

FREEING HEARTS, MINDS, HANDS & LIVES •

THE FREEDOM SCHOOL

WHAT IS THE FREEDOM SCHOOL ALL ABOUT?



AFFILIATION

The Freedom School was founded in 1997 by New City Fellowship Church (Saint Louis, Missouri), Presbyterian Church in America. The school belongs to a network of ministries collectively called Restore Saint Louis. These ministries endeavor to show God's love in the form of justice and mercy to the poor, widows, orphans, immigrants and refugees of Saint Louis, Missouri. The Freedom School seeks to demonstrate the Core Values of New City Fellowship in an educational context.

HISTORY

In 1847, freed slave John Berry Meachum collaborated with John Peck, a white missionary, to create ***The Freedom School*** on a Mississippi riverboat near Saint Louis, Missouri in order to set children free from the legal bonds that made educating black people illegal.

In 1964, as part of the **Freedom Summer** civil rights project, *Freedom Schools were set up throughout Mississippi to educate both children and adults so they could become voters and social change agents who would participate in the ongoing Civil Rights Movement,*

Thirty-three years later, in 1997, The Freedom School, here in St. Louis was founded by New City Fellowship Church to free children from the bondage of sin and trauma associated with racism, poverty, and abuse, which keeps them from reaching their unique potential as image-bearers and Kingdom-builders of God. The school belongs to a network of ministries collectively called Restore Saint Louis. These ministries endeavor to show God's love in the form of justice and mercy to the poor, widows, orphans, immigrants and refugees of Saint Louis, Missouri. The Freedom School seeks to demonstrate the Core Values of New City Fellowship Church in an educational context.

In a word: COMMUNITY. The Freedom School is a living breathing manifestation of the goodness of God working through community. We are sinners saved by grace, seeking to help others discover the same grace that saved our lives. True community is a rare find today. So, what are the elements which define it?

Members of the community love each other. This means we ALL care for each other tenderly as individuals created in the image of God; we give each other the benefit of the doubt; and we give sacrificially for the good of the community. Whether it is work, knowledge, resources, finances or just a listening ear…be ready to give.

Members of a community must agree upon the standards by which they will live and interact. For us, that standard is the Word of God. All of us (Head of School to the newest PreK student) encourage and admonish each other as we grow into the people God wants us to be. Have the courage to speak up and the humility to receive biblical correction.

Members of the community are committed to reconciliation, i.e. restoring right relationship. True Reconciliation is hard to find. But once we do find it (reconciliation to God, self and others) it is so beautiful, we are compelled to sow its seeds everywhere and to protect it at all cost. There is nothing in this world that is more satisfying than being in right relationship with the Lord, our God and creator. Knowing yourself, your unique gifts and challenges affirmed in the Image of God comes close; as does being in right relationship with others. Amazingly, God has given this ministry of reconciliation to us, His children. (2 Corinthians 5:18) At the Freedom School, we are constantly learning and growing in this sacred calling.

Our Freedom School community is committed to excellence. We reject the cultural desire to outshine others and embrace the call of Christ to "Do everything, as unto the Lord". (Colossians 3:23-24) This desire should manifest itself in how we teach, how we plan, how we fail and apologize, how we cook…even how we play.
Would you like to join us? Keep reading.

VISION

The Freedom School welcomes students from all walks of life and frees their minds, hearts, and hands from the bonds of sin to serve one another in our community, and around the world.

NON-DISCRIMINATION

The Freedom School does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship programs, athletic or other school-administered programs.

CORE VALUES

The Freedom School adheres to the doctrines of the Westminster Confession of Faith. Our core values reflect a practical application of those doctrines, summarized by Micah 6:8: ***"He has showed you, O Man, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk humbly with your God."*** The Freedom School seeks to apply these values in an educational context. The sum of those values is reconciliation. Reconciliation to God, reconciliation to oneself, and reconciliation to others.

1.**Reconciliation to God (Sonship)** - *"I am not ashamed of the gospel, because it is the power of God for the salvation of everyone who believes: first for the Jew, then for the Gentile. For in the gospel a righteousness from God is revealed, a righteousness that is by faith from first to last, just as it is written: The righteous will live by faith.'" (Romans 1:16-17)* Students will learn they are sinners who have been saved by grace through faith in the sacrifice of Jesus Christ for our sins (atonement). Each one is a new creation: loved, forgiven, accepted, and adopted by God, being restored by grace to reflect the image of God in every aspect of life (sanctification). They develop a sense of purpose, self-worth, and hope for the future.

2.**Reconciliation to oneself**- *"Then God said, 'Let us make man in our image, after our likeness" (Genesis 1:26). And "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law. And those who belong to Christ Jesus have crucified the flesh with its passions and desires." (Galatians 5:22-23)* Students will learn that they are made in the image of God. As such, they are complex cognitive, social, emotional, and volitional beings, possessing unique strengths and weaknesses to be developed for the service of others.

3.**Reconciliation to Others (Kingdom Focus)** - *"All this is from God, who reconciled us to himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to himself in Christ, not counting men's sins against them. And He has committed to us the message of reconciliation." (2Corinthians 5:18-19)*

a. There is but one God, who exists in the form of the Three Persons - the Father, the Son and the Holy Spirit. We believe God has created us in His image and therefore, we work together as interdependent parts who act as one unit, resolving conflict, valuing and supporting one another.
b. Jesus came as the King of Kings and the Ruler of the Universe to save a people for Himself, through His own sacrifice, and restore us under His loving rule and reign as His servants who live for Him and seek first His kingdom. As kingdom-bearers, students will be equipped and given opportunities to do the same.
c. Having clear expectations of the students to demonstrate appropriate, responsible, and productive social behavior in formal and informal settings

The sum of the ***means*** to accomplish reconciliation is a humble dependence on God's provision of the Holy Spirit to overcome our weakness and sin.

a. True worship involves the movement of the Holy Spirit in the hearts of God's people that enables them to be transformed into the image of Christ by their worship of God. This transforming work of the Spirit is freedom indeed.
b. God wants us to trust Him as the God who can and will fulfill His promises.
c. Recognizing that trial is the way to maturity, and not a roadblock, means we don't worry about looking for the quick fix.

EDUCATIONAL CORE VALUES

1. We do not see these values as limiting. In fact, as our practice is contrasted with the typical American school, we see that… *Where the Spirit of the Lord is, there is Freedom. 2 Corinthians 3:17*
   There are special freedoms that define us as a community committed to pursuing reconciliation to God, self and others <u>through education:</u>
   A. Freedom to develop all students' talents and abilities by encouraging social-emotional development, accommodating a variety of learning styles, and meeting students' physiological, and safety needs.
   B. Freedom to experience and enjoy God's world in a healthy atmosphere which allows for movement, fresh air, and sunshine.
   C. Freedom for students to grow in their role as God's image bearers and kingdom builders, increasing in Perseverance, Excellence, Academics, Reconciliation and Love.
   D. Freedom for teachers to grow and serve as they cultivate meaningful relationships with students, respecting the agency of each individual and thereby nurturing the whole child.
   E. Freedom to restore and instruct through discipline, avoiding shaming and punishment, pointing always to Christ.
   F. Freedom to encourage family cooperation, discipling families as well as children.
   G. Freedom to use a quality curriculum that:
      I. is based on God's word,
      II. shows the interconnected nature of our lives as God works through history.
      III. reflects a diversity of cultures.
      IV. develops critical-thinking and problem-solving skills.

Article IV

Relationship to New City Fellowship

Section 1: The Freedom School is a ministry of NCF and Restore St. Louis (a collaboration of NCF outreach ministries). The Freedom School shall be governed through and by its Advisory Board (hereafter "Board"), The Advisory Board is given authority by the Session of Elders of NCF (hereafter "Session") to execute the mission and purposes of The Freedom School.

Section 2: Subject to the approval of the Session, the Advisory Board's authority shall include setting policy to implement the mission; hiring employees required to operate the school; purchasing equipment unique to the school; the admission and discipline of students; and the establishment and implementation of an operating budget.

