

Humboldt Unified School District



Liberty Traditional School

2024-2025

Parent and Student
Handbook and Agenda

At Liberty Traditional School we create and uphold a challenging, patriotic environment that encourages our students to own their academic successes. Our highly structured, academic culture prioritizes basic, traditional skills and values so our students learn to become positive role models in the community.

3300 N. Lake Valley Rd.
Prescott Valley, AZ 86314
(928) 759-4500
lib.humboldtunified.com

Kindergarten through 8th Grade

7:45 AM - 2:30 PM

Liberty Traditional School 2024-2025 School Calendar

July 30	Back to School Night Kinder - 4th grade
July 31	Back to School Night 5th - 8th grade
August 1	1 st Day of School
August 30	No School
September 2	Labor Day No School
September 12	1 st Qtr. Progress Report Cards in Parent VUE
September 20	Picture Day (Dress code only)
October 4	Walk-A-Thon
October 4	End of 1 st Qtr/2 hour early release
October 7-11	Fall Break
October 17	1 st Qtr. Report Cards in Parent VUE
October 21-25	Book Fair
October 23-25	Parent Teacher Conferences
October 31	Picture retake day
November 4	Liberty Days Performance
November 8	No School
November 11	No School Veterans Day
November 14	2 nd Qtr. Progress Reports in Parent VUE
November 27-29	Thanksgiving Holiday
December 11 & 12	Christmas Program
December 20	End of 2 nd Qtr/2 hour early release
December 23-Jan 3	Christmas Break
January 6	Return to School
January 9	2 nd Qtr. Report Card in Parent VUE
January 20	No School Martin Luther King Jr. Holiday
February 6	3 rd Qtr. Progress Reports in Parent VUE
February 13	LTS Science Fair
February 17	No School Presidents Day
February 25	MS and Kindergarten Open House
February 24-28	Book Fair
February 27	Literacy Celebration
February 27	Spring Pictures (free dress)
March 14	End of 3 rd Qtr/2 hour early release
March 17-21	Spring Break
March 25	8 th grade Newspaper Night
March 27	3 rd Qtr. Report Cards in Parent VUE
March 27	6 th grade Social Studies Country Reports
March 28	Kinder cap and gown/8 th grade promotion pictures
April 1-30	AASA testing
April 3	7 th grade Social Studies Living Museum
April 17	4 th Qtr. Progress Reports in Parent VUE
April 18	No School-Good Friday (Spring Recess)
April 21	No School—Teacher In-Service
April 24	5 th grade History Night
May 22	Last Day of School/2 hour Early Release/4 th Qtr. Report Cards in Parent VUE

SCHOOL AND FAMILY PARTNERSHIP

Parent Pledge

- ★ I will help my child to do well in school. I will encourage my child to work hard in school and cooperate with teachers and other students and be respectful to all people in our Liberty community.
- ★ I will send my child to school on time each day with a positive attitude about school and about being a student. If my child is absent due to illness, I will see that the missed work is made up.
- ★ I will make sure my child is following the dress code.
- ★ I will read notices from the school and communicate with teachers or others regarding questions that I have about school programs or my child's progress.
- ★ I will participate in parent-teacher-student conferences and other school events.
- ★ I will check to see that my child completes the homework that is assigned. I will encourage my child to discuss homework, class-work, report card grades, and academic goals. I will sign the homework book daily and utilize it as a communication tool with teachers.
- ★ I will volunteer to work at school or at home to conduct activities to assist my child, the teacher, class, and/or community.
- ★ I will help my child to follow and adhere to the Liberty Traditional Student Expectations.
- ★ I have read and understand the Liberty Traditional School Handbook and agree to support the school's policies and procedures.

Date: _____ Signature: _____

Student Pledge

- ★ I will do my best in school. I will work hard and cooperate with my teacher and other students.
- ★ I will attend school on time each day with a positive attitude about school and about being a student. If I am absent due to illness, I will make up class-work or homework that I missed.
- ★ I will follow Liberty's dress code.
- ★ I will take notices home from school promptly and deliver notices to my teacher from home. I will participate in parent-teacher-student conferences and inform my family about school activities and events.
- ★ I will complete my homework assignments. I will discuss homework with my family to share what I am learning in class. I will discuss my report card grades and academic goals with my family.
- ★ I will welcome volunteers to my school, and work with parents or others who assist my classmates, my teacher, my school, or me. I will contribute my talents and time to my family, school, and community. I will show courtesy and respect to fellow students, staff, and volunteers.
- ★ I will follow and adhere to the Liberty Traditional School Handbook and agree to follow the school's policies and procedures.
- ★ I have read and understand the Liberty Traditional handbook and agree to follow the school's policies and procedures.

