

LIBERTY TREE ACADEMY

Family Handbook

2023-2024

Vision, Mission & Core Virtues	3
Governance	4
Enrollment Policy	10
Privacy	11
Information Technology & Security	15
Academic Policies	16
School Environment	26
Code of Conducts	35
Parents & Community	35
Operations	38
Appendix 1: The Honor Code	43

Disclaimer

This handbook is designed to acquaint students and families with Liberty Tree Academy and to provide you with information regarding your student enrollment. It provides a summary of LTA's guidelines and policy, as set forth by the Board of Directors; however, it is not all-inclusive, as it would be improbable to anticipate every circumstance or question.

This edition replaces all previously circulated Parent-Student/Family Handbooks. Unless otherwise indicated, the policies outlined in this handbook apply to all Liberty Tree Academy facilities.

As this handbook contains a vast array of topics and information, please feel free to approach the administration with any questions.

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 contract with School District 49 (D49). The bylaws and charter contract 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 from 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 and 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-12 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. Classroom observations must be planned to avoid conflict with the classroom schedule. Please arrange a mutually agreed upon date and time with the Principal and teacher by making a written request at least 48 hours (about 2 days) in advance of the requested observation. The Principal reserves the right to decline any request for a classroom observation or to terminate a classroom observation if it is determined that such an observation would or has caused undue disruption in the educational process. Out of respect for the teaching environment, parents/guardians may not bring younger siblings or other children while observing in the classroom. They may not utilize any electronic equipment, such as cell phones, while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns. Visitors are subject to visitor policies.

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 the 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/Guardians 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

LTA's budgeting philosophy is conservative. We do not expend funds until we know they are in our possession. When budgeting, 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

LTA 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 teacher, other LTA employee or the Administration of the school, that grievance should be resolved using the following chain of command described below.

The Teacher:

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. 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.

If the teacher and the parents cannot resolve the issue, the parent must reach out to the assigned Assistant Principal (lower school or upper school).

If the matter is still unresolved, the Principal will become involved to help resolve the grievance.

If the grievance cannot be resolved with the Principal, the parent should refer the matter to the Board using the procedure below.

Grievance Related to an Administrator

Grievances regarding an administrator should be directed to the individual first.

If the matter is still unresolved, the Principal will become involved to help resolve the grievance.

If the matter is still unresolved or pertains to the Principal then the parent should contact the President of the LTA Board in writing.

Current contact information for the Board, as well as the Board's meeting calendar, can be found at <https://ltaeagles.org/board-meeting/>. Within ten (10) business days of receipt, the Board President, or his/her designee, will review the written grievance and present the matter to the Board to determine if the grievance warrants a full Board review or not. If the Board determines that the grievance warrants a full review by the Board, the Board will review the grievance at its next regularly scheduled Board meeting and issue a written decision to the grievant within ten (10) business days of the meeting. If declining review, the Board's written response to the grievant will explain the reasons for the determination. While any member of the public is always welcome to speak in an open Board meeting during the allotted time, no grievance issue will be addressed by the Board without the grievant having first followed these procedures. Issues concerning employee or student privacy, legal advice, and any other matter permitted under law may be addressed in Executive Session. Grievances or discussions involving specific personnel will not be entertained at a public meeting.

Importance of Following the Chain of Command

The practice of following the chain of command in communications with the school on matters concerning 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 President of the LTA 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.

This chain of command is in place because the teacher invariably has the most direct knowledge of the child and can usually do more to remedy or ameliorate a situation than an administrator or Board Member can. 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 of their very nature 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 2023-2024 school year, LTA will enroll approximately 58 students per grade in Kindergarten through 12th grade.

Space permitting, any student is eligible to apply. LTA will not discriminate on the basis of disability, race, creed, color, sex, sexual orientation, gender, gender identity, gender expression national origin, marital status, religion, ancestry, age (when applicable), need for special education services, or any other reason prohibited by law.

In accordance with LTA's charter, LTA grants enrollment preference to the siblings of currently enrolled students, to the children of LTA Founders and current Board members, and to the children of full-time employees. (Exception: When a family has submitted withdrawal paperwork, their sibling enrollment preference will be null and void.)

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. 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 Count Day.

Policy EP-3.0 Enrollment for the 2024-25 School Year

Interested families will complete an online or hardcopy Intent to Enroll form for students who will be in Kindergarten through 12th 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 on the third Tuesday of each February. After all, seats are filled by the lottery, the remaining students will be placed on a waitlist according to their time stamp of application. The school will use the waitlist to offer available seats to students on a grade-by-grade basis as they become available.

