

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

CERTIFICATE OF INCORPORATION

I, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

Liberty Leadership Academy Inc.
a Domestic Nonprofit Corporation

has been duly incorporated under the laws of the State of Georgia on **01/13/2020** by the filing of articles of incorporation in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta
and the State of Georgia on **01/15/2020**.



Brad Raffensperger

Brad Raffensperger
Secretary of State

ARTICLES OF INCORPORATION

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Secretary of State

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BUSINESS INFORMATION

CONTROL NUMBER 20005760
BUSINESS NAME Liberty Leadership Academy Inc.
BUSINESS TYPE Domestic Nonprofit Corporation
EFFECTIVE DATE 01/13/2020

The corporation is organized pursuant to the Georgia Nonprofit Corporation Code.

PRINCIPAL OFFICE ADDRESS

ADDRESS 2011 Cedar Hill Dr, RIVERDALE, GA, 30296, USA

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Anthony DeNard Bowden	2011 Cedar Hill Dr, RIVERDALE, GA, 30296, USA	Clayton

INCORPORATOR(S)

NAME	TITLE	ADDRESS
Anthony DeNard Bowden	INCORPORATOR	2011 Cedar Hill Dr, RIVERDALE, GA, 30296, USA

MEMBER INFORMATION

The corporation will not have members.

OPTIONAL PROVISIONS

N/A

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE Anthony DeNard Bowden
AUTHORIZER TITLE Incorporator

Liberty Leadership Academy

Draft By-Laws

ARTICLE I: Name, Principal Location, and Purpose

Section 1: The name of the organization is Liberty Leadership, Inc.

Section 2: The principal location of Liberty Leadership Inc. is 2011 Cedar Hill Dr. Riverdale, GA 30296, and the registered agent is Anthony Bowden. Liberty Leadership Inc. may have offices at such other places as the Board of Directors shall determine the business of Liberty Leadership Inc. requires; provided, however, that the registered office is registered with the Secretary of State of Georgia and the agent so to be registered and located at the same address, or otherwise as provided by the Board of Directors.

Section 3: Liberty Leadership Inc. is organized exclusively for educational purposes as described under Section 501(c)(3) of the Internal Revenue Code, with the specific purpose to enter into charter contracts with charter school authoring agencies in the State of Georgia.

Section 4: Upon the dissolution of Liberty Leadership Inc., assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of Liberty Leadership Inc. is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE II: Members

Liberty Leadership Inc. does not have members.

ARTICLE III: Board of Directors

Section 1: The Board of Directors ("the Board") shall consist of at least 5 Directors and no more than 11 Directors. All Directors shall have identical rights and decision-making powers. The respective school leaders for any proposed or approved charter schools granted to Liberty Leadership Inc. will be non-voting members of the Board and serve in an ex officio capacity. The Board shall, or it may direct others to, direct the activities and affairs of Liberty Leadership Inc. The Board shall exercise all corporate power unless delegated.

Section 2: The initial Board of Directors are selected and installed by the principal organizers. The Governance Committee, as defined in Article VI. Section 1, shall present a slate of potential additional Directors ("Additional Directors") and officers for election by the Board of Directors.

This slate shall be presented at the annual meeting, as defined in Article V, Section 1, of the Board.

Section 3: Additional Board members shall be sought who reflect the qualities, qualifications, and diversity determined by the Board delineated in the Job Description of the Board of Directors.

Section 4: The initial Board of Directors serve staggered terms beginning on July 1, 2021. The initial Board shall consist of one (1) Director who serves a one-year term, at least two (2) Directors who serve a 2-year term, and at least two (2) Directors who serve a 3-year term.

Section 5: Additional Directors shall serve a term of two (2) years from the date of their appointments, or until their successors are seated. A full term shall be considered to have been served upon the passage of two (2) annual meetings, as defined in Article V, Section 1. After election, the term of a Director may not be reduced, except for cause as specified in Article III, Section 8, of these bylaws. No Director shall serve more than two (2) consecutive terms. Directors shall serve staggered terms to balance continuity of new perspectives.

Section 6: Any vacancy occurring in the Board of Directors and any position to be filled by reason of an increase in the number of Directors may be filled, upon recommendation of a qualified candidate by the Governance Committee, by two-thirds (2/3) vote of the seated Directors. A Director elected to fill the vacancy shall be elected for the unexpired term of his or her predecessor in office.

Section 7: A Director may resign at any time by hand-delivering or sending a written resignation letter through Registered Mail to the Chair of the Board at least 2 weeks in advance to their decision to leave. This policy may be lifted, however, when there are extenuating circumstances which cause for a sudden need to resign.

Section 8: The Board may remove any Officer or Director by a majority vote of the entire Board of Directors at any regular or special meeting of the Board, provided that a statement of the reason or reasons shall have been mailed by Registered Mail to the Officer or Director proposed for removal at least twenty-one (21) days before the Board takes any final action. This statement shall be accompanied by a notice of the time when and the place where the Board is to take action on the removal. The Officer or Director shall be given an opportunity to be heard and the matter considered by the Board at the time and place stated in the notice.