Date: _____ Signature: _____



Humboldt Unified School District #22

Dr. Christine Griffin, Superintendent
6901 Panther Path, Prescott Valley, AZ 86315
ph. (928) 759-4000 * fax (928) 759-4020

Title I Parent/Student/School Compact

The purpose of the school/parent compact is to foster the development of a school/parent partnership to help all children achieve the state's high standards. Improved student achievement will be the shared responsibility of parents, students, teachers, and administrators working together within the educational community.

Parent/Guardian Agreement

I want my child to achieve. Therefore, I will encourage him/her to excel in the following ways. I will:

- Ensure that my child has excellent school attendance and is on time to school.
- Work with the school in its efforts to maintain appropriate behavior.
- Monitor my child's homework and progress in classes.
- Encourage and praise my child's efforts and be available for questions.
- Provide a quiet, well-lighted place for study.
- Read to my child or encourage my child to read every day. (As a guideline, consider 20 minutes for K-3 and 30 minutes for grades 4-12.)
- Attend parent conferences and meetings and communicate regularly with my child's teacher.

Signature

Date

Student Agreement

It is important that I work to the best of my ability. Therefore, I will try my best to do the following:

- Attend school regularly and be on time each day, prepared to learn.
- Know and follow school and classroom rules.
- Treat adults and other students with respect.
- Do my best on school assignments.
- Complete and return homework assignments.
- Read each night.
- Give all school reports and notices to my parents/guardians.

Signature

Date

School Agreement

We want your child to succeed. Therefore, we shall strive to do the following:

- Communicate regularly with parents and families about their children's progress.
- Help parents identify ways to help their children learn to read.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment.
- Expect all students to learn to read.
- Address the student's individual needs and offer challenging opportunities for learning.
- Provide parents opportunities to volunteer and participate in their children's education.
- Provide a safe, welcoming environment for students and families.

Signature

Date

PARENT PICK-UP/DROP-OFF/TRANSPORTATION PROCEDURES

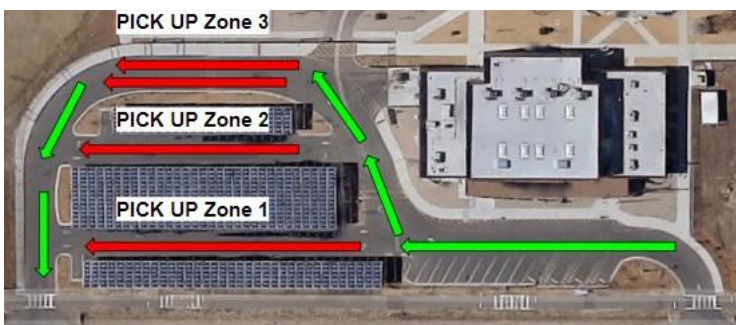
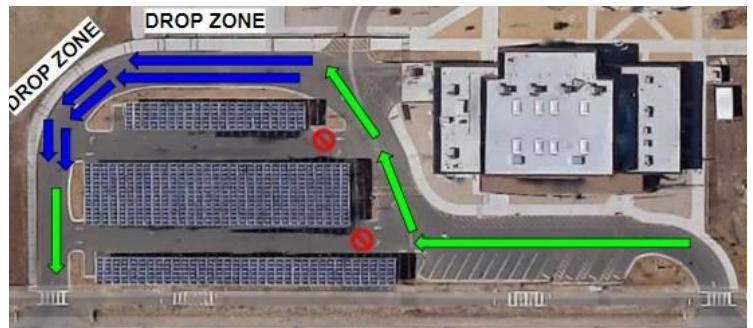
- **Student Safety Tags MUST be attached to student backpacks, and no student will be allowed to leave campus unless they have the appropriate tag; Parent Pickup, Bus and/or Walk/Bike.**
- **No student may be on campus before 7:25 AM**- there is no supervision until gates open at 7:15 AM.
- **Parent pick-up during school hours must be done before 2:00 PM (or 1:00 PM on Wednesdays).**
We do not release any students for the last 30 minutes of any day. This is to ensure that all students make it to their designated bus/pick-up locations.
- **We do not make changes of any kind over the phone. All changes must be in writing for the safety of our students.**
- **Tardy sign-in:** Parents will be required to sign-in students when they are tardy. Parents may not drop off after 7:40 AM without signing their student into school.
- **Calling in transportation changes:** All transportation changes must be written in the Agenda. Transportation changes will not be made by phone.

