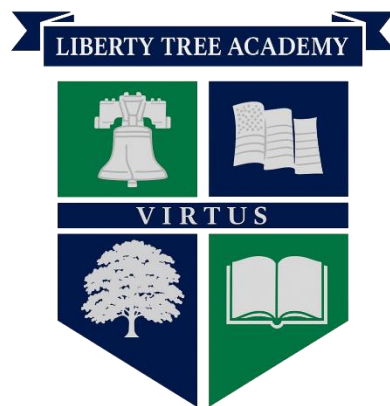


Liberty Tree Academy

Family Handbook 2025-2026



Mission and Vision

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

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Disclaimer

This handbook is designed to acquaint students and families with Liberty Tree Academy and to provide you with information regarding your student's 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.

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 Headmaster on campus-specific issues and concerns (e.g., school culture, discipline policy, student recruitment, etc.)

Supporting the Headmaster 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 Headmaster.

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 that 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 Headmaster.

Actively recruiting new Board directors and advisory council members.

The Board places responsibility for implementing its policies with the Headmaster, 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 Headmaster 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 modest and professional 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 Headmaster and teacher by making a written request at least 48 hours (about 2 days) in advance of the requested observation. The Headmaster 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

Liberty Tree Academy derives its mission from the history and philosophy of liberal education in Western Civilization and in America. The school follows the principles and curriculum of an American classical education, whose mission encourages the formation of human beings and citizens who will flourish in life and serve their communities. The school therefore holds certain essays and texts to be foundational. Among those are the following:

- E. D. Hirsch, *The Schools We Need and Why We Don't Have Them*
- James Kilpatrick, *Why Johnny Can't Tell Right from Wrong*
- Robert Maynard Hutchins, *The Great Conversation*
- Terrence O. Moore, *A Classical Education for Modern Times*

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 the Headmaster

The Headmaster implements a traditional, classical, liberal arts curriculum.

The Headmaster makes final decisions on the curriculum, subject to the approval of the Board of Directors.

The Headmaster, while chiefly the academic leader, is also responsible for the discipline, moral culture, operations, and financial priorities of the school.

Teachers

The Headmaster employs teachers based on their commitment to the mission, 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 Headmaster.

Parents/Guardians and Students

We recognize that parents are the primary educators of their children. Choosing to have their children attend Liberty Tree Academy is a significant decision. Therefore, 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.

We will hold students at LTA to high standards of discipline, decorum, respect, and studiousness. To thrive at LTA, students must embrace these standards and demonstrate 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 (CORA):

- 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 Headmaster shall be solely responsible for reasonably interpreting those policies and executing them. The Headmaster 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 Headmaster(lower school or upper school).

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

If the grievance cannot be resolved with the Headmaster, 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 Headmaster will become involved to help resolve the grievance.

If the matter is still unresolved or pertains to the Headmaster, 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 Headmaster), 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 Headmaster 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 Headmaster first. In these cases, however, it is always better for the parent to have as much specific information as possible so the Headmaster 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 2025-2026 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 Headmaster 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 Headmaster 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. Generally, no vacant seats will be filled after October Count Day.

Policy EP-3.0 Enrollment for the 2025–2026 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

- fill a new grade of Kindergarten students, and
- 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 Headmaster.

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 Headmaster 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 Headmaster 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 educational interest and need to know the information for use in furthering a student's academic achievement or maintaining a safe and orderly teaching environment. 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 Headmaster. 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 Headmaster and/or other person(s) designated by the Headmaster, 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 identifiable personal information are kept in a secure environment.

Academic Policies

Policy AP-1.0 Educational Priorities

The Headmaster will direct a classical, liberal arts curriculum that carefully balances the School's commitment to Hilldale's Curriculum with state standards and the requirements dictated by the Charter Agreement. The default curriculum is the BCSI K–12 Program Guide, Version 4.0, issued in February 2025. Teachers shall develop their courses under the guidance of the appropriate Dean of Faculty, who is the chief academic leader in that subject area.

In general, the curriculum emphasizes the following educational priorities:

- **Basic Cognitive Skills and Academic Fundamentals:** Reading, writing, and mathematics
- **Core Subjects:** English language and literature; history, geography, and government; physical and biological sciences; mathematics
- **Classical Subjects:** Music, art, Latin, and philosophy
- **Auxiliary Subjects:** Foreign languages, physical education, performing arts, and other social sciences
- **Formation of Intellectual, Moral, and Civic Virtue**
- **Extracurricular Activities**

K-8: The K-8 curriculum will follow the Core Knowledge Sequence. Occasionally, the School will diverge from the Core Knowledge Sequence to raise the standards in teaching a skill or subject. The Board and Headmaster will determine these instances. The Headmaster will ensure that all skill areas in the K-8 Core Knowledge Sequence are taught at some point in grades K-8.

