

# FREE SOCIETY ACADEMICS

Policy Guide

# Liability Wavier

I hereby certify that my child(ren) is/are in good physical condition and do/does not suffer from any disability that prevents or limits his/her participation in all activities conducted by Free Society Academics. I acknowledge (hereinafter collectively "FSA") that FSA will not assume any responsibility or liability for personal injury or damages caused by the injury. In the event FSA is unable to reach a parent, guardian or any emergency contact, I hereby give permission for my child(ren) to be transported to the nearest hospital for treatment in case of an accident or emergency. I hereby further authorize(s) any of the staff or employees to provide for, approve and authorize health care at hospital. I, expressly agree, permit and assume the risk of any medical treatment which may be rendered and agree to expressly release and indemnify FSA from any liability for providing, or failing to provide, any emergency medical treatment.

By signing this form, I, on behalf of my child(ren), his/her/their, assigns, legal and personal representative(s), agrees, to the maximum extent permitted by law, to release, waive, discharge and covenant not to sue FSA, its owners, officers, representatives agents and staff from liability from any and all claims, resulting in personal injury, accidents, or illnesses (including contracting Covid-19), death, and property loss arising from participation of child(ren) in any and all activities conducted by FSA, whether caused by the negligence of FSA or of any other person. I understand that FSA may permit individuals to enter the premises despite the ongoing spread of Covid-19. Despite the efforts of FSA to prevent the spread of this virus, my child(ren) might contract this virus. I, on behalf of my child(ren), am agreeing to enter FSA premises at our own risk and peril.

Further, I, on behalf of my child(ren), him/herself, his/her heirs, assigns, legal and personal representative(s), agrees to indemnify and hold harmless FSA from any and all claims, demands, actions, or causes of action (including attorney fees and court costs) on account of damage to personal property, or personal injury, or death which may result from participation of child(ren) in the Activity. I agree to help encourage a safe and respectful atmosphere at FSA by discussing with my family the responsibilities of being in a group that consists of a variety of ages young children, teens and adults. I agree to refrain from engaging in illegal activities of any kind, and I understand that I am solely responsible for the activities of myself and my minor children and any minor children attending FSA.

# Photo Release

I hereby grant and authorize Free Society Academics the right to take, edit, copy, publish, distribute and make use of any and all pictures or video taken of my child(ren) to be used in and/or for legally promotional materials and digital communications. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing. I understand and agree that these materials shall become the property of and will not be returned.



# Payment Policy

I understand that I, parent/guardian, am contractually obligated to pay for any and all portions of a class and/or classes that are not covered and paid for by charter school funds. FSA will not pro-rate, discount, or alter its price due to a conflict with a charter school. I understand I am obligated to pay any balance if for some reason the charter school stops payment.

I, parent/guardian, acknowledge if my Purchase Order Request is not fulfilled by the vendor department, by the end of the month deadline, I, parent/guardian, will be billed and charged for the missing charter fund amount. I, parent/guardian, authorize FSA to charge my account on file with ProCare for the missing Purchase Order Amount.

I, parent/guardian, agree all money collected is non-refundable and non-transferable.

I understand that all payments for classes and purchase orders must be fulfilled by the required due date, unless prior written arrangements are made, agreed to, and on file with the FSA billing team. I understand that if a payment is not fulfilled by the required due date, I can and will be charged a \$45.00 late fee.

I, parent/guardian, further accept and acknowledge receipt of the following policies:

- Non-charter/charter Families: I understand, I will be enrolled into a 10 month installment plan, unless approved written arrangements are on file.
- Purchase Orders for Charter families:
  - I, parent/guardian, agree to fulfill and confirm my purchase order request in compliance with my charter's instructions, if I fail to submit my charter funds by the required deadline and/or my charter fails to approve my purchase order before the required deadline I must pay the missing funds in full.
- Out of Pocket Invoicing and Payment: You will provide FSA with a valid and updated ACH account uploaded to your ProCare member profile. If a payment is 30 days late, I, parent/guardian, authorize FSA to charge such account for all outstanding purchased services listed on the outstanding invoice(s), plus late fee of \$45 per student. I acknowledge and agree that I am responsible for providing complete and accurate billing and contact information to FSA and for notifying FSA of any changes to such information. If a payment is returned, I, parent/guardian, am subject to any and all return fees incurred.

In the event, FSA is unable to attain any outstanding balances; I, parent/guardian, acknowledge I will be contacted by a collection agency and can no longer be assisted by FSA in preventing this potential credit-affecting collection to take place.

If I, parent/guardian, am delinquent on my payment obligations I risk having my student immediately removed from any and all enrolled programs with or without prior notice.

By enrolling into Free Society Academics, I, parent/guardian, accept and acknowledge all of the terms and condition set forth by FSA.

FSA reserves the right to change any and all policies as FSA sees fit, with or without prior notice.

# Cancelation Policy

We understand plans change. We will gladly issue a full refund of tuition fees for any cancellation requests received more than 14 days before the start of the program. After the 14 day window closes, no refunds will be issued.