Section 3: The Advisory board's authority shall not include the ownership of any real or tangible property, including that equipment unique to its operation. All such property shall be owned by New City Fellowship.

Section 4: The school, as a ministry of New City Fellowship/Restore St. Louis, shall operate under the provisions of the Articles of Incorporation and By-Laws of New City Fellowship and Restore St. Louis. No provisions in these by-laws shall violate or supersede the legal documents, Articles of Incorporation or By-Laws of New City Fellowship or Restore St. Louis.

Section 5: The Session shall be informed periodically of the actions of the Advisory Board and shall be the final authority in any matter concerning the school. The Session has authority to make direct decisions for the Board, change any decision of the Board, or remove any members of the Board, according to its best judgment.

STAFF DIRECTORY

FACULTY			TFS Email
Early Childhood Department			
Naomi	Greder	Pre-Kindergarten Lead Teacher	ngreder@tfsstl.org
Monique	Baker	Pre-Kindergarten Aide	mbaker@tfsstl.org
Mercy	NKonge	Kindergarten Teacher	mnkonge@tfsstl.org
Lower Elementary Department			
Kim	Balek	First Grade Teacher	kbalek@tfsstl.org
Gina	Ogletree	Second Grade Teacher	gogletree@tfsstl.org
Michelle	Manuel	Third Grade Teacher	mmanuel@tfsstl.org
Upper Elementary Department			
Claire	Clay	Fourth Grade Teacher	cclay@tfsstl.org
Nova	Harris	Fifth Grade Teacher	nharris@tfsstl.org
Middle School			
Niesha	Walker	Middle School Teacher	nwalker@tfsstl.org
Colleen	Dille	Middle School Teacher	cdille@tfsstl.org
Specials Department			
Sheylynn	Campa	P.E Teacher	scampa@tfsstl.org
Amy	McCollum	Music Teacher	amccollum@tfsstl.org
Sariah	Kayama	Art Teacher	skayamba@tfsstl.org
Samuel	Ivey	Spanish Teacher	sivey@tfsstl.org
Resource Department			
Debra	Mattison	Resource Coordinator	dmattison@tfsstl.org
Kristin	Pirrie	School Counseling Coordinator	kpirrie@tfsstl.org
Nancy	Mastin	School Counselor	nmastin@tfsstl.org
Afterschool Department			
TBD		Afterschool Director	@tfsstl.org
TBD		Afterschool assistant	@tfsstl.org
Administration			
Angie	Yarbrough	Head of School	ayarbrough@tfsstl.org
George	Mimms	Academic & Behavior Interventionalist	gmimms@tfsstl.org
Pamela	Baum	Admin Coordinator	pbaum@tfsstl.org

POLICIES & PROCEDURES

ADMISSIONS POLICY

The faculty and staff of The Freedom School are committed to meeting the needs of students who can truly benefit from the education provided by the school. If the school cannot meet the needs of a student, the administrators will make recommendations to assist families in placing the student in the best educational environment. The final decision concerning admission of a student to The Freedom School is handled by the Head of School in consultation with the Instructional Coordination Team. Nothing contained in this policy shall preclude a recommendation by the Head of School that a student enroll elsewhere in the event of special needs or circumstances.

Central to the school is the understanding of RECONCILIATION: making an enemy into a friend. Parents wishing to enroll their student at The Freedom School must understand and agree to the purpose of reconciliation and abide by the regulations of the school, cooperating with the teachers and administration in the development of the student. Each parent shall agree to live up to the financial commitments, as determined by the Tuition Agreement. Parents are expected to provide volunteer service as they are able. In general:

- Students entering kindergarten should be five years of age by August 1st.
- For Pre-Kindergarten enrollment, the student should be four years old before August 1st.
- Students must be enrolled by a parent or legal guardian.
- If a paternity order exists, the amount of student support must be disclosed for financial aid.
- Tuition agreement must be signed prior to enrollment.

As a non-public school, The Freedom School reserves the right to choose not to admit or continue to enroll any student if the school cannot satisfy the individual needs of the student or if the student does not comply with the school's rules and procedures.

Enrollment

All enrolling families must:

- Complete an admissions application and submit to TFS office and pay the $25 per student enrollment fee ($100 maximum)
- Complete an interview with The Head of School, and fill out a financial aid form (if requesting aide)
- Complete any necessary academic testing
- Sign the tuition agreement
- Submit all supporting documentation: birth certificate, immunization records, authorizations and waivers

Re-Enrollment

All re-enrolling students must:

- Have all financial accounts current prior to registration for the next school year.
- Sign letter of intent, submit the required forms, and pay the $25 per student enrollment fee ($100 maximum per family) by March 31st.
- Sign tuition agreement by June 1 of the registering year.

Failure to complete the above could result in losing your spot for fall.

ADVISORY BOARD

The Advisory Board exists to assist the Principal and Head of School in decision making for The Freedom School. Current Advisory Board members are: Michelle Howard-President, Linda Tuch-Finance Committee Chairman, Carol Huber- Development Committee Chairman, Anne Peterson- Secretary David Mastin- NCF Elder, Thurman Williams- NCF Pastor, Jean Belding- Parent Representative, and Tenecia Strayhorn- Parent Representative. The board may be contacted at board@tfsstl.org.

Parents are encouraged to join the Advisory Board. Please contact the Head of School if you are interested.

AFTER SCHOOL PROGRAM

The Freedom School offers an optional after school program for currently enrolled students. The program is sponsored, staffed, and administered by the school. It runs from 3:00 p.m. until 6:00 p.m. The purpose of the program is to assist working parents by providing a safe and caring place for students until they can be taken home. The program consists of time for study and homework and supervised play. A healthy dinner is served each day. Students participate on a per diem basis. The cost of the program varies according to income. Please contact the Administrative Coordinator for more information about the program.

ARRIVAL & DISMISSAL

The following procedures both protect students and create an efficient and consistent drop-off and pick-up procedure. For safety purposes, the parent/guardian must complete a list of those who will regularly pick-up your student(s) each day and those who will pick-up in case of emergency. These documents must be kept on file in the office. Both driveways will be utilized for drop off and pick up.

If a student will be picked up by someone other than the approved/accepted person, please notify the office by phone before carpool commences.

Morning Arrival

Pre-Kindergarten students must be escorted to the cafeteria (7:30-7:45 a.m.) or to their classroom at 7:45-7:50 a.m. Parents/Guardians must use the north circle drive or parking lot for PK drop off.

Kindergarten – 8th Grade students must be dropped off at the school from 7:30 a.m. – 7:45 a.m. Students must enter the school via the main door under the north overpass. All doors lock at 7:50 a.m. After 8:00 a.m., students are considered tardy and must enter the school via the main door under the north overpass WITH THEIR PARENT, proceed to the main office and sign in before going to their class.

Dismissal

Dismissal is from 3:15 p.m. – 3:30 p.m. After 3:30 p.m., remaining students will be brought to the cafeteria for aftercare. Anyone still there at 3:40 p.m. will be charged for drop-in aftercare, which is $25 per student..

Carpool Pickup

Dismissal takes place in the north and south circle drives. Families are assigned to one or the other. Vehicles must form a single line. Students will be escorted or guided by staff and helpers to their designated vehicles. To ensure safety and efficient traffic flow, parents may not leave their vehicles. Please keep the drive clear and assume responsibility for each student in your vehicle. If drivers are late for afternoon dismissal, students must be signed out of the Afterschool Program. Parents who wish to come into the school during dismissal time must park in the upper north parking lot or south parking lot. Parking in the carpool lines is not permitted.

Early Dismissal

Parents/Guardians need to contact the main office regarding any early dismissal. Parents must pick up their student in the main office and sign them out. Students returning to school on the same day need to sign-in at the main office before returning to class. Students may only be released to a parent/guardian or to a person indicated on their emergency form.

Emergency Dismissal

If a student becomes ill or injured at school, the Administrative Coordinator will notify you or your emergency contact (if parent/guardian cannot be reached). Please keep emergency information current and accurate. Notify the office of any changes.

