for school in the morning. We are neither equipped nor staffed to deliver messages to students. Parents may email a teacher or leave a message on a teacher's voicemail.

The school phone is a business phone and is not to be used by the students unless they are permitted by the administration or faculty. Students may not call home for forgotten homework, or arrange after-school activities.

Cell Phones/Smartwatches

Cell phones/smartwatches may be brought to school or a school activity under the following conditions:

1. Cell phones/smartwatches must be kept in the OFF position (in a locker or backpack). All calls made to parents/guardians will be made from the office landline. In the event of a school-wide emergency, the use of cell phones/smartwatches at such a time interferes with the teacher's/administration's communication with students and interferes/interrupts communication among responding law enforcement.
2. Cell phones/smartwatches may not be used for game playing; text messaging; internet; listening to music; picture taking; email access; gambling or making purchases of any kind.
3. No harassment or threats of persons via cell phone/smartwatches is permitted.
4. If a teacher permits a student to use a cell phone/smartwatch for a class project, it is with the understanding that any use beyond the scope of that project is in violation of these rules and the device is subject to confiscation.
5. Students who violate any of the rules regarding cell phones/smartwatches may forfeit their privileges of bringing them to school. **Cell phones/smartwatches will be confiscated.**

Guidelines for Parents/Guardians

Since the primary right and duty of education rests on the parents/guardians, you are to share the task of educating your child(ren) as support to the professional staff of our school. Examples of that support are:

- Helping your child with their homework, reviewing their school papers, and providing the necessary encouragement or correction.
- Monitoring your child's progress and seeking ways to improve your child's performance in PowerSchool.
- Familiarizing yourself with the rules and regulations of Freedom Education Enrichment Program and being aware that the placement of your child(ren) in Freedom Education Enrichment Program is an acceptance of these guidelines.

Guidelines for Students

Each student must recognize his/her rights and responsibilities as an active participant in our community.

The student has the right:

- To a learning experience.
- To have the opportunity to attain a high level of academic excellence.
- To be given the means to express creative potential and individuality.

The student has the responsibility:

- To cultivate a recognition of the dignity and value of each person.
- To respect the rights and property of parents/guardians, teachers, and fellow students.
- To attain in his/her studies a level of excellence that is to the best of his/her ability.
- To conform to the school's Behavior Code.
- To develop an attitude of reverence for all human beings.

Plagiarism

Plagiarism occurs when a student claims to have done work that he/she did not do. This includes copying work from the internet or book, copying another student's work, or

repurposing an assignment that the student completed for another class or at another time. Plagiarism is a major academic offense and is taken seriously. Students who plagiarize an assignment will receive a zero for the work that was plagiarized, and they may face further consequences based on the severity of the violation.

Conduct – Behavior Code

At Freedom Education Enrichment Program, how students treat each other and adults are as important as their academic achievements.

Is the student...

- **Humble?** Use his/her talent for the good of others.
- **Merciful?** Forgiving of self and others?
- **A peacemaker?** Tend to calm situations down?
- **Kind?** Shows kindness to students, staff, and parents?
- **Patient?** Demonstrating patience with self and others?
- **Generous?** Shares with others?
- **Supportive?** Do they encourage others?
- **Loyal?** Supportive of classmates and the school family?
- **Hopeful?** Express a positive outlook?
- **Trusting?** Do they trust others?

Students, you must...

- Make a sincere effort to learn.
- Complete all assignments to the best of your ability.
- Submit assignments when required.
- Conform to classroom standards of behavior.
- Follow the rules of the school.
- Obey staff and yard duty monitors. Defiance will not be tolerated.
- Maintain an attitude becoming of a good sportsperson at all times.
- Needless yelling, derogatory remarks, and fighting are unacceptable.
- Not having gum, sunflower seeds, and the like at school.
- Buying or selling personal articles is forbidden.
- Not bring pocket knives; cigarette lighters, beepers; laser light pens, skateboards; radios; water guns; water balloons, and the like to school.

Teachers are directed to confiscate these items and may not return them.

Freedom Education Enrichment Program supports a secure school climate, conducive to teaching and learning and free from threats, harassment, and any type of bullying behavior.

