



LIBERTY LEADERSHIP ACADEMY

A Tuition Free, Public, Performing Arts Charter School

320 S. Main St.

Cottonwood, Arizona 86326

928-641-4631

www.LibertyLeadershipAcademy.org

Parent & leader Handbook

Liberty Leadership Academy, founded in 2020, provides a unique educational experience for leaders who want to become leaders, thinkers, performers, and inspire history in the making. In our small school setting, each teacher has the opportunity to know each leader individually and can assist in leading them to realize their potential as successful learners.

Liberty Leadership Academy will provide leaders the resources to become innovators and leaders. Leaders will be challenged with a rigorous academic curriculum augmented by the benefits inherent in involvement with the performing arts.

Liberty Leadership Academy's Core Values, here listed, reinforce our mission statement and guide every leader on a path to success.

- ☐ We become leaders through integrity in our actions and words.
- ☐ We nourish our curiosity with knowledge.
- ☐ We are determined to accomplish our goals.
- ☐ We embrace mistakes as an opportunity to learn.

LIBERTY LEADERS ADMINISTRATIVE STAFF

Rachel Dubien.....Director
rdubien@libertyleadershipacademy.org

Lance Barnes.....Principal
lbarnes@libertyleadershipacademy.org

Truly Blakely.....Assistant Director
tblakely@libertyleadershipacademy.org

LLA OFFICE HOURS

August-May

Monday-Thursday

7:30 AM - 3:00 PM

SUMMER HOURS*

Monday-Thursday

9:00 AM – 2:00 PM

*Closed select days/weeks

LLA MISSION STATEMENT

*Through an academically rigorous,
performing arts-enhanced curriculum,
Liberty Leadership Academy enables leaders to develop
enduring leadership skills for lifelong success.*

LLA CORE VALUES

We become leaders through integrity in our actions and words
We nourish our curiosity with knowledge
We embrace mistakes as an opportunity to learn
We are determined to accomplish our goals

EDUCATIONAL PHILOSOPHY

Liberty Leadership Academy represents a family partnership among the leaders, parents/guardians, faculty, administration, and staff.

As mentors and instructors, Liberty Leadership Academy teachers value leaders and parents for their caring attitudes. Intelligence, integrity, creative teaching ability, loyalty, responsibility, and a proactive attitude, define characteristics of the faculty.

At Liberty Leadership Academy, we are committed to the philosophy of educating the individual child by helping each leader acquire knowledge and develop personal greatness. Every child is capable of achieving his or her full potential, when afforded respect, kindness, loving discipline and, appropriate instruction.

LLA TRADITIONAL FAMILY CODE

- LLA believes family is the fundamental unit of society.
- LLA exists to support, strengthen, and supplement the family. We do not replace the parents/guardians in their social, financial, or educational responsibilities.
- LLA commits to act in ways that will strengthen family relationships.
- Families must provide for the physical and general well-being of their children: to teach them to love, to serve others, and to be law-abiding citizens.
- Parents/guardians of LLA leaders are viewed as valuable partners.
- Leaders succeed in school and other settings when parents/guardians have set boundaries and limitations for them with appropriate consequences for breaching those rules. We encourage parents to be firm, fair, and consistent.
- Feelings of security have a great influence on intellectual development. Children have a right to live in a family and to have parents who respect each other.
- LLA will notify proper legal authorities of any legal concerns.

ENROLLMENT & ANNUAL RE-ENROLLMENT

ENROLLMENT

Admission to LLA is based on space and program availability. LLA is a non-profit, tuition-free public charter school. To register a leader, an original birth certificate or other satisfactory evidence of age, such as a passport is required. Parents will need to provide proof of residence, immunization records or proof of immunization exemption, and other relevant information required by several official agencies. Immunization or exemption paperwork is a requirement for attendance but cannot be a condition of enrollment.

RE-ENROLLMENT

Re-enrollments are conducted on an annual basis. Re-enrollment forms must be completed and returned to the school's office by the specified deadline to secure space for the following school year. Without a completed re-enrollment form, LLA cannot guarantee your child's place will be secured within the classroom.

With the high demand for leaders wishing to attend LLA and our commitment to maintaining optimum class sizes, waitlists are created for each grade level/program. Leaders are admitted on an annual lottery basis with priority given to siblings already attending the school. Parents with children on waiting lists will be contacted when space becomes available.

SCHOOL COMMUNICATION

Administration, Teachers and staff will communicate with parents/guardians mainly through email. It is important for parents/guardians to [check your email DAILY](#) to be in the know. This includes but is not limited to information regarding progress about your leader, events, special activities, leader of the month, and discipline issues.

VISITOR POLICY

To maintain security in our buildings, the following guidelines are required for all visitors to our Liberty Leadership Academy:

- Visitors include parents, volunteers, landlords, vendors, and any other guest.
- Visitors are required to check in to the office and sign-in on the visitor log. They will be issued a visitor badge and the badge number will be recorded on the visitor log by the secretary.
- Visitors need to check in an item (such as their car keys or driver's license) which they can retrieve when they return their badge and sign out.
- Visitor badges allow access to campus common areas and classrooms. Visitors must state on the sign-in sheet what department or person they are on campus to visit.
- Visitors must schedule classroom visits with the teacher in advance.

IMMUNIZATIONS

Your child's Immunization Record gives the date your child was immunized against certain diseases and must be presented to LLA at the time of enrollment. The school office will make a copy of it and return it to you immediately.

Although the law allows exemptions, the County Health Department may require the school to exclude exempted children from school activities if there is an outbreak of any of these diseases occurs within the school.

Parents/guardians may opt for their child's to be exempt from immunizations by completing one of the following forms that are available in the school office:

- If a physician certifies that one or more of the immunizations would endanger the child's life.
- If parents submit a signed statement that immunizations are contrary to their religious beliefs.
- If a parent declines one or more immunizations for their child due to their personal beliefs.

KINDERGARTEN SCREENING

Children turning five years old before September 1st may enroll at LLA and be granted admission to Kindergarten based on an annual lottery basis. Children turning five years old

after Sept 1st and before December 31st will be given an individual screening assessment to determine their knowledge and maturity and to gauge their potential for success in the classroom. Classroom size, success on the assessment, and agreement between the parent and school staff and approval by the LLA Charter Board will determine if the leader should be admitted to the school.

PowerSchool™

PowerSchool is LLA's electronic leader management system where leader information is collected and stored. The portal is the "doorway" into the system, giving parents/guardians access to information about their children.