FSA admits students on a case-by-case basis. The program's admissions representatives, administrators, and board of directors reserve the right to determine whether FSA is able to provide each student with the basic, class-wide academic support which the program provides, based on the program's availability of resources; and/or on the medical, developmental, adaptive, pre-academic, academic, behavioral, communication, fine or gross motor, and/or social-emotional needs and prerequisite skill levels each student displays. Determination by the program's representatives may be made by using information gained by means including, but not limited to, formal assessment, informal assessment, observation, data tracking and/or other types of dependable quantitative or qualitative data gained before, during, or after the admissions process. If, in the unfortunate event that following the admission of a student, the representatives of FSA make such determination of the program's inability to further support the student, the student will be withdrawn from the program and a 90 day notice will be issued. Families will be required to fulfill the remaining 90 days of billing. In the cases of families who have already paid tuition for the full program year, the program will provide a refund proportional to the amount of class sessions to be conducted after the remainder of FSA's academic calendar following the date on which the student's parents or legal guardians are notified of such determination and given their 90 day notice.

Families have to issue a 90 day written notice for review, for students who do not fit within the program requirements, in order to be withdrawn. Once the 90 day notice is approved, families are required to complete the final billing amount and their student's spot will be released.

Registration fees are to be paid out of pocket and are non-refundable.

# Sick Policy

For the health and safety of our students, if your student(s) have recently been sick, only return to classes if:

- no fever for 24 hours
- no vomiting/diarrhea for 24 hours
- no uncontrollable cough/runny nose
- no pink-eyes or eyes with discharge
- no undiagnosed rashes or skin infections
- no lice or nits – must be cleared by staff for return
- no pinworm
- no non-allergy related sneezing

In respect to COVID-19, we ask parents to use caution and their best judgment when sending their student(s) to FSA. Parents are required to take temperature checks of their student(s) at home before arriving to campus. If their student's temperature reads over 100.4, their student is required to stay home. Any attendees who show signs of such illnesses listed above, will be removed and sent home.

If the health of the group is being compromised, and such member is noncompliant to this policy the member will risk being withdrawn from FSA.

I, parent/guardian, understand that if I violate this policy, I risk my student(s) being withdrawn immediately from the FSA program with or without prior notice.



# Dress Code



FSA has a clear dress code for students, faculty, and staff. A dress code teaches students that their bodies matter. It encourages self-respect, respect for the educational enterprise. A dress code for faculty and staff communicates this common vision to the students and elevates the overall culture of our center.

Dress and appearance should be characterized by neatness and modesty. Students present a cheerful countenance not obscured by hats, hoodies, or gum chewing. Students are expected to dress in a manner that shows respect for themselves, their families and FSA. Free Society Academics reserves the right to set standards of appropriate dress and to determine the consequences of any failure to abide by these standards.

General dress standards include:

1. All clothing shall be neat, clean, modest, in good repair, of appropriate size and fit, moderately loose, and free of offensive logos, words and pictures.
2. Hats, hoodies, caps, or visors of any type may or may not be worn in the classroom, depending on the discretion of the teacher.
3. Close-toed shoes must be worn at all times.
4. For young ladies, all shorts and skirts should be of appropriate length. If any clothing is considered too short, and reviling student(s) will be sent home. Only T-Shirts/long sleeve shirts are permitted, no sleeveless tops allowed.
5. For young men, only T-Shirts/long sleeve shirts are permitted free of offensive logos, words and pictures.
6. Toys are not permitted. (unless requested by the teacher)

# Drop-off/Pick-up Policy

TK through 4<sup>th</sup> Grade Students must be signed-in/signed-out when arriving and leaving campus using the ProCare app. The attendance records and sign-in/sign-out processes are designed to ensure students are accounted for and protected while in the care of FSA. Students may be approved to leave campus under the following conditions:

- *Parent Request: A parent must notify FSA in person, by telephone, or by a signed note. Parents must sign-out their student and escort him/her off campus. Please keep these request to a minimum.*
- *Illness: The FSA administration will notify a parent to pick up a student who becomes ill during the school day. This student must be picked up not more than 1 hour after being notified, with or without direct confirmation from the parent. **Every minute after the 1 hour allowance the parent will be charge one dollar for every minute late.** If a parent continuously sends his/her student while ill to FSA, this parent will be in violation of FSA's sick policy and will result in his/her student being immediately withdrawn from the program, with or without notice.*
- *Pick-up by an Adult (not the Parent): Parents may approve, in writing, additional adults to pick up their children from school. Adults other than parents must be prepared to show photo ID upon request.*
- *Parents must pick up their student(s) on time. A 5-minute grace period after class ends will be granted occasionally. If this happens more than once we will charge one dollar per minute late. FSA will keep a registry of late time accrued, and the parent will be charged an accumulation of the late fee time; once, at the end of the 1<sup>st</sup> semester and once more, at the end of the 2<sup>nd</sup> semester.*

# Harassment Policy

FSA is committed to providing a safe and secure environment for students to learn, free from all forms of intimidation, exploitation and harassment of any kind. We will take immediate action against any violators of this policy. This action may include expulsion from program or termination of employment.