9-12: The High School will feature an advanced arts and sciences curriculum. The objective of the high school curriculum is to explore issues and texts intensively rather than to offer a superficial “covering.” The humanities program will be centered on a coordinated Western Civilization sequence. In all humanities courses, priority will be given to original sources and great works as opposed to textbooks. Mathematics and the sciences will offer rigorous training in the fundamentals and theories of these disciplines. Students will receive extensive training in analytical thinking and the scientific method. In all subjects, textbooks will be used as a resource, not as the basis of the curriculum.

Policy AP-2.0 Classwork & Homework

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 the following:

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

Best Practice

Homework is an important part of a classical education. Students who do not actively and consistently contribute to their own education, both in class and at home, will fall behind and sell themselves short. Homework takes place in the home, with all of the distractions that come with it. We encourage parents to provide a calm, quiet place for their children to complete their work. Television, music, movies, and video games, at best, tend to extend homework time beyond what one would typically need and, often, will hinder real learning; we therefore suggest that these techno-distractions be restricted while students are studying.

Leisure Reading

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.

Approximate Homework Time

In general, LTA assigns approximately ten minutes of homework times the grade level to students per night and between two and three hours in the high school. While we try to hit this mark, all must understand that it is impossible to gauge perfectly how long an assignment will take any given child, as some students take longer to complete tasks than others.

The expected homework time allotment for each grade is as follows:

- Kindergarten - 10 minutes plus family reading time
- Grade 1 - 10 minutes plus family reading time
- Grade 2 - 20 minutes plus reading time
- Grade 3 - 30 minutes plus reading time
- Grade 4 - 40 minutes plus reading time
- Grade 5 - 50 minutes plus reading time
- Grade 6 - 60 minutes plus reading time
- Grade 7 - 70 minutes plus reading time
- Grade 8 - 80 minutes plus reading time
- Grades 9 to 12 - two hours plus reading time

The designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student's organizational skills and study habits, the varying abilities of the student, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor.

Advanced 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.

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 before the unit has been completed.

Late Work Policy

All homework is to be turned in on time. Homework not turned in on time will be penalized per the teacher's discretion in accordance with their classroom policy. Homework that is late must still be completed within the unit it was assigned, even if no credit is earned, in order to achieve mastery.

Extra Credit

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 / Basic Competency
D	Insufficient / 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:

Letter	Percentage	GPA
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 Headmaster. 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 3.75 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 of Grades

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 Academic Integrity

Students exercise academic integrity by preparing work that is thoughtful and genuine, properly citing the ideas and the writing of others, submitting their own work for tests and assignments without unauthorized assistance, and refusing to provide unauthorized assistance to others.

Plagiarism

Plagiarism is defined as “the appropriation of another’s ideas or words in order to present them as one’s own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author’s words can also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Plagiarism will not be tolerated in any subject; this includes using Artificial Intelligence (“AI”). 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.

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 Headmaster of suspected academic dishonesty.

- A disciplinary referral will be issued.
- Either the teacher or the Headmaster 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 action.
- Instances of plagiarism may be placed in the student's permanent record.

A.I. Usage

The unauthorized use of any AI tool to generate, enhance, or edit any academic work is unacceptable. If a teacher has any suspicion that AI tools were used on academic work, the teacher will submit the evidence to an Academic Integrity Committee for review. If they determine that the work is not the original work of the student in question, the student will be assigned the appropriate consequences. Grievances regarding decisions made by the Academic Integrity Committee can be addressed with the Headmaster.

Policy AP-9.0 Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject; this includes using Artificial Intelligence ("AI"). 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.

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 Headmaster. If parents/guardians do not accept the decision of the Headmaster, 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/Student Support 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/Student Support 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/Student Support 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

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 Headmaster 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 Headmaster 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 Headmaster 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

Upper School Promotion Criteria Grades 7-8

- A student must attain 60% in all courses to be considered for promotion.
- A student may be promoted on a case-by-case basis at the discretion of the Headmaster.

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. Students who fail a course are required to re-take the class online through BYU credit recovery program

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 Headmaster 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 Headmaster 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 Headmaster. The screening may include an interview with the guest by the Headmaster 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 Headmaster 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

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).

Behavioral Eligibility

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. The Administration may deem a student ineligible for the following season or for off- campus field trips based on repeated misconduct.

Policy AP-15.0 Participation in Extracurricular Activities by Non- Enrolled

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 Headmaster 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 count toward 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 five days 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 or who arrive after their class has started will be considered tardy. Students must make it not only to 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)

Students are marked absent if they miss more than 50% of a class.

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 Headmaster (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.