Section 9: Members of the Board of Directors:

1. Shall receive no payment or honoraria, except for reimbursement of expenses incurred in performance of Liberty Leadership Inc. activities in accordance with Liberty Leadership Inc. policies and procedures.
2. Shall serve Liberty Leadership Inc. with the highest degree of duty, loyalty, and care and shall undertake no enterprise to profit personally or professionally from their position with Liberty Leadership Inc.

3. Shall have no direct or indirect financial interest in the assets or leases of Liberty Leadership Inc.; any Director who individually or as part of a business or professional firm is involved in the business transactions or current professional services of Liberty Leadership Inc. shall disclose this relationship to the Board and shall not participate in any vote taken with respect to such transactions or services.

Section 10: The Board shall develop its own rules and procedures for performing its duties and functions. The Secretary of Liberty Leadership Inc. shall keep and maintain complete and accurate minutes of each meeting of the Board of Liberty Leadership Inc.

Section 11: The Board reserves unto itself the right and authority to:

1. Approve the adoption or amendment of mission, vision, and purpose statements of Liberty Leadership Inc.;
2. Approve the amendment, revision or restatement of the Articles of Incorporation or Bylaws of Liberty Leadership Inc.;
3. Approve the merger or consolidation of this Corporation, into or with any other corporation or association, and the dissolution of the affairs of Liberty Leadership Inc.;
4. Approve the purchase, sale, lease, exchange, mortgage, pledge, or encumbrance of any or all assets of Liberty Leadership Inc.;
5. Approve any indebtedness to be incurred by Liberty Leadership Inc. and operating charter schools it holds;
6. Approve the establishment or incorporation of any new affiliated entities, organizations, or sub-entities and organizations of Liberty Leadership Inc.;
7. Approve the annual budget;
8. Approve the annual compensation of the school leaders of any approved or operating charter schools it holds;
9. Approve the external audit firm;
10. Conduct any other required action on behalf of Liberty Leadership Inc. that is within generally accepted practices of other similarly-situated boards.

ARTICLE IV: Officers

Section 1: There shall be four (4) elected Officers of the Board: Chair, Vice-Chair, Secretary, and Treasurer. These Officers shall comprise the Executive Committee.

Section 2: The Governance Committee shall present a slate of Officers to the Board of Directors. The nominated Officers shall be drawn from among the members of the Board of Directors. The election of Officers shall be held at the annual meeting of the Board. In the first year of existence for Liberty Leadership Inc., as outlined in Section 2 of Article VI, the Governance Committee is constituted by the Executive Committee. As a result, the initial officers of Liberty Leadership Inc. for its first year of existence is individually nominated and appointed by the initial Board of Directors.

Section 3: The newly elected Officers shall take office on July 1 following the close of the meeting at which they are elected, and the term of office shall be 1 year or until respective successors assume office. A Director may serve more than one (1) term in the same office, but not more than two (2) consecutive terms in the same office.

Section 4: In the event that the office of the Chair becomes vacant, the Vice-Chair shall become Chair for the unexpired portion of the term. In the event that the office of Vice-Chair, Secretary, or Treasurer becomes vacant, the Chair shall appoint interim Officers to fill such vacant offices until a scheduled meeting of the Board can be held.

Section 5: The initial Executive Committee shall be tasked with defining the areas of responsibility, duties, and obligations for each officer role and for future officeholders. In the absence of that definition, the Executive Committee operates in the following capacity:

1. The Chair shall be responsible for presiding over all meetings of the Board of Liberty Leadership Inc. and ensuring adherence to its own rules, bylaws, as well as any other legal obligations under Georgia Open Meeting Act and Open Records Act;
2. The Vice-Chair of Liberty Leadership Inc., in the absence or disability of the Chair, shall be responsible for the duties of such office and shall generally assist the Chair as needed;
3. The Secretary of Liberty Leadership Inc. shall ensure that all meetings and corporate action are properly noticed and documented pursuant to these bylaws and any other legal obligations under Georgia Open Meeting Act and Georgia Open Records Act;
4. The Treasurer of Liberty Leadership Inc. shall report to the Board on a regular basis about the financial condition of Liberty Leadership Inc. and any of its approved charter schools and work closely with each charter school's respective chief financial officer to ensure all financial and reporting obligations to local, state, and federal agencies are being met.

ARTICLE V: Meetings

Section 1: The annual meeting of the Board of Directors shall occur in the last quarter of the fiscal year, as defined in Article VII. There shall be at least three 7 other regular meetings of the Board held each year. Notice shall be given to each Director twenty- one (21) days prior to the date of every regular meeting of the Board. Notice to the public of annual and regular meetings shall be given in accordance with the Georgia Open Meeting Act.