The word “harass” means to trouble, worry or torment. Any unwelcome behavior, whether verbal, visual or physical, should be reported to the administration immediately. This includes conduct, which denigrates or shows hostility/aversion to another individual because of his or her religion, race, color, national origin, gender, disability, or age.

The following represent examples of harassment that should be reported immediately:

Any request to submit to inappropriate conduct under threat that lack of submission would negatively impact academic status or progress of a student.

Any request to submit to conduct that has a negative impact upon the individual and creates an intimidating, hostile or offensive situation.

Any request to submit to inappropriate conduct in which the rejection of the request results in a negative decision affecting the individual regarding benefits and services, honors, programs or activities available at or through FSA.

Students who feel they have been subjected to any type of unwelcome negative behavior from a peer, staff member, teacher, volunteer or another parent are urged to promptly report the matter to one of the FSA administrators. The complaint will be promptly investigated and confidentiality will be maintained to the fullest extent possible. At the conclusion of the initial meeting, the student will be asked to sign the complaint and, depending upon the nature of the behavior, the administration may be required to report the harassment to legal authorities. School policy prohibits discrimination or retaliation against any person who has filed a complaint concerning harassment.

If, after careful investigation, an employee or student is found to be responsible for harassment, he/she will be subject to disciplinary action up to and including expulsion or termination. The discipline will be based upon the circumstances of the infraction, the determination of FSA administration, and any applicable laws.

# Campus Behavior

We are at our best when we feel safe, respected, and accepted.

These guidelines apply to everyone in our program: staff, teachers, parents, and students.

Do nothing to harm another person.

Do nothing to harm yourself.

Treat everyone—staff, teachers, students, parents—with respect.

Keep your language clean.

Respect the premises, listen to host.

Include others.

Be friendly.

Have a good attitude.

Attentive Listening.

Appreciations/no put downs.

Right to participate/right to pass.

Mutual Respect.

If you see something say something.

No cellphones allowed to be used on campus during campus hours – cellphones will be confiscated.

No gum allowed on campus.

Disregarding these rules may result in immediate removal from FSA with or without prior notice.

FSA is a multi-age campus. Everyone needs to be mindful, making sure our students aren't exposed to any speech or actions that are offensive or inappropriate (scary, violent, sexual, etc.) FSA reserves the right to determine what is and isn't appropriate for the safety of the community.

Parents: if you become aware of a conflict involving your student at FSA, you are responsible for notifying FSA staff. We will investigate any claims that require immediate attention. Once discovery is complete we will notify parents of our determination and solution. If parents inform FSA of a conflict regarding their student and that conflict is not observed and/or validated, parents are encouraged to discuss their concerns directly with the family(ies) involved outside of FSA to create a resolution.

# Discipline Policy

All parenting styles shall be respected, and, simultaneously, a welcoming learning environment must be maintained. Therefore, there will be a 3-step discipline system in place at FSA. Unacceptable behavior is at the discretion of the Instructor/staff.

1. *If students are disruptive or exhibiting aggressive behavior while learning/playing with other students, the instructor/staff has a duty to gently correct the behavior.*
2. *If the disruptive behavior continues, the student's parent will be asked to intervene.*
3. *If the behavior still continues or recurs, without the possibility of correction then FSA reserves the right to remove the student from the FSA program.*

*\*FSA reserves the right to change any and all policies as FSA sees fit with or without notice.*

# Academic Expectation

Primary students typically have their classwork/homework sent home every Thursday.

Middle school students will most often have homework sent throughout the week.

Parents are required to review their student(s) work folder every week. Any incomplete work is to be completed at home.

If a teacher marks any work and/or homework to be completed at home and sent back for review, the expectation is to have the work completed at home, reviewed by the parent for proper completion, and sent back to FSA at the time it is due.

Continuous violations of not completing at-home work in a timely manner will result in educational decline.

If a student is unable or unwilling to perform academically, and results in educational decline the student risks being removed from FSA's program immediately.

Parents are considered the primary educator in your student's homeschool education. FSA will aim to support the parent and student with all curriculum at our disposal; to help students meet our educational standards, but the discipline of meeting the needs of the student is dependent on the parent's involvement.

If a student begins to fall behind academically, FSA will assess the student's progress and meet with the parent for supplemental recommendation, if the parent refuses to support the student academically as recommended, then the parent risks having his/her student(s) removed from the program immediately.

Students are required to show up and participate in the FSA program. Students who choose to not participate appropriately and create a distraction for themselves and their peers will risk being removed from the program.

# ProCare Communication

Parents are required to download the ProCare app to their phone. All communication with staff is to be communicated through ProCare. The messaging requirements for parents are as follows:

- Parents must check ProCare daily.
- If a teacher messages a parent on ProCare the parent is required to respond timely.
- Teachers will often communicate details about at-home work on ProCare, which must be completed for the next class day. It is the parent's responsibility to review and the details laid out by the teacher.
- Communicating absences and collecting work from the teachers: FSA asks parents to please give our teachers prior noticed in a timely manner to gather any student's absent work. If a parent messages the teacher requesting to gather the student's work for the same day pick up, the teacher will try her best to gather the work, however we require a couple days notice for pick up and the teacher will communicate if and when the absent work will be ready for pick up.