The PowerSchool Parent/Guardian Portal gives parents/guardians and leaders access to real-time information that may include attendance, grades, lunch balances (if applicable) and, detailed assignment descriptions and school bulletins. Leaders can stay on top of assignments; parents/guardians can participate in their children's progress, and teachers can share information with parents and leaders. You can access the PowerSchool Parent/Guardian Portal on the school's website.

LLA will provide parents/guardians login information if it has been lost or misplaced.

SPECIAL EDUCATION

Federal and state law requires all schools to provide a free, appropriate public education to eligible children with disabilities. The free, appropriate public education refers to special education and related services described in an Individualized Education Program (IEP) and provided to the child in the least restrictive environment. Children with disabilities and their parents are guaranteed certain educational rights, known as procedural safeguards, from birth to age 22. The law and its implementing regulations also provide methods to help you assure your input is considered. For a copy of procedural safeguards please visit <https://www.azed.gov/specialeducation/resources>.

SPECIAL EDUCATION RECORDS

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of leaders with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining, and disclosing education records to third parties complies with the federal confidentiality laws. Also, the destruction of any education records of a child with a disability must be in accord with IDEA regulatory requirements. Please discuss the necessity of access to any special education records with LLA's administration or special education director/teacher.

45 DAY SCREENING

Screening shall be completed within 45 calendar days after entry into Liberty Leadership Academy. The screening identifies any concerns with a child’s academic achievement or development. Parents/guardians are notified if any concerns are noted.

ELL

leader proficiency levels in English are measured using the Arizona English Language Learner Assessment (AZELLA). This assessment is administered and if it is noted on the enrollment form that English is not your child’s primary language. If the results of this assessment indicate that your child is not proficient in English, an ILLP will be developed to support their language acquisition. The ELL coordinator will contact you if an ILLP is necessary for your child.

TITLE 1

Title 1, under the “No Child Left Behind Act” (NCLB), provides financial assistance to local educational agencies to meet the needs of special educationally disadvantaged children at preschool, elementary, and secondary school levels. The purpose of Title 1 is to help all children achieve the state’s academic standards. This is accomplished through supplemental programs that consist of instructional services, instructional support services, school-wide reform efforts, and increased involvement of parents in their child’s education. The Title 1 coordinator will contact you if your child meets eligibility criteria for programs under NCLB.

504 PLANS

A 504 Plan helps a child with special health care needs to fully participate in school. Usually, a 504 Plan is used by a general education leader who is not eligible for special education services. A 504 Plan lists accommodations related to the child’s disability and is required by the child so that he or she may participate in the general classroom setting and educational programs. 504 Plans are required for certain children and are developed with parents/guardians and a school coordinator.

EDUCATIONAL/LEADER RECORDS:

Parents/guardians have access to their children’s school records. School employees observe confidentiality of leader records and recognize that only important, factual information should be in permanent records. FERPA regulations broadly define a “record” as “information recorded in any way, including but not limited to, handwriting, print, computer, media, video or audiotape, film, microfilm, and microfiche.” The term “educational record” is defined as “those records, files, documents, and other materials which...contain information directly related to a leader; ...and are maintained by an educational agency or institution or by a person acting for such agency or institution.”

CONFIDENTIALITY OF LEADER EDUCATIONAL RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of leader educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents/guardians certain rights concerning their children’s educational records. These rights transfer to the leader when he or she reaches the age of 18 or attends a school beyond the high school level. Leaders to whom the rights have transferred are “eligible leaders”.

- Parents/guardians or eligible leaders have the right to inspect and review the leader’s educational records maintained by the school within 45 days of the day the school receives the request. Schools are not required to provide copies of records unless, for reasons such as great distance, or if it is impossible for parents/guardians or eligible leaders to review the records. A school may charge a fee for copies.
- Parents or eligible leaders who wish to inspect their child’s education records should submit to the school administration a written request that identifies the records they wish to inspect.
- Parents/guardians or eligible leaders have the right to request that a school correct records which they believe to be inaccurate or misleading. This request should be made in writing to the school administration. If the school decides not to amend the record, the parent or eligible leader then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible leader has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent/guardian or eligible leader to release any information from a leader’s record except to the extent that FERPA authorizes disclosure without consent.
- Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The Office that administers FERPA is The Family Policy Compliance Office, US Department of Education, 400 Maryland Ave. SW, Washington DC 20202-4605.
- The school is permitted to disclose education records, without consent, to the following parties or under the following conditions:
 - To teachers or other district officials who have a legitimate educational interest. 34 CFR 99.31(a) (1).
 - To officials of another school system or school where the leader seeks to enroll or has enrolled. 34 CFR 99.31(a) (2).
 - To authorized representatives of the U.S. comptroller general, the federal education secretary, or state and local educational authorities. 34 CFR 99.31(a) (3).
 - In connection with the application for or receipt of financial aid. 34 CFR 99.31(a) (4).
 - To state and local juvenile justice systems or their officials. 34 CFR 99.31(a) (5).
 - To organizations conducting educational studies. 34 CFR 99.31(a) (6).
 - To accrediting organizations. 34 CFR 99.31(a) (7).
 - To parents/guardians of an eligible leader considered a dependent leader under the Internal Revenue Code. 34 CFR 99.31(a) (8).
 - In compliance with a judicial order or lawfully issued subpoena. 34 CFR 99.31(a) (9).
 - In connection with a health or safety emergency. 34 CFR 99.31(a) (10).
 - If designated as directory information. 34 CFR 99.31(a) (11).
 - To parents/guardians (of a non-eligible leader) or an eligible leader. 34 CFR 99.31(a) (12).

- To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization, when the state or tribal organization is legally responsible for the care and protection of the leader. S. 3472, 112th Cong., 2d Sess. (2013).
- To child welfare agencies that are legally responsible for the care and protection of leaders, including the educational stability of children in foster care. 20 Sec. USC 1232g (b) (1) (L).
- To authorized child welfare agency representatives and tribal organizations following a judicial order.
- Uninterrupted Scholars Act, Public Law 112-278. 20 USC Sec. 1232g (b) (2) (B).
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measures of programs authorized under Richard B. Russell National School Lunch Act or Child Nutrition Act of 1966, under certain conditions (20 U.S.C. s.1232g (b) (1) (K)).
- Federal law also requires that high schools release directory information of juniors and seniors to military recruiting agencies unless the school or district has been notified by the parent not to disclose the information without consent.