Bullying is defined as any written or verbal expression, physical act or gesture, or pattern thereof that is intended to cause distress to one or more students in a school environment. The school environment includes school buildings, grounds, and all school-sponsored activities and events. Bullying and being bullied is not an accepted or acceptable phase of development.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion, and/or referral to law enforcement authorities. The severity and pattern, if any, of the bullying shall be taken into consideration when disciplinary decisions are made.

A comprehensive program to address bullying is aimed at accomplishing the following goals:

1. Send a clear message to students, staff, parents, and community members that bullying will not be tolerated.
2. Train staff and students in taking proactive steps to prevent bullying from occurring.
3. Implement procedures for immediate intervention, investigation, and confrontation of students engaged in bullying behavior.
4. Initiate efforts to change the behavior of students engaged in bullying behavior through education on acceptable behavior, discussions, counseling, prayer, and appropriate negative consequences.
5. Foster a productive partnership with parents and community members to help maintain a bully-free environment.
6. Support victims of bullying using individual and peer counseling. Support will include self-confidence building and teaching skills to recognize different forms of bullying behavior and appropriate responses.
7. Help develop peer support networks, social skills, and confidence for all students.
8. Recognize and praise positive, supportive behaviors of students toward one another regularly.
9. Assure that Freedom Education Enrichment Program is a safe and welcoming environment for students who are at increased risk of being stigmatized or bullied by peers.
10. Sponsor an environment where students and parents feel safe in reporting bullying behavior and confident that the concerns(s) reported will be addressed appropriately by the school administration.

Discipline and appeals process:

1. Teacher.
2. Program Director.
3. ERBOCES.
4. FEEP school board.

BEHAVIOR PLAN: Primary and Intermediate Grades

We believe in a structured environment for learning to take place. Students are expected to follow the classroom procedures and school rules during the school day. Therefore, all primary and intermediate teachers have established a consistent behavior plan.

Discipline Cycle

Each teacher has his/her style of implementing the first three steps of the following discipline cycle.

- **Step 1: Warning.** The teacher warns the student to correct inappropriate behavior.
- **Step 2: Consequences.** The teacher and student have an interaction to discuss behavior. This may involve a student-to-student interaction. Teachers have specific consequences for action, which may include a form of detention.
- **Step 3: Parent involvement/Contact.** If the above discussion does not solve the problem or if behavior is consistently repeated, a school representative contacts the parent/guardian about the behavior. A contract with the student may be made.
- **Step 4: Administrator Involved with the Behavior Change.** A conference is arranged with:
 - a) Student and director, or
 - b) Student, teacher, director, and ERBOCES.
- **Step 5: Administrator-Parent Involvement.** A conference and contract are set up with the student, director, teacher, ERBOCES and parent/guardian.
- **Step 6:** Suspension or Expulsion. If no improvement in behavior or a major offense occurs, the student may be suspended or expelled.

The director and ERBOCES get involved beginning with Step 4. For most behavior changes needed, the teacher uses Steps 1, 2, and 3. For some offenses, the disciplinary action taken might start with Steps 3, 4, 5, or 6. **Freedom Education Enrichment Program reserves the right to determine, at its discretion, when conduct is of such severe nature as to warrant immediate action without following the outlined steps.**

BEHAVIOR PLAN: Middle School

Students are expected to follow the rules during the school day. The consequences for inappropriate behavior and excessive detentions are as follows:

- **Step 1:** The student is given a Reflective Essay Form. This reflective paper asks the student to identify, explain, and suggest a remedy for the infraction committed. The student will be on Step 2 if the form is not completed and returned to the teacher on the next school day. A parent/guardian's signature is required on the Reflective Essay Form.
- **Step 2:** The student is given a Student Behavior Contract and a Parent Letter. The letter informs parents that the student has repeatedly behaved inappropriately and must schedule a conference to be attended by the student, a parent/guardian, the teacher, and the director before returning to class.
- **Steps 3 and 4:** If a student exhibits inappropriate behavior a third or fourth time, the student is sent to the office, and suspension may occur (administrative decision). A parent/guardian will be called by the school administration and asked to make arrangements for the student to leave the school grounds.
- **Step 5:** If a student exhibits inappropriate behavior for a fifth time, the student may be recommended by the principal and ERBOCES for expulsion.