Section 2: Special meetings of the Board of Directors may be called by the Chair or by a majority of the Board filing a written request for such a meeting with the Chair and stating the object, date, and hour, therefore, due notice having been given each Director [enter #] calendar days prior to the meeting. Notice to the public of special meetings shall be given in accordance with the Georgia Open Meeting Act.

Section 3: A majority of the Directors then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the Board of Directors, except

where otherwise required by these Bylaws. Notice to the public of such meetings shall be given in accordance with the Georgia Open Meeting Act.

Section 4: The Board shall select its own meeting format in any method allowed by the laws of the state of Georgia. Any such meeting, whether regular or special, complying with Sections 1, 2, or 3 of Article V shall constitute a meeting of the Board of Directors and shall subscribe to the policies, procedures, and rules adopted by the Board.

Section 5: Notice of all regular and special meetings of the Board, an agenda of all items to be discussed at such meetings, and agenda support materials shall be circulated to all Directors prior to the meeting. Any Director may waive notice of any meeting. The attendance of a Director at any meeting also shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6: For regularly scheduled meetings of the Board, Directors are expected to attend in person. Unless prohibited by law or by these bylaws, however, a member of the Board, under exceptional circumstances, and up to a maximum of one (1) time per fiscal year, may participate in a meeting of the Board by conference video or similar communications equipment which enables all persons participating in the meeting to hear each other and which permits full compliance with the provisions of these bylaws concerning public observation of meetings. Attendance at a meeting by this method constitutes presence at the meeting. New Directors must minimally attend the first two (2) meetings in person. Directors may not miss more than (2) Board meetings per year. Attendance at the annual board meeting is mandatory. If a Board member misses more than two (2) regular meetings or one annual meeting, the Board Chair meets with them to discuss their participation. If they are unable to fulfill their responsibilities, they may be removed from the Board in accordance with Article III, Section 8.

Section 7: Emergency meetings may be called by the Chair or by [enter #] directors with less than 24 hours' notice only if an actual emergency exists, which would not permit the meeting to be a Special Meeting. A director is considered present if, by use of any means of communication, all directors participating may simultaneously hear each other during the meeting. Any written notice that is to be delivered to a director pursuant to these Bylaws may be delivered by electronic mail (e-mail).

ARTICLE VI: Committees

Section 1: A Board resolution shall appoint committees of the Board, except the Governance Committee. Committees may be composed of Directors or community members, or both. The Board may prescribe the need and/or the composition of such committees.

1. The Board does not delegate decision-making authority to any committee that includes a non- member of the Board.

2. The majority of the voting members of any committee will constitute a quorum, and a committee's actions must be authorized by the affirmative vote of the majority of its voting members.
3. Each committee abides by the Georgia Open Meetings Act and the Georgia Open Records Act.
4. Any member of a committee may be removed by a majority vote of all other members of the applicable committee.

Section 2: There shall be a standing nominating committee, known as the Governance Committee. In the first year of existence, this committee shall be composed of the elected officers of the Board (the Executive Committee). Thereafter, this committee shall be composed of at least [enter #] persons elected by the Board of Directors at its annual meeting. Each committee member shall serve a term of [enter #] years, and these terms shall be staggered to ensure continuity of committee membership. The committee shall elect its own Chair.

Section 3: The duties of the Governance Committee shall be:

1. to study the qualifications of candidates and present a slate of the best qualified as nominees for the vacant Director positions on the Board;
2. to present a slate of nominees for Officers to the Board for election at the annual meeting;
3. to recommend candidates to the Board to fill vacancies that arise outside the regular nominating process;
4. to provide ongoing orientation to Directors;
5. to oversee a Director assessment process to ensure optimum performance

ARTICLE VII: Fiscal Year

The fiscal year of Liberty Leadership Inc. shall begin on July 1 of each calendar year and terminate on June 30 of the following calendar year.

ARTICLE VIII: Rules of Order

The Board may meet in an executive session during which all or part of the meeting is closed to the public for deliberation on certain matters as permitted by the Georgia Open Meetings Act. In case of conflict or challenge, the rules of order in the current edition of Robert's Rules of Order shall govern the conduct of all meetings of Liberty Leadership Inc.

ARTICLE IX: Amending Bylaws & Records

Section 1. These Bylaws may be amended at a regular meeting by a two-thirds vote of all Directors then in office; provided that notice of the proposed amendment, together with a copy thereof, is mailed to each Director at least fifteen (15) days prior to the meeting at which the amendment is to be considered.

Section 2. Liberty Leadership Inc. shall keep at its principal office or such other location as designated by the Board:

- Articles of Incorporation and Bylaws as amended to date
- Minutes of all meetings of the Board, Governance Committee, and other committees
- Books and records of all financial accounts
- A list of the names and business or home addresses of its current Board
- Copies of the annual financial statements and annual audits (State and Federal) for the three most recent years
- Copies of the federal, state, and local tax records and reports for the three most recent years
- Copies of the most recent annual report delivered to the Secretary of State of Georgia
- Copies of federal and state tax exemption materials and any other document or information necessary to the maintenance and operation of Liberty Leadership Inc.
- Copies of all public records as required by the Georgia Open Records Act.

