

**LIBERTY TREE
ACADEMY**



Family Handbook

2020-21

Table of Contents

Vision, Mission & Core Virtues.....	3
Governance.....	3
Enrollment Policy.....	7
Privacy.....	8
Information Technology & Security.....	9
Academic Policies.....	10
School Environment.....	16
Parents & Community.....	23
Operations.....	25
Appendix 1: The Honor Code.....	27

Vision, Mission & Core Virtues

Vision

Liberty Tree Academy is dedicated to an authentic, traditional American education. To be a community that actively cultivates character in a challenging and engaging learning environment.

Mission

Liberty Tree Academy prepares students through a traditional, content-rich education in a disciplined and orderly environment, to be self-governing citizens who are equipped to carry out the vision of our Nation's founders to preserve and perpetuate liberty.

Core Virtues

- Courage
- Courtesy
- Truthfulness
- Prudence
- Perseverance

Governance

Policy G-1.0 Board of Directors

Liberty Tree Academy (LTA) is governed by its Board of Directors (Board).

The Board operates in accordance with its bylaws and using the principles of policy governance. The Board has entered into a charter agreement with Colorado Department of Education and School District 49 (D49). The bylaws and charter agreement shall be available on the school's website, www.ltaeagles.org.

Policy G-2.0 Board Responsibilities

The Board is the governing body of LTA and is responsible for overseeing the effective, faithful execution of the school's mission. Additionally, the Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the program. More specific responsibilities of the Board include but are not limited to:

Advocacy

Serving as ambassadors for the school by clearly protecting and articulating the school's mission and goals and by garnering support of the community.

School Leader Support

- Providing input and feedback to the Principal on campus-specific issues and concerns (e.g. school culture, discipline policy, student recruitment, etc.)
- Supporting the Principal by ensuring that he/she has all that is reasonably necessary to further the goals of the school.

Fiscal Accountability

- Participating in the budgeting process each year, providing advice and feedback to the Principal.
- Monitoring the management of financial resources by approving the annual budget and ensuring that proper financial controls are in place.
- Financial reporting by the Treasurer to the Board as required in the bylaws to ensure the Board is “hands-on” as it relates to fiscal controls and responsibility.

Development / Fundraising

- Assuring there are adequate resources for the school to fulfill its mission by raising funds from the local school community.

Compliance

- Monitoring and ensuring compliance with Colorado Department of Education regulatory statutes and other local, state, and federal laws by regularly reviewing school policies, programs, and practices.
- Reviewing school data against the charter to ensure compliance with the vision, strategies, and objectives identified herein.

Other

- Serving as a source for appeals for parent and staff grievances that are unable to be resolved by the Principal.
- Actively recruiting new Board directors and advisory council members.

The Board places responsibility for implementing its policies with the Principal, but the Board remains accountable.

Policy G-3.0 Non-Negotiable Core Principles by the LTA Board of Directors

School Culture

- Employees will model and encourage students to uphold the school’s core virtues: courage, courtesy, truthfulness, prudence, and perseverance.
- LTA is an open enrollment school with no enrollment criteria outside of statutory and contractual requirements.
- LTA’s educational philosophy requires a small K-9 atmosphere with a closed campus. This conscious choice ensures that all students are known and educated by caring adults.
- The Principal is accountable for the wellbeing of every student. Faculty members personally know each of their students as well as others.
- Students and employees adhere to a dress code.
- Discipline policies are designed to prevent interruption of teaching and learning as well as reinforce the core virtues.
- Classrooms are open for observation at any time by parents.

Academics

- Our educational philosophy is expressed in the writings of E. D. Hirsch, Jr., T. O. Moore, and James Kilpatrick's "Why Johnny Can't Tell Right from Wrong."
- Student services provide support to all students with academic and behavioral needs. Interventions utilized to achieve LTA's expectations are targeted and specific to each individual student.
- LTA resists grade inflation and social promotion. Mastery of core subjects always takes priority. Latin is required in the upper school.
- Literacy is taught through an explicit phonics program. Math is taught conceptually. Teachers frequently employ the Socratic method of discussion.
- Standardized tests do not drive the curriculum.

Role of Principal

- The Principal implements a traditional, classical, liberal arts curriculum.
- The Principal makes final decisions on curriculum, subject to the approval of the Board of Directors.
- The Principal, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

Teachers

- The Principal employs teachers based on their mastery of an academic discipline, their ability to convey knowledge to young people, and their capacity to maintain order and decorum in the classroom. Licensure is not a condition of employment, except in the case of Special Education.
- LTA teachers are treated as professionals. Their professional development consists of required training sessions throughout the year, including the beginning and end of each school year, to be coordinated by the Principal.

Parents and Students

- Parents' support of the school's academic and moral mission is essential. Parents are encouraged to learn more about the school's philosophy and curriculum, in order to help support and guide their students.
- To thrive at LTA, students must be polite and attentive in class and have a strong work ethic and willingness to learn.

Fiscal Responsibility

- Our budgeting philosophy is conservative. We do not expend funds until we know they are in our possession. When budgeting, first priority is given to instructional materials, then faculty salaries, then other areas of the school deemed important by the Administration and the Board.

Policy G-4.0 Conflict of Interest Policy

Board Members will confirm annually that they have no inappropriate conflicts that would preclude them from faithfully serving LTA with fidelity. Board Members shall keep on file and update at least annually the Conflict of Interest Disclosure Form as

required by the Colorado Department of Education.

Policy G-5.0 Adherence to Law

Colorado Open Records Act

The Board shall be subject to Freedom of Information Act (FOIA)/Colorado Open Records Act (CORA).

Policy G-6.0 Policy Making

The Board shall operate according to the policy governance model. The Board shall be solely responsible for adopting, repealing, or amending governance policies for LTA. The Principal shall be solely responsible for reasonably interpreting those policies and executing them. The Principal shall be responsible for maintaining all school-level operating procedures, policies, and manuals.

Policy G-7.0 Fundraising

Fundraising activities must not undermine the mission and philosophy of the school. LTA students will not engage in door-to-door sales of any kind.