All employees of FEEP share the responsibility of supervising the behavior of students and seeing that they abide by the established rules of conduct. All employees may issue Reflective Essay Forms or detention.

Detention

Detention may be assigned for the following reasons:

- Homework infractions (individual teachers handle this).
- Excessive tardiness (more than 3 unexcused in one semester).
- Uniform violations (more than 2 need administration attention).
- Minor infractions (including writing/markings on skin, disruptions defiance, eating in class, chewing gum, etc.).

If a child receives detention, it will be dealt with on an individual basis. Parents/guardians will be notified immediately.

Suspension

Suspension is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, his/her parent(s)/guardians(s), and the school the time needed for resolving a problem. Suspension is considered a serious matter which could lead to expulsion from school. It is not used for minor infractions.

Effort is made to resolve problems before considering suspension. In the event of a suspension, the student's parent/guardian will be engaged in the development of a suspension behavior plan to support deterring future infractions.

Grounds for Suspension

Students may be suspended from school for the following reasons:

- A. Violation of any state or local laws.
- B. Conduct that harms the good name of Freedom Education Enrichment Program.
- C. Violation of school rules or regulations. This may include yet is not limited to the following:
 1. Disrespectful attitude, such as:
 - Arguing with a staff member or volunteer.
 - Questioning a staff member's or volunteer's authority.
 2. Violent fighting or
 - Causing physical/emotional harm or injury to another.
 - Loss of self-control (temper tantrums).
 3. Profane language
 - Written or spoken vulgarity or profanity.
 - Profane or vulgar signs or actions.
 4. Sexual harassment.
 5. Repeated refusal to do required work.
 6. Vandalism (deliberate destruction or damage of property).
 7. Cheating.
 8. No improvement following referral to Administration.
 9. Gang activity.

Readmission after Suspension

Readmission requires evidence that the problem which led to the suspension has been resolved. In addition, the student must be accompanied back to school by his/her parent(s)/guardian(s), and meet with the program director. In addition, all work assigned during suspension must be completed. Students should not expect any credit for assignments missed due to suspension.

Expulsion is the removal of a child from attendance at Freedom Education Enrichment Program (either permanently or for an extended period) as a result of:

- A. Behavior is so serious that future attendance is not acceptable. Involvement with drugs, alcohol, sex, or weapons on or off campus are examples that may constitute cause for immediate expulsion.
- B. A consistent pattern of disruptive behavior.
- C. Gross lack of improvement following a suspension.

Procedure: The director shall make a recommendation for expulsion. Before a student is expelled, the family is entitled to a hearing. The director will make the final decision after consideration of the facts, circumstances, and recommendations.

The permanent dismissal of a student from Freedom Education Enrichment Program is an extreme measure to be taken when after:

- a. Other efforts of motivation and counseling have failed or
- b. Where attendant circumstances of the crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other persons or
- c. As outlined in the policy regarding student withdrawal on grounds of parental behavior.

Curriculum

Curriculum may be defined as "all the guided experiences of the child under the direction of the school." It includes the content of courses of study; it embraces the development of the whole child, insofar as this is within the scope of the school. FEED offers an exceptional academic program provided by dedicated, degreed personnel. The curriculum consists of math and technology.

Technology Use

Technology is an integral part of instruction at Freedom Education Enrichment Program. From Kindergarten – 8th grade, students and teachers are actively using technology to support learning opportunities for all students. FEED provides many types of technology for students to use including digital textbooks, desktop computers, laptops, tablets, and robotic equipment. All of this technology is for the educational benefit of the student, not to provide entertainment. It is not to be used for playing games, watching movies, or videos, communicating via social media sites, or for any other recreational/entertainment purposes. The use of FEED technology resources is a privilege and not a right. Each student and their

Expulsion Policy

parent/guardian will be required to sign and follow the Acceptable Use Policy as well as the Laptop Policy.

Google accounts are assigned to students in 5th – 8th grade. Google accounts include access and use of Google Classroom, Google Docs, Google Sheets, Google Slides, and Google Drive. In the 5th grade, we start instructing students in the use of email and other Google applications. These Google services are considered to be the Core Services of G Suite for Education. Students of all ages also use Google Maps and Google Earth. Google provides information about the information it collects as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. All parents/guardians also need to sign the G Suite for Education Parental Permission.