Kindergarten ONLY

- The North parking lot is for buses and kindergarten only.
- Parents will NOT be allowed on campus to drop off after the first two days of school.
- Parents will need to walk children across the crosswalk and to the gate.

Morning Drop Off

- Drop off begins at 7:25
- Parents may NOT exit their vehicle
- Students must be dropped off in **Drop Zone**
- Please pull all the way forward before allowing students to exit the vehicle
- We will use two lanes for drop off



After School Pick Up

- Parents may NOT exit their vehicle
- Cones will be set up to indicate where to wait for dismissal to begin
- Teachers will walk kids out to dismissal at 2:30pm
- We will use 4 lanes for pick up (see diagram)
 - Zone 1 - Tags 100-180
 - Zone 2 - Tags 181-260
 - Zone 3 - Tags 261-400
- Please have safety tag clearly visible
- Signage in parking lot will label pick up lane

-Please pull all the way forward before loading students

LIBERTY TRADITIONAL SCHOOL STUDENT EXPECTATIONS

Because Liberty students have a special responsibility to set high standards in behavior and attitude and because we understand why these standards are so necessary and so important, we will make these a part of our way of doing things each day. We will...

Respect our teachers by:

- Paying attention
- Following directions
- Bringing materials
- Listening carefully
- Speaking in turn
- Being on time
- Being polite

Respect our school by:

- Being kind and honest
- Being polite and respectful in our speech
- Listening to and supporting our classmates
- Being polite and respectful in our attitudes and actions toward others

Respect each other by:

- Being polite and helpful to others
- Treating all personnel considerately
- Keeping our campus clean
- Treating school property and materials with care

Respect ourselves by:

- Looking our best
- Being prepared
- Doing our best work
- Completing our work on time

MESSAGE FROM THE PRINCIPAL

Welcome to Liberty Traditional School! I hope our handbook provides the information that will help you and your children become a part of our learning community. We have a dedicated staff here at Liberty who are committed to providing an excellent, high-quality education. To achieve this goal, we work together to create a strong partnership between home and school. We encourage high levels of parental involvement and request consistent communication, practice of concepts at home, shared decision-making, and volunteering at school and PTO events. Your ideas, talents, and time will be greatly appreciated and will help to strengthen our school and our ability to educate your child.



MISSION STATEMENT

Liberty Traditional School is a cooperative effort of parents and staff working together to create and uphold a positive, patriotic, highly structured, and challenging core academic learning environment for every student. As partners, we challenge all of our children to reach their full potential as life-long learners and responsible citizens.

SCHOOL PURPOSE

Liberty Traditional School is an alternative school of choice within the Humboldt Unified School District that will provide a quality education for every student regardless of race, religion, cultural background, and intellectual ability. Our high standards are achieved through a rigorous back-to-basics traditional curriculum including systematic phonics instruction, reading, mathematics, science, history, and enrichment through music, art, and digital literacy. This provides students with the opportunity to meet or exceed state standards and is achieved by protected academic time, high parental involvement, and productive parent/teacher communication.

RESPONSIBILITY OF SCHOOL

Liberty maintains a challenging traditional curriculum and is committed to upholding and reinforcing traditional principles of responsibility, respect, honesty, discipline, and patriotism. Our school provides a partnership among parents, staff, and administration. We strive to provide an educational climate that encourages and motivates each student to achieve academic excellence within the scope of his/her abilities. High academic standards and expectations are consistently maintained. The school fosters and values positive, regular communication with parents.