Schools may disclose, without consent, “directory” information such as a leader’s name, date, place of birth, address, telephone number, grade, school of attendance, most recent school attended, diplomas, awards and honors received, the major field of study, and record of participation in officially recognized activities (sports and school events), such as weight, height, and team number. LLA does not release directory information of leaders for commercial purposes unless it has been determined by the Governing Board to be in the best interest of both the leader and the organization.

If you do not wish any or all of the above information released about your son/daughter, you may let the school know.

CUSTODY

- Unless otherwise provided by a court order or law, both parents are entitled to equal access to information concerning the child’s education including school records provided directly by the custodian of the records or from the other parent. A.R.S. 25-403.06 (A).
- It shall be the responsibility of the parents to provide school officials with a current copy of any custody and/or parenting time orders.
- In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written legal documentation of changes.

COURT ORDERED RESTRAINING ORDERS

It is the parent/guardian’s responsibility to provide the school a copy of any current restraining order that involves the child(ren)/leader(s). Once the school receives the legal documentation, a meeting will immediately be scheduled with the parent/guardian and school administration, teacher, and pertinent staff.

HOMEBOUND INSTRUCTION

When a prolonged health condition requires extended leader absences, parents/guardians must make arrangements with the school to address the best way to accommodate the leader's learning.

HOMELESS LEADERS

Notice of leader Rights under the "**McKinney Vento Homeless Assistance Act**"

- This federal legislation guarantees homeless children and youth the following:
- The right to immediate enrollment in school, even if lacking paperwork normally required for enrollment.
- The right to attend school in his/her school of origin (if this is requested by the parent or unaccompanied youth and is feasible) or in the school in the attendance area where the family or youth is currently residing.
- The right to receive transportation to his/her school of origin, if this is requested by the parent/guardian or unaccompanied youth.
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services.
- The right to attend school along with children not experiencing homelessness. Segregation based on a leader's status as homeless is strictly prohibited.
- The posting of homeless leaders' rights in the school and other places around the community.
- The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence and includes:
- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting formal care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces or abandoned buildings; substandard housing, bus or train stations, or similar settings.

Migratory children qualify as homeless because the children are living in circumstances described above.

ATTENDANCE

Daily school attendance and punctuality are essential for the continuous progress and academic success of each child. A child is expected to attend school on time each day unless he or she must miss for one of the following reasons: The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions."

For each child's safety and to avoid an Unexcused Absence on the child's record, a parent/guardian should notify school office personnel before any planned school absence and by 9:00 AM on the morning of an absence due to illness or family emergency. Any absence not excused within 24 hours will be considered an Unexcused Absence. All absences are considered unexcused until a parent or guardian excuses them.

Assignments missed on because of Unexcused Absences may not be made up. Leaders with 10 consecutive unexcused absences will be withdrawn from the school. The Department of Education defines an excused absence as an absence due to illness, doctor appointment, bereavement, family emergencies, and out-of-school suspensions."

A child arriving late to school must present a note of explanation from his or her parent/guardian and be duly admitted into the school according to the school's procedures. Leaders planning to leave early must have parent/guardian consent and be duly exited from the school according to the school's procedures before they leave the school campus.

If a leader is consistently absent or tardy the school will implement the following procedures:

1. The teacher or school office personnel will notify the parent.
2. The teacher or school office personnel will notify the parent in writing when a leader has missed more than 4 days in a quarter.
3. Leaders who arrive after 8:15 will be kept with administration or aides to learn online in order to not disrupt the instruction in the classroom. They will be able to join their class after the brain break period.
4. The administration may initiate a visit by school personnel or a local law enforcement agency.
5. If steps 1-3 yield no results the administration and governing board will meet to determine the leader's welfare.
6. If a leader is tardy more than 3 times within one week, the administration will call the parent/guardian to hopefully understand and/or resolve the situation.

Quarterly Performances

Quarterly Performances are an opportunity for our community to come see how much our leaders are learning through performing arts. These performances are on Thursdays at 5pm. Leaders are expected to participate in these performances as part of their academic time. These dates are on the yearly calendar so parents/guardians can plan ahead to make sure leaders attend.

If a leader has extensive absences, behavior struggles or if they are not prepared for the performance they may not be allowed to participate on stage. Instead, they will be learning about the behind the scenes aspects of putting these performances together. All leaders are expected to be in attendance at all performances.

TARDY POLICY

Tardy is defined as not being in class, in the assigned seat, prepared with all necessary items for class to proceed.

TRUANCY

A pupil may be expelled for excessive absenteeism only if the pupil has reached the age or completed the grade after which school attendance is not required as prescribed in section A.R.S. §15-802. Pursuant to A.R.S. §15-802, this age is sixteen.

SIGNING LEADERS IN/OUT:

Liberty Leadership Academy is a **CLOSED** campus. After arriving on campus, leaders are to remain on campus.

ONLY Authorized individuals must sign leaders in and out at the front office.

- For the safety and protection of the child, a leader will only be released from the classroom before the regular dismissal time when the parent/guardian comes to the office and signs the child out.
- leaders will not be released based on a telephone call.
- leaders will only be released to persons authorized by the parent/guardian and those individuals specifically listed on the Emergency Information Form.
- The school will require written authorization from the parent/guardian, for a leader to be released to anyone other than those listed on the Emergency Information Card.

BAD WEATHER/LATE START

Please tune into Local radio stations (KAZM 780 FM, KVRD (KYBC) 1600 AM, 105.7 FM, KKLD 98.3 FM, and KZGL 95.9). Local radio stations will broadcast the latest information. Classes will typically start two (2) hours later in the event of dangerous road conditions or other emergencies. School may be canceled if serious enough; however, the state requires that canceled days must be made up.

FOOD /GUM IN CLASS -

AT NO TIME IS GUM ALLOWED ON CAMPUS!

Only water, is allowed in the classrooms. Occasional holidays, projects, special events, and celebrations may be celebrated with non-food gifts or activities.

FOOD/LUNCH

At Liberty Leadership Academy we believe healthy habits create lifetime success. We do not serve snacks or meals. All meals & snacks are provided by parents & ready to eat for your child. Leaders need to know how to eat their meals independently. Leaders are required to have healthy options which gives them the best opportunity to be most successful in learning new skills and academics. We would like to see a balanced healthy lunch including protein, vegetables and dairy. Fresh fruit and whole grains also provide great nutrients to help your student be their best. Drinks must be water, plain white milk or 100% juice. Certain foods are **not permitted** to be included in leader's lunches or snacks. Prohibited foods include, but are not limited to; chocolate, pudding, jello, candy, cookies, soda, sports drinks.