Policy G-8.0 Parent Grievances

Grievance Related to the Classroom

- This school firmly believes that adults must be models of good character even in the most difficult situations. Should a parent have a grievance concerning a particular class or the Administration of the school, that grievance should be resolved using the following chain of command. Issues that arise in a particular classroom should always be addressed to the teacher first since the teacher always has more direct knowledge of the student than anyone else.
- The Teacher: Parents should schedule a meeting with the teacher through an email/letter to the teacher. Under no circumstance is it ever acceptable for a parent to confront a teacher about an issue with students present, including his/her own.
- The Board: If the grievance cannot be resolved with the Principal, the parent should refer the matter to the Board. Parental concerns and grievances may also be raised during the community comments portion of the Board of Directors meeting. The concern or grievance must be submitted in writing, and no more than two minutes will be granted. Grievances or discussions involving specific personnel will not be entertained at a public meeting. It is recommended that the concern or grievance be addressed in one the aforementioned steps before using this option.

Grievance Related to an Administrator

Grievances regarding an administrator should be directed to the individual first, then in writing to the Board.

Importance of Following the Chain of Command

The practice of following the chain of command in communications with the school on matters concerning particular students encompasses far more than grievances. It refers to parents' communication of any kind that seeks or requires an action on the part of the school regarding their students. LTA understands that parents will have questions, opinions, and comments that need to be expressed concerning their children's education. Such communication can be very helpful to the running of the school. Our preference is that such communication be expressed initially to the teacher or teachers of the child. If further communication is warranted, the parent should consult the appropriate administrator (or Principal), according to whether the matter concerns discipline or academics. If further communication is warranted after seeing an administrator, then the parent should refer the matter to the Board, as needed. The Board is not the first point of contact and therefore will refer communications that seek response or action to the appropriate members of the administration.

The reason for this chain of command is that the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than can an administrator or Board Member. We understand that some parents are "conflict averse" and do not want to bring up a potentially difficult issue with a teacher. Nonetheless, the teachers are eager to help each child in whatever way possible.

Some situations, admittedly, seem by their very nature to warrant a discussion with the Principal initially. For example, parents may have questions or concerns about the overall homework load or a particular way of teaching, such as the Socratic method. As a result, it is easier and more expedient to speak to the Principal first. In these cases, however, it is always better for the parent to have as much specific information as possible, so the Principal can act on that information. General comments such as "Liberty Tree is really hard" may be true but cannot be acted on as effectively as specific comments about the nature of the coursework or the teaching.

Enrollment Policy

Policy EP-1.0 General

In accordance with the Charter Agreement, for the 2020-21 school year, LTA will enroll approximately 56 students per grade in Kindergarten through 10th grade. By the 2021-22 school year, the school will become a K-12 academy.

Space permitting, any student who resides within D49 is eligible to attend LTA. LTA will not discriminate on the basis of race, color, ethnic background, national origin, gender, disability, or age.

In accordance with LTA's charter, LTA grants enrollment preference to the siblings of currently enrolled students, to the children of Board members, and to the children of full-time employees.

The Principal or his/her designee will determine, based upon the total number of students currently enrolled, how many enrollment openings are available for each grade level. Class size may be approximately 25-29 students per class with two classes per grade, totaling 50-58 students per grade. Classes may be over-enrolled by two students per class to account for natural attrition.

Policy EP-2.0 Admissions during the Current School Year

The school will maintain a public waitlist for each grade, as required. If the Principal chooses to fill a vacant seat, he/she will draw from the first name on the waitlist, moving down the waitlist until the position is filled. If there is no waitlist, vacant seats will be filled on a first-come, first-served basis. The waitlist is not carried over to subsequent years. No vacant seats will be filled after October 3rd.

Policy EP-3.0 Enrollment for the 2020-21 School Year

Interested families will complete an online or hardcopy Intent to Enroll form for students who will be in

Kindergarten through 10th grade. The enrollment process will

- A. fill a new grade of Kindergarten students, and
- B. position students to take seats that may become available in 1st grade and above.

To the extent that demand exceeds the number of available seats for any given grade, the Administration will conduct a public, system-generated, grade-level lottery. The public lottery will take place within two weeks of the date of the spring FTE count. The result of the lottery for first grade students and above will be a numerical waitlist. The school will use the waitlist to offer available seats to students on a grade-by-grade basis as they become available.

Policy EP-4.0 Enrollment of Expelled Students

Students expelled from another school will be admitted to LTA at the discretion of the Principal. The Principal will admit students who are being processed for expulsion and/or suspension on a case-by-case basis. In general, students facing suspension and/or expulsion for discipline problems related to drugs, alcohol, or violent behavior will not be admitted.

Policy EP-5.0 Grade Level Placement of Newly Enrolled Students

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. If students new to the school are found to be reading more than one grade level behind their existing peer group, they may be required to enroll in the grade level deemed appropriate by the teacher and the Principal. If the parent insists that the student be placed at a grade level higher than the one recommended, a signed document about this choice will become part of the student's permanent file.

Policy EP-6.0 Re-Admittance

Students who have left the school due to retention in a grade and later choose to re-enroll will be re-admitted (assuming the student is otherwise in line for the next available seat) based on the retention, not on the record from another school.

Privacy

Policy P-1.0 Family Educational Rights Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives the request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible student may ask the school to amend records that they believe are inaccurate or misleading. They should write the school principal or appropriate official; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Policy P-2.0 Personally Identifiable Information (PII) Policy

PII is defined as a person's name in association with any information that can be used to distinguish or trace an individual's identity, such as social security number, date of birth, place of birth, mother's maiden name, driver's license number, passport number, or any biometric, medical, educational, financial, or employment records. It is the policy of LTA that PII shall not be sent in a plain text, email, or other unencrypted means. In general, PII should not be disseminated electronically. If electronic transmittal is unavoidable, then PII must be encrypted. Acceptable means of encryption include password-protected files from versions of Excel, WinZip, and Adobe Acrobat (2010 or newer). The IT Director will determine whether an encryption method is suitable or not. Physical PII (e.g. paper copies of records) must be kept in secure locations (locked file drawers in lockable rooms), and access to these records must be limited to authorized individuals only in connection with official, school-related duties.

Policy P-3.0 Student Information Release

School Directory information, including the student's full name, address, and telephone number, will not be released without parental consent. Authorization for inclusion in the directory is on the enrollment form.

Students' names, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school. In addition, classroom activities and events sponsored by schools occasionally are photographed or video-taped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason parents/guardians do not wish to have their student(s) photographed or video-taped for these purposes, the parents/guardians must notify the school in writing.

Student names will not be listed with their pictures on the school website or in LTA advertising publications. The newspaper may list student(s) names with a photo only with parent/guardian signed consent.

No identifying information regarding a student will be given via any avenue of communication without parent permission, unless required by law.