RESPONSIBILITY OF PARENTS

At the heart of Liberty Traditional School's philosophy is the belief that parents have the intrinsic right and responsibility to be actively involved in their child/children's education daily. This is accomplished by reinforcing school policies and procedures, encouraging the child's development of educational standards, supporting the mission/philosophy of the school, and actively participating and volunteering in school programs and governance.

SCHOOL GOVERNANCE

Pursuant to A.R.S. 15-352-2B the school's council is the Liberty Advisory Council. It comprises the four PTO Executive Officers, the Volunteer Coordinator, and the school's five-member Leadership

Team (four elected teachers and one principal-selected support staff). The principal facilitates the council meetings by seeking advice in the decision-making process to ensure the consistent implementation of the school's philosophy and mission. Areas of advice include school safety and discipline policies, extra-curricular activities, parent/teacher/public relations, and principal selection. In keeping with policies on school governance, the administration and Humboldt Unified School District Governing Board reserve the right for final decisions.

INSTRUCTIONAL PROGRAMS

Liberty Traditional School adheres to the inclusive teacher-guided (direct instruction) model. This places the classroom teacher in charge of student learning as each child is guided through sequential lessons that provide a thorough foundation for understanding content. We offer this direct, whole-class teaching using basic educational strategies in subject areas. Our classrooms are inclusive with minimal pullouts and classroom interruptions.

Because of our school's emphasis on appropriating academic time for achieving and exceeding state academic curricular standards, non-curricular activities will be limited to before and after school hours. The following non-academic programs and philosophies are examples of what is not available during regular school hours: sensitivity training, values clarification, drug and alcohol programs, and education in human sexuality. In accordance with state and district guidelines, some programs may be available at other district schools or outside of the normal academic day. Liberty Traditional School is committed to its students in order to train the student's intellect and equip them with decision-making and problem-solving skills.

DRESS CODE

We believe that a uniform dress code is what is best for our students because uniform dress promotes a feeling of unity among students and allows them to focus on academic success. Liberty Traditional School is an HUSD school of choice. Parents or guardians who disagree with the uniform dress code may choose to enroll their child in another Humboldt school.

Administrators retain discretionary power regarding the dress code and reserve the right to evaluate any clothing for health and safety concerns. Administrators may determine on a case-by-case basis that particular clothing presents a potential safety hazard or educational disruption. The principal or principal's designee shall determine the appropriateness of any dress or attire not mentioned in this dress code.

Students who violate the dress code will be asked to fix the problem immediately. If the problem cannot be fixed immediately, the student will be sent to the office and a parent will be notified. The student will not be allowed back into class until he or she is in compliance with the dress code. See "Dress Code Violations" for warnings and discipline.

Please note: all clothing must be free of holes and tears and be in good repair.

Shirts

- Acceptable shirts at school are polo shirts or T-shirts and dress shirts or blouses.
- Shirts must be plain, solid red, white, navy, or royal blue.
- Logos, writing, stripes, or other graphics are not allowed on shirts. Exceptions: shirts imprinted with the Liberty logo are acceptable.
- School sports and club shirts may be worn by those participating in the current school year.
- Shirts must have sleeves. Cap sleeves are not allowed.
- Shirts must be tucked in at all times. Shirts must be long enough to stay tucked in.
- Shirts must be modest. Shirts should not be low cut, tight, extremely large, or see-through (undergarments may not be visible at any time).
- Shirts may be layered as long as they all are dress code color, fit, and style and are tucked in.

Sweatshirts, Sweaters, Jackets, and Coats

- All sweatshirts, sweaters, and hoodies worn in buildings must be a solid (with no logo) red, white, navy, or royal blue and fit properly.
- Only dress code-colored winter garments are to be worn inside the buildings.
- Sweaters and sweatshirts may be layered as long as they all are dress code color, fit, and style.