ATTENDANCE

School hours are Monday through Friday, 7:50a-3:15p. On-time, regular attendance is expected, in accordance with Missouri laws. Regular attendance in classes is essential to the success of a student's school experience. It is impossible for satisfactory learning to take place if a student is not present on a regular basis in the classroom. Recognizing the importance of daily attendance, a very good reason must exist anytime a student is absent. The Administrative Coordinator and Counselor will follow up with families who exhibit chronic absences or tardies.

Absences and Tardiness

Students are considered absent whenever they are away from school during school hours except for school-sponsored co-curricular activities (e.g., field trips, enrichment and remedial programs, etc.) Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent. For these types of absences, the parent/guardian is asked to contact the school in advance stating the time, length, and reasons for absence.

When your student is absent for any reason, a parent/guardian is asked to call the office **before 9:00 a.m.** If your student is absent for more than one day you need to call the office each day of the prolonged absence.

The school administration has the responsibility to send home any student who shows signs of carrying a communicable disease (fever greater than 100˚, vomiting, diarrhea). The student may be readmitted upon written verification from a qualified health professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

If a student has been absent due to a contagious disease, a doctor's written release must be presented on returning to school. The release must state that they are free of illness and may return to school. A student will not be admitted to class without this written release.

Students are considered tardy after 8:00 a.m. **PARENTS must escort their child/children to the main office and sign in before going to their classroom**. Attendance is measured by absences, tardies and early dismissals. Gradelink will alert parents about their child's attendance.

BIRTHDAY CELEBRATIONS

1. Treats
   Parents/legal guardians may celebrate a student's birthday by providing a treat at school for their student and their classmates. Parents/legal guardians must coordinate with the classroom teacher to identify food allergies in the classroom and choose a time that is least disruptive to the class. Treats should not be distributed at lunch.

2. Invitations
   If birthday party invitations are given out at school, every classmate must be invited. If you do not wish to invite all students, please discreetly invite classmates **outside of school**. Exclusion of any one student, or a small group of students causes hurt feelings and trauma to the students. Children should be discouraged from sharing birthday plans in class if all students are not invited.

BULLYING & HAZING

In order to promote a safe learning environment for all students, The Freedom School prohibits all forms of bullying, hazing, and student intimidation including, but not limited to, initiation rituals and harassment. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with the Discipline policy. Disciplinary action may include, but is not limited to, a student's suspension or expulsion from school and removal from participation in activities or the termination of an employee's employment with the school.

No student, coach, teacher, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, engage or participate in any bullying or hazing activity. Teachers, coaches, teachers, sponsors, volunteers and school employees shall not permit, condone or tolerate any form of bullying or hazing. Students who have been subjected to bullying or hazing are instructed to promptly report such incidents to a school official.

The Head of School will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying.

CELL PHONES & OTHER ELECTRONIC DEVICES

The possession and use of cell phones and other electronic devices by students on The Freedom School premises during school hours is **prohibited**. The school is not responsible for loss or damage to phones or devices in a student's possession.

CHILD ABUSE & NEGLECT

The Freedom School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse and neglect. The Freedom School is also committed to complying with legal requirements for reporting child abuse to the Missouri Department of Social Services, Children's Division. Parents with concerns can always call the Head of School or the School Counselor.

COMMUNICATIONS

School newsletters, class newsletters, and important information will be posted on Gradelink each Monday. This may include field trip forms, upcoming events, homework and other important information. ***It is important that parents log in to Gradelink and read any direct correspondence or email daily.***

The school has activated a parent portal through Gradelink, where teachers enter vital information about each student's progress in academics, their behavior, and attendance. The teacher can email each student or their entire class, with important information or reminders. The office uses the portal to send out school wide announcements and information. Parents can access the portal to email the teacher and check their child's progress in these areas. Each family receives a password which provides ongoing access to the parent portal.

Always attempt to make an appointment to have your questions or concerns addressed. Your questions and concerns are important enough to allow adequate time to come to a meaningful solution.

DIRECTORY INFORMATION NOTICE & FERPA

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that The Freedom School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, The Freedom School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow The Freedom School to include this type of information from your child's education records in certain school publications.

DISCIPLINE

Discipline will be addressed through the use of proactive and responsive strategies. The school has implemented ***Positive Behavior Instructional Support*** which creates a set of universal expectations for students through proactive instruction and modeling safe, responsible and respectful behaviors. Daily, students have opportunities to succeed. Based on those universal expectations, there will be responsive and restorative strategies that teach self-regulation and examination of inappropriate behavior. If a student displays inappropriate behavior, it will be documented and, based upon the level of the infraction (see pages 12-15) the appropriate consequence and procedure will be followed. **In general, the responsibilities and Discipline Policy involve creating a school culture that is: safe, respectful, and responsible.**

Responsibilities (Prevention)

<u>Students and Parents have the responsibility to:</u>

1. Interact with all members of The Freedom School community with love and integrity.
2. Respect all persons, and property, involved in the educational process.
   - Conduct and attitude shall be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.
     - Students may not bring items (e.g., video games, toys, trading cards, mobile phones, etc.) that are a distraction to themselves, or others.
     - Students must wear appropriate clothing that does not distract or demean others.Appropriate clothing protects a student from harm and permits participation in school-related activities (e.g., students must wear shoes at all times.
     - School property shall be protected. Malicious or careless defacing, damaging, or destroying of school property will result in both appropriate disciplinary action and the replacement of such property by the student and/or his or her parents or legal guardian.
3. Students are expected to attend school on time **DAILY** unless absolutely unavoidable.

4. Respect the authority of school staff, including adherence to the **GRIEVANCE PROCESS**. **During the grievance procedure, the issue is not to be discussed with others who are not part of the procedure.**
   -Respect for authority and obedience to authority is required. Each student is expected to show respect for any staff member at all times, in and out of school. Any student who is disrespectful or disobedient (name-calling, yelling, demeaning language, ignoring instruction, requests, directions; non-compliance) to a staff member(s) will be subject to disciplinary action, which may include suspension or expulsion.
5. Respect the diversity of staff and students with regard to race, color, ethnicity, national origin, religion, gender, marriage, pregnancy, parenthood, primary language, handicap, special needs, age, and economic class.
6. Contribute to the maintenance of a safe and positive educational environment.
7. Apply their abilities and interests to the improvement of their education.
8. Exercise the highest degree of self-discipline in observing and adhering to rules and regulations.

<u>The Head of School has the responsibility to:</u>
1. Protect the mental and physical well-being of all students and staff.
2. Protect the legal rights of students, teachers, and parents.
3. Contact and involve parents in dealing with disciplinary matters.
4. Provide a broad-based and varied curriculum to meet individual needs.
5. Develop and implement overall disciplinary policies in cooperation with students, parents, and teachers in conformance with the School Advisory Board.

<u>Faculty and Staff have the responsibility to:</u>
1. Maintain a positive learning atmosphere.
2. Exhibit qualities of competency, creativity, and self-control.
3. Demonstrate understanding and concern for the individual pupil and his or her needs.
4. Inspire in students the desire for personal growth.
5. Guide students toward the development of self-discipline.
6. Keep informed about current rules and policies.
7. Enforce the policies, rules, and regulations of the school.
8. Communicate with students and their parents.
9. Be conscious of professional ethics in relationships with students, fellow teachers, and school administrators.

Consequences (Correction)
Most failures to exercise these responsibilities can be categorized as mistakes, mischief, or mayhem. Mistakes are learning opportunities that should be simply overlooked and have to do with weakness. Mischief and mayhem, on the other hand, are a result of sin. Mischief and Mayhem often occur because a student is attempting to meet a legitimate need in an ungodly way. Generally, these needs are related to: Attention, Power, Revenge, or Avoidance-of-Failure.

Mischief and mayhem are learning opportunities, but may also require corrective consequences Balanced discipline is loving because it is both just and merciful: acknowledging the student's needs but also requiring responsibility.

The main categories of all corrective processes are Restitution (identifying and fixing the immediate problem), Resolution (problem solving to avoid recurrence of the problem), and Reconciliation (honoring the restitution plan and pro-actively choosing to be at peace with everyone in the school community).

