

LIBER ALLIANCE/ACADEMY POLICIES AND PROCEDURES

2021-2022

PURPOSE: To address the possibly unforeseen and outline the easily forgotten instructions that guide our functional routines. Adherence can guarantee a pleasant year.

We are communicating as a school via the app Band this year, make sure you join.

TABLE OF CONTENTS (not in order of importance)

- | | |
|-------------------------------------|---------------------------------------|
| 1. Parent Mentoring and Training | 8. Academic Standard |
| 2. Becoming a Parent Mentor –Voting | 9. Visitors |
| 3. Mentors and Elective Classes | 10. Finances, Tuition, & Registration |
| 4. Classroom Monitoring | 11. Differing Views |
| 5. Facility Relations | 12. Discipline |
| 6. Cleaning of Facility | 13. Health |
| 7. Behavior Standard | 14. Devotional |

1. Parent Mentoring & Training

Attendance in Parent Meetings is defined in our Constitution.

All parents must attend or watch LEMI philosophy. All parents are encouraged to receive training and to volunteer Mentor. Required Parent Meetings/Trainings 2021-2022:

- Fall meeting: Parent Social - September. Dinner and mentor training.
- Winter Meeting - Awards Night.
- Spring Parent Meeting and training including voting for open Board positions - April.

2. Becoming a Parent Member (re: Voting Rights)

In order to qualify for full membership, Provisional Members must fulfill requirements as outlined in the Constitution and as instructed in the Parent Interview. These steps assure voting privileges at the annual Spring Parent Meeting and that right, among others, is insured annually as Parent Members continue to maintain membership obligations. Some of the requirements for Provisional Members to move to full membership are: Assigned Book Readings, Trainings, Mentoring, Meeting Attendance, Serving on the Board, Parent Assisting and involvement in the Shakespeare production. If you do not attend training to mentor a project, please find other meaningful ways to contribute to the school. Please be advised that our Academy is not a drop-off school. If your child attends, you are involved.

3. Mentors

Mentors, as defined in our Constitution, volunteer their time. There is no monetary benefit to Parent Member Mentors. If additional mentoring is desired from mentors who are not current Parent Members, there may be a need for them to be paid by the parents who choose to do so. This can happen when there is a shortage of trained parents attending Liber. These paid mentors do not have any youth attending Liber Academy.

4. Classroom Monitoring

To help maintain safe, healthy relationships within the school, we choose to adhere to the 2- deep policy by having two adults in each classroom. When there is not a Co-Mentor in a

scholar class, another parent (you) will be needed as a "Parent Assistant" who will be recruited by the Parent Representative if advanced notice is given, otherwise, by any administrative member or project mentor.

For the Junior School, a parent from each family with junior children in attendance, must be present in order for the child(ren) to participate. This thorough involvement will not only create efficient, fun classes but it will also prepare the parents for leadership in the Scholar School as their children advance.

5. Facility Relations & Additional Use

On the Administration Board, there is a Public Relations Member who acts as the school's Representative and coordinates with the building staff to schedule use of the facility. We do have access to the building outside of regular class time but not at our discretion. Any requests for building use other than Wednesday, needs to be arranged through that Representative.

6. Cleaning of Facility

Families are required to accept 2-4 Cleaning assignments as arranged by the Public Relations Member. Willingness to volunteer keeps the facility clean, rent costs low and maintains good feelings with the facility staff/owner for continued use of said facility. This cleaning time will take place at the end of each school day.

On your scheduled cleaning day, please arrive before the end of the last class. Have your children help you as you wish. Please cooperate and coordinate with other families to ensure the entire used area is properly cleaned. Mentors will clean class rooms and disinfect and empty garbage with assistance from students in the class.

- Check the area-specific cleaning instructions which also include photos of the room/chair/table arrangements.
- Return all provided cleaning supplies to the buckets
- Before leaving, Report to the Public Relations/Building Coordinator or Assistant to check the area for completion. Lock up the doors we use when you leave.

7. Behavior Standard

To promote an atmosphere of excellence, Liber Academy expects a high standard of behavior. All students are expected to dress modestly and wear clothing that is neat and void of inappropriate pictures or sayings. Shirts need to cover shoulders, back, and stomach. Cell phones are not to be used during class unless the mentor specifically invites youth to use their phone. Since in person connection is part of our project based learning, youth are most likely to never need a phone in class. If you believe this will be a problem for your scholar you may choose to keep their cell phone for them. If they use a phone inappropriately during class, it will be removed from their possession for the duration of the class. Behavior should reflect that of a scholar and statesman. Please refer to the Constitution and the Behavior Agreement for details and breach of discipline.