Pants

- Acceptable pants at school are uniform-style slacks or plain, loose, modest jeans.
- Pants must be a plain, solid navy blue or tan.
- Denim blue jeans are acceptable.
- Logos, writing, stripes, or other graphics are not allowed on pants. Pants may not be decorated with rhinestones, glitter, or extra embroidery that is a different color than the pant's original stitching.
- The waistline of all pants must sit at or above the top of the hip bones and pants must be ankle length.
- Pants must have no more than two front pockets and two back pockets. They may not have extra exterior pockets, loops, snaps, or zippers. No cargo pants.
- Pants must fit properly. Sagging pants and tight pants are not allowed.
- Sweat or knit pants are not allowed.
- Girls are allowed to wear capris that are dress code color, fit, and style.
- Leggings, yoga pants, or jeggings are not allowed.

Shorts

- Acceptable shorts at school are uniform style.
- Shorts must be a plain, solid navy blue or tan.
- The waistline of all shorts must sit at or above the top of the hip bone. Shorts must be no shorter than three inches above the knee.
- Baggie shorts, jean shorts, and cargo shorts are not allowed.
- P.E. Middle School shorts are to be basketball/gym style shorts (no spandex or leggings are allowed for P.E.).

Skirts and Dresses

- Uniform style skirts, skorts, jumpers, or dresses are acceptable attire.
- Dresses and jumpers must be red, navy blue or tan.
- Skirts must be a plain, solid navy blue or tan.
- Skirts must be no shorter than three inches above the knee.
- Solid navy blue, red, or white leggings may only be worn with skirts, dresses or skorts.
- Shorts, tights, or leggings must be worn under skirts to avoid undergarments being seen.
- Cargo skirts and jean skirts are not allowed.

Shoes and Socks

- Shoes must be worn while at school and be a matching pair. Shoes with closed toes and closed heels or straps are required. The shoe sole or heel height may be no more than one inch. (This is a safety issue.)
- Wheeled or roller-blade type shoes are not allowed (even if the wheels are removed).
- Shoes must be worn with tights or socks. (Tights must be solid navy blue, red, or white.)

Hair

- Extreme haircuts for boys and girls are not permitted. This includes the color, length, and style of hair.
- Bangs for boys and girls must be worn at or above the eyebrows or secured back away from the eyes.
- Boys' hair must be kept no longer than ½ inch above the top of the collar on a dress code polo shirt.
- "Mulletts," "Tails," "Mohawk," "Faux Hawk", and "Man Buns" styles are not allowed.
- Dyed or highlighted hair that varies significantly from the student's natural hair color is not allowed.

Belts

- Belts are to be plain leather or cloth in solid brown, black, red, white, navy blue, or royal blue.
- Belts must fit normally around the waist and no part of the belt may hang down.

Hats and Scarves

- Hats, caps, and scarves are permitted outside during cold weather.
- If a student needs to wear a hat outside for sun protection, his or her parents should obtain permission from the office.
- No baseball caps or cowboy hats are allowed.
- Teachers may allow students to wear hats on field trips.

Jewelry

- Jewelry is to be minimal and non-distracting.
- Girls are allowed to wear one earring per ear. Only small stud earrings are allowed. Loops or hanging earrings may not be worn to school. (This is a safety issue.)
- Boys are not allowed to wear earrings.
- Gauges and nose rings are not to be worn by boys or girls.
- Note: School staff is not responsible for lost, stolen, or damaged jewelry. Please do not send students to school wearing valuable items.

Makeup

- Makeup is not allowed, this includes fake eyelashes..
- Clear/untinted lip balm is acceptable at school. For grades 6-8, clear lip gloss is acceptable. Lipstick is not allowed.
- Fingernails must be appropriate (athletic) length. Students may wear clear/untinted nail polish, but no decals or decorations.

Tattoos/Piercing/Symbols

- Permanent or temporary tattoos that can be seen are not allowed.
- Students are not allowed to write or draw on their skin.
- Facial or body piercings besides the earrings described under Jewelry are not allowed.
- Symbols that are inappropriate for the school setting (skulls, swastikas, etc.) are not allowed (whether on clothes, shoes, backpacks, binders, etc.).

Formal Uniforms

- Formal uniforms such as Cub Scouts/Boy Scouts, Brownies, Girl Scouts, and the like are acceptable school attire as long as they meet the dress code requirements.
- Caps are not to be worn inside during school hours.

Sports Uniforms

- Students participating on school/district athletic teams may wear the team jersey over the top of their dress code shirt on game day. Jerseys need not be tucked in.
- On game days, student athletes may wear appropriate dress clothes that meet the dress code standards regarding modest fit and length.