LTA accepts kindergarten through 12th-grade students. Admission to LTA is open to all eligible students unless a statutory regulation permits LTA to deny admission. No eligible student will be denied admission to LTA without a hearing if one is requested.

Policy EP-4.0 Enrollment of Expelled Students

Students expelled from another school will be admitted to LTA at the discretion of the Principal.

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 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 students may ask the school to amend records that they believe are inaccurate or misleading. They should write to 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

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 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.

FERPA does not require written consent prior to the disclosure of "directory information" unless the authorized person advises LTA, that they do not want LTA to disclose "directory information." In addition, names, addresses, and telephone listings will be released to military recruiters, upon request, in accordance with federal regulations. Directory information is generally not considered harmful or an invasion of privacy and may be disclosed to outside organizations without a parent's prior written consent.

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 without consent. 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.

D49 Student Health Records Guidelines

Student health records are classified as educational records and governed by FERPA.

Healthcare agencies are governed by HIPPA and may require a parent's release of information before sharing health information with the school.

The school nurse is the custodian of student health records.

Per FERPA, a school cannot release information other than “directory information” from a student’s record without prior written permission from the parent or the eligible student (18 years of age or attends a postsecondary institution).

Student health records are confidential. Access to student health records is limited to authorized school personnel who have a specific and legitimate education interest and need to know in the information for use in furthering a student’s academic achievement or maintaining a safe and orderly teaching environment can view student health records. Only the health information required to achieve this cause can be viewed.

Non-medical school personnel must request the specific health information required from the school nurse or delegated health paraprofessional and sign the Student Health Record Access Log. This log should include the name and title of the person who accessed the records, the date, the specific record accessed, and the purpose for which the person was authorized to use the records.

We cannot provide all D49 staff with medical conditions report for all students. Only staff who have a need to know will be provided limited student health information which they will be responsible for protecting confidentiality.

Law enforcement officers require a subpoena to access student educational records.

Per FERPA and Colorado law, medical diagnosis and other detailed health information should not be shared without informed consent from the student or the student’s parents except as permitted by law: (1) when child abuse is suspected (2) there is an indication that the student may be suicidal or may be contemplating self-injury, or (3) when there is the potential for the student to injure another.

FERPA permits schools to transfer any and all education records on a student who is transferring to another school. School-generated health reports and assessments are routinely transferred along with the student’s general records when a student transfers to a different school or district. The parent’s notification that a child is transferring is considered permission to transfer the child’s records to the new school. Health office personnel should request parental consent before records received from outside healthcare professionals are transferred outside the school district as they may contain sensitive medical information.

When releasing data, provide only the minimum details necessary to benefit the student’s education, health and/or safety.

D49 Student Health Records Guidelines

Verbal conversations regarding student health information must take place in a setting that provides privacy. Health information discussed is limited to legitimate education interest and need to know.

LTA cannot share health information with other students. Affirm students' genuine concern for the health of their classmates while explaining confidentiality policy.

Sensitive information concerning HIV status or drug/alcohol assessment should not be recorded on general health forms. These and records concerning information on alcohol or other drug use are to be stored separately from other student records.

FERPA defines a "parent" as including both natural parents, custodial and non-custodial unless the school "has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody, that specifically removes that parent's FERPA rights." If a question exists as to whether or not medical information may be released to the parent or legal guardian, the school nurse or health paraprofessional should consult the school administrator or appropriate officer in the school district to determine the district's definition of a "parent."

Per FERPA, parents and eligible students (18 years of age or attend a postsecondary institution) have the right to inspect and review the educational record after their written request has been received by the principal. The original health record should not be taken from the school building. After the record has been inspected and reviewed in the presence of the principal and/or other person(s) designated by the principal, a copy of the record can be released to the parent or eligible student. Parents are to be provided with a copy of District policy JRA-R/JRC-R.

References:

District 49 Board of Education Policies <https://www.d49.org/Policies>

IDEA and FERPA Confidentiality Provisions U.S. Department of Education, June 2014

School Nursing: Documentation, Recordkeeping & Confidentiality Colorado Department of Education, June 2005

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 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 daily 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 their homework.