ATTENDANCE ACCOUNTABILITY

Unexcused 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

Five (5) total in one class in a semester, or Three (3) in a week total.	Parent email home from Teacher/Dean of Students and Detention
Ten (10) in one class or Fifteen (15) total	phone call home from Dean of Students and Detention
Fifteen (15) in one class or Twenty (20) total	Initial Letter of Concern and Attendance Contract
Twenty-five (25) total	Notice of Non-compliance

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

Three (3)	Parent email home from teacher
Five (5)	phone call home from Dean of Students
Seven (7)	Initial Letter of Concern
Nine (9)	Notice of Non-compliance and Attendance Contract

Unexcused Absences

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

Number of Days	Per Period	Consequence
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Three (3)	Twelve (12)	Letter of Concern
Five (5)	Twenty (20)	Letter of Concern, plus completion of an Attendance Contract
Seven (7)	Twenty-eight (28)	Notice of Non-compliance issued
Ten (10)	Forty (40)	Truancy Petition filed, 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:

Full Day	Half Day	Consequence
Three (3)	Six (6)	Letter of Concern sent
Five (5)	Ten (10)	Letter of Concern, plus completion of an Attendance Contract
Seven (7)	Fourteen (14)	Notice of Non-compliance issued
Ten (10)	Twenty (20)	Truancy Petition filed; Admin will complete a Truancy Filing Checklist in accordance with terms of Notice of Non-compliance

Chronic Absenteeism and Habitual Truancy

Students who miss a day at LTA miss opportunities for mastery learning. We look forward to working with parents in close cooperation to ensure their children's success. When a student has more than eight (8) absences and/or ten (10) tardies, whether excused or unexcused, during a semester, the Headmaster 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.

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.

Liberty Tree Academy Honor Code

Policy SE-5.0 Guidelines for Student Behavior

LTA was founded to develop students in both intellect 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. Liberty Tree Academy students strive to be virtuous in conduct, seek to grow in scholarship and learning, and pursue a commitment toward civic responsibility.

* 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.

COURAGE

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.

At Liberty Tree Academy (LTA), we respect the courage of our country's founders and encourage our students to live out that courage every day in small ways—from presenting their well-researched views in front of classmates to consulting a teacher about bad behavior witnessed on the playground—in hopes that if our students are ever called to higher acts of courage through civic duty or personal life, a solid foundation will have been built in their characters.

Be Brave!

COURTESY

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.

We understand that demonstrating politeness and respectful behavior towards others plays a key role in achieving great things. For this reason, courtesy is an essential virtue for our students, both

within the school as they interact with one another and outside the school as representatives of LTA, contributing positively to our community and country.

Be Kind and Respectful!

TRUTHFULNESS

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.”

Cultivating an attitude of truthfulness in the small matters our students encounter daily will lead to a respect for and abidance to truthfulness as those students become adults. At LTA, our hope is to develop, in partnership with families, civic-minded young men and women who will be honest in their dealings.

LTA students are expected to act honorably and in accordance with the 5 core virtues of LTA. This means they will not lie, cheat, or steal—and will discourage others from doing so. Integrity 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.

Always Tell the Truth!

PRUDENCE

Prudence is the ability to choose well in changing circumstances and in the absence of a rule. This virtue is developed and cultivated through the habitual observance of the other virtues. If students are regularly truthful, for example, they will not lie in the absence of a teacher but will use prudence to make the good decision to tell the truth.(WEBSITE) 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!

PERSEVERENCE

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.”

Perseverance is a necessary component of any student’s life. To study and learn, one must persevere until the difficulties of the task seem to disappear. At LTA, we strive to challenge students in all subjects so that they might learn not just the subject at hand, but also the lesson of perseverance.

Never Give Up!

STUDENT FORMATION

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. . 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 abide by LTA’s Student Ideals

LTA STUDENT IDEALS

Courtesy: Be respectful and attentive both in and outside of class.

- 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.
- Respect the health and safety of others, safety rules, and not bring tobacco, alcohol, or any illegal substances to school.
- Do not use threats or intimidation against any other person.

Truthfulness: Speak honestly and act sincerely

- Be honest in things both trivial and serious.
- Speak and act in a way consistent with one's values.
- Confront the truth of one's own actions and the actions of others
- Do not lie, cheat, or steal.

Prudence: Be considerate and thoughtful in your actions

- Attend school consistently, be punctual, and take responsibility for making up any work promptly when absent.
- Be prepared for class and follow directions.
- Follow lunchroom, playground, field trip, lab, and individual classroom rules.
- Follow school rules when participating in school-related events.
- Do not make rash or tempestuous decisions.

Courage: Do not fear pain or discomfort

- Overcome fear of hardship and trial both in academic work and physical tasks
- Embrace the challenge of academic assessments
- Work through the discomfort of making new acquaintances and participating in community events
- Participate actively in class discussion and student life.