Sunglasses

- Sunglasses are not allowed. Exception: sunglasses will be permitted with a doctor's letter indicating a medical condition that requires sun protection.

Picture Day/Reward Dress Days

- On announced special event days, students will be allowed an appropriate reward dress.
- Attire must meet dress code standards in regard to modest fit, length, and safety.
- Dollar shirt day is NOT a free dress day. Only an appropriate T Shirt of the student's choice may be worn. All other dress codes apply.

Purses

- Purses carried by students must be small enough to fit in the student's backpack.

DRESS CODE VIOLATIONS

All dress code violations require a parent signature.

Date	Dress Code Violation	Teacher	Parent Signature

3rd Violation = BIP

Date	Dress Code Violation	Teacher	Parent Signature

6th Violation - Referral and After School Detention

Date	Dress Code Violation	Teacher	Parent Signature

9th Violation = Referral and In School Suspension

Date	Dress Code Violation	Teacher	Parent Signature

12th Violation = Referral and Out of School Suspension

CELL PHONE VIOLATIONS

All cell phone violations require a parent signature.

Date	Teacher	Parent Signature	BIP (1st offense) Referral (Subsequent)

DISCIPLINE POLICY

Liberty Traditional School has a highly disciplined, tightly structured, calm, and orderly atmosphere. Respect, courtesy, friendliness, and cheerfulness are emphasized. To ensure this, teachers establish and teach both school and classroom rules. Consequences for inappropriate behavior are clearly spelled out and enforced in accordance with district policies and procedures. Every effort is made to keep parents informed during each step of the disciplinary process.

PROHIBITED ITEMS

We ask students to be thoughtful of others both inside and outside the school buildings. Items that might disrupt class or cause injury should be left at home. These include such things as chewing gum, candy, skates, skateboards, baseballs, toys, and all electronics (airpods, headphones). **No items are to be sold on campus to students or faculty unless it is a school-approved fundraiser.**

CELL PHONE POLICY

When a student brings a cell phone or cell phone device (smart watch...) to school, it must be turned off and kept inside their backpack during the entire school day. **It cannot be taken out of the backpack or turned on until that student is physically off campus.** Cell phones and cell phone devices will be confiscated by the school staff and taken to the office. 1st offense - students may pick up the phone in the office after school with a BIP. 2nd offense and beyond - parents must pick up the phone with referral.

CHEATING AND PLAGIARISM POLICY

Cheating and plagiarism are considered a serious breach of teacher-student trust at Liberty Traditional School. A student caught cheating or plagiarizing will receive an automatic zero on that test or assignment with no possibility of a make-up. The teacher will immediately inform the parent by phone and ask for parent input on permanently resolving the situation.

ADDITIONAL INFORMATION

REGISTRATION

As an alternative school of choice in Humboldt Unified School District, all resident and nonresident students are accepted here under the district's Open Enrollment Policy JFB. To register your child in a Humboldt Unified School District school for the first time, you will need to bring a certified copy of the child's birth certificate, current immunization records, and proof of residency. A child must be five years of age by September 1st to enroll in kindergarten, and six years old before September 1st to enter first grade.

STUDENT DROP-OFF AND DISMISSAL

- Students may NOT be on campus before 7:15 AM.
- The bus drop-off gate and the elementary drop-off gate will be unlocked by a teacher at 7:15 AM.
- Students and parents will not be able to use the gates, enter the office, or have access to the cafeteria until after 7:15 AM.
- **All parents MUST sign-in at the office if they are going to be on campus at all, with a photo ID.**

ABSENCES AND MAKE-UP WORK

As students prepare for high school, the level of responsibility increases in class work, homework, tardies, and absences. The more often your child is present at school the better chance they have to be successful in their academic program.

- **One day absent** - work will be made up upon return.

- **Absence of two days or more** - request work by emailing teacher before 8:30 AM on the second day of the absence, and the parent may come to the office between 2:30 and 3:30 PM that afternoon to pick up any work. Please note: if you request work but are not able to pick it up, please call the office to let us know.
- **Extended absences** may have the work divided up. If the teacher has the work available, they will send home the work with the student before they leave school. The balance of the work must be obtained after the student's return. A student usually has as many days as they were absent in which to make up for the missed work. Please realize that sometimes lessons taught in class may never be recreated or put on paper.