Information Technology & Security

The school takes precautions to protect family information. When families submit sensitive information via the website, that information is protected both online and offline.

When LTA collects sensitive information (such as birthdates, addresses, credit card data), the information is encrypted and transmitted to in a secure way. Families can verify this by looking for a closed lock icon at the bottom of their web browser or by looking for "https" at the beginning of the address of the web page.

While LTA uses encryption to protect sensitive information transmitted online, the school also protects family information offline. Only employees who need the information to perform a specific job are granted access to personally identifiable information. Computers that store personally identifiable information are kept in a secure environment.

Academic Policies

Policy AP-1.0 Educational Priorities

The Board desires that all students receive a traditional liberal arts education. To that end, the Board has determined the following educational priorities:

- Basic cognitive skills and academic fundamentals: reading/writing/mathematics;
- Core subjects: English language and literature; history, geography, and government; physical and biological sciences; mathematics;
- Other classical subjects: music; art; Latin;
- Auxiliary subjects: foreign languages, physical education, performing arts, other social sciences; and Extracurricular activities as defined by the Principal.

The curriculum will follow the Core Knowledge Sequence. Occasionally, the School will diverge from the Core Knowledge Sequence in order to raise the standards in teaching a particular skill or subject. The Board and Principal will determine these instances. The Principal will ensure that all skill areas in the Core Knowledge Sequence are taught.

Teachers must develop their courses under the direction of the Principal, who is the chief academic leader and accountable to the Board.

Policy AP-2.0 Homework & Classwork

Homework is a fundamental part of our general academic program. It prepares students for high school, higher education, and for entry into the working world upon graduation. It also helps develop a strong work ethic and habits of organization. The immediate educational purposes of homework are to:

- reinforce skills and concepts and knowledge learned in class;
- develop good skills and habits of study;
- practice skills and reinforce knowledge in ways that are not readily accomplished in the classroom;
- work on assignments, such as the writing of papers, and prepare for exams that require a great deal of sustained, individual attention;
- prepare for the following day's work so that the most can be made of class time; and
- inform parents of what is being taught in the classroom.

In addition to regular classroom assignments, LTA would like each younger child to read, or be

read to, at least three times per week, but preferably every day. As cited in “A Nation at Risk,” “the single most important factor for determining whether children will go to college is being read to as a child.” Going to college is not necessarily a goal for everyone, but becoming a thoughtful reader should be if one hopes to be knowledgeable, wise, insightful, and competitive throughout one’s lifetime. At LTA, we believe that becoming a competent reader is critical to being a good student and the first step to being able to explore the world. Reading to a child encourages the child’s growth and also elevates and informs conversation within the family. In the upper grades, the extra reading time (roughly half an hour) allows for the increasing length of great works of literature.

The expected homework for each grade is as follows:

Kindergarten:	10 minutes, plus family reading time
1st grade:	10 minutes, plus family reading time
2nd grade:	20 minutes, plus reading time
3rd grade:	30 minutes, plus reading time
4th grade:	40 minutes, plus reading time
5th grade:	50 minutes, plus reading time
6th grade:	60 minutes, plus reading time
7th grade:	70 minutes, plus reading time
8th grade:	80 minutes, plus reading time
9 th grade:	90 minutes, plus reading time
10 th grade:	90 minutes, plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student’s organizational skills and study habits, the varying abilities of the student, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load. Nonetheless, teachers will make every effort to give assignments well in advance, and students will be encouraged to work on those longer assignments steadily, so that students are able to manage their homework along with other activities and get adequate sleep. In the upper school, students will often have the opportunity to take a study hall, thus reducing the amount of time at home that must be devoted to homework.

For poor or incomplete work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all homework.

All homework is to be turned in on time. Homework not turned in on time will earn ½ credit for one day late, and zero credit for two days late for grades K-6. For grades 7-10, homework turned

in late will receive zero credit. Homework that is late must still be completed, even if no credit is earned, in order to achieve mastery. One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their schoolwork, it is essential that students complete their work on time.

Policy AP-3.0 Grading Policy

Grading is not the be-all and end-all of education. If anything, some students put more emphasis on grades than their teachers do. The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. LTA will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged. In relation to the student's performance, the following letter grades have these meanings:

A	Mastery
B	Proficiency
C	Sufficiency/ Competency
D	Insufficiency
F	Failing

In addition to these general parameters, LTA uses a 4.0 grading scale. The letter and numerical grades for this system are listed below:

A	94-100%	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

The grading scale as defined above is utilized for all students with the exception of kindergarten, where the scale will reflect

- A (Mastery)
- B (Proficiency)
- C (Sufficiency/Competence)
- I (Needs Improvement and Remediation).

Incompletes will only be given under special circumstances and must be approved by the Principal. Parents and students should be regularly informed of the student's progress. "Extra

credit,” whether to make up for work not turned in on time or to increase a student’s grade, will be discouraged.

Policy AP-4.0 Teacher Conferences

Parent/teacher conferences are scheduled in the fall semester. Arrangements for additional conferences may be made with teachers before or after school hours.

Policy AP-5.0 Academic Textbooks & Supplies

Students will receive a variety of books and materials. All books will have a code on the inside of the front cover. Textbooks should be returned to the school at the end of the year. Other books, mainly literature and workbooks, are student books. Once checked out to the individual student, student books become the property of the child (meaning that our students will be building their own collection of the classics). Materials that are loaned or given to students are to be treated appropriately. Students are responsible for these materials. If materials given or loaned to a student are lost or damaged, the student must pay for any needed replacement.

In the case that reimbursement has not been made to LTA for lost or damaged materials, no further materials will be issued to that student until the past-due fees are paid.

Policy AP-6.0 Reporting

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the following means will be employed to inform parents of their student’s academic progress:

- Soon after the beginning of the year, teachers will evaluate each student’s progress.
- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty deemed appropriate.
- Midterm Progress Reports: These reports are sent home halfway through each quarter to students with a C-minus grade or lower in any subject.
- Parent-teacher conferences will be scheduled to discuss the students’ academic progress.
- Report cards for grades K-10 will be posted on Power School.
- Grades will be posted within seven business days after the due date.
- Final report cards will be mailed approximately two weeks after the end of the school year.

Policy AP-7.0 Plagiarism

Plagiarism will not be tolerated in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his/her own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others’ ideas and labor. Plagiarism is defined as “the appropriation of another’s ideas or words in order to present them as one’s own.” An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author’s words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an

author should be cited in an assignment.