Perseverance: Persist in habits of virtue

- Be dismissed by the teacher, not the bell or the clock.
- Finish what has been started.
- Persist in virtuous behavior, in spite of fatigue, peer pressure, or discomfort.
- Do not leave the school premises without pre-authorization and permission as well as signing out in the main office.

Basic Student Expectations

- Adhere to the uniform policy.
- Adhere to school policies as outlined in this handbook
- Seek the good of each other and the good of the school community
- Do not bring anything to school that could be used to harm another or that is illegal.

Code of Conduct

Students are expected and required to behave in a reasonable and appropriate manner with regard and respect for the rights of others, and within the rules and regulations of LIBERTY TREE ACADEMY. Students will be subject to appropriate disciplinary measures for unlawful or improper

conduct up to and including expulsion in accordance with school policies and law.

Policy Concerning Cell Phones and Smart Watches

Cell phones and smart watches 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 Headmaster's discretion. Cell phones seen, heard, or 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 Headmaster 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.

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 severely pervasive to constitute harassment.

Cyber Bullying

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.

Hazing

In accordance with state law 18-9-124, LTA considers “hazing” to be any activity by which a person recklessly endangers the health or safety of or causes a risk of bodily injury to an individual for purposes of initiation or admission into or affiliation with any student organization. LTA believes hazing to be unacceptable conduct and will not be tolerated. Incidents of hazing should be reported immediately to an administrator.

Sexual or Discriminatory Harassment

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.

Reporting

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.

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.

Infractions and Consequences

In order to foster a sense of responsibility and accountability in students, LTA will ensure that students take ownership of their actions according to the gravity and the nature of the choices made. All behavioral infractions will be logged in Power School by faculty and staff.

For more details concerning definitions of behaviors and procedures for consequences, refer to the Code of Conduct posted on the LTA website.

Tier 1: Minor Infractions

Tier 1 infractions may incur a verbal or written warning and/or detention by teachers or staff. These behaviors include but are not limited to:

- minor classroom disruption as defined by the teacher;
- tardies to school or class;
- dress code violations;
- profanity and inappropriate behavior;
- violation of electronic device policy as defined by the teacher or the school.
- Inappropriate displays of affection

Tier 2: Major Infractions

Tier 2 infractions may incur an administrative referral, detention, formative conference, behavioral contract, and/or suspension. These behaviors include but are not limited to:

- Repeated Tier 1 violations (regardless of whether the violations were disciplined);
- Academic dishonesty;
- Failure to attend detention;
- Verbal harassment;
- Fighting;
- Possession of inappropriate or scandalous items;
- Vandalism;
- Defiance, insubordination, non-compliance, disrespect of school staff.
- Reckless driving on school property
- Skipping class or leaving class without permission
- Unauthorized entry of a locked or restricted area

Tier 3: Severe Infractions

Tier 3 infractions may incur a behavioral contract, intervention meeting with parents, suspension and/or recommendation for expulsion. These behaviors include but are not limited to:

- Repeated Tier 2 Violations
- Habitually Disruptive Behavior
- Assault
- Fighting
- Felony Charges
- Breach of Internet Security
- Bullying, Harassment, or Intimidation
- Discrimination based on race, color, sex, or religion
- Possession and Use of Weapons;

- Threat or attack on school staff or student;
- Use or possession of drug, drug paraphernalia, vape, tobacco, or alcohol;
- Excessive defiance, insubordination, non-compliance, disrespect of school staff;
- Gravely inappropriate or detrimental behavior as defined by the school administration.

Formal Interventions

- Verbal and Written Warnings
- Removal from Classroom
- Parent Contact
- After School Detention (Monday-Thursday)
- Friday Administrative Detention (Friday)
- Formative Conference
- Formative Action Plan
- In School Suspension
- Out of School Suspension
- Recommendation for Expulsion

Liberty Tree Academy may recommend expulsion of a student to the District 49 Board of education for conduct that includes possession of a firearm or dangerous weapon, possession or distribution of controlled substances, repeated violent behavior, or habitual disruption. All expulsions will be carried out in accordance with Colorado Revised Statutes and IDEA requirements for students with disabilities.

Uniforms and Grooming

Explanation of LTA Uniform and Dress Code Policy

The uniform policy is one piece of LTA's overall mission to set a higher standard of excellence. Not only in dress but also conduct, safety, and achievement. This policy is designed to facilitate the education of the LTA students, ensure their safety, and allow our teachers to focus on the education of our students.

At LTA, students wear uniforms to eliminate distractions and to remind themselves that we endeavor to do important work. The spirit of the uniform policy is that students will dress and groom themselves in a manner that is traditional, not distracting, and not obstructive. This policy will be reviewed and updated as necessary by the LTA Administration and the LTA Board of Directors. If an item is not mentioned as part of the dress code, it is NOT approved and NOT allowed within the dress code.