Any food that is not permitted will be sent home with your leaders the first time. After the 1st occurrence non-permitted foods will be removed from leader's lunches and available for pick up by parents. Leaders are required to bring their own lunch from home. LLA does not provide lunch or snacks for leaders. All leader lunches must be kept by the leader. LLA provides microwaves for leaders to use for up to 1 minute, but no refrigeration for storage. Leader's lunches should be prepared and packaged in a manner that the leader can prepare and consume the food with little to no help from teachers.

Each leader will be responsible for cleaning their tables, chairs, and floor, leaving it ready for the next group of leaders to use. All lunch bags/boxes need to be clearly labeled with the leaders name on the outside.

Liberty Leadership Academy will have planned lunch days where the school will bring in food for lunch to celebrate a special holidays or events. These pre-planned designated lunch days will be reasonably priced and will need to be paid in advance to participate.

SCHOOL DAY DROP OFF AND PICK UP TIMES

School office hours begin at 7:30 a.m. and end at 3:30 p.m. Monday through Thursday. You may drop your child off after 7:30 a.m. School ends at 2:45 p.m. Your leader(s) must be picked up at 2:45 or they must be enrolled in after-school activities. A late pick-up fee will be charged for children not picked up by 2:50 unless previous arrangements have

been made.

The proper legal authorities will be notified if parents cannot be contacted and children are left at school for an extended period of time with no ride and/or no parent contact.

TRANSPORTATION

Parents/guardians must provide leader transportation to school. Parents/guardians are responsible for getting leaders to school on time and picked up on time. Parents/guardians are encouraged to carpool with other parents/guardians to help conserve environmental resources (ARS 28-8131 & ARS 28-3032).

LLA will assist families to connect with other families to help with their carpooling needs. Check-in at the school office to get information.

INSURANCE

Parents/guardians are responsible for their leader's medical bills when a leader injury is sustained at school or during school activities and school-related activities including field/event trips, celebrations, performances, fundraising events, etc.

PRESCRIPTION MEDICATIONS

Medications may be administered to leaders during the school day only when circumstances dictate that the leader must take medicine at school. The following requirements must be met before school personnel being able to administer prescription medication:

- Parent/guardian must fill out appropriate forms requesting administration of medicine. A leader must never bring medication to school.
- Medication must be counted and signed off agreeing to the number of pills by the parent/guardian and the person representing the school.
- Medication must be in a properly labeled prescription bottle, as received from the pharmacy, with the name of the leader, the name of the medication, the dosage, and the time(s) of the day the medication should be given.
- The administration may designate a school employee to administer the medication to the leader.
- All instances of administration of medicine to leaders must be documented.
- The medication must be stored in a locked box in a locked storage cabinet.
- If the medication is returned to the parent/guardian, the medication must be again counted and signed off by both the parent/guardian and the school representative.

OVER THE COUNTER MEDICATIONS

When a leader must take medicine that does not require a prescription, the same precautions will be taken as if the prescription was prescribed by a physician.

LIBERTY LEADERSHIP ACADEMY DRESS CODE

All clothing items must meet the requirements below while your child is on campus. Any questionable items worn by your child will be left up to the discretion of the administration.

NECK TO KNEES MUST BE COVERED

Please Note: If your child comes to school out of uniform, you will be asked to bring the appropriate uniform or other apparel/shoes so the child is dressed within the below uniform guidelines. If a financial hardship exists please contact the school office for additional options.

Grooming Requirements:

- Hair may not cover the face, eyes or get in the way of movement.
- Hairstyles must not be a distraction and will up to the discretion of the administration.
- No make-up, lip gloss, lipstick, temporary or permanent tattoos except for approved for performances.

UNIFORM POLO SHIRTS:

- Only solid color polo shirts with the LLA logo are permitted at school.
- Shirts must reach past the waistline to cover the torso when arms are raised.
- No undershirt/leotard, or skin, may be visible through shirts.
- Leaders must be able to tuck in their shirt or wear an undershirt/leotard to keep their torso covered when they are upside down in performing arts classes.

BOTTOMS:

- Pants, leggings, sweatpants, and bottoms must be loose enough to allow for all movement and must reach the knee or below.
- Bottoms under skirts or dresses must also reach the knee.
- Bottoms **must not** be oversized or loose on the hips. Underpants may not be visible.

LIGHT OUTERWEAR (worn inside the classroom):

- Only school-approved light outerwear is permitted by LLA. Hoodies and Zip-Up Jackets will be available for purchase at the school.

OUTERWEAR (worn outside only):

- Any color outerwear, with school-appropriate designs or logos, is allowed to be worn outside the classroom only.

SHOES & SOCKS:

- Shoes must not detract from learning and must be safe from slipping and falling.
- Leaders must be able to fully participate in all arts classes with shoes on.
- Shoes must be closed toe & have a backstrap or standard heel cover.
- Shoes must be able to be put on by the leader independently.
- **Leaders MUST wear socks every day.**

ACCESSORIES AND GENERAL CLOTHING REQUIREMENTS:

- **NO BACKPACKS may be brought to school.**
- Any accessories worn in the classroom must not distract leader learning or prevent leaders from performing in arts classes. This would include jewelry, bandanas, scarves, hats, etc. Jewelry may not be excessive and will be left at the discretion of the administration.
- No clothing may be ripped, torn, or dirty.
- Hats may only be worn outside the classroom.
- Only small earrings & studs that do not hang below the earlobe are allowed.
- No sunglasses may be worn in the classroom unless a valid prescription is submitted to the school.

ITEMS BROUGHT FROM HOME:

- Personal cell phones, of any kind, are not permitted to be in the leader's possession. Phones may be checked into the office at the beginning of the day and checked out at the end of the day only.
- If your child is found with a phone on campus it will be held in the office for a parent to pick up, and must not be brought to school again. Electronics, toys, balls, games, or any other personal items are the responsibility of the child/family.
- Administration & teachers will not be responsible for any lost or stolen items. Items may be checked into the office at the beginning of the day and checked out at the end of the day only.
- Students may bring a small cosmetics bag, no larger than 4"x6", for feminine hygiene products. This bag may be kept in their desk or in the office.
- Toys from home are not permitted unless specifically requested by teachers.

FIELD/EVENT TRIPS:

- A Liberty Leadership Academy polo or t-shirt must be worn. Shirts can be purchased from the school or a shirt may be borrowed for the field trip.
- Closed-toe walking shoes are required unless otherwise specified.

