

# **LIBERTAS ACADEMIC COLLABORATIVE**

## **2023-24 FAMILY HANDBOOK**

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## **ABOUT LIBERTAS ACADEMIC COLLABORATIVE**

# THE FOUNDATION OF LIBERTAS ACADEMIC COLLABORATIVE

## MISSION

To foster the role of parents as the primary educators of their children by helping them to successfully teach subjects that define a classical Christian education while giving students the opportunity to learn from others using classical methods of teaching, which are amazingly powerful in a classroom setting.

## GOALS

- To foster a love for the Lord, passion for learning, and strength of character in children.
- To create an academic program that follows classical methods in both the subjects taught and the methodology used to teach them.
- To empower parents to use this proven method to help their children reach their God-given potential by creating critical thinkers who are logical, thoughtful, and articulate.

## VALUES

Libertas Academic Collaborative is committed to the philosophy of providing an excellent education in a Christ-centered, biblically-based environment. An essential part of this mission is to promote the development of students with strong Christian ethics and moral values. As a result, fostering personal integrity and responsibility among our students is essential. The responsibility for ensuring proper development has been charged to the LAC Board, teachers, and parents. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of our students. As a part of this responsibility, we must serve as good role models for our students by living Christ-centered lives ourselves to promote appropriate conduct through our actions and words. At LAC, we value community and mutual respect, and feel strongly that all students and teachers have the right to an educational setting that is supportive and encouraging.

## BEHAVIOR POLICY

LAC will not tolerate bullying and harassment of any type. Students are reminded of the "Golden Rule" (Matthew 7:12) and our expectation that one should treat another in the manner that they would want to be treated. Incidents of harassment, including but not limited to inappropriate comments or actions of a sexual or racist nature, may lead to serious disciplinary action, as determined by the Board.

## STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His Resurrection, His Ascension to the right hand of God, His personal return in power and glory.
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved.
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation. ● We believe in the spiritual unity of believers in our Lord Jesus Christ.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.
8. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God.

Our statement of faith is not exhaustive of all of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The LAC Board holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

## LIBERTAS COLLABORATIVE ORGANIZATIONAL STRUCTURE

The Collaborative is made up of a God-fearing Leadership Team, gifted teachers, dedicated staff members, committed parents and students.

## LEADERSHIP TEAM/LAC BOARD

The Leadership Team is made up of three primary positions and supporting directors.

Director of Administration: The Director of Administration is responsible for overseeing the administrative details of the LAC program. The acting administrator is *Tina Ayers*.

Director of Campus: The Director of Campus is responsible for being the primary board member on campus and the point person for parents and students on campus days as well as facility oversight . The acting campus director is *Toni Brown*.

Director of Academics: The Director of Academics is responsible for all academic matters. The acting Academic Director is *Janet Lehman*.

Director of Students & Families: The Director of Student & Families is responsible for all matters pertaining to the student experience and culture of LAC and all matters pertaining to the family experience and concerns of LAC. The acting Director of Students & Families is *Kendra Hall*.

Director of Staff and Volunteers: The Director of Staff and Volunteers provides oversight, advice, and guidance to staff and volunteers regarding their individual duties. The acting Director of Staff & Volunteers is *Caroline Silver*.

The LAC Leadership Team works closely together to set policy, make decisions, and ensure that the mission and vision of LAC is upheld, and acts as a disciplinary board when necessary. Each director facilitates the concerns pertaining to their position, but decision-making power lies in the majority vote of the team.

The LAC Leadership Team is ultimately accountable to the Board of Directors of the HUBB, as a subsidiary of that organization.

Homeschoolers United in the Big Bend (HUBB) is the 501c3 organization of which Libertas Academic Collaborative and Libertas Kids are a ministry. We hope, in the future and as people volunteer to help, to expand HUBB into a multi-faceted organization. Currently, HUBB sponsors a homeschool Boy Scout Troop, but we hope to add other organizations. If you'd like to help grow HUBB please let us know.

You are welcome to contact the group, or individuals. They can be reached at:

**LIBERTAS ACADEMIC COLLABORATIVE – BOARD MEMBERS/LEADERSHIP TEAM**

Tina Ayers	Kendra Hall	Toni Brown	Janet Lehman ??	Caroline Silver
850.570.9658	850.509.3120	850.228.6624	850.508.9561	850.242.3011
<a href="mailto:hubb.ayers@gmail.com">hubb.ayers@gmail.com</a>	<a href="mailto:kendrawhall@gmail.com">kendrawhall@gmail.com</a>	<a href="mailto:dannyandtoni@gmail.com">dannyandtoni@gmail.com</a>	<a href="mailto:jsl.libertas@gmail.com">jsl.libertas@gmail.com</a>	<a href="mailto:carolinesilver@gmail.com">carolinesilver@gmail.com</a>

**HOMESCHOOLERS UNITED IN THE BIG BEND (HUBB) BOARD**

Cathy Campbell (President)	Tina Ayers (Vice-President - Treasurer)	Brittney Harlacher (Secretary)	Susan Boulo (Marketing - Co -Treasurer)
<a href="mailto:cathycam@comcast.net">cathycam@comcast.net</a>	<a href="mailto:hubb.ayers@gmail.com">hubb.ayers@gmail.com</a>	<a href="mailto:brittblack@yahoo.com">brittblack@yahoo.com</a>	<a href="mailto:slboulo@mac.com">slboulo@mac.com</a>

**LAC ADMISSIONS**  
**(NEW AND RETURNING FAMILIES)**  
**REGISTRATION DETAILS AND PROCEDURES**

# ADMISSIONS

## NEW FAMILY ADMISSIONS SCHEDULE AND PROCESS

Admission to LAC is a five-step process for families new to our program. All five steps must be completed before students are allowed to join us for classes.

1. Meet/speak with a Libertas Director of Administration to learn about LAC.
2. If registering while Libertas is in session, each family should set up an appointment for at least one parent and the student(s) wishing to register to visit classes at Libertas.
3. Review the entire LAC handbook.
4. If you think LAC seems like a good fit at this point, complete the online application and set an appointment to meet with the LAC Leadership Team for a family interview.\*
5. Complete and submit all enrollment forms along with a notarized acknowledgement form and required fees to be entered in the pool of for open classes, and wait to be placed.

### *\*Meet With Members of the LAC Leadership Team*

*This gives us a chance to talk about the LAC community and program, what your family would like to get out of it, your child's academic history and desires, and to answer any questions you may have. Our desire is that like minded families will join so that all LAC students can enjoy success. Admission is based on your child's academic abilities, motivation, desire to learn, and willingness to cooperate with students and teachers.*

Families interested in visiting may make an appointment to shadow classes by contacting Tina Ayers at [hubb.ayers@gmail.com](mailto:hubb.ayers@gmail.com).

## RE-ENROLLING FAMILIES

**We reserve the right to interview returning families, although this won't be required of all returning families every year. However, for the 2023-24 program year, LAC Leadership will be meeting with each family individually who wishes to re-enroll their students. All new and returning families registering with LAC must be in good standing (academic, social, and financial) with both Libertas Kids and Libertas Academic Collaborative to be considered for enrollment.**

## Accepting Students

At LAC, we do not enroll students based on the order in which they enroll. Students are considered in the following order:

1. Existing students in good standing (*Returning students will be evaluated on the effort they put forth the previous year. Our expectation is that all LAC students give their best effort to their schoolwork.*)
2. Students of staff
3. Siblings of current students



4. Qualified students who have completed the admissions process

### *Attend Our Open House*

We will be hosting a Parent/Student Open House in August. All families will be required to attend. Student Orientation will be held in classes on the first day of class. All LAC students must attend orientation on the first day. More details will be given by your teachers.