If a student is caught plagiarizing, the following process will be followed:

- The teacher will keep a copy of the student's assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the Principal of the plagiarism.
- A disciplinary referral will be issued.
- Either the teacher or the Principal will inform the student's parent of the plagiarism.
- The student will receive an F on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.
- Instances of plagiarism may be placed in the student's permanent record.

Policy AP-8.0 Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else's work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a "cheat sheet" to answer questions on a test, and a student trying to pass off another student's work as his own are examples of cheating. The same process outlined for plagiarism will be followed for instances of cheating. A student who allows others to copy his work will also be held accountable in the same fashion. A disciplinary referral will be issued if cheating has occurred.

Policy AP-9.0 Promotion & Retention

General

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities. It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades. Parents/guardians who wish to appeal the decision for retention must first contact the Principal. If parents/guardians do not accept the decision of the Principal, an appeal may be made in writing to the Board. All appeals must be requested within two weeks after the close of school.

Attendance

LTA may consider a student's unexcused absences when determining course grades and/or promotion or retention for the next school year.

Lower School Promotion Criteria

Literacy:

Solid literacy is the foundation of all learning. Without the ability to read well, a student cannot advance in English, history, the sciences, the arts, and even mathematics. The ability to read, particularly in the early lower grades, will therefore be a requirement for promotion. The following is LTA's criteria for reading competency set forth in the literacy program:

Kindergarten:

- The classroom teacher and Principal must recommend the student for promotion based on satisfactory classroom performance.
- The classroom teacher and additional reading support personnel will make recommendations for placement based on student progress in the Literacy Curriculum.
- The teacher will also make placement recommendations based on the student's behavior and maturity level as observed in the classroom setting.

Grades 1-2:

- The student must perform at or above grade level in English and Language Arts and mathematics on the student report card.
- Grade level performance is determined by mastery of academic skills as measured by classroom and standardized assessments.
- The classroom teacher and Principal must recommend the student for promotion based on satisfactory classroom performance.
- The classroom teacher and additional reading support personnel will make recommendations for placement based on student progress in the Literacy Curriculum.

Grades 3-5:

- The student must perform at or above grade level in English and Language Arts and mathematics on the student report card.
- The classroom teacher and Principal must recommend the student for promotion based on satisfactory classroom performance.
- Grade level performance is determined by mastery of academic skills as measured by classroom and standardized assessments.
- No 3rd grade student shall be promoted if the student does not achieve grade level in reading and mathematics and meet promotion standards and criteria established by LTA.
- No 5th grade student shall be promoted if the student does not achieve grade level in reading and mathematics and meet promotion standards and criteria established by LTA.

Grade 6:

- The student must perform at or above grade level in reading, language arts and mathematics on the student report card.
- The classroom teacher and Principal must recommend the student for promotion based on satisfactory classroom performance.

Grades 7-10:

- The student must perform at or above grade level in reading, language arts and

mathematics on the student report card.

- The classroom teacher and Principal must recommend the student for promotion based on satisfactory classroom performance.
- A student must attain a 1.7 GPA in core courses (English, history, math, science). In order for a student to attain a core GPA of 1.7, he or she must earn a C- across the four core courses.
- In the case where a student has a core GPA of 1.7 or higher, yet received a D grade in a single class, the student support team (teachers and Principal) may meet with the parent and discuss repeating the course on a case-by-case basis. The student may pass the class at the discretion of the Principal.
- A grade of F in a core course will require the student to retake the class.
- No student shall be promoted if the student does not achieve grade level in reading and mathematics and meet promotion standards and criteria established by LTA.

In the event of the shut-down of in-person learning including but not limited to: pandemic, facility shut down, district or state determined closer, natural disaster etc.

- In case of closing down in-person learning at LTA, students will need to maintain timely academic expectations. Students will not be guaranteed to proceed to the next grade level without having fulfilled all the school's expectations. Grades will continue to be recorded throughout the entirety of the school calendar. Students will be expected to take attendance and complete daily assignments. If assignments are not complete, then the appropriate grade will be given. If a student stops working or completing assignments, resulting in non-mastery grades, then the student will be considered for GOT (Gift of Time) or to retake a/several course(s) as needed. This might result in the student/family paying the fees for summer school or credit recovery.

Policy AP-10.0 Special Events & Parties

Special events held during the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Any special event must be approved by the Principal a minimum of two weeks prior to its planning. Approval for one year does not carry over to the next.

Policy AP-11.0 Special Events-Guest Speakers

Guest speakers presenting during the school day must speak on topics covered in the course or grade. If possible, the students should be studying the given topic at the time of the presentation. Guest speakers must be approved by the Principal prior to the invitation being extended. Approval must still be obtained for guest speakers used in the previous school year. Approval for one year does not carry over to the next.

Guest speakers who cover controversial topics must be screened by the Principal. The screening

may include an interview of the guest by the Principal or designee. Parents must be notified prior to guest speaker presentations on controversial issues, including religions covered in the Core Knowledge sequence. Parents may have students excused from such presentations; in which case the student will be supervised in a silent study hall. Teachers will provide permission slips to parents as notification of a guest speaker covering controversial issues and indicate an option on the permission slip for students to be excused.

Policy AP-12.0 Special Events-Field Trips

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Principal a minimum of two weeks prior to planned execution. The field trip planner will work with the Administration and staff to ensure that all procedures are followed.

Policy AP-13.0 Eligibility for Sports & Extracurricular Activities (K-10)

Students are ineligible for extracurricular activities if they have two D's or one F in any subject(s). Academic eligibility will be determined with quarter ending grades. Ineligible students will remain ineligible for the remainder of the following quarter. Two disciplinary referrals in one quarter or three in one semester will render a student ineligible for any extracurricular activities for the remainder of that quarter. Four disciplinary referrals will render a student ineligible for all extracurricular activities and functions for the remainder of the school year. The Principal may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.

Policy AP-14.0 Participation in Extracurricular Activities by Non-Enrolled Students

School District 49 (D49) students, including homeschooled children, may participate in LTA's extracurricular activities, if their current school does not offer the activity of interest.

Policy AP-15.0 Role of Parents & School in Teaching Human Sexuality

We believe parents own the fundamental responsibility of their children's education. Liberty Tree Academy will not be teaching Sex Education and this subject will be left to the parents to discuss with their children.