All homework is to be turned in on time. Homework not turned in on time will earn 75% credit for one day late, 50% for two days and zero credit for three days late for all grades. 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. To accomplish this, and to ensure students do not fall behind on their schoolwork, it is essential that students complete their work on time. In accordance with LTA's foundation is that of academic rigor, "Extra credit," whether to make up for work not turned in on time or to increase a student's grade, will be

discouraged. Unusual circumstances will be considered on a case-by-case basis by the administration.

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 – Sufficient/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

Incompletes will only be given under special circumstances and must be approved by the Principal. Parents and students have access to monitor student's progress via PowerSchool.

Policy AP-4.0 Academic Lettering

An Upper School Academic Letter is awarded to those students in 9th grade or higher who reflect a GPA of 3.5 (87.5%) or higher for two consecutive semesters or three total semesters while at LTA. Semesters for consideration are while the student is in

attendance at LTA only, with the opportunity to be awarded one academic pin per school year once the letter has been earned.

Policy AP-5.0 Teacher Conferences

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

Policy AP-6.0 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). All materials purchased by students for their classes through LTA, if lost, need to be replaced for success in the subject (such as novels, workbooks, planners). 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. All charges are waived or reduced for Indigent Students, except charges allowed by law.

Policy AP-7.0 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-12 will be posted on Power School. Final report cards will be sent out digitally. If you require a hard copy of your student's report card, please contact administration.

Grades will be posted within seven business days after the due date.

Policy AP-8.0 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 citations. When in doubt, the student has the responsibility to ask how an author should be cited in an assignment.

Students may not plagiarize; this includes using Artificial Intelligence ("AI") and ChatGPT.

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 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 a 0 on any plagiarized assignment.
- Additional offenses may result in further disciplinary actions.
- Instances of plagiarism may be placed in the student's permanent record.

Policy AP-9.0 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

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.

Students may not cheat; this includes using Artificial Intelligence (“AI”) and ChatGPT.

Policy AP-10.0 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 will be decided upon in a team setting, including but not limited to teachers, parents, and administration. 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 attendance when determining course grades and/or promotion or retention for the next school year.

Retention

Retention will only be considered for students when:

A student has been fully engaged within the school’s MTSS process, as evidenced by multiple applications of intervention and progress monitoring.

A series of intervention strategies and progress monitoring processes have failed to engage sufficient levels of growth.

The MTSS team and administration have come to an understanding, through a review of documentation, that retention as an intervention provides the best opportunity for the student to make adequate growth toward grade level expectations.

LTA will also abide by the Colorado READ Act, regarding a student in grades K-3 on a READ Plan who is not an English Language Learner (ELL). No later than 45 days before the end of the academic school year, school based MTSS teams and administration will review all students that will be considered for retention. Parents will be involved with the MTSS process prior to Tier 3 interventions being identified as a part of a child's MTSS plan and intervention programming.

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.

Upper School Promotion Criteria Grades 7-8

- A student must attain 65% in all courses to be considered for promotion.
- A student may be promoted on a case-by-case basis at the discretion of the Principal.
-

Upper School Graduation Criteria Grades 9-12:

- Graduation requirements can be found in Appendix 3 of this document.
- A grade of F in any course will result in loss of credit and will require the student to retake the class.

In case of closing, 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 meet attendance guidelines and complete daily assignments. If assignments are not complete, then the appropriate grade will be given.

Policy AP-11.0 Special Events & Parties

Special events held during the school day must be directly tied to the curriculum and added 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-12.0 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 with 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 excuse students 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-13.0 Special Events-Field Trips

Field trips should be directly tied to the curriculum and added 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-14.0 Eligibility for Sports & Extracurricular Activities (K-12)

Students are ineligible for extracurricular activities if they have two Ds or one F in any subject(s). Academic eligibility will be determined weekly. Ineligible students will have one week to rectify their grades to make eligibility.

Eligibility will be pulled on Mondays.

Final Weekly Eligibility will be pulled at 10:00 am on Wednesdays.

A student/athlete with two D's or one F on Wednesday Final Weekly Eligibility Check – becomes INELIGIBLE immediately on Wednesday continuing through the following Tuesday.