### REQUIRED READING FOR ALL LAC FAMILIES

If you are unfamiliar with classical Christian education, we ask that you familiarize yourself with this philosophy of education. We highly recommend these resources. The video link provided is a great resource for how you can use this philosophy at home to assist your student. These resources make a wonderful case for the type of education we feel passionate about helping you provide for your children. New families should read this prior to Step 4 in the admissions process. We highly encourage both new and returning parents to watch the video link each year.

- *Classical Education and the Homeschool* by Douglas Wilson
- *An Introduction to Classical Education* by Christopher Perrin
- *Recovering the Lost Tools of Learning* by Douglas Wilson
- *Parenting for Academic Success / Classical Education at Home* (video 12 min)  
[https://m.youtube.com/watch?v=jzeyE4v\\_nc0&list=PLsUk50XkVcCn28zqtTahMCyR6tqxZUaQ4&index=6](https://m.youtube.com/watch?v=jzeyE4v_nc0&list=PLsUk50XkVcCn28zqtTahMCyR6tqxZUaQ4&index=6)

## REGISTRATION DETAILS, PROCEDURES, AND TUITION/FEEES

### IMPORTANT DATES

*Libertas meets for 30 weeks on Tuesdays and Thursdays Please make note of the following important date for the 2023-2024 program year.*

Current Family Registration Opens	February 7, 2023
New Family Registration Opens	March 15, 2023
Class Supply Fees Due	May 1, 2023
Tuition Due (Semester or First Monthly Payment):	July 1, 2023
Late Registration	July 1, 2023
Parent / Student Open House	TBD
First Day of Classes – 1 <sup>st</sup> Semester	August 15, 2023
Fall Break ( <i>Tentative</i> )	October 10 and 12, 2023
Thanksgiving Break	November 21 and 23, 2023
Last Day of classes (1 <sup>st</sup> semester)	December 7, 2023
No Classes – Holiday Break	December 8, 2023 - January 8, 2024
2 <sup>nd</sup> Semester Parent Meeting	TBD
First Day of Classes – 2 <sup>nd</sup> Semester	January 8, 2024
No Classes – Spring Break ( <i>Tentative</i> )	March 14 and 16, 2024
Final Day of LAC Classes	April 27, 2024

### ENROLLED FAMILY REQUIREMENTS

#### PARENT’S ROLE IN LIBERTAS

Libertas Academic Collaborative is not a school, but a homeschool program designed to come alongside homeschool parents and students. Our desire is to help provide instruction and structure, along with support, accountability and other tools to assist homeschooling families. Ultimately, the parents are still considered their child's primary teacher and their involvement is crucial for the success of their student and for the success of our community. The level of involvement will vary from student to student, depending on their specific needs, but LAC's expectation is that all parents will be taking an active role in the education of their student.

As a collaborative, we rely on the support and assistance of every member of the LAC community. Not only is it vital that parents be active participants in their child’s education, LAC also requires each parent to invest in the community by serving where assistance is needed.

#### *Review the Entire LAC Handbook*

We have spent a lot of time thinking through the details that will make or break our program. Those important details are in this handbook. **We ask that both parents read the entire handbook.** We require

students to read the portions that apply to them. Your family's intimate understanding of what this program is all about and what is expected of our families will contribute to your child's success.

### *Complete and Return All Enrollment Forms and Signed Acknowledgement Forms with Required Fees*

Upon request and after meeting with a member of the board, a link to the Registration Form, Parent and Student Handbook and Acknowledgment Form, and Insurance Liability Release Waiver will be emailed to the prospective families. Please fill them out completely.

### OPPORTUNITIES FOR SERVING

At Libertas, every family is required to participate in serving our community. We have added some of our previous volunteer rolls, as small paid positions, however there are many rolls that will need to be filled on a volunteer basis.

### Volunteer opportunities

They may consist of, but are not limited to:

**Lunch Monitor** – A group of parents will be scheduled as lunch monitors for the youth room and outdoor areas in order for students to have supervised areas for lunch. Monitors will be asked to arrive at 12:10 and stay until 1:10 to help with any lunch clean up. A lunch monitor coordinator will schedule all monitors at the beginning of each semester. Depending on budget each year, this position MAY be eligible for a \$10 credit per time served, which would be credited to the parent's Praxi account quarterly.

**Study Hall Monitor** - A group of parents will be scheduled as study hall monitors. In order for us to provide this as a free convenience for all families we need volunteers to serve in this area. Monitors will be asked to serve in 2 - 4 hour blocks of time. A study hall monitor coordinator will schedule all monitors at the beginning of each semester. Depending on budget each year, this position MAY be eligible for a \$10 credit per hour served, which would be credited to the parent's Praxi account quarterly.

**Fundraising** – Parents may be asked to help coordinate or assist with fundraising efforts. We also expect each family to participate in helping to raise funds through our fundraisers.

**Classroom Helpers** – From time to time, teachers need assistance in the classroom. We ask that parents consider this opportunity to help, if the need arises.

Participation in Surveys – We value the opinion of our families, so from time to time we will send surveys to gauge opinion on how things are going in classes and in the community. We ask that all parents participate in these surveys so that the Leadership Team and teachers can evaluate the best course of action for all involved.

Special Committees – Our teachers, administration, and Leadership Team are stretched thin. We want to give students opportunities outside the classroom that will help unite and strengthen our community. We have ideas which include field trips, clubs, social gatherings, etc. However, in order for these ideas to come to fruition, parents are needed to help execute these existing plans. Without parent participation additional community activities are not possible.

### **STUDENT’S ROLE IN LIBERTAS**

Students are the heart of our community. Our expectation is for them to be fully involved in the daily needs of community days. We ask that students are always on the lookout for ways to help, and if asked that they willingly assist. There is often an opportunity to help with set-up and clean-up, as well as occasional transitions through the day. Cleaning up after themselves is essential, but we also ask that they take notice of their surroundings and even assist with cleaning up after others. In general, we just desire for them to be aware of the needs of the teachers and students that they are in community with and serve.

Students are required to meet the expectations of each class to the best of their ability to include academics as well as behavior. For students requiring academic accommodations, it is the responsibility of the parent to discuss and submit in writing an individualized plan for their student prior to the class start date. Teachers will hold those students to the adapted expectations of the parents. It is also the responsibility of the student to read and comply with the guidelines and facility policies outlined in the parent/student handbook.