EVENT AND CELEBRATION DAYS:

The administration will determine if uniforms need to be worn depending on the type of event or celebration.

DRESS UP DAYS

Special dress up days are planned on the calendar so that families can plan ahead to have the appropriate costume or clothes needed. Leaders can actively participate in these days or they need to wear their uniform polo shirt. The dress code guidelines above still apply on special dress up days. These days are **NOT** free dress days. If leaders are not actively participating in the theme parents may be contacted to bring a uniform shirt.

LEADER GRADING SCALE

Standards-Based K-12 Instruction.

LLA aligns instruction and academic programming with Arizona's College and Career Readiness Standards. These standards can be viewed on the Arizona Department of Education website at <https://www.azed.gov/standards-practices>.

REPORT CARDS

Progress and grades are available daily by logging into your PowerSchool account.

GRADE REPORTING SCALE

All leaders will be using a standards-based grading scale as follows:

4	Above Grade level, Excels
3	Meeting Grade Level Standards Independently, Proficient
2	Meeting Grade Level Standards <u>with</u> Help, Approaching Proficiency OR Approaching Grade Level Standards Independently, Approaching Proficiency
1	Working Below Grade Level, Below Proficiency
0	Not Yet Addressed or Assessed
SC	Special Circumstances*

Kindergarten Grading Scale will be similar.

***Special Circumstances**

There may be times (long-term illness, family tragedy, etc.) when a teacher holds the discretion to administer a grade of "SC", for a leader who may be in special circumstance, rather than receiving a lower grade, for failing, due to several coursework deficiencies. **leaders who receive an "SC" will have two weeks from the close of the grading period to make up any deficiencies in coursework. Deficiencies must be turned in to the teacher to receive a number grade other than a 1.**

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences will be held every September and February. They will also be held throughout the year as needed, with your child's teacher(s), on an individual basis. Parents/guardians and/or staff can request a conference at any time.

HOMEWORK POLICY

The founders of LLA hold family time precious. Homework that is assigned should be purposeful, appropriate to the age level of the leader, and tailored to the needs of the child. A minimum of 20 minutes spent reading from self-selected and/or teacher-assigned texts either independently or with an adult is a nightly homework expectation. LLA encourages families to use evenings and weekends to participate in community service, attend social outings and events, play sports and goodwill.

SUSPENDED LEADERS

leaders who are serving in-school suspensions, and/or out-of-school suspensions will be required to turn in all missing classwork/homework and/ or assignments immediately upon their return. Parents are expected to pick up the work for leaders to complete while on suspension.

ACADEMIC DISHONESTY

LLA takes cheating and plagiarism seriously. leaders will do their own work and when they wish to quote someone or use another's work they will quote and give credit/reference to the origin of the work. See discipline matrix for consequences of cheating and/or plagiarism.

LLA BENCHMARK ASSESSMENTS

leaders in all grades are administered a standards-based assessment 3-4 times a year to monitor their progress and acquisition of Arizona State & LLA standards.

STATE ASSESSMENTS

All leaders in grades 3 through 12 are required by law to take Arizona's state assessment, AZM2. It evaluates performance on grade-level standards in the areas of Reading, Writing, and Math. *There are no opt-out provisions for AZM2.*

PROMOTION & RETENTION OF LEADERS

LLA does not support the notion of social promotion. Each year, teachers and administrators reflect on the body of academic work completed, analyze the degree of standards mastery, gauge the maturity level of each child, consider leaders services that may have been received, and consult with the administration, the teachers, and the parents to make the best decision, to

promote or retain in grades K-4, as possible. Retaining a leader at LLA will be the last resort measure. The final decision to retain a leader will be made by the administration. In Arizona, 3rd and 4th grade have specific requirements that need to be met for a child to be promoted.

FIELD TRIP/EVENT PERMISSION SLIPS

All leaders will need a permission slip for all events/trips that are off-campus. Leaders who do not turn in a signed permission slip before the trip will not be allowed to attend that event. Permission may not be given over the telephone.

LEADERS OF THE MONTH

Starting in September, and running through May, each month, the LLA staff will nominate 1 leader of the month from each class. The leader will be chosen based on their demonstration of the school's Core Values, leadership, and traits of the month.

LLA GOVERNING SCHOOL BOARD

An appointed 5-9 member School Board is the policy-making organization for the Academy. It approves/ratifies the budget, directs the affairs, and is the "court of last resort" for appeals and legal concerns regarding the school. LLA is an I.R.S. approved 501-C-3 nonprofit corporation.

FIRE & EMERGENCY DRILLS

Fire and Emergency drills are held at irregular, monthly intervals throughout the school year. Leaders should be familiar with escape routes. When drills are held, it is important for leaders to:

1. Follow the instructions of teachers. Be orderly and alert.
2. Walk quickly and quietly to the designated area. Line up, and be ready to respond.
3. Leaders are to remain with their teacher throughout the entire drill.

FIRE ALARMS AND FIRE EXTINGUISHERS

AN INDIVIDUAL WHO TAMPERS WITH OR PURPOSEFULLY PULLS AN ALARM(S) OR FIRE EXTINGUISHER(S) WHEN THERE IS NO FIRE OR DANGER OF FIRE IS SUBJECT TO STATE MANDATED FINES AND POTENTIAL LEGAL ACTION(S).

TEACHER & STAFF QUALIFICATIONS

Teacher and Staff resumes are available for public review in the office, along with teachers' Highly Qualified Status. (A.R.S... 15.183F).

STATEMENT OF INTENT / NON-DISCRIMINATION POLICY

Liberty Leadership Academy affirms its intent to comply with all Federal and State laws relating to the prevention of discrimination based upon race, color, creed, national origin, age, gender,

or disability. This compliance is to include, but not be limited to, the regulations of Title IX of the Education Amendments of 1972, issued by the United States Department of Health, Education and Welfare, which prohibits discrimination based on sex in educational programs or activities which receive Federal funds, extending to employment in and admission to such programs and activities; and will comply with the Education of all Handicapped Children Act, Public Law #94-142, section 504 of the Rehabilitation Act of 1973, as amended periodically. Liberty Leadership Academy intends to comply with regulations about the Individuals with Disabilities and Education Act (I.D.E.A.) as revised in 1997 and 2006.

LEADER CODE OF CONDUCT

Liberty Leadership Academy recognizes the importance of establishing clear and consistent disciplinary consequences for violations of school rules. Leaders are expected to demonstrate maturity, responsibility, consideration, as well as treating each other with dignity and respect.