Section 3. Each Director, or designated agent of such Director, shall have the right during regular business hours to inspect, copy and make extracts of all books, records, and documents of every kind of Liberty Leadership Inc. The public has the right to inspect any public record in accordance with the Georgia Open Records Act during usual business hours, subject to any limitations and protections under the Family Educational Rights and Privacy Act of 1974.

Liberty Leadership Academy

Conflict of Interest Policy

Overview

It is in the best interest of **Liberty Leadership Academy** to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees, volunteers and board members of **Liberty Leadership Academy** identify situations that present potential conflicts of interest while providing a procedure to appropriately manage conflicts, in accordance with legal requirements, and the goals of accountability and transparency within **Liberty Leadership Academy** operations.

1. Definitions.

- a. An “Interested Person” is any person serving as an officer, employee or member of the Board of Directors of **Liberty Leadership Academy** or a major donor to **Liberty Leadership Academy** or anyone else who is in a position of control over **Liberty Leadership Academy** who has a personal interest that is in conflict with the interests of **Liberty Leadership Academy**.
- b. A “Family Member” is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an interested person.
- c. A “Material Financial Interest” in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person’s or Family Member’s judgment with respect to transactions to which the entity is a party.
- d. A “Contract or Transaction” is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to **Liberty Leadership Academy** is not a Contract or Transaction.

2. Conflict of Interest Defined.

In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with **Liberty Leadership Academy** for goods or services.
- b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between **Liberty Leadership Academy** and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.

c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with **Liberty Leadership Academy**.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of **Liberty Leadership Academy**.

3. Procedures.

a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest, shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the boards or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of **Liberty Leadership Academy** has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

e. Interested Persons who are not members of the Board of Directors of **Liberty Leadership Academy** and who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair or the Chair's designee any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect **Liberty Leadership Academy** participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who

shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. Confidentiality. Each director, officer, employee, volunteer and/or Board Member shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of **Liberty Leadership Academy** . Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of **Liberty Leadership Academy** for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

5. Review of policy.

a. Each director, officer, employee, volunteer and/or Board Member shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

b. Annually each director, officer, employee, volunteer and/or Board member shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to **Liberty Leadership Academy**. Any such information regarding the business interests of a director, officer, employee or volunteer, or a family member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers.

Liberty Leadership Academy

Basic Conflict of Interest Disclosure Form

Date: _____

Name: _____

Position (employee/volunteer/trustee/board member): _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between **Liberty Leadership Academy** and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of **Liberty Leadership Academy**.

Signature: _____

Date: _____



Board Governance Training 2021-2022

Training	Training Category	Training Dates	Training Participants	Time Required	Training Purpose	Notes	Completed?		
Board Training with Freedom Prep CEO and leaders	Governance	Late March	All Board Members	3 hours	The board of Freedom Prep schools, the school partner of the fellowship that the school founders are apart of, will lead sessions about effective governance based on their own experience, success, and lessons.	Had to be rescheduled for a different date as a result of Covid-19.			
Board Training with Freedom Prep CEO and leaders	Board Meetings	Late March	All Board Members	3 hours	The board of Freedom Prep schools, the school partner of the fellowship that the school founders are apart of, will lead sessions about how to conduct effective board members, the systems for prepping ahead of time, and the requirements to meet state laws and regulations.	Had to be rescheduled for a different date as a result of Covid-19.			
Annual Board Training by Georgia State Charter Schools Association	Governance	May/June	All Board Members	3 hours	This training covers best practices for Charter school governance and how to navigate as a newly formed board of directors. This training will ensure thorough understanding of the state laws and regulations that govern a board and help board members understand their specific role in the DNA of the school.	Already contacted GCSA rep to conduct training and will solidify specific date as there are more details about Covid-19			
Board Retreat	Strategic Planning	July	All Board Members	3 hours	This training is a way to acclimate board members to one each other, the mission of the school, and set specific priorities for the upcoming year. During the retreat the board will create a plan for how the school will demonstrate success academically, operationally, financially, and how the school leaders will report to the board.				
Board Retreat	Governance	July	All Board Members	3 hours	This training is a way to acclimate board members to one each other, the mission of the school, and set specific priorities for the upcoming year. During the retreat the board learn how to operate in their role and make clear distinctions between board and school leader responsibilities.				
Board Retreat	Policy Development	July	All Board Members	3 hours	This training is a way to acclimate board members to one each other, the mission of the school, and set specific priorities for the upcoming year. During the retreat the board will evaluate policies to ensure effective school oversight.				
Board Retreat	Ethics	July	All Board Members	3 hours	This training is a way to acclimate board members to one each another, the mission of the school, and set specific priorities for the upcoming year. During the retreat the board will create and/or revise and sign the annual adoption of the code of ethics.				
Financial Governance Training by Finance and Budget Office of the Georgia Department of Education	Financial Governance	Late September	All Board Members	3 hours	This training priorities the financial governance aspect of being an effective board. In a facilitation by the Georgia Department of Education, board members will learn the requirements of reporting and how to consistently evaluate the financial health of the school/organization.	1 of 2 options to fulfill mandatory finance requirement by Finance & Budget Office of GADOE,			
GSBA/GSSA Conference	Financial Governance	End of November/Early December	All Board Members	3 hours	This training priorities the financial governance aspect of being an effective board. In a facilitation by the Georgia Department of Education, board members will learn the requirements of reporting and how to consistently evaluate the financial health of the school/organization.	Pre-Conference Training includes the three-hour Financial Governance Training. Cost is \$75			