Policy AP-16.0 Video Viewing Policy

From time to time videos or other media may be used to support a lesson. To be used in class, videos and other media must meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Principal to show a video. Teachers are responsible for previewing videos to ensure that they are appropriate.

School Environment

Policy SE-1.0 Attendance

Classical education is highly interactive and requires consistent and punctual attendance. Because the classical approach relies heavily on classroom discussion among students and teachers, most work done in class cannot be made up if a student is absent. For this reason, parents should exercise prudence and make every reasonable effort to ensure that students do not miss class.

Regular attendance is also important to ensure achievement in school. We discourage vacations and trips taken during the school year as they are counted towards total student absences which may exceed the specified limit and may become unexcused absences. Parents are encouraged to follow LTA's calendar for scheduled breaks. A Prearranged Absence Form should be turned in to Administration at least a period of time equal to the length of time the student will miss school and presented to the school's administration. For example, a one-day absence would require a one-day notice. All assignments are due prior to the period of absence, unless otherwise specified by a teacher.

We also discourage absences for medical and other appointments. When those appointments are unavoidable, students are responsible for any make-up work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades. It is helpful to both student and teacher to make prior arrangements to meet that requirement.

Policy SE-2.0 Tardiness

Students who arrive after the beginning of the school day will be considered tardy. Students must make it not only to the school but to class on time to avoid being tardy. Students who are either tardy or returning to school from an appointment must be signed in at the front desk by a parent.

Each tardy or early release prevents students from engaging in their classes appropriately. In order to get the most from class, students must be present from the beginning to the end. Three tardies or early releases make one absence. These may be excused, but the total number does count against the ten absences a student may accrue before losing credit.

Policy SE-3.0 Absences (Excused/Unexcused)

The following situations result excused absences:

- Medical issues
- Religious holidays and observances
- Absences for documented physical, mental, or emotional disabilities, with a note from a doctor or specialist
- Prearranged absences of an educational nature that are approved by the Principal (e.g., visits to colleges for high-school students; scheduled, performance-related activities)
- Any school-sponsored activity for which a student is eligible
- Bereavement (please notify the school if absence will extend beyond three days)

- Court appearances

All other absences will be considered unexcused absences. Students will not receive credit for academic work missed during unexcused absences. Students who accumulate five unexcused absences or five tardies at any time throughout the school year may not be permitted to:

- Participate in school field trips
- Attend school dances
- Receive student-of-the-quarter or honor or high honor roll awards
- Serve on student government
- Participate in extra-curricular activities and programs
- Participate in school sports

For excused absences, students will have two days for every day absent after coming back to school to make up the work missed. The school will require suitable proof of excused absences, including written statements from medical sources.

When students miss a day at LTA, they miss opportunities for mastery learning. We look forward to working with parents in close cooperation to ensure their child's success. When a student has more than eight absences and/or ten tardies, whether excused or unexcused, during a semester, the Principal will take the following actions:

- If many absences are unexcused, LTA will call the parent/guardian and express that the student may be at risk of being labeled "habitually truant," according to Colorado School Law. In conjunction with the phone call, a letter listing the absences and/or tardies will be sent to the parent/guardian.
- If the student's absences and/or tardies continue, a second attendance letter will be mailed to the parent/guardian.
- If the student's absences and/or tardies still continue after the second attendance letter, a conference will be scheduled with the parent/guardian. During the meeting, LTA administrators will discuss the student's academic standing, inquire about any situations causing the absences, and provide possible suggestions that might solve the attendance concerns.
- Students who have excessive absences (greater than eight) and/or excessive tardies (more than ten), excused or unexcused during a semester, may be placed on an Attendance Contract. The Attendance Contract will outline specific requirements for the student and parents to abide by.
- Family events during the school year (vacations, weddings, etc.) including those that have been approved by a Prearranged Absence Form, will count toward those absences. Excessive absences and/or tardies may negatively affect a student's mastery, causing academic deficits (including low grades/low group placement), and hinder the student's ability to be promoted into the next grade. Therefore, the student may be required to take the "Gift of Time" option and repeat that grade.

Colorado School Law stipulates that students will be considered “habitually truant” if they have four (4) unexcused absences in a month or ten (10) unexcused absences in a school year [C.R.S. §22-33-[107] (3a)]. If truancy continues, the parent and student may experience judicial consequences as per Colorado Educational Law procedures.

Students who acquire excessive absences and/or tardies will receive disciplinary consequences according to LTA procedures.

- Five unexcused absences will result in one day of In-School Suspension (ISS).
- Additional days of ISS will be applied, if absences continue.
- Excessive tardies may result in the student receiving one day of In-School Suspension.
- Assignments and tests missed during all unexcused absence(s) will receive zero (0%) credit for assignment(s) to be turned in and 75% of earned credit on missed test(s).

Policy SE-4.0 Releasing a Student from School

Students will only be released to people who are their parents or legal guardians, unless LTA has received written permission to release the student to another adult. Students may not be taken from the school or playground unless parents have signed them out in the office.

In the case of divorce or separation of the parents, both parents shall have full access to their child and records, until legal notification is provided to the school limiting the rights of either parent. Unless provided with a court order to the contrary, any parent is entitled access to their child’s records under C.R.S. §14-10-123.8. If there is a custody order or a protective order that may limit a parent’s rights to records or access of a child, it is the responsibility of the parent to provide a certified copy of such order to the school with an affidavit stating it is the last controlling order issued. The school is not responsible for interpreting the order.

School-sponsored activities require a teacher or sponsor to be responsible for students. Students may only leave the activity or event with their own parent, unless prior written authorization is given to the teacher or sponsor.

Policy SE-5.0 Guidelines for Student Behavior

General

Student self-governance and a sense of purpose develop from application and accomplishment, from consistent expectations in the school climate and culture, and from the habitual practice of the virtues.