Leader conduct is closely related to learning and an effective educational program requires a safe and orderly school environment. This Code of leader Conduct is designed to govern leader discipline, and leaders shall not be subject to disciplinary action because of race, gender, color, religion, sexual orientation, national origin, or handicap/disability.

Each leader must adhere to the Code of leader Conduct governing leader discipline, with the ultimate goal of providing leaders with a positive learning climate. Our school-wide rules are:

1. We are safe
2. We are caring
3. We are respectful
4. We are responsible

While attending LLA during regular hours and during before and after school programs or during school-sponsored activities, leaders are expected to follow these basic rules, procedures, and expectations:

1. leader's **first** priority at school is to learn. Avoid distractions that interfere with or are counter-intuitive to that mission.
2. Be in the assigned place with appropriate materials, ready to work at the designated time that class begins.
3. Keep hands, feet, and objects to yourself and never intentionally harm another leader.
4. Use school-appropriate language and behavior at all times while maintaining friendly and courteous behavior.
5. Be polite and respectful to everyone, including leaders, teachers, administrators, support staff, and visitors.
6. Follow individual teacher instructions, class rules, and expectations at all times.
7. Do not be a bully. If you see someone being bullied, intervene by telling them to stop or immediately report it to school personnel.
8. Do not become a distraction for others. Allow every other leader to maximize their potential. Encourage your fellow leaders. Never tear them down.

9. School attendance and class participation are essential parts of the educational process. Regular school attendance is necessary for leader success. Furthermore, it allows leaders to achieve the maximum possible benefits from their educational experience. All leaders are encouraged to be present and prompt. School attendance is the responsibility of both parents/guardians and leaders.
10. Represent yourself in a manner that you will be proud of in 10 years. You only get one opportunity to get life right. Take advantage of the opportunities you have at school. They will help you be successful throughout your life.

The Code of Conduct is designed with enough flexibility so that teachers can exercise judgment that is within the scope of the Code of Conduct, their classroom behavior management system, the leader's personal behavior monitoring system, or any behaviors concerning during off-campus activities.

DISCIPLINE POLICY

DUE PROCESS

leaders involved in any type of disciplinary problem must enter the discipline process at the preliminary investigative point where early guilt or innocence of charges is determined.

Dependent upon the seriousness of the offense, the leader must be accorded the following basic rights:

- Notice of the charges, nature of the evidence supporting the charges, and the consequences if the charges are proven true.
- Notice of the right to a hearing at which time he or she may respond to the charges.
- A fair hearing, including the right to present witnesses and evidence.
- A fair and impartial decision.

LEADER INTERVIEWS

School officials may interview leaders regarding incidents to school without limitation. Parents will be contacted if a leader interviewed is then subject to discipline for a serious offense.

If law enforcement/DCS requests to interview a leader, the school Principal shall be notified and an attempt will be made to contact the leader's parents/guardians if this is recommended by law enforcement DCS. If the interview is held at the school, a school administrator shall be present unless law enforcement requests that the administrator not be present.

There may be times when law enforcement/DCS requests that parents/guardians are not notified. In all other cases, a parent, with the law enforcement officer's permission, may be

present during the interview except when interviews are conducted by a child protective services worker (in the case of suspected abuse) under A.R.S. 8-224 and 8-564.01. We encourage parents/guardians to read this statute to familiarize their child(ren) with the law regarding child safety.

LEADER SEARCHES

The administration of LLA has the right to search and seize property, including school property temporarily assigned to leaders, when there is reason to believe that any material or matter is detrimental to the health, safety, and welfare of the leader exists.

BEHAVIOR AND DISCIPLINE

Liberty Leadership Academy strives to provide all leaders the opportunity to learn in a safe and nurturing environment. The following matrices identify, define, and provide consequences to ensure the success of these objectives. Latitude is incorporated in the below matrices to allow adaptation according to the leader’s maturity, and the severity of the violation. The following defines the level system used in the Liberty Leadership Academy Discipline Policy.

PLEASE NOTE: Liberty Leadership Academy follows the Arizona Department of Education’s AzSafe Definitions for Violations. Please go to www.azed.gov/sites/default/files/2018 for more information.

DEPENDING ON THE SEVERITY OF THE INCIDENT, A “LEVEL ONE” REFERRAL IS NOT ALWAYS THE FIRST USED.

Level One Infractions

Defined: minor misbehavior on the part of the leader that impedes or disrupts orderly classroom procedures or school operations. These infractions will be addressed by the appropriate teacher(s) as well as by contacting parents/guardians. Administrative action will typically not occur with these misbehaviors.

<p>Minor Issues* Classroom Managed Examples but not limited to:</p>	<p>Disciplinary Options Available to the Teacher</p>
<ul style="list-style-type: none"> ● Use of cell phone during school hours ● Inappropriate language ● Dress code violation ● Disrespect to teachers/staff ● Disruption to learning ● Not following expectations ● Throwing food/objects ● Unauthorized presence in the classroom ● Teasing/taunting ● Lying 	<ul style="list-style-type: none"> ● Verbal reprimand ● Written reprimand ● Special assignment ● Confiscation of non-instructional item(s) ● Loss of recess ● Behavior Contract ● Parental email or phone call ● Conference with leader, parent, teacher, <p>* Based on teacher discretion; weight</p>

<ul style="list-style-type: none"> ● Insubordination ● Theft ● Cheating ● Damage to school property ● Inappropriate website use ● Field /Event/Trip/Assembly/ performance misbehavior 	<p>and measure of the number of the same misbehavior along with the time-frame. It may potentially be referred to a Level Two Infraction.</p>
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Level Two Infractions

Defined: Misbehavior that is frequent or serious enough that it disrupts the learning climate of the school and/or endangers the health or safety of others. These infractions, which usually result from the continuation of Level One infractions of misbehavior require the intervention of administrative personnel because the prior consequences have failed to modify the behavior. Also included in this level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences once again require corrective action on the part of administrative personnel.