Liberty Leadership Academy School Partners Roles and Responsibilities Chart

	Charter School Non-Profit Governing Board	Charter School Administration	Local School District
Academics			
Sets student academic achievement goals		x	
Ensures educational program is in alignment with state content standards		x	
Ensures instructional program is effective & properly implemented	x		
Provides supplemental classroom resources			
Selects curriculum, including supplemental programs & resources		x	
Ensures compliance with IDEA & 504 laws	x	x	

Implements a comprehensive Rtl program & continued training		x	
Evaluates school performance	x		
Makes adaptations to the program based on data	x	x	
Ensures adequate instructional time		x	
Regularly communicate student data and performance to all stakeholders	x	x	
Evaluate the success of the school improvement plan and make revisions as needed.	x		
Hold faculty and staff accountable for staff improvement plan		x	
Hold Principal or school leaders accountable for the school improvement plan.	x		
Ensures that the annual report is submitted to the local district			x
Staffing/Personnel Decisions			
Hires/fires instructional staff		x	
Hires/fires administrative staff	x		
Evaluates instructional staff		x	

Evaluates administrative staff (TEKS)	x		
Implements personnel policies about adding the initial development of personnel policies		x	
Responds to parental complaints regarding staff members	x	x	
Responds to staff's complaints		x	
Develops staff professional development plan		x	
Ensures adequate communication among staff		x	
Ensures personnel law compliance	x		
Researches & implements new program ideas with staff		x	
Creates & implements the employee handbook		x	
Finance Decisions/ Resource Allocation			
Creates & monitors annual budget	x		
Approves annual budget	x		
Reviews monthly financial statements	x	x	

Approves daily budget expenditures		x	
Arranges for annual financial audit	x		
Implements proper financial controls	x		
Develops long-range financial plan	x		
Makes financial decisions within the parameters of the budget		x	
Establishes/changes to the payroll system			
Ensures federal entitlement funds are received	x		
Ensures school receives all per pupil and other funding to which it is entitled by agreement with local district			x
Develops job descriptions		x	
Guarantees staff contracts are signed	x		
Maintains HR files	x	x	
Establishes contracts with vendors	x		
Ensures purchasing compliance	x		
Ensures organizational efficiency	x		
Maintain Reserve Fund	x		

Determine Facility Uses		x	
Finalize School Budget	x		
School			
Maintains the vision/mission		x	
Implements the vision/mission on a daily basis		x	
Ensures compliance with the original charter	x		
Maintains legal status; ensures proper paperwork is filed	x		
Develops the strategic plan & implements it		x	
Monitors progress of the strategic plan	x		
Prepares board meeting agendas	x		
Prepares & distributes board packets	x		
Posts board meeting notices	x		
Maintains corporate records	x		
Identifies the need for new board policies	x		
Maintains contact with the authorizer	x		

Provides documentation for charter renewal	x		
Ensures state & district waivers are valid	x		
Negotiates charter contract with the authorizer	x		
Secures legal counsel when needed	x		
Provides new board member induction	x		
Determine Charter Renewal			x



A proposed tuition-free, public charter school in Georgia.

ADMISSIONS FORM

Liberty Leadership Academy For Young Men opens in the Fall of 2024. Currently, we are enrolling incoming 6th graders. You are encouraged to submit your information even if your child is not a current fifth-grader who will enroll in the first year so that we may keep in touch with you. To be eligible for admission a student must reside in Fulton or Clayton County. Please complete one application per student.

STUDENT INFORMATION		
Last Name:	Middle Initial:	First Name:
Date of Birth:	Current Grade Level:	Gender:
Street Address:		
City:	State:	County:



PARENT/GUARDIAN INFORMATION**Parent/Guardian #1 Info****Last Name:****Middle Initial:****First Name:****Phone Number:****Email:****Parent/Guardian #2 Info****Last Name:****Middle Initial:****First Name:****Phone Number:****Email:****Please circle the preferred method of contact:****Call****Text****Email****Home Language:****Preferred Language:**

I am completing this form to express my interest in enrolling my child in Liberty Leadership Academy For Young Men, a public, tuition-free school in Georgia.