PLEASE NOTE: Most discipline issues are handled by teachers. They do so with discretion, using the principles and guidelines of school policy. Minor inconsistencies in the administration of discipline by staff are normal, appropriate and reflect the individual differences of staff in their professional technique, experience and development. The list of processes and consequences are not exhaustive and may not exactly follow the order below.

Level I
Level I infractions are not frequent and do not severely interfere with the learning process and the atmosphere of the classroom. They can be handled by the classroom teacher. These behaviors are usually of low intensity, passive, and non-threatening in nature.

Examples

I.1 Horseplay (rowdy, rough, or boisterous play) or running in the hall or class
I.2 Throwing objects (that are harmless)
I.3 Out of assigned seat/table/area
I.4 Inappropriate items in class (See INAPPROPRIATE ITEMS))
I.5 Passive non-compliance e.g., sleeping, refusing to participate, ignoring instruction, requests, direction
I.6 Cheating or plagiarism
I.7 Disrupting the class, hallway, etc.
I.8 Any infraction the Head of School deems similar in severity to other Level I infractions

Process/Consequences

1. Warning
2. Teacher and Student dialogue about the issue
3. Teacher initiates appropriate intervention such as:
   a. Redirect to task and/or Reteach expectation, procedure
   b. Temporarily isolate student from class or bring student closer to teacher
   c. Temporary loss of privilege: recess, free time, job responsibility
   d. Doing other activities according to the teacher's discretion as to what will bring about the needed Restitution, Resolution, and Reconciliation.
   e. Conflict Resolution Process- the 5 A's
   (Restitution: **A**dmit, **A**pologize, **A**ccept consequences, **A**sk forgiveness; Resolution: **A**lter behavior in a way to prevent future conflict; Reconciliation: if applicable

Process/Consequences for repeated Level I infractions

1. Teacher enters a behavior log and contacts Parent/Legal Guardian via phone or email
2. Implement home/school communications system or daily or weekly behavior monitoring
3. Monitor behavior through behavior logs
4. Refer to school counselor
5. Implement a Behavior Improvement Plan agreed to by faculty member, parent/legal guardian, school counselor, Head of School; student placed on disciplinary probation
6. In-school suspension and/or community service

Level II

Level II infractions are more frequent and/or more severe and interfere with the learning process as well as the atmosphere of the classroom. These behaviors require a referral to the Head of School. These behaviors are usually more intense, active, and threatening in nature. They may also have legal consequences.

Examples

II.1 Fighting or instigating a fight
II.2 Using obscene or profane words or gestures
II.3 Using matches or lighters
II.4 Possession of fireworks
II.5 Stealing/possession of stolen property
II.6 Vandalism
II.7 Harassment or Bullying (including CYBER-BULLYING)
II.8 Making a threat
II.9 Inappropriate or unwanted sexual behavior
II.10 Physical assault with or without serious bodily harm (e.g., punching, slapping or hitting)
II.11 Any infraction the Head of School deems similar in severity to other Level II infractions

Process/Consequences (EXCEPT II.1, II.2, II.7, II.8, II.9, and II.10)

1. Mandatory parent contact and/or conference (within 24 hours)
2. Mandatory school-level student conference and investigation by Head of School and school counselor.

3.Mandatory school-level conference with faculty member, parent/legal guardian, school counselor, Head of School to determine appropriate strategy; student placed on disciplinary probation a. In-school suspension and/or community service
b. Out-of-school suspension
c. Expulsion or Dismissal (must have Board of Trustees approval)
d. Take needed steps to reconcile with offended party.

Process/Consequences (II.1, II.2, II.7, II.8, II.9, and II.10)

1. Depending on severity, II.1, II.2, II.7, II.8, II.9, II.10 may lead to immediate out-of school suspension.
2. Mandatory parent contact and/or conference (within 24 hours)
3. Mandatory school-level student conference and investigation by Head of School and school counselor
4. Consultation with Board
   a. Out-of-school suspension
   b. Expulsion or Dismissal (must have Board of Trustees approval)
   c. Take needed steps to reconcile with offended party.

Level III

Level III infractions are frequent, severe and interfere with the learning process as well as the atmosphere of the classroom. These behaviors require immediate action from the Head of School, school social worker, and Board. These behaviors are usually intense, active, and threatening in nature. They may also have legal consequences.

Examples

III.1 Possession or use of firearms or illegal drugs
III.2 Aggravated assault against another student or employee (use of a weapon to cause serious bodily harm)
III.3 Sexual assault
III.4 Starting a fire
III.5 Possession of a dangerous weapon
III.6 Use of any object or substance to harm, frighten, or intimidate others
III.7 Causing fire alarms or making bomb threats
III.8 Extortion
III.9 Theft of property
III.10 Burglary
III.11 Robbery
III.13 Any other infraction the Head of School deems similar in severity to other Level III infractions

Process/Consequences (III.1, III.2 and III.3)

1. Immediate out of school suspension
2. Mandatory school-level student conference and investigation by Head of School
3. Consultation with Advisory Board
4. Mandatory parent contact and/or conference (within 24 hours)
5. Law enforcement notified
6. Expulsion or Dismissal (must have Board of Trustees approval)

On-campus/Off-campus Misconduct

The Freedom School reserves the right to administer discipline for misconduct whether the misconduct occurred on or off the school campus, whether the form of misconduct is identified specifically herein, and whether the behavior is specified as improper off campus. While The Freedom School has no control over student activity off campus that is not school-sponsored, and while the school does not supervise off-campus student conduct that occurs during an activity that is not school-sponsored, misconduct during such an activity may come to the attention of the school authorities and may result in administration of discipline, including suspension or expulsion. This includes off-campus cyber-bullying.

Expulsion

Student behavior that is consistently inappropriate and unacceptable during any activity on or off campus may incur a request for withdrawal or expulsion for a specified time. Expulsion requires Advisory Board approval. A student who has been expelled will not be considered for readmission.

Dismissal

Dismissal refers to disciplinary action taken by the administration to remove a student from the school. The administration does not easily or lightly resort to dismissal but uses it only as a last step for students who do not adhere to the rules of the school. The dismissal of a student is totally the prerogative of the school administration and Board. It does not require the student or his parents to agree that the action is warranted. A notice of dismissal will always be accompanied by a reason for the dismissal. A student who has been dismissed may reapply for admission in a subsequent school year. Requests for readmission should be made in writing to the Head of School, who will present the request at the next meeting of the Advisory Board.

In summary, the administration reserves the right to deal with any and all actions not covered by these policies and procedures.

DRESS CODE

- Clothing should be **MODEST**, safe, and weather appropriate.
- For active girls on the playground, shorts are required under skirts or dresses.
- Shorts should extend below the fingertips when standing upright.
- Both boys and girls clothing should cover the chest at all times. No spaghetti straps are allowed.
- NO flip flops. All sandals must have a back strap to hold the shoe on the foot.
- Rain boots and a poncho should be provided to keep at school for outside time in, less than optimal weather conditions.

EMERGENCY GUIDELINES

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has prepared to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at the school. We have a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at school or moved to a safer location, until they are picked up by an identified, responsible adult. If the situation outside of the school is deemed to be dangerous, students may not be released.
3. Please be sure to consider the following criteria when you authorize another person to pick up your child at school:
4. He/she is 18 years of age or older.
    - He/she is known to your child.
    - He/she is both aware and able to assume the responsibility.
5. Turn your radios on for emergency announcements. If students are to be temporarily kept at school, local media will be notified.
6. We will attempt to send a “blast” announcement by text, phone or by email.
7. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified. Please instruct your student to remain at school until you or a designee arrives. Please discuss these matters with your immediate family. Planning ahead will alleviate concern during emergencies.

All students should be able to execute Fire, Tornado, and Emergency Lockdown safety procedures, according to instructions given by their teacher.

A copy of the TFS Crisis Management Plan is always available in the school office for your review. In the event The Freedom School facilities incur serious damage, parents will be directed to a staging area at Barbara C. Jordan Elementary School, located across the street.