The aim of LTA is to teach students. “Student” derives from the Latin word *studēre*, which means “to give attention to,” “to take pains with,” “to apply oneself to,” “to strive after,” “to pursue,” “to desire.” Students, then, should be diligent in, attached to, and zealous for their studies. Simply put, we expect students to live up to their name. LTA teachers will work hard to prepare their lessons. These lessons are designed to teach students nothing less than who they are and what the world offers them. Students must in turn take fullest advantage of these lessons and make the

best use of this time of their lives to prepare their minds for the opportunities and challenges that await them. All policies regarding student conduct and discipline flow from this general principle: Students must fully engage themselves in the education LTA offers them. Therefore, students will:

- Be polite and attentive both in and outside of class.
- Attend school consistently, be punctual, and take responsibility for making up any work promptly when absent.
- Be prepared for class and follow directions.
- Follow all reasonable requests made by adults on the premises with a positive attitude, and show respect for self, others, and property.
- Cooperate with and demonstrate respect for the faculty and staff, including administrators, teachers, secretaries, custodians, and any other people working at the school.
- Communicate in an acceptable tone of voice using an acceptable choice of words.
- Follow lunchroom, playground, field trip, lab, and individual classroom rules.
- Follow school rules when participating in school-related events.
- Adhere to the uniform policy.
- Not use threats or intimidation against any other person.
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school.
- Be dismissed by the teacher, not the bell or the clock.
- Not leave the school premises without signing out in the main office.
- Not bring electronic devices to school that detract from learning.
- Not bring anything to school that could be used to harm another or that is illegal.

Cell phones will be turned off and stored in the students' lockers or other appropriate place designated by Administration, unless an exception has been made for necessary medical devices or monitoring and at the Principal's discretion. Cell phones used during the school day will be confiscated and held by the Principal until the end of the day, at which time a parent may pick up the phone.

School employees (usually administrators) may conduct searches of property or persons when they have reason to suspect that the health, safety, or welfare of students or staff may be endangered.

LTA is not responsible for loss, theft, or breakage of items brought to school. Fines will be levied on parents for vandalism or theft committed by their students. Fines will also be levied for lost or damaged school property. Students may also be required to be involved in the maintenance or repair of damaged property.

Honor Code

LTA was founded to develop students in both mind and character. The school's virtues are the guiding principles used to cultivate and nurture character: courage, courtesy, truthfulness,

prudence, and perseverance. Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well.

The LTA Honor Code is as follows:

Liberty Tree Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility. Liberty Tree Academy students will not lie, cheat, or steal, and will discourage others from such actions.

Please refer to Appendix 1 for a full explanation of the Honor Code. Parents are expected to discuss the Honor Code with their student(s) and are required to turn in the Parent Compact and Student Compact signature page at the beginning of the school year.

Discipline

The activity of learning requires students to be attentive and polite. Students are expected to adhere to the school's high expectations for behavior and core virtues lest they compromise their own learning and interfere with the learning of others.

LTA has the following disciplinary goals:

1. Provide a secure and calm learning environment in which all students can focus on their work with little distraction.
2. Treat all students fairly and with respect.
3. Teach students the importance of their own character.

Minor infractions or disruptions will largely be handled in the classroom in a way suitable to the age of the student. Whenever a student misbehaves repeatedly or flagrantly, the consequences for the infraction will be immediate, relevant, and effectual. Rather than allow misbehavior to fester in the classroom, teachers will send disruptive students to the office, normally to the Dean of Students.

In accordance with this policy, LTA has adopted the following procedure for disruptive behavior that requires an office referral:

DETENTION REFERRAL

The teacher issues the student a Discipline Referral Form (a.k.a. pink slip), and the student is required to visit the Dean of Students. The following actions will be taken according to the number of referrals.

Referrals are cumulative throughout the school year.

- First infraction: Student removed from class, sees Dean of Students. Parents must sign Discipline Referral Form, and the student must return it to the Dean of Students.
- Second infraction: Student removed from class, sees the Dean of Students, and they call a parent. Again, the pink slip must be signed and returned.

- Third infraction: Student removed from class, sees Dean of Students, calls home, leaves that day, and may not return without parent attending school with the student for the entire day, as scheduled by the Dean of Students.
- Fourth infraction: Student removed from class, sees Dean of Students, calls home, must attend ten hours of detention on five consecutive days, for two hours each day. In grades 7-9, students will be suspended from attending any school field trips. Lower grade students may attend if accompanied by an adult.
- Five or more infractions: Automatic two-day suspension for each referral.

Students who have been suspended will not be on the honor roll for that quarter. Students may be suspended for reasons other than receiving the fifth pink slip. Students' misbehavior will not be used to "teach" the class a lesson. At no time will a student's disciplinary record be discussed with another student or parent. However, other students or parents may be consulted regarding an incident in order to discern the truth.

SUSPENSION & EXPULSION

The Principal and the Dean of Students have the authority to suspend students as appropriate. Suspensions last from one to nine days depending on the severity of the infraction. All suspensions will require a conference between the parent(s), Principal, or Dean of Students. A remedial student discipline plan will be created during this conference. The conference will occur before the student is admitted to class. The Dean of Students may require the parent to attend a full day of class with the student upon return.

Note: All suspensions will be treated as an unexcused absence; students will not be allowed to make up work missed during the period of suspension. The loss of class time due to repeated suspension may be grounds for retaining a student.

For especially serious violations of school order and safety or for habitually disruptive behavior, LTA will pursue expulsion through D49. D49 is the sole arbiter of expulsions and LTA may only recommend expulsion of a student. The expulsion process and proceedings will follow all D49 policies that apply. Serious violations that could lead to expulsion include the following:

- Bringing to school or using a dangerous weapon;
- Sale or distribution of a drug or controlled substance;
- Committing an act, which, if committed by an adult, would be robbery or assault other than third-degree assault.
- When students are expelled, they are expelled from the Falcon School District, which includes LTA.

Uniforms and Grooming

At LTA, students wear uniforms to eliminate distractions and to remind themselves we are doing important work. The spirit of the uniform policy is that students will dress and groom

themselves in a manner that it is traditional, not distracting, and not obstructive. Students must be in uniform to attend class. Students not in uniform will be sent to the office and must call a parent or guardian. Parents will either bring acceptable attire, or students will be sent home. These absences are not excused.

Please refer to the respective school year Uniform Policy for a detailed explanation of the Uniform Policy.

The uniform and dress code policy is that students will dress according to the mandatory and optional items listed within the uniform policies, plus the following series of directives.

- Students may use any backpack if it is clean and tasteful.
- Hair must be clean, neat, and styled traditionally. Only natural colors are allowed. No unusual or radical hairstyles are permitted. Hair accessories are allowed but must not be distracting.
- No hats, visors, bandanas, or sunglasses are permitted (religious headgear is authorized).
- Makeup must look natural. Black nail polish and lipstick are not acceptable.
- Good personal hygiene is required. This includes wearing neat, clean clothing.
- Strong/offensive body odors or excessive use of perfumes or cologne are inappropriate.