<p style="text-align: center;">MAJOR ISSUES* (Administration Referred) INCREASED LEVELS OF INTENSITY</p>	<p style="text-align: center;">Disciplinary Options Available to the Administration</p>
<ul style="list-style-type: none"> ● <u>Includes Level One misconduct</u> (Please see the level one matrix) ● Self-inflicted acts of harm to leaders' own self ● Abusive, obscene, or disrespectful language, writings, drawings, or gestures ● Physical aggression ● Forgery of any kind ● Bullying/Cyberbullying ● Harassment ● Sexual Harassment ● Theft ● Vandalism of school or other leader property ● Plagiarism/Cheating ● Hands-off violation 	<ul style="list-style-type: none"> ● Conference with leader, parent, teacher, and administrator ● Loss of Recess ● leader Failure of Assignment ● Lunch Detention ● Before School/Afterschool Detention ● Denial of other in-school privileges ● Denial of leader participation in outside of school events, celebrations, field/event trips, or performances ● Restitution ● In-school suspension ● Long Term suspension ● Expulsion ● All disciplinary actions will become part of the leader's permanent school record at this level.

<ul style="list-style-type: none"> ● Defiance of authority, disrespectful behavior to staff ● Inappropriate use of technology ● Continual disruption of learning environment that requires removal from class or group ● Transportation misconduct(if/when applicable) ● Tampering or pulling a fire alarm or fire extinguishers 	<p>LLA will not tolerate repeated offenses at this level and reserves the right to make all Disciplinary Actions based on LLA policy including expulsion at any time.</p> <p>* Based on Administrative discretion; weight and measure of the infraction(s). It potentially may be transferred to a Level Three Infraction.</p>
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Level Three Infractions

Defined: Acts that are frequent or serious in nature that disrupts the learning environment of the school or acts that pose a threat or danger to the health, safety, or welfare of others in the school. These acts will require administrative actions which could result in the immediate removal of the leader from the school and possible intervention of law enforcement authorities. *LLA will work with YCSO to investigate **any** type of threat made by a leader to harm another leader, staff, or community member. If expulsion is pursued, this is also a reportable offense. If any offenses are referred to the court by YCSO, LLA is responsible for any outcome.*

<p style="text-align: center;">UNLAWFUL BEHAVIOR* Administration Managed May require Police Intervention</p>	<p style="text-align: center;">Disciplinary Options Available to the Administration</p>
<ul style="list-style-type: none"> ● <u>Includes Level One and Level Two Misbehavior</u> (Please see Level One & Two Matrices) ● Fighting/physical aggression ● Bullying ● Harassment ● Intimidation ● Sexual harassment ● Vandalism ● Theft ● Possession of weapons ● Possession of illegal substances ● Possession of alcohol ● Violence/harmful to leaders ● Violence/harmful to staff ● Gang-related behavior ● Hate Crime 	<ul style="list-style-type: none"> ● Conference with leader, parent, teacher, and administrator ● Out of school suspension ● Restitution ● Violence Intervention Program ● Possible hearing with leader, parent, teacher, administration ● Referral of matter to school police or other authority of jurisdiction ● Further intervention/BIP ● Expulsion ● All disciplinary actions will become part of the leader’s permanent school disciplinary record at this level. <p>Based on Administrative discretion; weight and measure of the number of the same</p>

	<p>infraction along with the time-frame and if there is a combination of infractions.</p> <p>LLA will not tolerate repeated offenses at this level and reserves the right to make all Disciplinary Actions based on LLA policy including expulsion at any time.</p>
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WEAPONS AND VIOLENCE POLICY

MANDATORY REPORTING OF CRIMINAL ACTIVITY TO LAW ENFORCEMENT

Arizona State Statute (A.R.S. 13-3620) requires schools and school employees to report criminal activity to local law enforcement. Suspected child abuse is not something school employees can ignore. Apparent non-accidental injury, sexual molestation, abuse, neglect, and crimes against children are required by law to be reported to local law enforcement and the Department of Child Safety. Recent changes in the law require schools to report threats, or rumors of threats against schools, leaders, and school personnel. Schools must also report incidents of non-accidental injury, which might occur during altercations at school. Parents/guardians are not required to be contacted, as reporting is confidential.

POLICY STATEMENT

The purpose of this policy is to provide a school environment that is conducive to learning. The underlying belief of this policy is that all children have the right to be educated in a safe and nurturing environment. Therefore, violations of these rights and violations of the atmosphere which supports sound education will not be tolerated.

LLA hereby adopts this policy for weapons and violence in schools. The policy provides the power for administrators to address potentially dangerous situations.

WEAPONS

The term “weapons” shall include, by the way of illustration, the following enumerated items: any loaded or unloaded firearm (including but not limited to a pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device (including but not limited to Chinese stars, nunchaku) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to blackjack, chain, club, knuckles, nightstick, pipe, studded bracelet); or which is by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun).

ASSAULT

Assault is defined as an act of physical violence or a threat of physical violence by a leader

on another leader or staff member. Any willful attempt or threat to inflict injury upon the person of another, when coupled with an apparent present ability to do so, and any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm, constitutes an assault. An assault may be committed without actually touching, or striking, or doing bodily harm to the person of another. For the crime of assault, the victim need not be apprehensive of fear if the outward gesture is menacing and the defendant intends to harm, though, for the sort of assault, element of victim's apprehension is required

When considering what constitutes assault, the factors to be weighed include: age of leader (s) involved, the seriousness of the bodily injury, the intent of the individual(s) involved, any disability affecting the behavior of the individual, and any other factors deemed relevant to the administration, director or their designee.

SUSPENSION

Suspension is defined as that act by a school administrator or by a designated school administrator that removes a leader from school for a specified period of time, not more than the length of the entire school year.

STATEMENT OF ENFORCEMENT

This policy will be implemented according to the due process provisions applicable to regular and special education leaders.

1. Any leader found to be in possession of a weapon, or involved in an assault, as defined herein, will immediately be suspended in accord with applicable due process provisions. During this suspension, the school administrator will take the necessary steps in determining any additional action, which may include expulsion. Any leader who gives a weapon to another leader will also be subject to similar disciplinary action.
2. Decisions regarding the specific length of a leader's suspension will be made by the administration of the school. Any leader suspended from school cannot participate in school functions or be on school premises at any time.

UNIFORM WEAPONS SEIZURE REPORT

Police Involvement

1. In all cases involving weapons or assault in school or on school grounds, on the bus(if applicable), at the bus stop, on the way to or from school, and at school-sponsored activities, local police shall be called immediately, and all confiscated weapons are to be turned over to the police department at that time.
2. A uniform log will be kept on file at LLA to record information on ALL weapons seized. The log shall be kept in the administration's office to be reviewed only by the police and the appropriate school personnel.