GRADELINK- STUDENT INFORMATION SYSTEM (SIS)

The Freedom School uses Gradelink to track attendance, grades, discipline, medical records and tuition data. Parents will receive a login to access their child's/children's information. If you have difficulty navigating the website, feel free to contact the school for help.

GRIEVANCE PROCESS

The common goals of Christian teachers and parents can be more readily achieved when an open relationship exists between the home and the school. Occasionally during the course of the year, misunderstandings or problems will arise between the teacher and a student, teacher and parent, parent and school, or one of several other possible areas. Such a misunderstanding often results from lack of communication between those involved.

Parents should follow this process:

a. Give THE FREEDOM SCHOOL the benefit of the doubt.
b. Realize that your student's reporting is emotional, and may not contain all the relevant information.
c. Should problems or complaints arise, parents/guardians are to use the following procedure based on Matthew 18:15-20: "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses."
d. Your child's teacher should be your first point of contact. If the teacher is unable to resolve the problem, contact the Head of School, Principal, or Administrative Coordinator to establish the next steps. Do not allow issues to go unresolved.
e. If satisfactory resolution is not reached with a school administrator, the parent may request, in writing, the opportunity to address the TFS Advisory Board. The current board contact information is listed in the Parent Newsletter.

HEALTH AND SAFETY

ALL PARENTS- THE FREEDOM SCHOOL IS A NUT AND SEED FREE SCHOOL. NO NUT OR SEED PRODUCTS ARE ALLOWED- DO NOT INCLUDE THESE PRODUCTS IN TREATS SHARED, OR YOUR CHILD'S LUNCHBOX. THIS INCLUDED LUNCHABLES CONTAINING A REESES PEANUT BUTTER CUP AND SHARED TREATS THAT ARE MANUFACTURED IN A PLANT WHERE NUTS ARE PROCESSED.

Parents' Emergency Phone Numbers Required

We request that at least two emergency phone numbers be on file in the school office. In addition to the home phone numbers, the school requires a work phone number or the number of a close friend, neighbor, or relative who can be contacted in the event of a serious problem.

Medical Release Form Required

The school must have a medical release form for each student. This form allows physicians to perform emergency treatment if it is impossible to reach a parent or legal guardian. Few hospitals or doctors will treat a patient under the age of eighteen (18) without parental consent, and in a serious emergency a medical release could save a life! The form will be used only by a school official when a parent/guardian cannot be reached. In any event, an effort will be made to reach the parents or guardians, and school officials will follow their instructions.

Administration of Medicine

All medication must be administered by office personnel. The parent shall deliver the medication, in its original packaging, labeled with your child's name, to the office along with a signed note from the doctor, parent, or guardian stating what the medication is for, how often it is to be taken, and how long it is to be taken. Any special handling, such as refrigeration, dilution, etc., must be put in writing. Time will be provided in the student's schedule to come to the office to receive the medication.

Immunizations

1. All students must be in compliance with Missouri state law regulations concerning immunizations. State health regulations dictate that students cannot attend school unless they are properly immunized and can provided satisfactory evidence of the immunization, unless they are exempted. For school attendance, children should be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and hepatitis B. Varicella is required for kindergarteners and first graders. Parents/guardians are required to provide documentation of the month, day and year of vaccine administration. Any child who is not in compliance by the first day of school of the current school year may be asked to remain at home until he/she has the proper immunizations.
2. Immunizations are provided by City and County Health Departments if the parents so desire.

Categories of immunizations not mentioned here are:

A. Unprotected and In-Compliance
B. Unprotected and in Noncompliance

These above categories will be dealt with by school officials on an individual basis. ANY exceptions to the previously outlined immunization schedule MUST be presented in written form from a physician, health department or health care provider.

Asthma and Allergies

The Freedom School follows the recommendations of the Asthma and Allergies Foundation of America:

Asthma

1. All students with diagnosed Asthma or Reactive Airway Disease must provide a current Asthma Action Plan every year. This plan must include Peak Flow values for each category.
2. Parents must provide the school with an extra inhaler and spacer for "rescue" when students are in crisis.
3. All students must use their inhaler with a chamber/spacer in order to maximize the efficacy of the inhaled medicine.
4. Parents should provide a couple vials of liquid albuterol to be used with the school nebulizer. These will be used if a student does not recover from using their inhaler, after contacting the parent or guardian.

Food Allergies

1. All students diagnosed with a food allergy must provide a Food Allergy Action Plan every year.
2. Parents must provide the school with a 2-pack of epinephrine injectors every year.
3. Parents must remind their students not to share food with other students.
4. Please remember that EMT services MUST ALWAYS be called with anaphylaxis.

Health Records

1. All students new to The Freedom School, and students entering Kindergarten, 3rd grade and 6th grade, must have on file by the first day of school, of the current year, a completed written health exam by a physician, current within the past 12 months. Any child not in compliance with the health exam may be asked to remain at home until this exam is administered.
2. It is the parent's responsibility to inform the school of any physical abnormalities, i.e., birth defects, asthma, allergies, epilepsy, diabetes, etc.

Doctor and Dental Appointments

Whenever possible, all medical and dental appointments should be made outside of regular school hours. If this is not possible, parents or guardians should notify, in advance, teachers to be affected by the student's absence, and the note should then be presented at the office for verification and sign-out before a student may leave school. Generally, appointments during school hours will be considered excused absences, as long as we receive documentation from the doctor or dentist.

Exclusion from School Due to Illness

If your student appears sick to you, please keep him/her at home. Poor health adversely affects the student's ability to learn and unnecessarily exposes others to illness. If your student becomes ill during the day, he/she may be excused to go home. A parent or authorized person will be notified to arrange care. Call the school office before 9:00 a.m. if your student will not be attending school. Notification of contagious illness is both expected and appreciated. Please remember that in the event of an accident, school personnel can give emergency care only. Parents are responsible for any additional care needed.

1. Common cold: A cold presents the most frequent problem to parents. A student with a heavy cold and productive cough belongs at home, even though there is no fever. If there is a suspicious rash, or if white spots are seen in the back of the throat and/or swollen glands are present keep the student home and contact their pediatrician.
2. Diarrhea: If a student has abnormally loose stool, they will be sent home.
3. Eye infection: Students who develop conjunctivitis, "pink eye" (crusty discharge), must be excluded until discharge ceases. If this is observed at school, they will be sent home.
4. Fever: If a student has a fever greater than 100.5 F°, they must be excluded from school. Wait 24 hours after the student is no longer feverish before returning them to school. If a student develops a fever at school, they will be sent home.
5. Head lice: Students who develop an itchy scalp and have evidence of lice eggs (nits) will be excluded until one treatment is completed.
6. Skin infections/infestations: Students who develop impetigo (crusty scabs or blisters), ringworm (ring-like scaly rash), or scabies (itchy, lumpy rash) must be excluded until treatment commences. If these are observed at school, they will be sent home.
7. Stomach aches: If your student has a stomach ache which lasts longer than 4 hours, they should be kept home for the remainder of the day. If vomiting, diarrhea, and/or fever occur, keep your student home until they are free from symptoms and fever **for 24 hours**.
8. Vomiting: If a student vomits (and it does not appear to be caused by exercise immediately after lunch time), they will be sent home. **They must be symptom free for at least 24 hours before returning to school**.
9. Whooping Cough: Students who develop severe coughing characterized by a "whooping" sound must be excluded for 5 days after antibiotic treatment.
10. Any communicable disease; according to the CDC.

Emergencies

In the case of an accident at school, the parent/legal guardian will be contacted. Depending on the severity of the emergency, ambulance arrangements may be made without parent approval on the recommendation of EMT personnel. Please ensure all contact information is up to date.

Infectious Diseases *(Missouri Revised Statutes, Chapter 191, Health and Welfare, Section 191.665)*

In the event an enrolled student or applicant in the process of enrollment is discovered to have an infectious disease or to be a carrier thereof, the following will apply:

1. Each case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based on the behavior, neurologic development, and physical condition of the student. The expected types of interaction with others in the school environment and the probability of contagion will also be considered.