LTA follows CHSAA plan B for semester eligibility. Students must be enrolled in at least 2.5 credits during the semester of participation in a sports activity. Each LTA High School Class is .5 credit per semester. Students must pass the equivalent of 2.5 credits the semester prior to the season they are participating in a sport or activity. LTA Athletic Director will conduct end of semester checks once final grades are posted. If a student does not pass the equivalent of 2.5 credits, then the student is ineligible for the following semester, and may regain academic eligibility per the table below:

Athletic/Activity Regain Dates

Boys Golf	Week 8
Spirit/Cheer	Week 11
Cross Country	Week 10
Volleyball	Week 11
Winter Sports (Basketball, etc.)	Week 25
Girls Golf	Week 39
Track & Field	Week 39

All athletes should exemplify good behavior. Repeated misbehavior will result in progressively more serious consequences based on the seriousness of the offense. The administration and athletic director are provided latitude in assigning consequences. Depending on the infraction level, students will receive an appropriate consequence. Two moderates to severe 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 may render a student ineligible for all extracurricular activities and functions for the remainder of the school year. The Administration may deem a student ineligible for the following season or for off-campus field trips based on repeated misconduct.

*Note: Depending on the infraction student consequences may not follow the sequence provided below.

Level 1 Infractions will result in a missed practice.

Level 2 Infractions will result in multiple missed practices (number to be determined by coaches, athletic director, and possibly administrators).

Level 3 Infractions (or moderate to severe) will result in missing a certain number of practices and a game.

Level 4 infractions (or severe to/ extreme) will result in missing practices, games, and potentially loss of spot-on team.

CHSAA

Academic eligibility shall be determined by a periodic check of the student's grade in progress from the beginning of the grading period for each class, as determined by the policy of the student's school, to the close of the certification day for the interscholastic activity in question.

In all cases, the periods of eligibility and ineligibility must be equal and at no time may the two groups become eligible on the same day. The school must declare when periodic eligibility will be checked (weekly, bi-monthly, monthly or at the quarter).

Policy AP-15.0 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-16.0 Role of Parents & School in Teaching Human Sexuality

We believe parents have 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-17.0 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 or appointed designee 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. Parents are encouraged to follow LTA's calendar for scheduled breaks. A Prearranged Absence Form should be turned in to Administration at least 5 schools prior to absences. For example, a one-day absence would require one-day notice. All assignments are due prior to the period of absence, unless otherwise specified by a teacher.

LTA also discourages 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. 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 in 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
- Therapy, medical, legal, or victim services appointments related to harassment or discrimination as defined by state and federal law.
- Suspension, or expulsion in accordance with C.R.S. 22-33-105 and 106
- Student to whom a current age and school certificate or work permit has been issued pursuant to the Colorado Youth Employment Opportunity Act of 1971
- Student who is in the custody of a court or law enforcement authorities
- Work-study programs under the supervision of a public school
- Students in out-of-home placement (as that term is defined by C.R.S 22-32-138(1)(e)), and absences are due to court appearances and participation in court-ordered activities. The student's assigned social worker will verify the student's absence was for a court appearance or court-ordered activity.

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.

For grade 7-12 students with a seven-period schedule, the following criteria require the associated district response:

- 3 'days' or 12 period absences, initiate Letter of Concern
- 5 'days' or 20 period absences, initiate Letter of Concern. Building Administrator or designee completes an attendance contract.
- 7 'days' or 28 period absences; issue Notice of Non-compliance.
- 10 'days' or 40 period absences, complete Truancy Petition. Building Administrator or designee completes a Truancy Filing Checklist in accordance with terms of Notice of Non-compliance.

For K-6th grade students with absences measured in half-days, the following criteria require the associated district response:

- 3 'days' or 6 half days, initiate Letter of Concern
- 5 'days' or 10 half days, initiate Letter of Concern. Building Administrator or designee completes an attendance contract.
- 7 'days' or 14 half days; issue Notice of Non-compliance.
- 10 'days' or 20 half days, complete Truancy Petition. Building Administrator or designee completes a Truancy Filing Checklist in accordance with terms of Notice of Non-compliance.

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.

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.

Tardies

Students who acquire excessive class to class tardies will receive disciplinary consequence according to LTA procedures.

For grades 7-12 students with a seven-period schedule per quarter

- 9 tardies in one class parent email home from teacher
- 15 total tardies a phone call home from Attendance clerk
- 21 total tardies initial Letter of Concern
- 27 total tardies Issue Notice of Non-compliance. Building Administrator or designee completes an attendance contract

For grades K-6 students measured in half-days per quarter

- 3 tardies parent email home from teacher
- 5 tardies call home from Attendance clerk
- 7 tardies initial Letter of Concern
- 9 tardies Issue Notice of Non-compliance. Building Administrator or designee completes an attendance contract

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 take full 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 strive to:

- 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 pre-authorization and permission as well as 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

Cell phones will be turned off and stored in the students’ lockers or other appropriate places 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 in the front office until the end of the day, at which time a parent may pick up the phone. If cell phones are consistently used inappropriately at school, students may be required to turn in their phones to administration at the beginning of the day.