## TUITION AND FEES

	AMOUNT	DUE DATE
Registration Fee	\$100/student	Time of registration
Late Registration Fee	\$175 / student	Time of registration
Student Supply & Facility Fee	\$65/student	Time of registration
Lab and Other Fees	MS Science - \$25 Physical Science - \$15 Biology - \$35 Chemistry - \$35 Anatomy - \$35 <i>A few other classes have additional supply/materials fees, which will be listed on the registration form.</i>	May 1 <sup>st</sup>
Tuition/Semester	\$240/Semester for each 2 day class (\$480 full year's tuition)  \$120/Semester for each 1 day class (\$240 full year's tuition)	1 <sup>st</sup> Semester - July 1st 2 <sup>nd</sup> Semester - Nov 1st <i>*If tuition is not received by July 1st, students will be moved to a waitlist.</i>
Tuition/Month	\$62.50/month for each 2 day class  \$ 31.25/month for each 1 day class	1 <sup>st</sup> of every month for 8 months (July – February)

Late Pick-Up, after 3:15 pm	\$15.00 per occurrence
Late Payment Fee (after the 7 <sup>th</sup> )	\$15.00 per student/per occurrence

Registration and Supply Fees are non-refundable. Tuition paid in July may be refunded if dropped by the first week, minus \$62.50/2 day class or \$31.25/1 day class. After classes begin, families commit to pay the full year's tuition regardless of any changes during the program year.

Monthly tuition payments are due the first of each month. All tuition payments can be made electronically through Venmo (Christina-Ayers-8); checks or cashier's checks (no cash please) are to be made payable to HUBB and placed in the communication box in study hall.

**Payments not received by the 7<sup>th</sup> of the month will be considered late and a \$10 per student fee will be added to tuition payments.**

## OTHER EXPENSES

Although the materials for LAC will be the materials that you will use in place of your current curricula (except for penmanship, spelling and math in the Grammar and Logic levels), curricula expenses also must be taken into consideration. A list of required curriculum and sources will be provided by June 1<sup>st</sup>. A supplies list will be sent to you one month before school begins. This list will itemize all of the school supplies required for each class.

## WITHDRAWAL

Please understand that when you enroll your child in LAC, your commitment is for the entire school year. It is very difficult for students waiting in our applicant pool to begin the program mid-year. In addition, our program is counting on your financial support for the year. You are expected to pay any remaining tuition owed at that time.

## PLACEMENT

Both the parents and the Leadership Team will determine the placement of students. We believe that students should be placed at a level where they can complete the assigned work fairly independently and successfully. Please remember that LAC is a rigorous and demanding program that covers subjects that your child may have not been taught before. As a result, students may be placed at a level different from where they would be placed in a traditional school. It is also possible that students will be asked to spend more than one year at a level to ensure that they have a firm grasp on the material taught.

## SUBJECT ROTATION

There are courses that we have decided to rotate to make home teaching easier on parents with children at different levels. This rotation reflects the current plan for rotation, however each year's schedule is subject to minor schedule changes.

<b>SCHOOL YEAR</b>	<b>HISTORY STUDIED (Three Year Rotation)</b>	<b>MS SCIENCE STUDIED (Two-Year Rotation)</b>	<b>BIBLE - SUBJECT STUDIED (Four Year Rotation)</b>	<b>HS Electives</b>	<b>MS LATIN (Two Year Rotation)</b>
<b>2022-2023</b>	American History (7 <sup>th</sup> -11 <sup>th</sup> ) Senior Omnibus: Modern History	Astronomy/ Chemistry/ Biology - Animal Kingdom	Hermeneutics and Bible Interpretation	Western & Political Philosophy; American Govt. / Civics	MS Latin B Verbs
<b>2023-2024</b>	Ancient History (7 <sup>th</sup> -11 <sup>th</sup> ) Senior Omnibus: Modern History	Earth Science/ Botany/ Human Anatomy Systems	Biblical Survey	Logic / Economics; Principles of Art	MS Latin A Nouns
<b>2024-2025</b>	Medieval History (7 <sup>th</sup> -11 <sup>th</sup> ) Senior Omnibus: Modern History	Astronomy/ Chemistry/ Biology - Animal Kingdom	Apologetic & the Bible	Advance Human Geography; Fundamentals of Entrepreneurship; Personal Finance	MS Latin B Verbs
<b>2025-2026</b>	American History (7 <sup>th</sup> -11 <sup>th</sup> ) Senior Omnibus: Modern History	Earth Science/ Botany/ Human Anatomy Systems	Systematic Theology	Western & Political Philosophy; American Govt. / Civics; Principles of Art	MS Latin A Nouns
<b>2026-2027</b>	Ancient History (7 <sup>th</sup> -11 <sup>th</sup> ) Senior Omnibus: Modern History	Astronomy/ Chemistry/ Biology - Animal Kingdom	Hermeneutics and Bible Interpretation	Logic / Economics	MS Latin B Verbs

## SAMPLE CLASS SCHEDULE BY GRADE

See class rotation schedule for each cycle of classes. Order is not important. Students should consider what is available in a given year. Student ability will have much to do with student progression, so this could vary from student to student.

7th Grade	8th Grade	9th Grade	10th Grade	11th Grade	12th Grade
	Pre-Algebra	Algebra I	Geometry	Algebra 2	
MS Omnibus / Rhetoric	MS Omnibus/ Rhetoric	HS Omnibus / Rhetoric	HS Omnibus/ Rhetoric	HS Omnibus/ Rhetoric	Modern O/R - Senior Seminar
MS Science A or B	MS Science A or B	Physical Science	Biology	Chemistry	Anatomy or Intro to Physics
MS Geography or MS Speech, Debate Mock Trial	MS Geography or MS Speech, Debate Mock Trial	HS Elective (check subject rotation for possible elective options)	HS Elective (check subject rotation for possible elective options)	HS Elective (check subject rotation for possible elective options)	HS Elective (check subject rotation for possible elective options)
		Bible 1	Bible 2	Bible 3	Bible 4
MS Latin A or B	MS Latin A or B	Latin 1	Latin 2		



# **LAC ACADEMIC DETAILS, POLICIES, PROCEDURES AND FACILITY GUIDELINES**

# LAC ACADEMIC DETAILS

## GENERAL DESCRIPTION OF A CLASSICAL CHRISTIAN EDUCATION

*A classical Christian education is made up of three distinct elements:*

1. God is the foundation of ALL teaching.
2. The proven method of the Trivium is followed and dictates what is taught and how it is taught.
3. Great Works are read and used.

*The Trivium includes three stages:*

1. The Grammar stage studies the fundamentals of disciplines in order to build a framework of knowledge within which later information can be organized. Questions of who, what, where, and when are the focus. Teachers at this level act as lecturers and coaches. They transmit information, plan and supervise the practice of that information, and motivate and tutor until the skills are mastered.
2. The Logic stage brings the grammar of disciplines into ordered relationships. The goal is to equip students with the thinking skills necessary to recognize sound arguments and ideas and to detect and correct fallacious ones. This stage addresses the questions of how and why. Teachers at this level act as midwives. They use the Socratic Method (leading questions) to help students give birth to an idea.
3. The Rhetoric stage seeks to produce students who can use language, both written and spoken, to express their thoughts eloquently and persuasively. Teachers at this level act as tutors. They set students on their own, supervise, and give feedback.

The goal of the Trivium is to educate students not in what to think primarily, but in how to think thoroughly, maturely, and biblically.

We highly recommend that you read Douglas Wilson's book *Recovering The Lost Tools of Learning* for a complete understanding of the benefits of and methods unique to a classical Christian education.

## HOMEWORK

LAC is a classical Christian program which is an academically rigorous one. Students must be diligent, detail-oriented, organized, studious, and committed. Expectations are high, but not unreachable by average students. It is important to remember that not every child is a straight "A" student and that your child's expectations of grades may have to be adjusted.