I understand that submitting this form now does not guarantee my child/children admission to Liberty Leadership Academy For Young Men, nor does it obligate me to enroll my children. I understand that if the school meets its enrollment capacity, a lottery will be held to determine which students are granted enrollment.

By submitting this form, I give Liberty Leadership Academy For Young Men permission to contact me in the future about school programs and enrollment.

Signature

Date

Liberty Leadership Academy

Enrollment, Re-enrollment, and Lottery Procedures

This Policy shall apply to Liberty Leadership Academy (“LLA” or the “Charter School”). This Policy shall be published in the instructions for student application for admission and on the Charter School’s website.

I. Open Enrollment

Liberty Leadership Academy adheres to the open enrollment requirements established under Georgia law. All age-eligible applicants residing in the school’s Clayton County have an equal chance of being admitted to the school pursuant to O.C.G.A. § 20-2-2083(e)(1), subject to LLA’s capacity. We may not decline to enroll a student if that student resides in Clayton County’s attendance zone and meets the age-eligibility requirements for K-12 education when there is space for that student in his or her appropriate grade. If there are more applications than the Charter School has capacity, enrollment, except for pupils currently enrolled in LLA, shall be determined by public random drawing (or “lottery”), conducted in accordance with the procedures described below.

The lottery is held in the Spring each year. Information about the date, time and location of the lottery will be posted on the Charter School’s website, at the school site, included in public notices, newsletters and/or flyers posted in the community, and will be available by calling the Charter School information number that will be included on all student admissions/lottery materials.

LLA strongly encourages all potential applicants to review the charter and the Parent-Student Handbook (available on the Charter School’s website), and published information regarding LLA, prior to submitting an application for admission.

II. Overview of the Enrollment Process

Each year, the Board of Directors, acting on recommendations from LLA Executive Director (or designee), will approve a plan for school growth for the upcoming academic year, which shall include the capacity per grade level, and in accordance with the charter. To be admitted to LLA an application must be completed for each child wishing to enroll and submit an application during the Open Enrollment Period. Applications will be collected and qualifications will be verified. If the number of applicants exceeds the number of spaces available in the particular grade level admission shall be determined by a public random drawing in accordance with O.C.G.A. § 20-2-2066.

III. Enrollment/Re-enrollment/Lottery Procedures

1. Enrollment applications are made available on the Charter School's website, at the school site, included in public notices, newsletters and/or flyers posted in the community.
2. During open enrollment, an applicant must complete an application and submit it either in person or online by the posted deadline. If a parent/guardian is unable to access the School web page, LLA will provide the use of a computer with internet connection for families to access the online application. Submission of an application for admission is not a guarantee of admission to LLA if there are more applicants than seats; there will be a lottery held. Applicants will receive a confirmation email from LLA that confirms the application has been submitted.
3. All applications received during the Open Enrollment period are entered into a lottery if there are more applicants than space available. If there are fewer applicants than space available a lottery will not be held.
4. As specified in LLA's charter, preference will be given in the following order:
 - a. Sibling of the student enrolled in the start-up charter
 - b. A sibling of the student enrolled in another local school designated in the charter
 - c. A student whose parent or guardian is a member of the governing board of the start-up charter school or is a full-time teacher, professional, or other employees at the start-up charter school
5. If a student is extended an offer of admission due to one of the preferences, the Charter School shall require supporting documentation from the parent/guardian with the student's enrollment package. LLA shall conduct verification of such documentation prior to finalizing the student's enrollment. If the student was offered enrollment via a preference and at least one preference cannot be verified and LLA deems that the student does not qualify, the offer of admission will be rescinded and the student will be placed at the bottom of the waiting list.
6. Currently, enrolled students are exempt from the lottery and are guaranteed enrollment in the next academic year if the following step is completed:
 - a. Re-enrollment Packet: Parents will need to complete the re-enrollment packet for each child that is a currently enrolled student and returning for the following academic year. The re-enrollment packet must be completed in full and submitted to LLA by the specified date to ensure the student is re-enrolled. If the packet is not received by the specified date, the student's space is no longer reserved and may be filled by the next student on the waiting list.
7. Stakeholders not admitted through one of the above preferences will be invited to the Lottery, including families, community leaders, representatives from the Georgia Charter Schools Association (GCSA), and representatives from LLA. The lottery shall be held within two weeks of the application deadline. Public notice of the lottery will be posted at the school site and on LLA's website, regarding the date, time, and location of the lottery.
8. Prior to the lottery, each family will be assigned a random number. one through the total number of applications received. The assigned number will be recorded on an

application roster along with the student's name, grade-level, applicable preferences, and siblings. Student names are drawn via a random selection policy for each grade level.