Acceptable uniform items may be purchased from various stores such as French Toast, Old Navy, Burlington, Lands' End, JCPenney, Kohl's, Target, and Walmart. However, the blue-red plaid must be purchased from French Toast only. Please contact the LTA administration if you need clarification before purchasing uniform items.

Expectations

Students must be in uniform to attend class and at any time while they participate as students on campus. This includes attending any school-supported/sponsored activity, tutoring appointments, and advising appointments during the year unless otherwise indicated. Students not in uniform will be sent to the office and must call a parent or guardian when necessary. Parents will bring acceptable attire, or students will be sent home. Such absences are not excused.

Please refer to the respective school year Uniform Policy for a detailed description of grade level uniforms.

Simplified Uniform: This uniform is universally acceptable at all grade levels.

- All students are allowed to wear chino-style navy pants
- Dress shoes or tennis shoes
- Solid white, black, or navy socks
- A solid white polo
- 3rd through 12th grade students are required to wear a belt.

UNIFORM POLICY

SHIRTS: All shirts must be tucked in at all times

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Polo Colors (Solid only): White, Light Blue, Navy, Red		Polo Colors: Any Solid Color
Oxford and Peter Pan Collar Colors (Solid Only): White, Light Blue		
Styles: (allowed long or short sleeved): Boys and Girls: Polos Boys: Oxford shirts Girls: Peter Pan Collar Shirts		
Tucked Shirts: Shirts must be tucked in at all times. They should be long enough that they remain tucked in if both hands are raised.		
No Designs: Shirts may not have stripes, accent stitching, or visible logos. Collars must be the same color as the shirt.		
Undershirts: Any visible undershirts or camisoles must be white and worn under the uniform shirt. Turtlenecks may be worn as undershirts as well. Athletic wear and long underwear are not considered undershirts. No visible designs or logos are permitted.		
Polo's must-have functional buttons up to the collar. Only the top button may be undone.		
Uniform shirts must not be form-fitting or see-through.		

PANTS AND SHORTS

UNIFORM SHORTS		
Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Colors: Navy, Khaki, Dark Gray		Colors: Navy, Khaki Beige, Dark Gray, Black
Style: “Dockers” style (chino style) pants/shorts that are either flat or pleated. The thread must match the material of the pants/shorts.		
Belts are optional for K-2nd	All pants/shorts must have belt loops	
Fit: Pants/shorts cannot conform to legs (form-fitting). All uniform pants should have loose hems around the ankles (or leg in the case of shorts). Pants/Shorts must be hemmed. Pant hems cannot drag on the ground. Pants/shorts are not allowed to sag.		
Shorts must be no shorter than 1” from the knee		Shorts must be no shorter than 2” from the knee

Pockets: All pants/shorts must have only 4 visible pockets.
Pants/shorts and shirts may not be the same color. (i.e. Black polo with black pants, navy polo with navy pants)
Pant/short types Not Allowed: corduroy, leggings (worn as pants), low riders, tight-fitting, skinny, carpenter style, cargo style, stretchy, or jean style. Capris, straight leg pants, zip-off pant legs are also not allowed.
Pant/short styles: All pants must be plain. Embellishments of any kind are not permitted. This includes Levi-style outer-stitched packets, extra pockets, or extra features/decorations (embroidery, beads, etc...)
Pants/shorts must be clean and in good condition: no holes, frays, rips, or large stains.

SKIRTS, AND JUMPERS: Female Students Only

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Colors: Colors: Navy, Khaki, Dark Gray, French Toast Blue-Red Plaid		Color: Navy, Khaki, Black, Dark Gray, and French Toast Blue-Red Plaid
Styles: Pleated Hem Jumper, Round Neck Jumper, Two Tab Scooter, Pleated Skirt, Pleated Scooter w/Grosgrain Ribbon	Styles: Pleated Hem Jumper, Round Neck Jumper, Two Tab Scooter, Pleated Skirt, Pleated Scooter w/Grosgrain Ribbon 6th Grade Only: Pleated Skirts, Long Pleated and Straight Skirts, and Below the Knee Pleated Skirts (6th grade girls may not wear jumpers)	Styles: Pleated Skirts (as shown on the website) *Check measurements before purchasing.
Fit: Hemlines for skirts and jumpers must be no shorter than 1" at the top of the kneecap (throughout the year).		Skirt hems cannot be shorter than 2" above the knee (throughout the year)
Kick shorts in black, white, or navy are required to be worn under skirts and jumpers.		Girls are required to wear inconspicuous shorts under skirts if shorts are not built in.
Uniform shirts must be worn under jumpers, and must be a different color than the skirt or jumper.		The shirt or blouse must be different colors than the pants or skirt.
Not Allowed: Dresses of any kind are not allowed.		
Not Allowed: Skirts cannot be made of stretch material		

Only one pair of shorts may be worn at a time. Gym shorts may not be worn under uniform shorts.