8. Academic Standard

Our LEMI philosophy is, all education is self education. This means that as youth choose to own their education they give themselves permission to enjoy learning. The

beginning scholar classes age 12-14 involve a lot of invitations with fewer requirements. As the youth progress through the projects and they age up, there are more and more requirements with fewer invitations. Whether they are 12 or 18, reading the assigned books is expected. Coming prepared by completing the reading at home is so important for our projects that youth may be asked to leave the room during a book discussion they aren't prepared for or to not make any comments during that portion of the class. For some families, this means parents read the books aloud to the younger youth if there is any reading difficulty, or finding audio versions of the books. If they don't complete the reading for two of the books in the same project, please consider finding a different institution to supplement their education. The majority of the books we read stay the same from year to year. It is suggested that you purchase most of the books for your youth so they have ample time to read them for each book discussion. If you have multiple children this can be helpful. Please consult with our Principle Mentor if you have any issues.

9. Visitors

Invited or interested families are welcome anytime, however, youth, who are of age, but are not enrolled in class, may visit once. Afterwards, registration and tuition are required for continued participation. All visitors are to refrain from disrupting class or disturbing the Mentors and Scholars.

10. Finances, Tuition, and Registration

Unless other arrangements are made, tuition is due at time of enrollment. A late fee of 15\$ will be attached if no arrangements are made and tuition is not paid by the second week of class. A student may drop a class with a full refund by the second week of class. Otherwise it will be half reimbursement.

Registration occurs annually in August for the entire year - opening August 23, at Meet The Mentors. Registration closes one week later - August 30. If you fail to register during that time, it is assumed you are not interested in our school. If you have problems, contact a member of the board for help with registration.

Liber Alliance/Academy is a Volunteer, Cost Effective, Not-for-Profit System. This is accomplished by using a Budget/Reimbursement system. If pre approved expenses are incurred by members on behalf of a class or activity and compensation is desired, a reimbursement form must accompany the receipt to receive a refund. Pre Approval can be obtained from the Mentor or a Board Member to ensure there are funds to cover the expense. Records are maintained of these expenses to help determine the costs and related budgets for each class and for school necessities in the next semester.

Mentors are asked to submit all reimbursement requests by May 1st for all projects and June 1st for Shakespeare. All unused class funds will be applied to the cost of Parent Mentor training for the upcoming year. The bulk of this expense is covered by the Administration fee collected with Tuition.

Determination of Fees: The Frequency of Cleaning, the amount of Administration Fees, Building/Student Fees, etc. are all dependent on the quantity of families enrolled per semester. The more families attend, the lower the fees per family, but, of course, the more families the greater need there is for fully trained Parent Mentors.

Scholarship Fund: You may donate to help families in need who are members of the school. If you want to contribute or make use of any such donations, contact the Board who manages requests.

11. Differing Views

This organization is established to give the youth time and space to develop in the LEMI method of scholarship as instructed at LEMI training and on our website. It is particular. We are also explicitly a Christ-centered school with substantial use of materials aligning with the Church of Jesus Christ of Latter-Day Saints. There is no requirement to be a member of the LDS church. At times, and it is normal, people have differing views on what is best for their youth. When those views contradict with the method and philosophy of Liber Academy, It has proven best, that they should proceed in two ways; talk to their Parent Representative prepared with solutions to be presented to the Board OR form a new organization keeping all communication in either situation professional and courteous.

12. Discipline

Our discipline structure is based on the 3-strikes you're out! Once an instruction is given, the first two acts of disobedience will be met with a consequence applicable to the occasion, after the 3rd offense, the student will be given a harsher consequence.

Consequences within the classroom can be modified and decided upon between Mentors and students. Behavior problems outside of the classroom could result in cleaning, isolation, loss of property, sitting with a parent, sending home, etc. Open rebellion resulting in possible danger or actual harm will not be tolerated and the student will be sent home.

13. Health

Liber Academy is a school of choice. We respect each family's choices in many aspects of life, including how they approach health and well being. Because we respect choice and know that each choice is based on careful consideration, we respect every family's and/or person's decision regarding the use of face masks. We request and require that all persons be treated with equal respect and civility whether they choose to wear a face mask or not. As of this writing, Mountain Road Church is not requiring the use of masks. If you or your child(ren) are experiencing a fever, loss of smell and/or taste, or are in any other way threatening illness, we invite you to contact your mentors and stay home. We will see you when you are well.

14. Devotional

Devotional is the initial Gathering of our Commonwealth and is an integral part of coming together each day. Most importantly, a devotion invites the Spirit, and gives Mentors additional time before students come into classes, announcements can be made, etc. By arriving on-time & participating in the Gathering, the day goes much smoother! Devotional is at 9:15 am.

I have read and agree to abide by these policies and procedures. I have also read the Liber Academy Constitution and agree to abide.

Signature of Parent Members or Provisional Members

Date