Searches of School Property

All storage areas provided by LTA are always considered LTA property and remain subject to search without notice. Students will assume full responsibility for the security of their storage areas in the manner approved by the Administration. No student shall lock or otherwise impede access to any desk or storage area except with devices approved by LTA. Unapproved locking devices will be subject to removal. Students will be responsible for whatever is contained in desks as well as LTA property that is assigned to them by the school and is in the reasonable control of the student.

Search of the Student's Person or Personal Effects

The principal or designee may search the person of a student or a student's personal effects, such as a purse, backpack, book bag, or briefcase, on LTA property or at school- sponsored events/activities if the search is likely to uncover:

- Evidence of a violation of LTA policies, or federal, state, or local law
- Anything that, because of its presence, presents an immediate danger of physical harm or illness to any person.

Searches of a student will always be reasonable in scope.

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:

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

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 bring acceptable attire, or students will be sent home. These absences are not excused. Students must be always in uniform while on campus and during remote learning. This includes attending any school-supported/sponsored activity, tutoring appointments, and advising appointments during the year unless otherwise indicated.

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. References to sex, drugs, tobacco, alcohol, weapons, obscenities, profanities, as well as anything vulgar, lewd, legally slanderous, may not be incorporated on the backpack.

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. Traditional/Religious headwear, as well as protective hairstyles commonly or historically associated with race, are allowed.

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.

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 Principal or their designee, and the school Nurse will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interests 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 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.

Student Accidents and Injuries

When an illness or an injury appears serious, the parent/guardian shall be contacted, if possible, in extreme emergencies where there is potential threat to life, limb or digit, school personnel shall immediately call emergency health services to arrange transport of the student to an emergency facility on the advice of emergency health personnel.

The Principal, or designee, shall immediately attempt to contact the parent/guardian to inform him or her of the status of the student, and to request that the parent/guardian proceed to the hospital immediately.

The school staff member who speaks with the parent/guardian will make written notes, indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

Injury or Illness (but not threatening to life, limb, or digit)

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. The school staff member who speaks with the parent/guardian will make written notes, indicating the date and time of the conversation, the parent/guardian's name and whether permission was given.

Parent/Guardian Obligations

Parents/guardians shall always 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 parents/guardians 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. LTA encourages parents to keep a supply of the prescribed medication used to treat the food allergy/anaphylaxis at school, unless the student has an approved treatment plan that authorizes the student to carry the medication with them and can self-administer the medication. A food allergy/anaphylaxis health-care plan must be developed with the school's RN. Please contact the Administration to start the plan process. An Allergy and Asthma Action Plan form must be completed and signed by the health-care provider and the parent/guardian.

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 LTA Board and be in accordance with state and federal laws.

All charges for Indigent Students shall be waived, including fines and charges for textbooks, workbooks, and expendable supplies required for classes within the academic portion of the educational program. An Indigent Student is defined as any

student who is deemed eligible for a Free or Reduced-price Lunch under the income guidelines established by the federal government.

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 the 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. Chaperones will also be subject to a background check in the same way employees are required to do so. Violators of this policy will not be allowed to chaperone future events.

Code of Conduct

The purpose of the policy is to establish standards of behavior and student discipline while attending Liberty Tree Academy. To read the full Code of Conduct, [click here](#).

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 volunteer properly checked in through the office. It is the responsibility of all staff members to help police the halls to ensure that all volunteers 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. For more information, see the volunteer checklist.

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 their 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 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 the Administration within 48 hours (about 2 days) 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 have 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 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.

Policy PC- 6.0- Visitors

All visitors must enter through the main office. If visitors 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. Visitors for assemblies must sign up in advance for attending via the sign-up link.

Operations

Policy O-1.0 Emergency Operations Plan

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

Policy O-2.0 Security

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises in accordance with state and federal law. School lockers are school property and may be subject to searches at any time, with or without cause.