BELTS: Belts are required for grades 3-12

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Belts not required. If belts are worn, they should match the criteria for 3rd-12th grade.	Belts are required with pants or shorts. Belts may be either flat, braided, or woven with a plain belt buckle. Leather or faux leather material	
Color: Solid Black or Brown		
Belts with studs or any raised designs are not allowed.		
Only plain buckles are permitted.		
A belt's excess cannot be more than 5 inches from the buckle.		
N/A	When students are wearing outerwear, teachers may request to see that students are wearing a belt.	

TIES: Ties are optional, with the exception of athletes dressing up for Game Day

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Boys: Ties and Bowties are optional Girls: Cross Ties are optional and can be purchased through French Toast		
Colors: Red, Navy, Blue-Red Plaid		
Note: Blue-Red Plaid is not an option for the bowtie.		

Uniform Outerwear: All uniform outerwear must be worn over a uniform shirt that is tucked in.

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Outerwear Colors (Solid Only): Solid Navy, Solid Light or Dark Gray		
Styles: Sweater material cardigans, sweater material v-neck vests, or zippers (full and quarter) are permitted outerwear.		
Not Permitted: Sweaters with logos, hoods, or sweatshirts are not allowed. Fleece is not allowed.		

N/A	US students may wear their lettermen jackets during the day.
Blazers are not allowed for lower school, with the exception of 6th grade athletes.	US students may wear Navy Blue Blazers. Athletes are required to wear blazers on game days
Not Allowed: Stripes, Prints, Logos, or other designs. Uniform outerwear must be a solid color.	
Not Allowed: Hoodies, Ponchos, Hoods, Sweatshirts, Fleece, or Fleece-type material.	
Proper Use: Uniform outerwear must be worn correctly. Wearing them backward, over the arms, or tied around the waist is not allowed.	
Fit: Uniform outerwear must fit correctly and not be oversized. Long sleeves cannot extend past the wrist. Sleeves with thumb holes are not allowed.	
Scarves are not permitted elements of the uniform	

SHOES: Must be worn at all times

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Colors: Discrete and Not distracting. Both shoes must match		
Styles: Tennis Shoes or Dress Shoes. All shoes must have an enclosed toe and heel. The heel must be less than 1"		
Shoes with laces must be tied at all times and the laces must match. Laces should be solid colors.		
When high top shoes are worn with pants, the pants should cover the top of the shoes		
Not Allowed: Shoes may not have any distracting features: lights, wheels, or characters.		
Shoes must be properly laced and tied at all times. Both laces must be the same solid color.		
Girls may wear dress shoes with a heel that is less than one (1) inch.		
Tennis shoes are required for P.E.		
Not Allowed: Casual and Comfort Footwear (Uggs, Slippers, Moccasins, Crocs, Clogs) Open-Toe/Warm-weather Footwear (Sandals, Flip-flops, Beach Shoes, Barefoot-style shoes, Toe shoes)		

<p>Fashion Shoes (Stilettos, Mules, Platform)</p> <p>Boots (Ankle boots, Cowboy boots, Winter boots, Combat boots)</p> <p>Note: Students may wear winter boots when they arrive at school on snowy days; however, students must change into approved shoes for the day.</p>
<p>Shoes should not be distracting in color and style. They may not have characters on them, light up, or have wheels (wheelies)</p>

SOCKS AND TIGHTS

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
<p>Sock Colors: White, Navy, Black, Light/Dark Gray, Red, Khaki</p> <p>Tight/Leggings Color (Girls Only): White, Navy, Black, Dark Gray</p>		Colors: Any Solid Color
Socks must be worn with shoes at all times. Socks must be visible above the top of the shoe		
Girls: Girls do not have to wear socks if they are wearing tights.		N/A
Socks must match and be a solid color. No patterns or designs.		
Girls: Tights and leggings may be worn with jumpers and skirts.		N/A
Fishnet stockings, leggings (as pants), and decorative/extreme hosiery may not be worn.		

DRESS CODE POLICY

OUTDOOR ATTIRE

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Coats, jackets, sweatshirts, and hoodies may only be worn outdoors and be properly stored on hooks or neatly in lockers when indoors.		
Winter Hats may be worn outside during recess.		
Hats must be removed once students enter the building.		

PE UNIFORM

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Gym Shoes: Tennis shoes are required for P.E.		
		Students may wear the PE uniform available for purchase on the school website, or they can wear loose-fit athletic shorts that are solid navy blue with a solid gray t-shirt.