At LAC the classroom experience is designed to introduce subjects/concepts and discuss them. **Class participation is critical; and as a result, preparation for class is essential.** Homework is designed to develop mastery of the taught concepts and must be completed. We strive not to assign "busy" work.

We assign homework that will continue to reinforce the necessary elements of the week's lessons. Tests are designed to assess students' knowledge of information that they are expected to know. Parents frequently ask how much time their child will need outside of LAC to accomplish their homework assignments. This is a

difficult question to answer, because it depends on the child's ability to grasp the concepts and the child's ability to focus on getting the work done.

With that said, we believe that a school-aged child's full-time job is to be a student. It is also important to remember that our formally schooled counterparts spend at least seven hours a day in school and an additional couple of hours on homework each evening. Please leave room for the possibility that school might take a little bit longer than it has in the past and/or that on a busy week, homework might have to be finished on Saturday.

Our expectation is that all homework will be done independently, completely, neatly, to the best of the student's ability, and on time. The use of answer keys to aid in the completion of homework is not permitted. But all homework should be graded when turned in unless otherwise directed by the teacher. Students' assignments for the upcoming week will be posted to the Class Homework pages of PraxiPower by 6:00 pm, Sunday. It is the responsibility of all LAC families to obtain their assignments each week. Unless otherwise stated, all assignments are due the following class meeting time.

### **Illness and Late Work**

If your child is ill and unable to complete his assignments, you or your child must contact the teacher to inform them. LAC is training students in time management and responsibility. All homework received after the due date is considered late. Late work will be reflected in the student's assignment grade. Late work without approval/teacher notification will receive a zero.

### **Grading Homework**

Students and parents will be responsible for grading most homework assignments. Some teachers may want to grade and review all or some homework assignments but they will communicate that. Ungraded homework will not be considered complete. Major assignments such as essays, projects, and research papers will take time to be graded by the instructor but should be returned within two weeks of submission.

### **TESTING**

At LAC, we see tests as an opportunity to apply what students have learned. They also serve as practice for students who do not test well. Every test is an opportunity for student growth.

### **GRADING POLICY**

There are many positive reasons to grade students' work. Grading helps develop accountability in students. It also motivates students to meet deadlines. Grading provides a good (not perfect) natural reward for hard work and consequence for lack of effort. It is also a capable measure for how well a concept is grasped.

Parents are always ultimately responsible for assigning a final grade in every class, as well as Honors designation for the work completed. Libertas teachers are not giving final grades, but individual assignment grades for a parent to use in determining a final grade.

## Grading

At LAC we record and deliver grades through an online grading program called PraxiPower. At the beginning of the school year, you will be given a username and password that will allow you to access your child's grades at any time. It is a program that enables you and your child to keep a close eye on their progress.

## Grading Scale

LAC desires for students to master the material they are taught. It is our desire to grade objectively. Whenever possible, teachers will be as detailed and upfront as possible about how grades will be determined. A student's grades are one way that we can determine whether mastery has been achieved. Our grading scale at LAC is A, B, C, D and F. Any grade of D or F is considered failing, based on traditional methods of granting credit for mastery. In order to make sure the classroom experience is a positive one for all, teachers will, each quarter, assess all students' academic participation in the class.

## ACADEMIC AND CONDUCT EXPECTATIONS

Our belief is that children learn best from natural consequences, and we ask that you support our effort in allowing those natural consequences to occur. For example: A student forgets his/her homework and asks to call a parent to retrieve it. We will not allow the parent to be called. The lesson of responsibility is taught swiftly with zeros on that day's assignments.

LAC provides a group-learning environment for your child, and while there are many benefits to a group setting it can have its downsides. Not every student can get the kind of one-on-one attention that you can give at home. In addition, while around his peers, your child may be exposed to language and discussions to which you would have preferred that your child was not exposed. Those situations may be difficult to avoid and are not without benefit. These experiences provide practical application for your teachings. These situations give your child the opportunity to make the right decision in a crowd or the wrong one in a safe atmosphere. Rest assured that although we don't have control over what children say or do, we do have control over how we react. The Leadership Team takes disobedient, disrespectful, and God-dishonoring behavior very seriously. All discipline matters will be handled following our Discipline Policy described in this handbook.

## Academic Warning

An academic warning is primarily a teacher's tool to let parents know their child is not adequately engaged in class in order to learn the material being presented. It is not meant to be an indicator of ability, nor intelligence but effort.

Students are expected to maintain a 70% or above in overall preparedness and participation in each of their classes. Any student who receives a first or second semester final grade of 69% or below in any subject will be placed on academic probation. The parents of the student, student, teacher, and a member of the Leadership Board will meet to discuss the details surrounding the issue. If the student shows a willingness to improve, he/she will be allowed to continue at LAC. If the student is able to achieve a 70% or higher in all of his/her subjects during the following semester, the academic probation will be lifted. If the student's grades do not improve, he/she may be asked to take the course again or leave the program. If a student receives a 69% or

below in more than one class during any one semester, the student may be asked to leave the program. These issues will be evaluated on a case-by-case basis.

## **Academic Misconduct**

Any form of academic dishonesty or misconduct will not be tolerated at LAC. This includes, but is not limited to cheating, plagiarism, and a misrepresentation of one's work and/or efforts. Utilization of answer keys to aid in the completion of homework is not allowed.

We agree with Dartmouth College's code of conduct which states, "Any form of plagiarism violates the Academic Honor Principle. Plagiarism is defined as the submission or presentation of work, in any form, that is not a student's own, without acknowledgment of the sources." If a student copies the words of another author and does not give credit to the original source, he/she has plagiarized. If a teacher suspects that a student has plagiarized, that student will be asked if the words on his/her paper are his/her own. If the student confesses and asks for forgiveness, he or she will be forgiven, and be given a zero for the assignment. If a student is confronted, does not confess, and evidence proves otherwise or if a student commits a second offense, the misconduct may lead to expulsion from the program. The ultimate decision will be made by the Leadership Team.

## **MISSING WORK**

If you believe that a grade was misreported or an assignment was not recorded when it should have been, it is important that you show the teacher the graded assignment within one week of the grades being delivered. No grades will be changed after one week's time.

## **RESUBMITTING TESTS, QUIZZES AND PAPERS**

The resubmission of quizzes, tests, and papers is at the complete discretion of the teacher. Students (not parents) must get permission from the teacher before resubmitting a quiz, test, or paper. The resubmission must be typed and attached to the original. True or false questions must be accompanied by an explanation. Every resubmitted correct answer will be given half credit, unless the teacher decides otherwise. All resubmissions must be returned the following school day. Final tests cannot be resubmitted.

## **RESOLVING GRADE DISCREPANCIES**

If a student has a question about how an assignment, test, or quiz was graded, he/she may submit his/her question in writing along with the assignment, test, or quiz to the instructor of the class within one week. We encourage students to handle these issues directly with their teachers, not indirectly through their parents.

If you find a discrepancy in your student's final grades, you must bring the LAC graded assignment to the teacher within one week of final grades being delivered. No grades will be changed after one week's time.