2. The parents or guardians of an infected student (who has been permitted to enroll or remain enrolled) are responsible for securing regular medical evaluations, as determined by the school Head of School, so as to permit a reliable assessment of any change in the student's condition that might affect the school's decision permitting enrollment or continued attendance.

3. HIV/AIDS

Missouri Revised Statutes, Chapter 191, Health and Welfare, Section 191.665 **Discrimination is prohibited, with exceptions.**

1. Provisions of chapter 213 shall apply to individuals with HIV infection, acquired immunodeficiency syndrome and acquired immunodeficiency syndrome-related complex; provided that such protection shall not include an individual who has a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, is unable to perform the duties of their employment.

Missouri Revised Statutes, Chapter 191, Health and Welfare, Section 191.689

Schools to be given notice of identity of student with HIV infection, when, by whom--identity of infected student may be released to whom by school.

1. Only after a school has adopted a policy consistent with recommendations of the Centers for Disease Control on school students who test positive for HIV shall the department of health and senior services give prompt and

confidential notice of the identity of any student reported to the department to have HIV infection and the parent/guardian of any student confirmed by the department of health and senior services standards to have HIV infection shall also give prompt and confidential notice of the identity of such student to the superintendent of the school district in which the student resides, and if the student attends a nonpublic elementary or secondary school, to the chief administrative officer of such school.

2. The superintendent or chief administrative officer may disclose the identity of an infected student to those persons:
   a. Who are designated by the school district to determine the fitness of an individual to attend school; and
   b. Who have a reasonable need to know the identity of the student to provide proper healthcare.

INSTRUCTIONAL PROGRAMS

The heart of all learning at The Freedom School is Differentiated Instruction. Differentiated Instruction is educational problem solving in which faculty first identify a student's social, emotional, academic and spiritual needs, then create appropriate classroom management, instructional groupings, and lesson planning to meet those needs. The classroom becomes a workshop where everyone is a creator and problem-solver. This approach leads to greater motivation and engagement, which leads to greater development. The school does not adhere to any one specific theory or fashion of instruction. Instead, the insights into human nature which major learning theories have demonstrated to be useful over the last hundred years are harmonized into principles that drive instruction. Likewise, the school uses a variety of published curricula and school-designed materials as instructional resources. Standards continue to be re-evaluated and refined so that students may be effective image- and Kingdom-bearers of God in a contemporary, cultural context.

Early Childhood Program

In general, Preschool instruction offers less structured, multi-sensory experiences, in which students learn through song, creation, and exploration.

Kindergarten offers a more structured, multi-sensory experience, in which students learn through lessons, song, creation, and exploration.

Primary and Elementary Program

The Primary and Elementary Program encompasses first through eighth grades. Subjects are increasingly taught as workshops. A teacher meets with a small group for a mini-lesson part of the time or conferences with individual students about their progress while other students work individually or with partners at their own pace. Special classes including art, music, Spanish and physical education are offered to all students. Students attend chapel every day for worship and devotions.

INCLEMENT WEATHER

School Closing

In the event of the need to issue a School Closing we will post a School Closing on KSDK, Channel 5, by 6:00am. Look in the "T's" section as "**The** Freedom School", NOT "Freedom School". When there is heavy snow, freezing rain, power outages, etc., please look at the school closings list on KSDK, Channel 5. An announcement will also be sent through the Gradelink system as both an email and text message.

Early Dismissal

In the event of the need to issue an Early Dismissal we will email and text you to pick up your student, using an automated announcement through Gradelink.

INTERNET USAGE

To gain access to the Internet through the School's computer system, a parent or legal guardian must sign and submit the Internet User Agreement, Waiver, and Release. This agreement will be valid as long as the student is enrolled at this school.

In addition to enabling direct communication between users, access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards which exist on computer servers around the world. The School's sole intent in providing access to the Internet is to further educational goals and objectives. Students and parents are warned that users may, either intentionally or unintentionally, access textual, graphic, and/or auditory information which is pornographic, sexually explicit, illegal,

defamatory, and otherwise offensive to the user or others. Access to the above material is strictly prohibited by this Agreement. The school uses content filters to prevent students and staff accessing the above-mentioned material. However, because of the changing nature of information on the Internet, it is impossible for the school to completely prevent access to such material.

Conditions and Rules of Use

Access to the Internet through the School's computer system is not a right, **it is a privilege**. Accordingly, all users must comply with the following conditions and rules of use:

1. Users shall not access, view, transfer, or store any material in any form which is pornographic, sexually explicit, illegal, defamatory, or potentially offensive to others.
2. Users who unintentionally access such material shall immediately terminate such access.
3. Users shall not harass, insult, or attack others.
4. Users shall not damage computers, computer systems, computer networks, or computer data.
5. Users shall not use another user's password.
6. Users shall not trespass in the folders, work, files, or data of others.
7. Users shall not intentionally waste user time and resources.
8. Users shall not use Internet access for any commercial activity.
9. Users shall not use Internet access for political lobbying.
10. Users shall abide by all federal, state, or local laws.
11. Users shall not use Internet access for non-academic activities when other users require the system for academic purposes.
12. Users shall not enter into non-educational chat rooms, social media, or YouTube on the Internet.
13. Additional information regarding computer usage by students including discipline consequences can be found in Parent Handbook and Classroom Handbooks.
14. Users shall not download material without express permission of the supervising faculty member.

Students who access any material outside of a teacher's request must report it at once because this is considered an infraction of internet safety. A student must report any material, on any computer in the school, that is either inappropriate, or is simply material accessed without direction from the teacher. The infraction must be reported to a teacher or the Head of School. This includes:

- Material accessed by the student (your child)
- Material accessed by another student but witnessed by your child
- Material viewed purposefully or accidentally by your child

Failure to follow these guidelines may result in loss of privilege to use school computers for the remainder of the academic quarter, or up to the entire school year. Final determination of penalty will be at the discretion of the Head of School. It will be based on the severity of the infraction and the intent of the student. Other factors may be considered if applicable. If it is determined that the student deliberately accessed material on a school's computer without permission, the privilege of using the internet will be revoked immediately. (Including but not exclusive to pornography, social networking sites, personal e-mail, games, etc.)
Students' access to the Internet at The Freedom School will be allowed once both they and their parent or guardian have signed the appropriate form and the form is returned to the office.

The School reserves the right to review all data stored on the School's computer system or internet servers in order to enforce the above conditions and rules of use. Users should not expect that files stored on School or internet servers will be private or confidential.

The school will be using Go Guardian monitoring software, which allows the teacher to see each student's computer screen in real time. It will also send alerts to the teachers if a student is on an inappropriate or unapproved website or images.

LOST & FOUND

In order to return lost items to their rightful owners, parents should **write their child's names on their belongings**. That is your best defense against loss. Lost articles will be kept for approximately **one month** in the main office. Unfortunately, it is very normal for school-age children to misplace coats, jackets, hats, and gloves throughout the year. These articles are rarely, if ever, stolen. The school is not responsible for replacing them.

LUNCH PROGRAM

General Policy

TFS has been blessed with a program through our sister ministry, Umetulisha, which offers the students meals, some of which are free and reduced cost. All students are offered breakfast, snack, lunch, and a full dinner (if attending the Afterschool Program). The menu will be sent home every month in the Monday Folder. Children always have the option to bring a lunch from home. Lunches from home should be nutritious in nature and balanced. All meals must be **NUT AND SEED FREE**, as we have students with life-threatening allergies (for example, if a child gets peanut butter on his hands and touches a child who is allergic, that child could experience an allergic crisis). **Soda, candy and gum are not allowed, including candy in a Lunchable.** Studies have proven that ingestion of refined sugar before or during the school day impairs learning. Therefore, please do not provide pastries, sweetened juices and high sugar cereals for breakfast. A whole grain, protein rich, low sugar breakfast is provided daily at TFS.

Food Allergies

Accommodations for food allergies, documented by a physician and reported to the Main Office, will be made, if possible. Parents of children with multiple allergies are advised to provide lunches and snacks for them. **.** The school requires: 1) a current Food Allergy Action Plan and 2) 1 Epi-pen to be stored at school for potential anaphylaxis.