ALCOHOL, TOBACCO, AND DRUG-FREE SCHOOLS STATEMENT:

LLA is considered "drug-free school zones" under state law. Therefore, the following are

prohibited:

1. The use, distribution, or possession of any tobacco product on school property regardless of the individual's age. Parents/guardians and employees may possess tobacco products in their vehicles while on school grounds or at school events, however, the use of the tobacco products is strictly prohibited. This includes electronic cigarette devices.
2. The use, distribution, manufacture, purchase, or sale of illegal drugs, inhalants, drug paraphernalia, imitations of illegal drugs/noxious substances, dietary supplements, or medication.
3. The use, possession, sale, purchase, or distribution of alcoholic substances.
4. Intoxication of being under the influence or use of any alcohol, tobacco, or drugs at any school event.

SUSPENSION OF SPECIAL EDUCATION LEADERS

The long-term suspension of leaders with disabilities will be handled in accord with the IDEA and its implementation of regulations.

SHORT-TERM SUSPENSION

Short-term suspension means the temporary withdrawal of the privilege of attending school for a period of ten consecutive school days or less. The school administration and/or the administration's designee have the authority to impose short-term suspensions. The administration may suspend the leader for ten days or less, choose another disciplinary alternative, or exonerate the leader. A written record of the decision shall be kept in the leader's permanent discipline file.

If a short-term suspension is imposed upon the leader, the following steps shall be taken:

- The leader shall receive verbal notice of the alleged misconduct. The leader shall be provided with the opportunity to explain his/her version of the situation. The administration shall make all reasonable efforts to verify facts and statements before deciding disciplinary actions.
- A parent/guardian must be notified before the leader is allowed to leave campus. If no parent contact can be made, the leader may be isolated until dismissal time and then given a written message to the parents/guardian.
- On the day of suspension, the principal shall contact the parent/guardian and inform him/her of the suspension. If the parent cannot be contacted by phone, a letter must be sent to the parent/guardian explaining the terms and reasons for the suspension and to request a meeting to solicit his/her help.

LONG-TERM SUSPENSION

Long-Term Suspension means the temporary withdrawal of the privilege of attending school for a set period of time for ten (10) or more consecutive school days. If a recommendation for a long-term suspension is made, a notification will be mailed (certified) or hand-delivered to the parent/guardian.

EXPULSION

Expulsion means the permanent withdrawal of the privilege of attending Liberty Leadership Academy. The administration, and/or the Governing Board are authorized to impose a long-term suspension or expulsion.

- The leader shall receive verbal notice of the alleged misconduct. The leader shall then be provided with the opportunity to explain his/her version of the situation. The administration of the school shall make reasonable efforts to verify facts and statements before making a recommendation regarding discipline.
- If a recommendation of expulsion is made, a notification of the expulsion will be mailed (certified) or hand-delivered to the parent/guardian to the last known address.

BULLYING/CYBERBULLYING/HARASSMENT/HAZING/INTIMIDATION POLICY

Liberty Leadership Academy is committed to providing all leaders with a safe school environment where everyone is treated with respect. Leaders have a right to be free from any form of bullying. Leaders, parents/guardians, and school employees have a right and a responsibility to report incidents of bullying. Reports must be made within 30 days of the last incident.

Definition(s): Bullying is the act of systemically and chronically inflicting physical harm and/or psychological distress on others, including, but not limited to, fear, anxiety, psychological and emotional harm. **Cyberbullying** is the act of systemically and chronically inflicting psychological distress on others to include, but not limited to, fear, anxiety, psychological and emotional harm through electronic means such as texting, messaging, email, and social media.

Any leader who has committed the act of bullying intentionally filed a false report or retaliated against another who has participated in an investigation, proceeding, or hearing conducted in response to an investigation of bullying, will be subject to disciplinary action including possible police involvement.

Definition: Harassment is defined as the intentional disruptive or threatening behavior by a leader(s) to another leader(s); including but not limited to, stalking, hazing, social exclusion, name-calling, unwanted physical contact, unwelcome verbal or written comments, photographs, or graphics. Harassment may be direct or indirect. Harassment may be related to but not limited to, race, religion, sexual preference, cultural background, economic status, size, or personal appearance.

Definition: Hate Crime is a criminal offense or threat against a person or property or society that is motivated, in whole or in part, by the offender's bias against a race, color, national origin, ethnicity, gender, religion, disability, or sexual orientation. This includes any crime that manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity.

Leaders who have been bullied will be supported in a positive manner.

Leaders who have been found to be harassing others will face significant disciplinary

actions.

Definition: Intimidation is defined as intentional behavior by a leader(s) that places another leader(s) in fear of harm to a person or property; maybe manifested emotionally or physically, directly or indirectly, and by use of social media. Leaders who have been found to be intimidating others will face significant disciplinary actions.

SEXUAL ABUSE/HARASSMENT POLICY

Liberty Leadership Academy intends to provide a work environment that is pleasant, healthful, comfortable, and free of intimidation, hostility, or other offenses, which might interfere with work performance. **Harassment or abuse of any sort-verbal, physical and sexual- will not be tolerated.** Harassment/abuse can take many forms. It may include, but not be limited to words, signs, jokes, intimidation, physical contact, or violence. Harassment/abuse is not necessarily sexual in nature (See Hazing Policy). All Liberty Leadership employees and volunteers have a responsibility for keeping the work environment free of harassment and sexual abuse. Any employee who becomes aware of an incident of harassment or abuse whether by witnessing an incident of harassment and/or sexual abuse whether by witnessing an incident or by being told of it, must report it to the administration immediately.

When the administration becomes aware that harassment or abuse might exist, they are obligated by law to take prompt and appropriate action, whether or not the victim wants Liberty Leadership Academy to do so. This includes notification to parents, Child Protective Services, and the police.

Liberty Leadership Academy will not provide legal financial or any other assistance to an individual accused of harassment or abuse if a legal complaint is filed.

PARENTAL NOTIFICATION

Liberty Leadership Academy recognizes that parents/guardians are its most important partner in leader education. Communication is therefore essential to your child's educational success and safety.

BEHAVIOR/DISCIPLINARY VIOLATIONS:

In the event, a leader(s) has violated any of the provisions in the Disciplinary Policy, the parents/guardians or the leaders immediately involved shall receive prompt notification detailing the misconduct and potential consequences faced by the leader or leaders. If necessary, a proper law enforcement agency may be contacted.

HEALTH/SAFETY/AND WELFARE:

In the event, it is determined that an occurrence or activity which took place on Liberty Leadership Academy campus, may have posed a threat to the health, safety, or welfare of the leaders, all parents/guardians shall receive notification outlining the health or safety concern within 2 working days.

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