## **GRADE REPORTS**

Grade reports will be given four times per year in each class. The goal for sending these reports is the 15th of October, December, March, and May. Final tests and assignments will be graded, and final grades will be available within two weeks after the last day of the semester.

## STUDY HALL

Study hall is a supervised opportunity for Logic and Rhetoric Level students. During this time, students bring their work and focus on completing their homework. This time consists of individual study. Students enjoy ample breaks and time with friends at lunch and elsewhere, so study hall should not be a time for socialization. To ensure a quiet study environment for those who need it, all students are expected to refrain from talking. Students who do not follow the instructions of the study hall monitor will need to be picked up by their parents.

There is no charge for study hall. This is offered as a convenience for students taking multiple classes with gaps in between. Remind your child to please be considerate of other students trying to complete schoolwork. Attendance will be taken at the beginning of study hall and students will not be permitted to leave once class has started.

**When registering for classes, please note that if a student has a gap period between classes, he or she is REQUIRED to attend study hall. This eliminates large groups of students coming and going from campus all throughout the day. If students do not attend study hall during their gap period, parents will be notified. If the situation is not resolved, a parent conference will be necessary to re-evaluate the student's schedule.**

## POLICIES

This section focuses on the details that help our program run well. Our intention is to be as clear as possible about our expectations, so LAC and all our families are structured for success. Many of these policies help protect the time and well-being of our students, parents, staff, teachers, and the Leadership Team.

### WEB AND EMAIL COMMUNICATION

To help manage the costs of our program and the time of our Leadership Team, teachers, and staff, we use one communication platform across all classes for consistency whenever possible.

It is the responsibility of every family to make sure that LAC has your current email address. **It is critical that you check your email regularly for important updates.** If you are not receiving regular emails from Libertas, please check with administration to make sure you are not missing important information.

### ILLNESS

We ask that you keep ill children at home. We would like to keep our group as healthy as possible. Please notify the Director and/or each of your child's teachers if your child is ill and unable to attend LAC. **It is the responsibility of the parent and student to communicate with teachers regarding homework that is due and as well as late work.**

## BRINGING ITEMS TO SCHOOL

Students should only bring items to LAC that are necessary to participate in class. Toys or weapons of any kind (knives/pocket knives, guns, lighters, razors blades, etc.) are not allowed. Any items brought on campus will be confiscated and a parent will need to pick the item up from the teacher or Leadership Team.

**Cell phones will be placed in a box at the beginning of each class and will remain there until class is over.**

They should be silenced during school hours and should not be taken out or used during class time for any reason. If a student must check their phone, they may do so between classes, at lunch, or in study hall. Phones are permitted to be out during study hall; however, if students are caught sharing screens or being disruptive, they will be asked to put them away. If a parent has an emergency and needs to contact their child, they can call or text the Libertas phone number and someone will get the student from class so they can call their parent.

**Airpods/earbuds are not permitted to be worn during class time. Students will be asked to put them away and any student who is wearing/using them during class will have them taken away for the day.** Any teacher, staff member, or member of the Leadership Team may confiscate any items they deemed inappropriate or being used inappropriately.

## ATTENDANCE/PUNCTUALITY

If a student will be absent from one or more classes, please email the teachers or text the Libertas phone number and let us know. For vacations, activities, etc., parents and/or students ought to notify teachers in advance. In the case of unexpected absences, please notify the teachers as soon as possible. Students should make up work within one week of the absence, unless other arrangements have been made.

Punctuality is not only a part of character training for our students, it is also essential to classroom management. Please make sure your child understands the importance of arriving on time to each class. Tardiness will be noted, and at the teacher's discretion may be considered an academic or behavioral issue. Likewise, punctuality also means being ready to begin learning at the time class begins.

## COMING AND GOING FROM CAMPUS

Students are under the direct supervision of LAC staff and volunteers only when they are in the designated locations. If a student arrives late, leaves early, or goes somewhere for lunch, they are no longer under the supervision or responsibility of LAC. This includes leaving campus by foot or visiting areas that are not under the supervision of LAC. This is an issue between parents and their child; we trust your child will understand your expectations in this regard. LAC staff can only tell you if your child is present in class or study hall, not where they've gone if they leave. **All new students will be provided a key card at the beginning of the 2023-24 program year. They will be required to wear it where it can be seen, so that they will always have access to the building in addition to identifying that they are a registered student at Libertas. New or returning students that lose their key card should report it to the administrator immediately and will be required to purchase another for \$5.**

## BEHAVIOR POLICY

Our behavior and discipline policies are designed to help students thrive academically, to develop self-control, and to mature in character. Students receive the maximum benefit from exemplary behavior. Our expectation is that students will:

Attend classes on time, prepared and ready to learn and work.

Participate and cooperate.

Avoid inappropriate language and conversations in class and on campus.

Respect adults, students, property, and classroom rules.

Refrain from offensive language, fighting, improper physical conduct, and non-biblical behavior.

## MISCONDUCT

Generally, misconduct is any activity, on campus, during LAC hours, that interferes with, disrupts, or adversely affects the community, its personnel, or other students. Misconduct will result in disciplinary action determined by the Board unless otherwise stated.

A list of examples of misconduct are included in Appendix A, but it should not be considered an exhaustive list and any conduct outside of a Christian community expectation is subject to the behavior policy. Appendix A is part of the LAC Family Handbook and all community members should be aware of and abide by all that is outlined within it.

### **SEXUAL & OTHER FORMS OF HARASSMENT:**

LAC seeks to promote a safe and healthy environment in which all of our students can reach their full spiritual, physical, and academic potential. LAC will not tolerate verbal or physical conduct by any student or other person which harasses, disrupts, or interferes with another's school experience as a student or that creates an intimidating, offensive, or hostile school environment.

**DRUG AND ALCOHOL POLICY:** The Administration and Staff of LAC is dedicated to preventing and eliminating substance abuse on community property. The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, vaping devices and paraphernalia, or the abuse of prescription or over the counter drugs by any student on LAC property at any time is forbidden. This also includes being on campus under the influence of any substances or beverages. Transgression of this rule will result in disciplinary action. See Appendix A of Handbook for a more detailed description.

**NOTES ABOUT STUDENT WEBSITES/SOCIAL NETWORKING:** Libertas Academic Collaborative has deemed that the inappropriate use of social networking websites (i.e. Facebook, Twitter, Instagram, SnapChat, Group Texts, Emails, etc.) is not compatible with the purpose and mission of LAC. Any student found using these sites in an inappropriate manner, may be subject to disciplinary action

## STUDENT DISCIPLINE POLICY

If students violate any of the rules outlined in our manual or given by a teacher or a member of the Leadership Team, the behavior will result in one or more of the following:

Verbal warning given during class.



Dismissal from the classroom to study hall; and/or parent contacted.

Conference/communication with the teacher, director, or another member of the Leadership Team.

In recurring instances, the teacher or support staff member who observed the behavior will confer with the Leadership Team regarding the student's behavior. Depending on the offense, a verbal reprimand will occur immediately, or parents will be contacted. The Leadership Team will determine what, if any, punishment will be given.

Punishments must be carried out in a timely and thoughtful manner. It is possible that a student would be asked to write a letter of apology. That written apology must:

Admit and explain how the offense was wrong.

Ask for forgiveness.

State what restitution will be made, if necessary.

Cite biblical references and state how the problem will be resolved and prevented in the future.