The Lunch Schedule is as follows:

TBD

OUTSIDE EDUCATIONAL SUPPORT SERVICES & SNAP

Parents/Guardians may take advantage of both public and private educational support services such as SNAP (SSD services for private schools). If a child has an educational service plan (ex. IEP, ISP or 504), or is receiving services from a provider such as St. Louis Arc or St. Louis County Special School District or similar, the parent **MUST** sign a release of information between The Freedom School and the provider which includes service plans, assessment data, service schedule, and service personnel. Students entering The Freedom School who have an educational service plan, or have completed any educational or emotional evaluations, **MUST** provide copies of the evaluation(s) to The Freedom School at the time of enrollment. If evaluations are completed after a child is a student at The Freedom School, parents must notify The Freedom School and provide copies of the evaluation as soon as they are available.

PROGRAM OF INSTRUCTION

1. Homework:
    a. In depth research has confirmed what many parents have long suspected: Most homework at the elementary level is of marginal value at best. Therefore, The Freedom School is careful to only assign work that is quickly and easily completed (for example math facts practice, memory verses and spelling lists).
    b. We ask all parents to make sure K-5th grade students are reading each night according to these guidelines from their classroom teachers:
        - Kindergarten- 15 minutes daily
        - 1st-2nd Grade- 20 minutes daily
        - 3rd-8th Grade- 30 minutes daily
    c. The best way to spend time with your elementary aged child is in exercise and meaningful conversation. To that end, we will be discussing a “Question of the Week” at all grade levels. The question will be sent to parents via email each Monday. The answers you provide will help your child develop a more complete understanding of the world they live in.
    d. Middle school parents can expect 60 minutes of daily homework.
2. Report Cards and Grading Procedures
    a. Please see the school calendar for the end of the grading periods. Parents **MUST** attend 1st and 3rd trimester conferences, as well as those requested by the teacher. If the parent is unable to attend at the designated time, he or she must call the school to arrange an alternative time, home meeting or conference by phone.
    b. All entries made by the teacher on a student’s report card are made after careful evaluation of classroom learning. Parents should be reminded that grades are merely indications of present achievement and not indications of one’s overall ability to learn. Parents can expect to see 1-3’s at the beginning to mid-year, but should see 4-5’s by year end.
    c. Grades are determined by the following criteria:
        - 5- Exceeding Grade Level Expectations
        - 4- Meeting Grade Level Expectations

- 3- Developing Grade Level Expectations
- 2- Beginning Grade Level Expectations
- 1- Not Demonstrating Grade Level Expectations

d. In addition to the standard grades, marks indicating work habits/attitudes/social development will be given.

3. Extracurricular Activities

A vital part of school life is its extracurricular activity program. In today's world, the opportunity that the school provides for social activities outside the normal school day plays an important role in the growth and development of the students. The Freedom School is concerned not only with the intellectual dimension of our students, but also with growth and development spiritually, socially, and physically. a. Field Trips

a. Field trips will be conducted in relation to classroom learning activities. They are not intended simply as a break from school. Rather, field trips will be used to enhance the educational and social development of the student.
   (1) Most field trips will occur during the school day.
   (2) On some special occasions, a field trip will be conducted after school or on a Saturday. Parents are invited and encouraged to help chaperone field trips.

b. Special Programs and Assemblies- From time to time, speakers, films or programs of significant spiritual, academic, or cultural value will be presented. Parents are invited and encouraged to attend these programs.

4. Assessment

One of the most critical tools to help students succeed academically is assessment. Most traditional schools test students on content or skills weekly and use a "one size fits all" approach to instruction. In order to develop the unique strengths of each student, The Freedom School uses a combination of professional assessment tools yearly, quarterly, monthly, and weekly to assess strengths and weaknesses; create performance benchmarks, and monitor progress.

OUTDOOR/INDOOR RECESS

Students experience both health and academic benefits from being allowed to play outside unless outside conditions are unsafe or impractical for outdoor play. Parents are responsible to dress students for the weather e.g., coats for cooler weather and raingear for wet weather. The Freedom School cannot make exceptions for inappropriately dressed students or be responsible for accidents where clothes get soaked or soiled.

Because of the health benefits of spending time outside, our previous guideline of a 'feels like temperature' of 32 degrees will be set aside. Children will take an outdoor 'fresh air break' daily at the discretion of the Principal. This means you should send your child to school on rainy days with a raincoat and boots. Cold days require gloves, hat and coat (not just a jacket). Children should not be sent to school with clothing parents deem too valuable to get dirty. We plan to get dirty a lot. It is a requirement of a healthy childhood.

Each class is encouraged to spend as much time outside as possible. So appropriate clothing, sunscreen, etc. will need to be provided from home. Please write your child's name on all clothing with a laundry proof marker. The lost and found closet will not be allowed to accumulate more than one month's worth of items. Items will then be laundered and donated to the church clothing ministry.

Recess will be outdoors and the following groups will recess together. This may change as we develop the middle school program:
PrK - K 1^{st} – 3^{rd} 4^{th}-8^{th}

Don't forget that temperatures are cooler in the morning than the afternoon. Therefore, make sure your student is dressed for both! Here's a helpful guide:

90°F – 100°F	Short sleeve top and shorts
80°F – 90°F	Short sleeve top and shorts
70°F – 80°F	Short sleeves top and pants
60°F – 70°F	Long sleeve top, pants; sweatshirt or jacket
50°F – 60°F	Long sleeve top, pants; sweatshirt, sweater, or light coat
40°F – 50°F	Long sleeve top, pants; coat
Below 40°F	Long sleeve top, pants; coat, hat, gloves/mittens

These conditions are considered to determine if it is safe for young students to play outside:
Weather Conditions, Playground Conditions, and Field Conditions.

PHOTOGRAPHS

As a courtesy, individual and class pictures are taken by a professional photographer each Fall and Spring. The photographs may also be used for promotional materials. A pricing package is sent home prior to Picture Day. Parents may choose whether or not to purchase photographs. Student photographs are taken throughout the year for documentation or promotional purposes unless permission is not granted on the Photo Release Form included in the Enrollment Packet.

POLITICAL ACTIVITIES IN THE SCHOOL SETTING

Christian schools are important settings for communicating the church teachings on civic responsibility and social issues. Christian schools should educate students about the moral principles involved in key political issues and develop their abilities to analyze issues from a moral perspective. We encourage students to discuss and debate different viewpoints. We teach students the Biblical principles of making every effort to keep the bond of peace in disagreement and developing the humility of not stumbling over one another over controversial issues. We ask you to do the same. Also, we do not participate in any activity on behalf of or in opposition to any particular candidate for office or any specific political party.

PRIVACY POLICY

The Freedom School understands that students, parents, faculty and staff have access to technology which enables them to record, both visually and audibly, students of the school and members of the school faculty and staff. Parents, students, faculty and staff shall exercise restraint, discretion and good judgment in the photographing, videotaping or other recording of any student, faculty or staff member of The Freedom School. Please Note: students in state custody, e.g., foster care students, are prohibited from being photographed.

Out of respect for the students, faculty and staff of The Freedom School, students, parents, faculty and staff are prohibited from publicly posting any videos, photographs or audio recordings which depict any student or member of the faculty or staff unless The Freedom School and individual(s) to be depicted have given express, written permission allowing such publication. This includes, but is not limited to, posting videos and photographs to YouTube, Facebook or similar on-line applications.

STUDENT ACCIDENTS

All serious student accidents, injuries, or illness on school property during educational activities shall be reported to the Administrative Coordinator and Head of School, or a properly designated authority as soon as possible. It will be the responsibility of the staff member to whom the student was assigned at the time of the accident to report the accident/injury to the school office.

The school office will make every effort to contact the parent(s) or guardian(s) for information or instructions concerning health related incidents of a serious nature. If the parent or guardian cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge will arrange for the student to be taken to a doctor or hospital for medical treatment.

School personnel will not administer prescription medication to an injured student unless he/she is acting under a direct order from a parent or physician.