9. During the lottery, once maximum enrollment is reached, the remaining numbers will continue to be drawn and will be placed on a waiting list in the order drawn. If vacancies occur during the school year, the vacancies may be filled according to the waiting list. Once all enrollment slots have been filled, remaining students will be added to the waitlist in the order in which they were randomly drawn, which takes into account their admissions preference, if any. Records will be kept on file at the Charter School documenting the fair execution of the lottery for at least one school year.
10. The applicants will receive a letter from the School notifying them if they have been granted a spot if they are on the waiting list.
11. Students who are not offered seats for the academic school year for which the lottery was held will remain on the waiting list until the end of that academic school year unless otherwise requested by the parent/guardian to be removed. The waiting list shall be cleared at the end of the academic year for which the lottery was drawn and shall not carry over from one year to the next; students who remain on the waiting list at the end of the academic year will be required to submit an application again for the next school year.

III. Admissions Offers and Acceptance of Offers/Enrollment

1. Following acceptance through the lottery, families who are offered admission at LLA at the time of the lottery will have fourteen (14) calendar days to complete the following:
 - a. Registration Packet: All forms in the Registration Packet must be completed to gain enrollment at LLA. Each packet will include a "Registration Check List" to assist parents/guardians in ensuring that all necessary paperwork is accounted for and submitted to the Charter School. All paperwork and documentation, as indicated in the packet must be returned per LLA's instructions.
2. Enrollment offers are valid only for the applied for the academic year. There is no option to defer an offer for enrollment. No added preference in the future will be given to an applicant who is offered a slot and declines that slot. However, applicants who remain eligible for admissions preference, as defined above, may still receive such preference if they decline an offer of enrollment and then reapply for a future academic year. Similarly, applicants who were waitlisted and who remain eligible for preference, as defined above, may still receive such preference if they reapply for a future academic year.
3. If slots become available because an accepted student declines acceptance or a student leaves the Charter School after the start of the academic year, or as spots become available, LLA staff may notify families on the waiting list via telephone and/or email (as stated in the student's application for admission) in the order they appear on the waiting list. Families shall have 48 hours to accept the enrollment slot (via telephone or email to the Charter School) and proceed with the enrollment process. Applicants must complete a registration packet with all required documentation and by the deadline given by the

Charter School to confirm enrollment. This procedure may be repeated until all slots for the upcoming/current academic year have been filled with applicants who confirm their enrollment in LLA.

IV. Issues Not Covered Under this Policy

In the case that the procedures herein do not cover a situation that arises during the admissions and enrollment process, the Executive Director or designee will take any additional steps necessary to execute the admissions and enrollment process.



Liberty Leadership Academy for Young Men

Monday-Thursday Daily Schedule

	Liberty Leadership Academy for Young Men			
	Monday-Thursday Daily Schedule			
	Class A	Class B	Class C	Class D
8:00- 8:30	Advisory/SEL	Advisory/SEL	Advisory/SEL	Advisory/SEL
8:30- 9:00	Math	ELA	Science	Entrepreneurship
9:00- 9:30			Entrepreneurship	Social Studies
9:30- 10:00				
10:00- 10:30	Lunch	Lunch		
10:30- 11:00	ELA	Science	Lunch	Lunch
11:00- 11:30			Social Studies	Math
11:30- 12:00		Entrepreneurship		
12:00- 12:30	Science	Social Studies	Enrichment	ELA
12:30- 1:00			Math	
1:00- 1:30				
1:30- 2:00	Entrepreneurship	Enrichment	ELA	Enrichment
2:00- 2:30		Math		
2:30- 3:00				
3:00- 3:30				
3:30- 4:00	Teacher Planning *Student Dismissal @ 3:30	Teacher Planning *Student Dismissal @ 3:30	Teacher Planning *Student Dismissal @ 3:30	Teacher Planning *Student Dismissal @ 3:30
4:00- 4:30				



Liberty Leadership Academy for Young Men

Friday Schedule

	Class A	Class B	Class C	Class D
8:00- 8:30	Community Celebration	Community Celebration	Community Celebration	Community Celebration
8:30- 9:00	Math	ELA	Social Studies	Entrepreneurship
9:00- 9:30				
9:30- 10:00	Social Studies	Entrepreneurship	Science	Math
10:00- 10:30	Lunch	Lunch		
10:30- 11:00	Studies	Entrepreneurship	Lunch	Lunch
11:00- 11:30	ELA	Science	Entrepreneurship	Social Studies
11:30- 12:00				
12:00- 12:30	Entrepreneurship	Math	ELA	Science
12:30- 1:00				
1:00- 1:30	Science	Social Studies	Math	ELA
1:30- 2:00				
2:00- 2:30	Teacher PD 2-4 *Student Dismissal @ 2:00	Teacher PD 2-4 *Student Dismissal @ 2:00	Teacher PD 2-4 *Student Dismissal @ 2:00	Teacher PD 2-4 *Student Dismissal @ 2:00
2:30- 3:00				
3:00- 3:30				
3:30- 4:00				

As mentioned in the academic sections, the schedule demonstrates each student's course load of the four core academic classes along with an hour of entrepreneurship and an elective each day. The four classes are representative of the four cohorts that will travel together throughout the day. Using data from previous Georgia milestones, the MAP NWEA assessment, and indicators on the application packet, students will be placed into heterogeneous classes.