A student may also be asked to verbally apologize to the person(s) he/she has offended. If the offense was one-on-one, an apology is made to the offended person with the teacher or parent present. If the offense was public, then the student may be asked to make a public apology, either in class or in the presence of those in whose presence the offense took place with the teacher or administrator present. The student may choose to either read the apology or speak directly to the offended party/parties. However, if the student chooses to speak directly, all elements of the written apology must be included.

If a student continues to act inappropriately or disrespectfully, he/she may be asked to leave the program. The Leadership Team will assess each situation and determine the course of action that suits both the student and the program best.

## DISCIPLINARY SYSTEM

**In accordance with the Behavior and Misconduct sections outlined in the handbook and Appendix A, a guideline of the disciplinary system that may or will be followed due to any issues that arise can be found in the attached Appendix A and on the resource tab of Praxi.**

### SEVERE DISRUPTIONS

In the case of extreme inappropriate behavior, in which the student causes a major disruption in the classroom, or on campus, causes bodily injury to anyone, or harms church property, more severe disciplinary actions may be taken immediately, at the discretion of the Leadership Team, forgoing the process outlined above. The student may be suspended from classes, pending Leadership Team action.

## TEACHER DISCIPLINE POLICY

If a staff member conducts himself/herself inappropriately, violates confidentiality, or shows an inability or unwillingness to fulfill the responsibilities of the position, the Leadership Team will decide the disciplinary action that should be taken on a case-by-case basis.

## TEACHER/STUDENT COMMUNICATION POLICY

There is an important relational component to LAC. Many of our students have amazing connections with their teachers. They have a good rapport in class. They talk with each other in the halls or at lunch. They might email on occasion. Many students have asked their teachers to be friends on Facebook or follow each other through twitter or blogs. Deep, meaningful, healthy, and time-enduring relationships are being formed and cultivated.

With that said, it is important to let you know that each teacher has a right to his/her own opinion outside of the classroom and to express that opinion through social media, the blogosphere, etc. Their expressed opinions aren't necessarily the opinions shared by the Leadership of LAC. We have asked our teachers to be mindful of what they communicate outside of the class – making sure what they post doesn't harm or reflect poorly on them, our students, LAC, or Christ. Although we trust our teachers implicitly to uphold that standard, we encourage parents to befriend people whom your child has friended on Facebook, follow and read the tweets and blogs that your child posts, etc. These activities will prove to be fruitful discussions.

## CONFIDENTIALITY OF PERFORMANCE AND CONDUCT

Our expectation is that all teachers and support staff behave in a Christ-like manner. To accomplish this, all staff must respect the confidentiality of students. They must always speak positively about students and families and keep grievances and private matters private. Any behavior or academic concerns should be addressed privately with a member of the Leadership Team.

## GRIEVANCE PROCEDURES

At LAC, all grievances should be resolved by following the process outlined in Matthew 18.

1. First, go to the person with whom you have the conflict or trouble and try to resolve the matter in a biblical way.
2. If not resolved, take the concern to one member of the Leadership Team. The two of you will then address the offending person.
3. If the grievance is still not resolved, it should be taken to the other members of the Leadership Team. Then the Leadership Team will address the concern with the offending person. *(Prior to this process, please consult the handbook to determine if your specific grievance is addressed within.)*

## GENERAL APPEARANCE

Students, teachers, and support staff are asked to dress professionally and modestly. Students, with their parents guidance, should carefully consider their wardrobe choices for community days. Clothing should be appropriate for learning in a group setting. As a rule, clothes should cover appropriate areas of the body completely, specifically the full torso – chest, midriff, buttocks, etc. and upper thighs. No undergarments should be visible at any time. No offensive or controversial/political messages or symbols should be worn. **Students wearing hoodies should refrain from wearing their hood during class time.** Students who wear clothing items that fall in these categories will be asked by a member of the Leadership Team or a teacher to refrain from wearing the outfit or clothing item again. If he/she continues to wear items that are unacceptable, a parent will be called to pick up their child or bring them another set of clothes.

## SEVERE WEATHER

It is possible that severe weather will prevent us from holding classes. Parents will receive an email notification by 7:00 am Tuesday and/or Thursday morning, if classes are canceled. We will follow the lead of Leon County School Board in most circumstances.

## EXPENSE REIMBURSEMENT

If you incur any pre-approved expenses for the school, you may turn in your receipts to the Director within 30 days of incurring the expense.

## FORGOTTEN ITEMS

Items left at the church after school hours will be left in the church's lost and found basket or the Libertas bag in the study hall. If you have misplaced something, please look in both places or email administrator at [hubb.ayers@gmail.com](mailto:hubb.ayers@gmail.com).

## LUNCH

There will be a lunch break from 12:15-1:00pm. Students will be provided an area to eat lunch and those who are remaining on campus should be in the designated lunch areas only. The students are allowed to eat in the youth room or at the playground space behind the building (exit in the youth room). Locations may be altered or no longer available at any point due to any changes that may occur in the facility policies and will be reflected in Appendix A. Students are asked not to use the water retainage area out back, eat lunch in the lobby, wander the hallways, or return to the classrooms earlier than 12:55. Students will be monitored; however, they are providing oversight only. Parents are welcome and encouraged to come on campus to eat lunch with their child or pick them up if their child requires more individual supervision. It is the responsibility of the student to follow the direction of his/her parents.

**We also ask that if parents allow their students to leave campus for lunch to visit local restaurants or businesses, that parents discuss with their students appropriate behavior and the importance of behaving in a way that is representing themselves well and honoring God. Their behavior should be a blessing and not a burden to these establishments.**

## MATERIALS

This handbook and all other materials are property of LAC. We ask that you don't share or copy any of these materials with anyone outside the program without consent of the Leadership Team.

# CAMPUS SAFETY AND FACILITY GUIDELINES

Keeping our students safe is important to us. Unfortunately, we live in an uncertain world, and we need to plan for a variety of situations. Attendance will be taken at the beginning of each class and study hall so that we have an account of where students are in case of an emergency. Please remind your child that they need to either be in class or study hall during class hours.

Doors on campus are locked at all times and should remain closed. Please do not prop open doors.

When doors are locked students/parents should use their key cards/fob to enter the building. If a student or parent does not have their key to enter, they will need to text the Libertas number and the study hall monitor will send someone to open the door. DO NOT ring the doorbell if locked out of the building.

For parents that do not have a key fob, you may purchase one from the administrator for \$5. If a fob is lost, please report the loss immediately to the administrator and you will be required to purchase a new one. Students will be supplied with one key card. Parent key fobs can be used every year, so this is a one-time fee. We require everyone to have a key card or fob to get in the building.

In case of an emergency, we will follow the security protocols set forth by Four Oaks Church. We will notify parents via text immediately of any issues on campus. If the building is locked down, students will be required to remain in the building or in their classrooms with the doors locked, depending on the situation. During a lockdown, no one will be able to enter or leave the building until the lock down has been lifted. When the lock down is over, we will send out another text. Hopefully, this is not an issue we will ever have to experience. (The church will make the determination of major security issues.)

## FINAL NOTE ABOUT THIS HANDBOOK

From time to time, adjustments may need to be made to our handbook. If this should be necessary, changes or additions will be made to Appendix A, which should be considered “living documents”. They may address any specific year by year needs, as well as midyear policy or guideline changes or additions, and a copy will be made available to parents and students. By acknowledging this document and attending classes, both parent and student agree to comply by the direction outlined within the handbook and all additional appendices.