PARENT-TEACHER CONFERENCES AND COMMUNICATION

Parent-Teacher Conferences are held in the fall of each school year. Teachers will contact each parent and schedule appointments on the days set aside by the district. Other conferences will be scheduled as needed by the teacher or the parent. If you need to talk with your child's teacher at other times, you may call the school office and leave a message for the teacher or write a note in the planner or on the homework sheet. Teachers will return your call at their earliest convenience. There are times that the teacher will write a message to the parent regarding various concerns and a prompt response to this message is appreciated. In middle school, if you wish to set up a conference with all your child's teachers, please contact the homeroom teacher (in the agenda, by email, or by phone) to make the appointment.

LTS WEEKLY CALLOUT

Please be sure we have your accurate phone number in the system. We do a weekly, Sunday evening callout to update families of the week's upcoming events.

FOOD/DRINKS

Food and drinks are not allowed outside of the cafeteria. Water bottles are encouraged in the classroom but are for water ONLY. Please do not bring soda or energy drinks to school. No food/drink is allowed in the library.

INSURANCE

The district does not carry insurance for student's medical or dental costs if they are injured during school activities. Parents are responsible for their child's insurance. An optional school day or 24-hour accident policy is available at school through a private agency. Information on the policy goes home with each child in the fall. Parents may pick up additional forms and purchase the insurance at any time throughout the school year.

In an emergency, the school may need to call paramedics, who may decide that an ambulance should be called. The parents pay for these services.

BICYCLES

A parking rack is available for students who ride bicycles to school. To prevent bicycle theft, parents should make sure children have and use bicycle locks. For children's safety, we recommend that students in second grade and under not ride bicycles to school. Bicycle riding is not permitted on school campuses. We expect children to wear helmets as a safety precaution. Students with bicycles are expected to leave campus immediately at dismissal unless otherwise directed by school personnel.

STUDENT PARTIES AND BIRTHDAYS (Liberty does not do school dances)

The school recognizes children on their birthdays; however, in keeping with Liberty's philosophy of academic programs, no other treats or birthday recognition during school time is permitted. No cupcakes, treats, flowers, balloons, or gifts are to be brought or delivered to school. Parents and/or students are asked **not** to pass out party invitations on campus during school hours.

Classes will have three parties throughout the year: Christmas/Winter, Valentine's Day (this will be a Spring Break party for Middle School), and End of Year. These activities will be coordinated with the homeroom teacher. Holiday/birthday gifts cannot be exchanged on campus.

LOST AND FOUND

Please put your child's name on clothing and all other personal things brought to school. Check with the office if your youngster loses something at school. At the end of the year, or when the Lost and Found becomes too full, we donate everything to a charitable group.

EXTRA-CURRICULAR ACTIVITIES (Choir, Band, Sports, Clubs)

Extra-curricular activities take place before and after normal school hours. The school or PTO may sponsor programs such as arts and crafts, drama, language, tutoring, and organized sports, provided there is funding available through PTO dues, grants, and Tax Credit

Funds to pay to staff these programs. The Liberty Advisory Council has the responsibility of advising the principal on acceptance of extra-curricular activity proposals.

Parents will receive specific information from the music teacher, band director, coaches, and club representatives when it is time to register. Parent's signature will be required on all necessary forms. Students must maintain good academic standing in all classes to be eligible to participate.

The elementary district intramural sports programs consist of after-school practices and competition, with no classroom pullout for practice. Eligible students (students must keep up with classwork in all classes to be eligible to participate) may participate in after-school programs according to district provisions. The fee for each sport is determined by the district.

STUDENT COUNCIL

Liberty has an organized Student Council. Class representatives are elected in each 4th through 8th grade classroom. 5th graders through 8th graders vote on the election of officers. Parent permission and teacher recommendation are necessary for students to be involved in student government.

GRADES

Proficiency scores (1-4) will replace letter grades and percentage scores. The proficiency scores are tied to descriptions of what the students know and are able to do. Teachers will provide feedback to students, and students will have opportunities to meet proficiency (3) on the standards. Final scores are determined by the most recent evidence of student learning.