Homework Policy

Homework is intended to be an extension or completion of the lessons learned at school. Homework may be oral; written; a study assignment, a review of class activities, and/or lectures. It may include parental involvement. It is the student's responsibility to record all daily and long-term assignments in their assignment books.

Parents/guardians must provide a proper study atmosphere at a regularly scheduled time each day.

- **Primary students (1st – 2nd grade)** Homework is expected to be turned in on time. Homework will be graded and handed back in a reasonable amount of time.
- **Intermediate students 3rd – 5th grade)** Homework will be graded and handed back in a reasonable amount of time. Late homework is a 10% grade loss per day.
- **Middle school (6th – 8th grade)** Many middle school assignments are long-term and require students to plan and budget their time. Homework will be graded and handed back in a reasonable amount of time.

Different grade levels/teachers reserve the right to set their late work policy.

Homework Make-up Policy

Students may make up work after absences by these guidelines:

- A. For excused absences students are permitted to make up tests and other assignments.

1. Under normal circumstances, students are expected to submit any previously assigned work upon return to school after an excused absence.
 2. For all work missed on the day of an excused absence, students are allowed one day for each day absent for short assignments and three school days for longer assignments.
 3. For extended excused absences, the teacher may allow additional time, but not extend it beyond ten days.
 4. Teacher discretion will be used in exceptional circumstances related to illness or injury with administrative approval.
- B. It is the joint responsibility of the student and parent/guardian to ensure a student makes up work following excused absences.
 - C. Work not completed on time will not be accepted.
 - D. Teachers are not obliged to provide make-up work for unexcused absences or suspensions.
 - E. Please email the teacher(s) for homework.

Communication

Freedom Education Enrichment Program uses many means of communicating with parents/guardians.

- A. **Parent/Guardian and Teacher** – Formal parent conferences are held twice a year. Parents are welcome to confer with a teacher at other times necessary, providing prior arrangements are made by contacting the teacher via email and making arrangements to meet. Expecting a conference/meeting without prior notice or arrangements is unreasonable.
- B. **Administration/Parent/Guardian** – Parents/guardians are welcome to confer with an administrator provided prior arrangements are made via email.
- C. **Teacher Correspondence** - teachers will communicate with parents/guardians via email on classroom programming/academics/activities throughout the year.

Care of School Property

All non-consumable textbooks are issued to the students for their use and must be returned in good condition. All textbooks are to be kept covered. No contact paper or tape. Parents will be billed for the repair or replacement of damaged or destroyed school property, such

as textbooks, A/V equipment, computer software, or hardware. Report cards will be held until the destroyed item has been paid for or replaced.

Lost and Found and Personal Items

Lost and Found items such as clothing, books, etc. are located in a bin outside the school gym or by the south primary door. Please look for small items such as glasses, jewelry, keys, etc. in the office.

Confidentiality of Records

Student records are confidential. The school provides access to official records of current and former students only to those who legitimately apply.

Wellness (Food) Policy

Food in the classroom

1. **Sharing** – Students are discouraged from sharing their foods, beverages, or snacks during snack time with one another due to concerns with food allergies, illnesses, and the possibility of restrictions on some children’s diets.
2. **Lunch/snacks from home** – FEEP encourages parents to pack healthy snacks.
3. **Classroom parties** - Students are not allowed to bring treats to pass out at school. Three exemptions to this policy may occur each Halloween and Valentine’s Day. This must be coordinated with the teacher when such parties are being planned. Treats brought to the classroom for celebrations other than the celebrations mentioned will be held in the office for pick-up.

The link between nutrition and learning is well-documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong learning and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

We understand that birthday celebrations and holiday parties are a special time for children. Listed below is how we celebrate these special days.