MAKEUP AND NAIL POLISH (Only female students may wear makeup and nail polish)

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Only upper school female students may wear makeup and colored nail polish.		Only natural-looking makeup is allowed (example: black lipstick is not allowed)
Only clear nail polish can be worn.		Only solid colored nails are allowed, except for black. No designs/accents are permitted
Fake nails are NOT permitted.		Nails may not extend more than ¼ inch beyond the fingertip. If they interfere with writing or student activities, they are too long.
N/A		Nail polish needs to be the same color on all nails and must not be a distraction
N/A		All policies concerning nails, apply equally to artificial nails.

N/A	No fake eyelashes, cat eye liner, or heavy eye liner
Not Allowed: Make-up, Colored Nail Polish, Body Glitter, Stickers, Face Paint, Visible Temporary or Permanent Tattoos.	Not Allowed: Body Glitter, Stickers, Face Paint, Visible Temporary or Permanent Tattoos.

JEWELRY: LTA allows students to wear modest and discrete jewelry.

Kindergarten - 2nd Grade	3rd Grade - 6th Grade	7th Grade - 12th Grade
Only one (1) necklace can be worn at a time and only one (1) bracelet per wrist. Watches count as bracelets.		
No studded bracelets or wristbands are allowed		
Watches with photo/camera or internet/text capability are not allowed (ex: Smartwatch, Android watch). Digital watches or Fitbits are allowed, provided they do not have the above-mentioned capabilities. If watches become a distraction, students will be asked to remove them.		
An object with a purpose other than jewelry cannot be worn as jewelry (i.e., animal chains or animal-like collars or chokers, safety pins, or specialized ear jewelry).		
Necklace pendants cannot be larger than a quarter.		
Ankle bracelets are NOT allowed.		
Sweatbands are not allowed anywhere on body		
Only female students may wear earrings.		
Earrings must be smaller than the size of a dime, with only one (1) earring per ear.		Earrings must be smaller than the size of a quarter. US students may have multiple earrings per ear, as long as they are safe and discrete.
Gauges, tongue rings, nose rings, barbells, lip rings, or any piercing rings other than earrings are not permitted. *Any student who chooses to get such piercings should consult with administration in order to avoid conflicts with the dress code policy.		
Any accessory that could potentially detract from the mission and vision of LTA is not permissible.		

HAIRSTYLES AND GROOMING

All Students
Natural Colored Hair
Hair must be clean, well-groomed, and out of the eyes.
Hair extensions are permitted for female students only; shaved sides on female students are not permitted.
Any styles that are distracting and/or impair vision are not allowed.
Extreme hairstyles are not allowed. This includes such hairstyles as mohawks, rat tails, mullets, shaved words, cuts/shaves (false hairlines), letters, or symbols.
For male students: hairstyles cannot stand higher than one inch on the head, nor exceed the bottom of the collar. Cultural practices will be taken into consideration.
Ponytails may be worn by female students only.
Costume headbands with ears, springs or lights, etc., are not allowed.
Bows must be reasonably sized and not distracting.
Hair accessories are allowed but must not be distracting.

MISCELLANEOUS

All Students
NO writing or drawing on any part of the body at ANY time.
No chains or lanyards of any kind may be worn on top of clothing, on backpacks, or hanging from pockets at any time.
Colognes, perfumes, body sprays, hairspray, etc., are not to be applied or sprayed in classrooms or hallways.
Visible pimple patches must be clear or skin tone.
Sunglasses are not to be worn in the school building at any time.

Uniforms must be worn when on campus and for field trips unless otherwise stated. Uniforms must also be worn for all before and after-school programs and after-school tutoring and enrichment sessions, except on occasions specified by the instructor.
Students not involved in an after-school sport need to leave the school campus (building/parking lot) in their uniform (P.E. uniform is not acceptable) unless they must change for a school-sponsored activity.
Students may use any backpack if it is clean and tasteful. US students must keep their backpacks in their lockers. Backpacks should not be brought to classrooms.
References to sex, drugs, tobacco, alcohol, weapons, obscenities, profanities, as well as anything vulgar, lewd, legally slanderous, may not be worn as a decoration or as an embellishment of the uniform, lunch box, water bottle, or backpack.
Traditional/Religious headwear or makeup, as well as protective hairstyles commonly or historically associated with race, are allowed.
Items not covered above but considered inappropriate, dangerous, or a distraction from the learning environment are subject to review by the administration.

JEANS DAY

At the discretion of the LTA staff and administration, students may participate in a school fund-raiser and wear denim on designated Fridays by making a \$1.00 contribution to LTA. Please note that jeans days are a privilege, not a policy. If a student is out of the dress code, an option will be given from the Uniform Closet.

All Grades
Jeans should be worn at the waist, fit properly, shirt tucked in, with a belt.
Uniform Shirt: A uniform shirt or a Liberty Tree class or spirit wear shirt must be worn and tucked in.
Five-Pockets: two in front with a coin pocket (optional) and two in the back.
Fit: Flair Leg, Loose fit (Relaxed Fit), or Wide Leg (this does not mean baggies) is permissible.
Jeans must not be form-fitting and should have loose hems around the ankle.
Embroidery or designs are only allowed on the back pockets and must not be distracting
Denim blue, black, gray, or khaki jeans only.
No holes or frayed patches or edges in jeans.