Please understand that the vast majority of students will receive a 1-2 on progress reports and report cards for at least the first semester. Many students will not receive a 3 on grade level standards until the 3rd or 4th quarter.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued every nine weeks through ParentVUE (online). The information on the report card includes scores reflecting student achievement in all subjects as well as information regarding the child's behavior and attendance. Progress reports for all students will be through ParentVUE as well at the midpoint of each quarter. The progress reports will show an average of each core subject on all assignments to date in the grading period.

HOMEWORK POLICY

Homework is a central theme at Liberty Traditional School. It has three major purposes:

- To teach personal responsibility and time management skills.
- To provide additional review and reinforcement of skills and concepts taught at school.
- To keep parents informed about what their children are studying.

Parent Responsibilities concerning homework are as follows:

- To provide a time and place free from distraction for homework.
- To sign the daily homework planners, **whether completed or not**, review the child's work, and provide encouragement. If homework is not complete, please provide a short written explanation with the signature.
- To communicate with the teacher if a problem occurs.

Below is the minimum as well as the maximum time guidelines for homework for which parents should plan. The appropriate time levels are as follows:

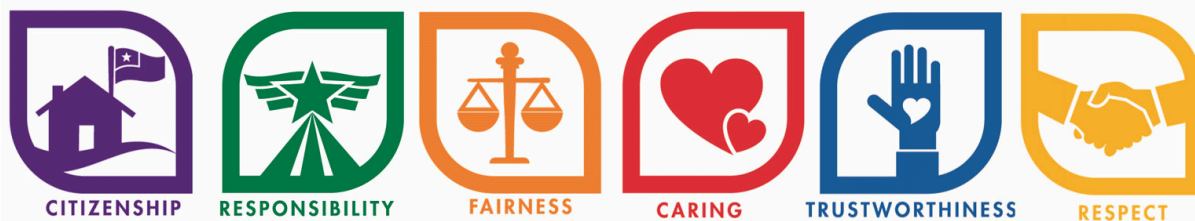
<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
<u>Kdg.</u>	<u>10 minutes</u>	<u>15 minutes</u>	<u>5th Grade</u>	<u>30 minutes</u>	<u>90 minutes</u>
<u>1st</u>	<u>15 minutes</u>	<u>30 minutes</u>	<u>6th Grade</u>	<u>30 minutes</u>	<u>90 minutes</u>
<u>2nd</u>	<u>20 minutes</u>	<u>45 minutes</u>	<u>7th Grade</u>	<u>45 minutes</u>	<u>90 minutes</u>
<u>3rd</u>	<u>30 minutes</u>	<u>60 minutes</u>	<u>8th Grade</u>	<u>45 minutes</u>	<u>90 minutes</u>
<u>4th</u>	<u>30 minutes</u>	<u>75 minutes</u>			

Parents should insist that the student dedicate at least the minimum amount of time to some academic study at home. Reading is the recommended activity for that time if the homework from school is not enough to take up the minimum amount of time.

Parents should also teach their children that if they do not finish their daily work in class, that unfinished class work is in addition to the actual homework and is not part of the actual homework time. Therefore, reports, projects, and unfinished daily work could account for some students spending more than the maximum amount of time stated, including weekends. Regular school attendance and the student's personal responsibility will ensure that this does not happen often.

All students, K-8, receive homework four nights per week, Monday through Thursday. Homework will be directly related to daily instruction. **Daily work and/or incomplete makeup work is not considered homework but must be completed by the next day.** Standards of neatness and accuracy are to be maintained regardless of the subject matter area. Students should be taught regularly that they are responsible for their homework. **Students who have problems with incomplete homework may be referred for disciplinary actions.**

The Six Pillars of CharacterSM



Character Counts!

Character Counts! is a character-education and ethical decision making program incorporated into the LTS behavior expectations. We promote the six "pillars of character"- caring, citizenship, fairness, respect, responsibility and trustworthiness--to reinforce a safe and positive school environment. Students are expected to model good character on and off campus.

At LTS we teach our students to demonstrate positive character and be an exemplary Eagle.

- Does it show trustworthiness?
- Does it show respect?
- Is it responsible?
- Is it fair?
- Does it show caring?
- Does it show citizenship?