1. **Classroom parties** -Students may celebrate their birthday at school by having an appropriate non-uniform dress day (free dress day). Please see the *Dress code for Free Dress Day*. Non-uniform guidelines must be followed. Students with a summer birthday may celebrate their half-birthdays with appropriate dress. Please coordinate this half-birthday date with your child’s teacher.
2. **Birthday parties** - If your child is having a birthday party and is not inviting all their classmates, or all the boys or all the girls, then please **DO NOT** bring the invitations to school to be handed out. Please refer to your family directory and mail them. No limos are to pick up students for any parties on campus.
3. **Special deliveries** - Any deliveries (flower arrangements, balloon bouquets, etc.) intended for a student will be held in the office. Students will be advised to pick the item(s) up after school.

Re-enrollment

Re-enrollment takes place in the 2nd semester of school for the following school year.

Student Withdrawal

The administration must be contacted in writing if a family finds it necessary to withdraw. Student records are mailed to the new school after all books are returned. Parents sign a release of school records form at the receiving school.

Students who have attended Freedom Education Enrichment Program previously may not return to FEEPat a later date unless, in the judgment of the director, an exception should be made.

We currently use the following uniform suppliers who give back to our school:

- Dennis Uniform
- French Toast (5% back)
- Lands End (3% back)

Other uniform suppliers may be used (please verify all other suppliers with the office before purchasing uniforms). Our school plaid is only available at Dennis Uniform.

If you choose to purchase uniform items locally, please use the descriptions below as a guide. If you have questions about items meeting standard requirements, bring them to the office for approval before removing tags or discarding receipts.

Boys

- **Kg – 2nd-grade pants/shorts, navy or khaki**
 - Elastic waist pants/shorts.
 - Pull-on pants/shorts.
 - Shorts are only allowed in the 1st and 4th quarters ONLY.
- **3rd – 8th-grade pants/shorts, navy or khaki**
 - Cotton twill pants/shorts.
 - Shorts are only allowed in the 1st and 4th quarters ONLY.
 - Belts are mandatory at all times. Belts may be black, brown, khaki, or navy and must be solid in color.
- **No cargo-style pants or shorts allowed.**
- **Shirts/sweaters for all grades (please refer to the table on the next page).**

	Short Sleeve	Long Sleeve	Navy	Red	White	Gray
Oxford button up shirt	X	X	-	-	X	-
Polo Shirt	X	X	X	X	X	-
Turtleneck shirt or undershirt (cold weather only)	-	X	X	X	X	-
Sleeveless sweater vest	-	-	X	X	-	-
Pullover V-neck vest	-	X	X	X	-	-
Cardigan sweater	-	X	X	X	-	X
Crewneck pullover sweater	-	X	X	X	-	-

- **Shoes/Boots/Socks for all grades**
 - White ankle-height crew socks are acceptable. No logos.
 - Athletic shoes may be worn and shoelaces must be tied at all times.
 - No boots of any kind (other than snow boots) are allowed to be worn (i.e. UGG; leather; cowboy or any fashion boot, etc.). Snow boots are allowed when there is snow on the ground.

Girls

- **Kg – 2nd-grade pants/shorts, navy or khaki**
 - Elastic waist pants/shorts.
 - Pull-on pants/shorts.
 - Shorts are only allowed in the 1st and 4th quarters ONLY.
- **3rd – 8th-grade pants/shorts, navy or khaki**
 - Cotton twill pants/shorts.
 - Shorts are only allowed in the 1st and 4th quarters ONLY.
 - Belts are mandatory at all times. Belts may be black, brown, khaki, or navy and must be solid in color.
- **Jumpers/skirts/skort for all grades**
 - Jumper: Bib front knife pleat - only available at **Dennis Uniform**.
 - Skirt/skort: Double tab pleat, khaki, **Dennis Uniform plaid**, or navy.
 - All-around pleated skirt/skort in navy or khaki.
- **Shirts/sweaters for all grades (please refer to the table below).**

	Short Sleeve	Long Sleeve	Navy	Red	White	Gray
Button up blouse (Peter Pan Collar) or Oxford button up shirt	X	X	-	-	X	-
Polo Shirt	X	X	X	X	X	-
Turtleneck shirt or undershirt (cold weather only)	-	X	X	X	X	-
Sleeveless sweater vest	-	-	X	X	-	-
Long Sleeve Pullover V-neck vest	-	X	X	X	-	-
Cardigan sweater	-	X	X	X	-	X
Crewneck pullover sweater	-	X	X	X	-	-

- **Socks/tights/leggings for all grades**
 - Knee-high socks or leggings: Red/white, or navy solid color
 - Socks: White ankle-height crew socks. No logos.
- **Shoes/boots**
 - Athletic shoes may be worn and shoelaces must be tied at all times.