# APPENDIX A

## MISCONDUCT

Generally, misconduct is any activity, on or off campus, during or outside of school hours, that interferes with, disrupts, or adversely affects the co op , its personnel, or other students. Misconduct will result in disciplinary action.

Misconduct includes, but is not limited to, the following types of conduct:

1. Fighting, including any assault of co op personnel or other students, or any use of violence, force, coercion, threats, or other such conduct, or urging other students to engage in such conduct.
2. Exhibition of aggressive behavior, including bullying.
3. Insubordination to LAC personnel, including failure to follow directions.
4. Verbal abuse of LAC personnel or other students.
5. Use of vulgar or profane language and gestures.
6. Engaging in disruptive behavior or conduct.
7. Stealing, damaging, or misusing the LAC's or another person's property.
8. Truancy and attendance violations.
9. Inappropriate displays of affection.
10. Lying or deception, including forgery or cheating.
11. Continued lack of academic preparedness.
12. Publishing, posting, or transmitting threatening, intimidating, insulting, harassing, illegal, immodest, or otherwise inappropriate comments or pictures on the Internet or social media websites.
13. Repeated incidents of misconduct, including repeated refusal to comply with LAC rules.
14. Any acts that directly or indirectly jeopardize the health, safety and welfare of LAC personnel or other students or that violate the LAC rules.
15. Possession, use, control, or transfer of any firearm, knife, martial arts device, or any other object that may be construed to be a weapon, including look-alikes. This prohibition applies regardless of whether a student is licensed to carry a concealed firearm. A student having in his possession and/or displaying, using, or threatening to use any weapon or any instrument that could be classified as a weapon on the campus or at an LAC activity shall/may be terminated from LAC, without refund of fees, and turned over to appropriate law enforcement personnel, at the discretion of the Board.
16. Possession, use, distribution, purchase, sale, or being under the influence of alcoholic beverages, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, tobacco or tobacco products, any alternative nicotine

product, or any cartridge or component of an alternative nicotine product on LAC premises grounds or at a LAC-related event. The term “possession” for the purposes of this provision, may include when a student is(a) aware of, (b) in the proximity of or has access to, and (c) fails to promptly remove him/herself from the premises where the alcohol, illegal drugs, drug paraphernalia, look-alike drugs, controlled substances, medical cannabis, tobacco or tobacco products, any alternative nicotine product, or any cartridge or component of an alternative nicotine product is present or being used, distributed, purchased, or sold by a minor. See the resources tab on Praxi for a more detailed description.

*This Code of Conduct is not intended to be an exhaustive list of misconduct that will subject students to discipline; therefore, LAC reserves the right to discipline a student for any conduct LAC, in its sole discretion, considers worthy of discipline, even though the specific conduct is not mentioned in this Code.*

Below are some *guidelines* on how some specific matters may be handled if they become elevated to a Disciplinary Matter

## **DISCIPLINARY SYSTEM**

**Category 1** (handled by the teacher in the classroom, and then logged by the teacher Praxi with an email sent to the parent)

- Excessive Talking
- Minor dress code violations
- Disruptive / uncooperative / rude / discourteous behavior
- Having inappropriate symbols, words, or drawings on books, materials, or clothing
- Horseplay (during class or in-between classes) - Minor public displays of affection including hand holding, hugging, or kissing
- 3 Unexcused Tardies to class in a quarter
- Disrespect of another student or staff member
- Leaving assigned area or classroom without permission
- Lying or acts of dishonesty
- Inappropriate language or gesture
- Suspicion of cheating
- Cutting Class (arriving to class more than 10 minutes after the tardy bell without a pass)

**Category 2** (handled by the teacher and/or board, and then logged by the teacher or administrator in Praxi with a phone call or an email sent to the parent)

- Disrespect to a teacher
- Major dress code violations that require intervention from administration - Inappropriate use of personal or another person’s property
- Derogatory remarks to others (including but not limited to sexual comments, violent comments or other clearly inappropriate comments.)
- The use of racial slurs
- Using or writing improper language (extreme)
- Forging a parent’s signature
- Plagiarism/cheating, will also result in academic penalty (HW, Classwork, Quiz or Test)
- Leaving campus without permission

**Category 3** (Teacher elevates matter to board. Board must be involved with an email, phone call, or parent meeting- whichever situation is deemed most appropriate and may result in suspension or dismissal from program )

- Bullying and Harassment in person, writing, or social media (as defined in the handbook)
  
- Physical altercation
- Tampering or damaging the church's property , another student's, or teacher's / staff member's property - Using the internet improperly (Acceptable Use Policy violations)
- Extreme disrespect to staff or students
- Extreme behaviour issues
- Extreme belligerence or defiance to authority
- Misconduct during prayertime or general assemblies
- Publicly criticizing LAC policies and/or staff
- Stealing
- Carry or using tobacco, e-cigarettes, or any vapor products on or off campus - In possession of any illegal item
- Pretending to use or have drugs (legal or illegal)
- Pulling fire alarm
- Possession of or posting lewd material on or off campus or via the internet and social media
- Breaking in or vandalizing the campus or property
- Threat of physical abuse to teacher, staff, student or property
- Possession of incendiary materials or device
- Bringing or pretending to have alcoholic beverages on or off campus
- Acts of sexual immorality on or off campus (including social media)
- Carrying sharp objects or any kind of weapon

**Category 4- Expulsion** (Board will meet with parents)

- Repetition of any Category 3 action
  - Excessive acts of violence
  - Bringing any item to LAC premises that is determined to be a weapon with intent to cause harm
  - Bringing any illegal items or controlled substances to LAC premises with intent to use or resale
- Expulsion of a student will occur for any violation deemed necessary by the administration. Disqualification from Re-Enrollment for the following school year may result from an accumulation of excessive violations within the school year.

**OFF-CAMPUS CONDUCT:** Students attending LAC events that take place off campus must always adhere to and abide by all policies, rules, and regulations. Any violation may result in disciplinary action and/or dismissal from LAC.

**DRUG AND ALCOHOL POLICY:** The Administration and Staff of LAC is dedicated to preventing and eliminating substance abuse on LAC church property and at LAC-sponsored activities. The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, vaping devices and paraphernalia, or the abuse of prescription or over the counter drugs by any student on LAC church property, or while attending or participating in any LAC- sponsored activity, or at any time, is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the coop, even for a first offense. Any student selling drugs on LAC property or at LAC functions may be immediately expelled. In the enforcement of this

policy, LAC may also conduct random searches as set forth in this handbook. Because LAC is committed to a drug-free environment, the LAC reserves the right to perform drug testing as needed as an enhancement to the co-ops existing education and prevention initiatives. Research shows that drug testing is a powerful deterrent to drug use. If testing is performed, students will be tested by submitting to a urine test, which will take place at random or if a reasonable suspicion exists. The tests will screen for nicotine, marijuana, cocaine, opiates, amphetamines (both ecstasy and methamphetamines), and phencyclidine (PCP), barbiturates, benzodiazepines, and synthetic cannabinoids (K2 and Spice). Students will be randomly selected for the drug testing throughout the year or if a reasonable suspicion exists. If a student takes any action to avoid, manipulate, or interfere with the test or the test results, it will be considered a positive result, and disciplinary action will be taken. All drug screening will be administered through the assigned clinic and under the supervision of the clinic staff. Parents will be notified prior to the testing of their child. If a student tests positive, a parent/guardian will be contacted directly by the Dean of Students and a meeting will be scheduled. The parents will receive an explanation of the test results, to include the type of drug, level of use, and window of time of use. Refusal to participate in such a test may result in expulsion from LAC. Any student who voluntarily seeks help for substance abuse will receive confidential assistance and referral. The Administration will try to seek appropriate parental and counselor involvement to assist the student.