Jean shorts are not allowed
Not Permitted: Cargo and painter-style jeans are not permitted. HIPHUGGERS, LOW-RISE, tight-fitting, jeggings, or skinny jeans are not permissible (spandex, stretch material, etc.)
If any staff member declares a student's jeans too tight, a Dress Code Violation will be given and will require the student to put on a school uniform.

FORMAL EVENTS AND GAME DAYS

7th Grade - 12th Grade*
<p>Boys:</p> <p>Navy blazer</p> <p>White or light blue, button up Oxford shirt</p> <p>A tie (Blue Red Plaid, red, or navy).</p> <p>Khaki pants</p> <p>Dress shoes OR clean tennis shoes</p> <p>Girls:</p> <p>Navy Blazer</p> <p>White or light blue, button up Oxford shirt, peter pan collared shirt, or polo</p> <p>Khaki skirt or pants</p> <p>Dress shoes OR clean tennis shoes</p>
*6th Grade students may only participate during game days for their sports team.

PICTURE DAY

Students must wear uniforms for individual pictures.

CONSEQUENCES

Grace Period

The first three weeks of the school year will be a grace period. Students will receive warnings and reminders during this period. Any student who clearly fails to show good will during this period may be assigned consequences. After the grace period has ended, students will be held accountable for failure to follow the uniform policy of LTA.

Uniform Violations and Resolution

Students who are not in uniform will be assigned a dress code violation. Students who cannot fix their uniform in the classroom will be sent to the office. If their uniform cannot be corrected there,

the office will contact parents. Parents may bring the required uniform elements to the school or bring their child home. Absences due to uniform violations are not excused.

Loss of Dress Code Privilege

Any student who has five (5) dress code infractions will be required to wear the simplified uniform: white dress or polo shirt (tucked in), white undershirt, navy pants (and belt) or navy skirt. No accessories are allowed. Students will be required to wear the uniform for nine consecutive weeks. Any student who violates the dress code after the mandatory uniform notification will be required to wear a uniform for the rest of the school year and assigned a behavioral contract.

If a student receives an infraction twice on Jeans Days, the student will lose their jeans-day privilege for a period of 9 weeks, and they will also be required to wear the previously mentioned uniform for 9 weeks. If they are asked to change their jeans more than twice.

NOTE: The LTA staff, with the support of the LTA Board, reserves the right at its discretion to deny any item that is noticeably different in style, color, or fabric. The administration, classroom teachers, classroom aides, and helpers will enforce the dress code. The teachers will be responsible for reminding students of neatness (tucking in of shirts, etc.). Any checking will be done visually, and if a nonconformance is found, students will be required to be in dress code before returning to class. LTA staff reserves the right to contact parents for a change of clothes if necessary. Willing and respectful compliance with this dress code is expected from students and parents.

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 Headmaster, 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.

Medication Use at School

All medications, including over-the-counter ones, require a completed medication form signed by your student's medical provider. Students are not allowed to bring or self-administer any medicine at school. Medication forms and action plans are available through the health office.

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.

Illness-Related Dismissal

Students are not permitted to use classroom or personal phones to contact parents in the event of illness. All illness-related communications must go through the health room; otherwise, the absence may not be excused.

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 nut-free school. The school will, however, establish a separate nut-free table in the cafeteria, and teachers/monitors will ensure this nut-free zone is enforced. Please notify the classroom teacher and the health office if you want your student placed at the nut-free table. 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.

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 Headmaster 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-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.

Parents & Community

Policy PC-1.0 Parent Involvement and Volunteering Policy

Recognizing that parents are the primary educators of their children, 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 Headmaster 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, Headmaster, 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, Headmaster, Faculty, and Staff of LTA:

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

With all of these media, we expect parents to treat teachers and staff in a civil manner (polite and with respect).

With the exception of the LTA Digital Media Coordinator, 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;
- Demonstrate courtesy and charity in all communications;
- 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.

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 must sign a waiver and 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 in the parking lot 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.
- Do not smoke or vape in the car line. Substance use is prohibited on school property.

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 Headmaster 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 Headmaster 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.

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.

Liberty Tree Academy Student/Parent Agreement

2025-26

Signatures required by at least 1 parent/guardian. Students in 2nd – 12th Grade must also sign

- 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.
- I have read the School Uniform and Grooming Policy and will exercise good will in following its guidelines

Student Name

Student Signature

Student Name

Student Signature

Student Name

Student Signature

Student Name

Student Signature

Parent/Guardian Name

Parent/Guardian Signature