- o Dress shoes such as Mary Jane (conservative heel height) may be worn.
- o No open-toe or open-heel shoes are allowed.
- o No boots of any kind (other than snow boots) are allowed to be worn (i.e. UGG; leather; cowboy/girl or any fashion boot, etc.). Snow boots are allowed when there is snow on the ground.

15. Belts are mandatory for boys and girls, in grades 3-8. Belts must be solid in color and can be black brown, khaki, or navy.

Uniform Regulations

1. School uniforms are required for all students. All uniforms need to be clean and neat.
2. Skirts, jumpers, skorts, and walking shorts should be no more than 2 inches above the knee (as measured in the kneeling position). Parents, please be responsible for this.
3. All shirts must be tucked in and trousers must fit properly. Skin tight or baggy pants/shorts are not permitted. No jeggings.
4. Hair is to be an appropriate length and style. “Appropriate length and style” will be judged by the administration and/or the teacher involved.
5. Natural hair color only. Hair coloring, tinting, bleaching, streaking, frosting, hair extensions, feathers, etc., are expressly forbidden.
6. Lipstick, facial and eye makeup, nail polish, etc., may not be worn.
7. Jewelry is limited to the following: simple earrings to be worn on the bottom part of the ear (no dangling; one earring per ear). A simple ring or watch may be worn, and necklaces or bracelets that are religious in nature may also be worn. Any variances to this rule must be approved by the principal.
8. No multiple piercings allowed.
9. Jackets may only be worn to and from school. They may not be worn in the classroom. No logos on sweatshirts/hoodies are allowed.
10. No hats are to be worn in school.
11. Colored (other than red, white, or blue) or designed t-shirts or turtlenecks under blouses or shirts are not permitted. In cold weather, long-sleeve undershirts in school colors may be worn.
12. Officially approved uniforms of Scouts, Campfire Girls, etc., may be worn on meeting days.
13. No brand or designer logos are allowed on any article of clothing (including socks).
14. No boots of any kind (other than snow boots) are allowed to be worn (i.e. UGG; leather; cowboy/girl or any fashion boot, etc.). Snow boots are allowed when there is snow on the ground.

Dress Code for Free Dress Days

Free dress days are designated by the director. Students who would like to participate in free dress days may come to school wearing non-uniform (acceptable/appropriate) clothes.

Unacceptable attire is:

- Gym clothing (b-ball shorts, sweats, yoga pants, etc.).
- Leggings (unless worn under a skirt).
- Short skirts or short shorts (see #2 under Uniform Regulations for acceptable lengths).
- Ripped/holes in jeans.

Dress Code for Spirit Day

Students may wear any of the spirit t-shirts or sweatshirts with jeans/jean shorts or uniform pants/shorts. Spirit shirts must be tucked in pants/shorts and a belt must be worn (grades 3rd – 8th). Shorts are allowed in the first and fourth quarters only and must be appropriate according to uniform regulations. No ripped/holes in jeans/shorts are allowed.

Students may not change into street clothes after school unless prior approval has been given by the administration. Please remember to put your student’s name on the inside label of all clothing.

Parental Support

The effort your family dedicates to your children’s education at Freedom Education Enrichment Program is reflected in your honest and consistent cooperation in implementing the Handbook’s guidelines and rules. When a question may arise regarding a disciplinary decision, parents are encouraged to approach the staff in the same courteous manner in which they would like to be approached. If a parent chooses not to cooperate and comply with FEED’s disciplinary policy, practice, and determining consequences, his/her child may be excluded from attending FEED.

This handbook cannot include all directives. The administration reserves the prerogative to add or amend consequences it deems appropriate for the welfare of each student and the entire FEEP community. These directives ensure a positive, healthy environment where educational growth can occur with freedom and order.

Each student and his/her parent/guardian are required to read and verify that they have read and agree to the policies and regulations herein via electronic signature at the time of online (re)enrollment.

We thank you for the privilege of participating in your precious child's education and moral development.