If a student tests positive because of a urine drug test, and the student's parent protests the test, the student will be required to submit to a controlled substance screening blood test at a recognized medical facility or laboratory at the parents' expense. A blood test will provide specific details as to any controlled substance, including nicotine, that may be present in the student's system, and the level of concentration. The student must submit to the blood test within 72 hours of being notified by the administration and show proof of such. Students who test positive because of a drug screening conducted by LAC will face disciplinary action up to dismissal from LAC.

## **SEXUAL & OTHER FORMS OF HARASSMENT:**

LAC seeks to promote a safe and healthy environment in which all of our students can reach their full spiritual, physical, and academic potential. LAC will not tolerate verbal or physical conduct by any student or other person which harasses, disrupts, or interferes with another's education experience as a student or that creates an intimidating, offensive, or hostile environment. No form of harassment will be tolerated, including harassment because of a student's race, national origin, disability, age, or sex. Special attention should be given to sexual harassment. No student, either male or female, should be subjected verbally or physically to unsolicited and unwelcomed sexual overtures or conduct. Such behavior will not be tolerated and shall result in disciplinary action, up to and including dismissal from LAC.

Prohibited sexual harassment or offensive behavior includes, but is not limited to: - Unwanted physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions.

- Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references.

- Demeaning, insulting, intimidating, or sexually suggestive comments about an individual. - The display, on LAC premises, of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs.

- Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages or postings (i.e., e-mail, Twitter, Facebook, Instagram, SnapChat, Group Texting, You-Tube, TikTok, etc.)



*Again this Code of Conduct is not intended to be an exhaustive list of misconduct that will subject students to discipline; therefore, LAC reserves the right to discipline a student for any conduct LAC, in its sole discretion, considers worthy of discipline, even though the specific conduct is not mentioned in this Code.*

# PARENT AND STUDENT ACKNOWLEDGEMENT

## PARENT ACKNOWLEDGEMENT

We understand and acknowledge that Libertas Academic Collaborative is a nonprofit, parent-led, Classical Christian homeschool community and our participation as both community members and parents is essential to our child's success.

**Parent Initials:** \_\_\_\_\_

We understand and acknowledge that the responsibility for final grades, and our child's academic progress is ultimately our own. That issues of discipline and character training are also our responsibility. That the Libertas community will come alongside of us in this endeavor, and in return the expectation is that we will come alongside the other families as well, all striving to honor our Father in bringing up the next generation to His Glory.

**Parent Initials:** \_\_\_\_\_

We understand and acknowledge that it is our responsibility to use the parent portal for information regarding our student's homework, grades, attendance, and communications. It is also our responsibility to regularly check and read emails for weekly updates and important communications.

**Parent Initials:** \_\_\_\_\_

We understand and acknowledge that the policies and procedures contained in this handbook, including any appendices, are the boundaries of our community life, applied with grace and prayerfulness to each situation our community finds itself addressing. It is our responsibility to be aware and abide by all policies and guidelines outlined in the 2023-2024 Libertas Family Handbook. Failure to adhere to the guidelines set forth in the handbook could result in suspension of our student for a period of time or ultimately dismissal from the program.

**Parent Initials:** \_\_\_\_\_

We understand and acknowledge that as the parent and primary teacher, it is our responsibility to have our child read over the handbook and to discuss the importance of following community policies and procedures, prior to signing the student acknowledgement page. My initials and signature certify that I have reviewed the student acknowledgement form with my student and his/her signature indicates their understanding of and agreement to abide by the LAC Family Handbook.

**Parent Initials:** \_\_\_\_\_

We understand that when registering for classes, we have financially committed to a full year (or full semester for one semester classes). We understand that after the first week of classes, there are no refunds for tuition, and if full payment has not been submitted, the full amount is due upon withdrawal. If students

withdraw after July 1st but before the second week of class, tuition may be refunded minus one month tuition.

**Parent Initials:** \_\_\_\_\_

We understand and acknowledge that semester payments are due on July 1st and November 1st; Monthly tuition payments are due on the 1st of each month. Any payments made after the 7th of the month are considered late and a late fee of \$10/student will be added to the outstanding balance. In addition, we understand and acknowledge that if our first semester or first month tuition is not paid by July 1st, my student(s) may be moved to a waitlist for all classes until tuition is submitted, any waitlisted students will take that spot, and we may be forfeiting our seats in classes.

**Parent Initials:** \_\_\_\_\_

We understand and acknowledge that in order for our registration to be complete, all registration forms need to be submitted online and this document will need to be returned with registration fees.

In addition, we certify that at least one parent has scheduled an appointment to meet with members of the Board prior to the end of the current program year. (April 27, 2023 for currently enrolled families or prior to registration for new families).

Parent Acknowledgement Signature: \_\_\_\_\_

Print Parent's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Notary:**

**STATE OF FLORIDA**

**COUNTY OF \_\_\_\_\_**

**Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of**

**\_\_\_\_\_, 20\_\_ by (name of person making statement)\_\_\_\_\_.**

**(Signature of Notary Public State of Florida)**

\_\_\_\_\_

**(NOTARY SEAL)**

## STUDENT ACKNOWLEDGEMENT

As a student enrolled in Libertas Academic Collaborative, I have read, understand, and acknowledge the policies and procedures contained in the 2023-2024 Libertas Family Handbook, including appendices.

**Student Initials:** \_\_\_\_\_

I understand and acknowledge that by enrolling in this community, I am responsible for my academic progress, my social interactions, and my conduct while on campus. Failure to adhere to the guidelines set forth in the handbook could result in suspension for a period of time or ultimately my dismissal from the program.

**Student Initials:** \_\_\_\_\_

I understand and acknowledge that, in addition to the Family Handbook, it is my responsibility to follow the guidelines and expectations of each teacher and class that I am enrolled in and that failure to adhere to the class guidelines could result in dismissal from class to study hall for the class period, dismissal from campus for the day, or I may be withdrawn from that class permanently.

**Student Initials:** \_\_\_\_\_

I understand and acknowledge that it is my responsibility to use the student portal as directed by my teachers for homework and communications. It is also my responsibility to regularly check and read classroom and community emails.

**Student Initials:** \_\_\_\_\_

I agree to abide by community standards and treat all those I encounter, with dignity, respect, and love.

**Student Initials:** \_\_\_\_\_

1st Student Acknowledgement Signature: \_\_\_\_\_

Print Student's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

2nd Student Acknowledgement Signature: \_\_\_\_\_

Print Student's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

3rd Student Acknowledgement Signature: \_\_\_\_\_

Print Student's Full Name: \_\_\_\_\_

Date: \_\_\_\_\_