Lost and Found

Students are responsible for retrieving their misplaced items. Due to limited space, all unclaimed items will automatically be donated to either Goodwill or the school uniform closet at the end of each month.

Toileting

All LTA students must be independent in toileting. On occasion students may have “accidents.” When an “accident” occurs, it is the responsibility of the parent to assist the child and to provide clean clothing. If there are repeated “accidents”, a meeting with the parents, the Dean of Students, and the School Nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

Policy SE-6.0 Health, Medicine, & the School Nurse

Student Medical Records

Student health records will be maintained in locked or password-protected files in order to maintain confidentiality. All health records will be managed by designated staff (such as the School Nurse) and will only be released to service providers as allowed and dictated by D49 and state regulations.

Immunizations

All LTA students are required to be in compliance with state programs mandating immunization against specific diseases, or have an appropriate waiver of vaccinations on file. Failure to comply with the state or waiver requirements will result in the students being unable to attend classes, and receiving unexcused absences, until proof of compliance is provided. No student shall be denied access to education at LTA due to their immunization choice.

Medical Operations

Parents will be informed when a student reports to the office with a fever or injury. If a parent cannot be reached, school personnel will determine what action should be taken. Any child with a fever will not be allowed to remain in the classroom and must be picked up by a parent or designee. If a head injury is sustained, or any injury requiring medical attention, the parent will be asked to come to school and determine what action should be taken. In case of more serious injuries, or in case the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

Parent/Guardian Obligations

Parents/guardians shall, at all times, ensure the school has updated medical information on file. It is the parent's/guardian's responsibility to keep this information updated. It is the parent's/guardian's responsibility to notify LTA if a child has been injured at home and needs special considerations at school.

Food Allergies

LTA is not a peanut-free school. The school will, however, establish a peanut-free zone at the end of tables in the cafeteria, and teachers/monitors will ensure this peanut-free zone is enforced.

Sick Students

Sick children should not be in school. Families should refer to LTA's Illness Guidelines when determining whether a student must remain at home.

Policy SE-7.0 Student Fees & Supplies

From time to time LTA may charge fees to its families to fund expenses related to athletics, transportation, classroom supplies, band, orchestra, art, elective courses, activities, field trips, etc. All charges and fees must be authorized by the Finance Manager and Principal.

Policy SE-8.0 Chaperone Policy

LTA will conduct field trips and off-site events and in so doing will welcome and enlist the aid of parent chaperones. The number of chaperones for a field trip or off-site event will be established prior to the occurrence of the event. This number will be strictly adhered to. No siblings or individuals other than assigned chaperones may attend the event unless as indicated otherwise and at their own expense and risk. Fees for the event must also be paid by the chaperone and are due at the same time as the student's fee for the event. If fees are not submitted by the due date another chaperone will be chosen. Chaperones must attend to assigned duties, model the LTA core virtues, and be dressed appropriately. Violators of this policy will not be allowed to chaperone future events.

Parents & Community

Policy PC-1.0 Parent Involvement and Volunteering Policy

LTA rests on a partnership with school families. Volunteering is a crucial element in that partnership. LTA relies on volunteers during carline, at lunch and recess, in the classroom, and in other events sponsored by the school. The classical model of education prioritizes the role of

the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs are primarily in assisting teachers in their administrative and supervisory tasks. The school also seeks qualified and interested parents to help sponsor clubs, chaperone activities, and assist the school in developing a culture of respect and responsibility.

Volunteers are an integral part of LTA. They are not only welcome, but also crucial if we are to have high quality teaching each year. Volunteer activities are coordinated through individual teachers.

Policy PC-2.0 Requirements for Volunteers

Administration will maintain accurate records to confirm that the following requirements are met:

- Background checks. Volunteers will submit to background checks in the same way employees are required to do so.
- Identification. All visitors and volunteers must enter through the main office. If they wish to go beyond the main office, a badge will be issued, identifying the visitor properly checked in through the office. It is the responsibility of all staff members to help police the halls to ensure that all visitors have properly checked into the office. Any individual who does not have an appropriate badge must be walked back to the office to ensure they are signed in properly.
- Training. The Principal may require volunteers to complete training before serving in the classroom.

Policy PC-3.0 General Rules for Volunteers

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard, he or she should address the concern with a faculty member, Principal, or a member of the Board, in that order. If a volunteer disregards this policy, the privilege of volunteering may be revoked. Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in the Parent Grievances section of this handbook. Under no circumstance is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.

Volunteers set the tone of the school in the same way that teachers do. Therefore, volunteers are required to dress in the spirit of the uniform policy, which is to diminish distractions, develop a proud school culture, and elevate the tone of school. Volunteers who do not conform to these guidelines will be asked to change clothes. Similarly, volunteers should not use their cell phones in front of students for communication not related to the activities of the school.

Policy PC-4.0 Parent Communications with the Administration, Faculty, & Staff

LTA values the conversation that takes place between parents and teachers about the education of

children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with the Dean of Students, Principal, Faculty, and Staff of LTA:

- Scheduled face-to-face meeting
- Scheduled phone call
- Message (with the front office)
- Voicemail
- Email

With the exception of the LTA Public Relations Manager, LTA employees will not use social media to communicate with parents or students.

During the school day, and both immediately before and after school, teachers have their minds on teaching or impending meetings and extracurricular activities. Parents should schedule in advance a phone call or meeting with a teacher rather than trying to communicate through an impromptu “five-minute” chat. Parents who are in the building for another reason should not use their access to faculty in to circumvent the normal means of contacting a teacher, unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other LTA employees.

LTA teachers and administrators will respond to parents as quickly possible. In general, parents should expect to hear from a teacher or from Administration within 48 hours of contacting the school, barring weekends and holidays. While a teacher’s schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way.

Policy PC-5.0 Expectation for Parents

We believe parents own the fundamental responsibility for their children’s education and that LTA’s role is a supportive one. The school expects parents to:

- Model good character and insist their children cultivate good habits and virtues;
- Help their children develop effective study skills;
- Read to their children, especially those in the early grades;
- Oversee regular reading and writing and mathematics skill development;
- Stimulate discussion and exploration of ideas and events with students;
- Support the school goals through familiarity with this handbook and parts of the website devoted to the mission and philosophy of the school, homework review, getting children to school on time, and holding high expectations and aspirations that contribute positively to student success.

Operations

Policy O-1.0 Emergency Operations Plan

The Administration shall maintain a stand-alone Emergency Operations Plan.