Use of Metal Detectors and Drug-Detecting Dogs and Mechanisms

Without any individualized suspicion concerning a particular student or group of students, in accordance with the rights of students under state and federal laws, LTA may use metal detectors, drug dogs, or other minimally intrusive detecting mechanisms to conduct mass, general, or random screenings of school grounds and any property on school grounds. Under no circumstances shall drug dogs be allowed to sniff any student. Students shall be separated from their property during drug dog sweeps to avoid potential embarrassment to students, ensure that students are not targeted by drug dogs, and to decrease the possibility of dangerous interactions between drug dogs and students.

Surveillance Cameras

To ensure the health, welfare, and safety of all staff, students, and visitors to the LTA's campus, LTA may use video and audio -surveillance to ensure student, staff and visitor safety. Monitoring may occur on school grounds, and school-sponsored events, except in areas where monitoring would violate a student's right to privacy (e.g., bathrooms, locker rooms, and hotel rooms).

Recordings may become a part of a student's educational record in compliance with state and federal laws.

LTA will comply with all applicable state and federal record maintenance and retention laws.

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 a student needs to leave school before the regular dismissal time, the student must be checked out in the Front Office before 3:00pm.

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

- 3:30-3:45 p.m. K-12th grade pick-up
- After 3:45 p.m. Remaining students are taken to the Front Office

The following procedures should be followed during drop-off and pick-up:

- Once a student is in a vehicle do not let them exit the vehicle. If the student needs to return to the school building, please park and escort the student back into the building.
- If the student is not in the loading zone, you must remain in your vehicle. Students will be escorted to the appropriate vehicle by school staff.
- Never exit a vehicle while the engine is running.
- Under no circumstances should a child be left in a vehicle unattended.
- Electronic devices are prohibited while moving in the carpool line.
- Third-party pick-ups are not permitted (this includes taxis and ride-sharing companies like Uber and Lyft).
- When parent/guardian chooses to walk with their student, the parent/guardian must contact the front office. The student will be available for pick up in the student 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.

High School drivers must sign Parking Etiquette Contract and pay a fee for an assigned parking space.

Students are permitted to park on School premises as a matter of privilege, not of right. Students are allowed to park in designated parking places only and may not block any other vehicles or any entrances or exits.

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 or authorized designee 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.

Harassment and Discrimination

LTA is committed to providing a learning environment that is free from harassment and discrimination in any form. Harassment of any student by another student, faculty member, staff member or others is prohibited. The school will respond to and investigate any allegations of harassment or discrimination promptly, confidentially, and thoroughly. To the extent permitted by law, students found to have filed false or frivolous charges will be subject to disciplinary action, up to and may include suspension or expulsion

from LTA. LTA prohibits retaliation against a student who makes a report or participates in an investigation. Whether the conduct constitutes harassment is judged by looking at the totality of circumstances. Types of harassment include:

- Verbal: Derogatory comments or jokes, threatening words spoken to another person.
- Physical: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, of any intimidating interference with normal work or movement.
- Visual: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, and gestures.
- Sexual: Includes but is not limited to unwelcome sexual advances, and other verbal or physical conduct of a sexual nature.
- Petty slights, minor annoyances, and lack of good manners do not constitute harassment unless, when taken into combination with the totality of circumstances, meet the standards of harassment under the law.

The conduct need not be severe pervasive to constitute harassment.

Cyber Bullying: includes but is not limited to harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messaging, digital pictures or images, or website postings (including blogs) which have the effect of physically, emotionally or mentally harming a student, placing a student in reasonable fear of physical, emotional or mental harm, placing a student in reasonable fear of damage to or loss of personal property, or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Harassment based on a student's membership in or perceived membership in a protected class based on disability, race, creed, color, sex, sexual orientation, gender identity gender expression, family composition, religion, age, national origin, ancestry or other class protected by law is a form of discrimination prohibited by law.

LTA will accept formal reports of harassment in writing or in person, by phone, email or online form.

It is the student's responsibility to:

- Conduct him or herself in a manner that contributes to a positive and respectful school environment;
- Avoid any activity that may be considered discriminatory, intimidating or harassing;
- Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome;

- Report all incidents where he or she believes they are a victim of discrimination or harassment to an administrator;
- Report all incidents where they have been a witness to discrimination or harassment to an administrator;
- If a student is informed that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, discontinue that conduct immediately.

-

All LTA employees and students share the responsibility to ensure that harassment and discrimination do not occur at LTA, or at any LTA sanctioned activity or event, or off school property when such conduct has a relationship to LTA, or any curricular or non-curricular activity or event.

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 STUDENT AGREEMENT

2023-24

(To be signed by 2nd – 12th 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