An incident report will be entered into Gradelink.

STUDENT RECORDS

Access to Student Records

Parents/guardians have the right to inspect and review the official active file of their student on Gradelink.

In the event the parents are separated, or divorced with joint legal custody of the student, or divorced parent having visitation rights, both parents are entitled access to their child's records and information regarding their child's education. This information includes, but is not limited to report cards, progress reports, notices of disciplinary action, and similar information.

In the event that the payment of tuition is shared financial responsibility between the parents, the school may share information about the timely payment of tuition and fees by one parent with the other parent. The failure of one parent to make payments when due can impact the continued attendance of the student, issuance of report cards, and the admission of the student for the next school year. A parent needs to know the status of payments in arrears in the event that the parent wishes to make the payments, preventing a disruption in the student's education.

In the event the child's mother and father were never married, the natural father may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

In the event that a child is living with grandparents, relatives, or others, these individuals may have access to the school information and records to the extent that it is granted in writing by a court or the child's custodial parent.

Transfer of Records

There will be no release of student records to other schools, institutions, agencies, or individuals without the written consent of a parent/guardian, or the former student if age eighteen years or older. **There will be no release of records if tuition has not been paid in full.**

SUPPLIES

Each classroom teacher will provide a list of supplies needed for the school year. We make every effort to put your financial resources to good use. All students will be asked to bring 2 boxes of tissues, 2 rolls of paper towels, 1 personal hand sanitizer, and 1 water bottle- not too tall so it can be filled at the fountain.

TRANSPORTATION OF STUDENTS

Our school takes appropriate measures to ensure the safety of our students when they are being transported for educational field trips and other off-campus school activities. The school uses parent drivers for the majority of off campus field trips. Drivers, not the school, assume liability in the case of an accident. If a private vehicle is used, we require the following criteria:

- Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
- The vehicle must have a valid registration and meet state safety requirements;
- Liability insurance must cover legal liability when injuries or property damage happen as a result of driver actions. The minimum level of coverage required by state law is:
    - ❖ $25,000 per person for bodily injury
    - ❖ $50,000 per accident for bodily injury
    - ❖ $10,000 per accident for property
    - ❖ The law also requires all drivers to have uninsured motorist coverage of $25,000 for bodily injury per person and $50,000 for bodily injury per accident.
- Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
- Every person in the private vehicle must wear a seat belt. (Children younger than eight years of age, regardless of weight are required to use an appropriate child booster seat. Children weighing less than 40 pounds, regardless of age, are required to be secured in a 5-point harness child passenger restraint system. Children who are four but less than eight years of age and weigh at least 40 pounds but less than 100 pounds, are less than four feet nine inches tall must be secured in an appropriate booster seat. Children who weigh at least 100 pounds or children taller than four feet nine inches must be secured by vehicle seat belt.
- Adults are not to smoke or consume alcohol in the vehicle while transporting students. Volunteers are expected to abide by the criteria above.
- Drivers may NOT deviate from the planned outing. Please get gas, etc., before coming to the school to pick up children.

TUITION

Tuition is assessed on a **need-based sliding scale**. The true cost of instructing one child is about $10,000. Families making less than $30,000 will pay no more than 3% of their income for their total tuition costs and families making more than $30,000 will pay no more than 7%. The total tuition amount will be divided into 10 equal payments, due July 1 April 1.

Families are expected to pay tuition regularly and completely. However, we understand that a hardship can occur at any time that may prevent payment. Should this happen, the parent/legal guardian needs to contact the Head of School as soon as possible. If the school is not contacted, a notice of late payment will be sent at 30 days. After 60 days delinquency without communication, the Head of School will attempt to contact the parent/legal guardian by phone. If an alternative arrangement of payment cannot be made or tuition adjusted, the child will not be allowed to continue to attend The Freedom School.

Delinquent Tuition

All previously unpaid tuition from the prior year must be paid before July 1st for a student to be enrolled for a new school year.

TRANSFER OF RECORDS WILL NOT BE PROCESSED FOR FAMILIES WHO DO NOT PAY AN OUTSTANDING TUITION BILL.

IF A FAMILY WITHDRAW FOR ANY REASON, CURRENT TUITION PAYMENTS, INCLUDING THE MONTH OF WITHDRAWL, WILL NOT BE REFUNDED.

VISITS

- Parent(s) or guardian(s) are invited to visit provided the arrangement is made **in advance** and approved by your child's teacher or the administration. Anyone visiting the campus must first sign in at the office and receive a Visitor Tag. Parents may not go to classrooms without a Visitor Tag.
- Other visitors are not permitted to visit class or be on campus during the school day without the approval of the Head of School or a designated official.
- **Parents may NOT visit the classroom to discuss their child's progress with the teacher**. Those visits must be scheduled with the teacher, at a time that they can devote their attention to the parent.
- Parents are strongly encouraged to join us for chapel any weekday from 8:15-8:30 a.m. On Fridays, they may observe students as they recite memory verses during chapel.
- Parents are invited to join their child/children at lunch from time to time. Please sign in at the office before lunch time and be careful to model good table manners.

VOLUNTEER OPPORTUNITIES LIST

We are able to provide quality services at low cost due in part to our parent and community volunteers. Volunteer service is mandatory for all parents, but opportunities are flexible and vary in commitment. Some suggestions are listed below:

TRANSPORTATION SUPPORT

- Carpool provider: Transport students (other than your own) to and from school
- Transportation for Field Expeditions and Field Studies

EDUCATIONAL SUPPORT

- Academic Tutor: Provide individual tutoring for students needing special assistance or increased challenge in a specific subject, as well as general instruction to immigrants and refugees.
- Assist the teacher in the classroom as needed
- Friday Readers: Read to Pre-K through 2nd grade classes every Friday between 9 and 11am

PTO ORGANIZATION

- Encourage parent participation
- Fall/Spring Program Greeters: Greet and pass out programs, 1hr/program
- Take charge of annual events like Fall Festival, Teacher Appreciation Week, TFS Fundraisers and Spirit Week

LEARNING CENTER SUPPORT

- Library assistant: Organize books, manage online book tracking system, work with teachers to provide themed studies, 1-7hrs/daily or weekly, times can vary.
- Garden Center: Organize and maintain garden for class use, 1-7hrs/daily or weekly, times can vary.

SERVICE TEAM OR ACTIVITY SUPPORT

- Sport Team Coach or Assistant: Organize or support a team, 1-7hrs/daily or weekly, times can vary.
- Computer Club: Teach computer skills in a lab after school.
- Chess Club: Organize and instruct students in the game of chess after school.
- Arts and Crafts Club: Organize after school activities and projects
- STEM Club: Organize and instruct students after school
- Administrative: Stuffing envelopes, making copies, writing thank you postcards

SUPPORT THE FREEDOM SCHOOL

All of our families pay some tuition. However, our need-based, sliding scale tuition only accounts for 10% of our income. Because most families cannot afford the full cost of tuition, we rely on generous donations to fund a student's education. Giving options are simple:

PLEDGES

Pledges are critical for the school to continue offering a rigorous and equitable education for years to come. This year's planning budget was $891,000. That is a cost of nearly $10,000 per student.

Larger pledges over 3-5 years allow the school to accomplish strategic performance goals. There is no maximum gift pledge. However, we are currently recruiting 500 people to pledge at the $50 per month level. Make your extended family and friends aware of this worthy cause!

STUDENT SPONSORSHIPS

$1000 per month covers the essential costs for a student at The Freedom School. Student sponsorships allow donors to invest directly into the life of a needy student.

SERVE

Some opportunities include: becoming a Friday Reader, tutoring individual students, writing or sending school correspondence, preparing a hot lunch with a team, leading an extra-curricular group, staffing our library or planning a field trip. If you have a gift to share, we'll make room for you! Contact the Head of School, Angie Yarbrough, at ayarbrough@tfsstl.org.



The Freedom School

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University City, Missouri 63132

Phone: (314) 432-7396
Website: www.tfsstl.org
Facebook: www.facebook.com/TFSSTL

Office Hours: 7:30 a.m. until 3:30 p.m.