Policy O-2.0 Security Checks

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises. School lockers are school property and may be subjected to

searches at any time, with or without cause.

Policy O-3.0 Use of the Color Printer/Copier

School resources, the resource room, and the equipment therein are to be used solely in support of school operations.

Policy O-4.0 Carpool/ Drop-off/ Pick-up

LTA will make every reasonable effort to ensure student safety and efficient movement during drop-off and pick-up.

Students who self-release (without a parent to pick them up) will be released only after the peak traffic of the carline subsides, to help ensure their safety. Parents are expected to cooperate fully to ensure the process is safe and orderly. Students who do not self-release will only be released to parents, legal guardians, or adult designees.

Courtesy is one of our school's five core virtues. Adults driving through the carpool line are expected to serve as role models by always exhibiting courteous behavior. Please share these policies and procedures with anyone who will be picking up your student, as everyone in the car line is expected to know and follow the procedures.

If your child needs to leave school before the regular dismissal time, please check them out in the Front Office before 3:00 p.m.

To ensure an efficient car line, students must be picked during the following window:

- 3:30-3:45 p.m. K-10th grade pick-up
- After 3:45 p.m. Remaining students are taken to the Front Office

Please follow these procedures during drop-off and pick-up:

- Once a student is in your vehicle do not let them exit the vehicle. If your student needs to return to the school building, please park and escort your student back into the building.
- If your student is not in the loading zone, please stay in your vehicle. Your student will be escorted to your vehicle.
- Never exit your vehicle while the engine running.
- Under no circumstances should a child be left in a vehicle unattended.
- Please refrain from using electronic devices while moving in the carpool line.
- Third-party pick-ups are not permitted (this includes taxis and ride-sharing companies like Uber and Lyft).
- If you are walking to pick up your student, please come to the Front Desk to have your student called to the pick-up area.

Please help us be courteous to neighbors by adhering to the following good neighbor policies:

- Do not block driveways or entrance ways.
- Do not use neighborhood streets and/or driveways to turn around.
- Do not attempt U-turns in the roadway.

Policy O-5.0 Parking- Designated Spaces

LTA will communicate designated parking spaces. Drivers must adhere to the parking plan.

Policy O-6.0 Communicating with Parents with Joint Custody

LTA will recognize and communicate with parents with joint custody upon review of a court order identifying them to do so. In the case of password-protected school forms, LTA encourages one of the parents to complete the forms so the school does not receive conflicting information.

Policy O-7.0 Mass Communication Policy

The Principal must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers, parents, or other parties to the entire school community.

Policy O-8.0 Utilization of Facility

The Principal will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to Administration who can execute the school's emergency and security procedures.

Appendix 1: The Honor Code

Liberty Tree Academy Honor Code

Liberty Tree Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility. Liberty Tree Academy students will not lie, cheat, or steal, and will discourage others from such actions.

Understanding the Code

LTA was founded to develop students in both mind and character. The school's virtues are the guiding principles used to cultivate and nurture character: courage, courtesy, truthfulness, prudence, and perseverance. Students are expected to conduct themselves honorably in word and deed, to strive to live by the virtues, and to encourage others to do so as well.

Courage is the state of mind that enables one to face danger or fear with confidence. Aristotle tells us that a courageous person will fear things but will endure them for the sake of the noble. In the face of danger or challenge, courage is a firm conviction—with appropriate levels of fear and confidence—that compels one to accomplish and pursue that which is noble and worthy.

Be Brave!

Courtesy is both demonstrating good manners and displaying a willingness or generosity to show kindness and respect toward others. Courtesy contributes to a culture of civility on campus. George Washington famously kept a copy of 110 “Rules of Civility in Conversations Amongst Men.” Many of the rules served as practical guidelines for courteous living. Washington emphasized that our actions ought to portray a sign of respect for others around us, regardless of their standing, rank, or position.

Be Kind and Respectful!

Truthfulness is containing or expressing the truth and nothing but the whole truth. Aristotle wrote that an ethical person should not only be honest but should be a lover of truth. Such a person would be truthful in situations in which being honest would make no immediate difference. In other words, as C.S. Lewis once said, “Integrity is doing the right thing, even if nobody is watching.”

Always Tell the Truth!

Prudence is the ability to choose well in changing circumstances and in the absence of a rule. The exercise of prudence both depends on the development of the previously discussed virtues and guides their exercise. Students display prudence when they choose what is right without being told, and when they can reason well about how rules for the playground or the classroom are best

applied in a given situation.

Make Wise Choices!

Perseverance means to steadfastly pursue a course of action or a purpose, often in the face of obstacles or discouragement. As the well-known poem reminds us, if at first you don't succeed, try, try again...if you will persevere, you will conquer, never fear...try, try again! In 1771, Samuel Adams exhorted his fellow patriots: "Instead of sitting down satisfied with the efforts we have already made...the necessity of the times, more than ever, calls for our utmost circumspection, deliberation, fortitude, and perseverance."

Never Give Up!

LTA students are expected to act honorably. This means they will not lie, cheat, or steal—and will discourage others from doing so. Honesty is the foundation of one's character. To lie, cheat, or steal is to seriously breach one's integrity. While it is only human to make mistakes or to show lapses in judgment, students are expected to own up to their actions. Lying, cheating, or stealing to cover things up is far worse than making the original mistake, and undermines trust in both peer-to-peer and student-to-teacher relationships. In academics and scholarship, students must always do their own work, represent themselves truthfully, and only claim what is their own.

**Liberty Tree Academy Parent Agreement
2020-21**

I have carefully discussed the Liberty Tree Academy Honor Code with my child/children, and he/she/they understand(s) what it means. I pledge to encourage my child/children to be virtuous in conduct, to help him/her/them grow in scholarship and learning, and to foster in him/her/them a commitment to civic responsibility. I will hold my child/children to the highest standards of integrity and will discourage him/her/them from lying, cheating, or stealing.

Parent/Guardian (Please Print Name)

Date

Parent/Guardian Signature

**Liberty Tree Academy Student Agreement
2020-21**

(To be signed by 2nd – 10th Grade Students)

I understand the Liberty Tree Academy Honor Code and have discussed it with my parent(s)/guardian(s). I pledge to be virtuous in conduct, to grow in scholarship and learning, and to pursue a commitment toward civic responsibility. I will not lie, cheat, or steal, and I will discourage others from doing so.

Student Name

Student Signature

Student Name

Student Signature

Student Name

Student Signature

Student Name

Student Signature