Math and ELA courses are an hour and a half long courses to account for 30 minute intervention time that will help LLA team members execute gap closing instruction. Through the additional time, students engage in critical instruction that totals over 90 additional hours throughout the school year in Math and ELA instruction, giving LLA students the support needed to make 1.5 years annually in line with our academic goals. During the 30 minutes of daily intervention, students are grouped by mastery levels and get the individualized support they need. Maximizing the use of all LLA teachers to aid gap closing instruction, social studies teachers provide push-in support to ELA classes while science teachers provide push-in support to math classes.

Providing push-in support for Math and ELA allow LLA teachers to make timely and informed adaptations to fit student needs. Additionally, student exposure to this model reinforces LLA's concept of community and helps to decompartmentalize content subjects and tracks toward a more interdisciplinary model. Thus underpinning the deeper learning educational model. To support special education students, which will be divided into Class C and D, during elective time, they will receive SPED service as mandated in their individual education plans or as otherwise needed, while the remaining students are in their elective class.

Because effective and targeted lesson plans are the backbone of student learning, LLA teachers benefit from 120 minutes of planning time daily to ensure LLA students access our best lessons in every subject, in every class, every day. On Fridays, with student dismissal at 2:00, teachers also receive 2 hours of PD that focus on pedagogy, best practices, and student work analysis. Through this schedule and the numerous supports offered throughout the courses, LLA leadership firmly believes that students will experience a holistic education while being maximally prepared for college, career, and life.



Liberty Leadership Academy-

Math Curriculum and GSE Crosswalk Tool

	Unit 1 <i>Area and Surface Area</i>	Unit 2 <i>Ratios</i>	Unit 3 <i>Unit Rates and Percentages</i>	Unit 4 <i>Dividing Fractions</i>	Unit 5 <i>Arithmetic and Based Ten</i>	Unit 6 <i>Expressions and Equations</i>	Unit 7 <i>Rational Numbers</i>	Unit 8 <i>Data Sets and Distributions</i>	Unit 9 <i>Review Unit</i>
MGSE6.RP.1 Understand the concept of a ratio and use ratio language to describe a ratio relationship between two quantities.		X (2.1-2.5)	X (3.17)						
MGSE6.RP.2 Understand the concept of a unit rate a/b associated with a ratio $a:b$ with $b \neq 0$ (b not equal to zero), and use rate language in the context of a ratio relationship.			X (3.1,3.5-3.7)						
MGSE6.RP.3 Use ratio and rate reasoning to solve real-world and mathematical problems utilizing strategies such as tables of equivalent ratios, tape diagrams (bar models), double number line diagrams, and/or equations.		X (2.6-2.7)	X (3.6-3.9,3.15)						
MGSE6.RP.3a Make tables of equivalent ratios relating quantities with whole-number measurements, find missing values in the tables, and plot the pairs of values on the coordinate plane. Use tables to compare ratios.									
MGSE6.RP.3b Solve unit rate problems including those involving unit pricing and constant speed.		X (2.8-2.10)	X (3.5-3.9)			X (6.16-6.17)			
MGSE6.RP.3c Find a percent of a quantity as a rate per 100 (e.g. 30% of a quantity means 30/100 times the quantity); given a percent, solve problems involving finding the whole given a part and the part given the whole.			X (3.9-3.16)			X (6.7)			
MGSE6.RP.3d Given a conversion factor, use ratio reasoning to convert measurement units within one system of measurement and between two systems of measurements (customary and metric); manipulate and transform units appropriately when multiplying or dividing quantities.			X (3.2-3.4)						
MGSE6.NS.1 Interpret and compute quotients of fractions, and solve word problems involving division of fractions by fractions, including reasoning strategies such as using visual fraction models and equations to represent the problem.				X (4.1-4.13, 4.16-17)					
MGSE6.NS.2 Fluently divide multi-digit numbers using the standard algorithm.					X (5.10-5.15)				
MGSE6.NS.3 Fluently add, subtract, multiply, and divide multi-digit decimals using the standard algorithm for each operation.					X (5.1-5.11)	X (6.4)			
MGSE6.NS.4 Find the common multiples of two whole numbers less than or equal to 12 and the common factors of two whole numbers less than or equal to 100.									
MGSE6.NS.4a Find the greatest common factor of 2 whole numbers and use the distributive property to express a sum of two whole numbers 1-100 with a common factor as a multiple of a sum of two whole numbers with no common factors.					X (5.5-5.6)		X (7.16-7.18)		



Liberty Leadership Academy-

Math Curriculum and GSE Crosswalk Tool

	Unit 1 <i>Area and Surface Area</i>	Unit 2 <i>Ratios</i>	Unit 3 <i>Unit Rates and Percentages</i>	Unit 4 <i>Dividing Fractions</i>	Unit 5 <i>Arithmetic and Based Ten</i>	Unit 6 <i>Expressions and Equations</i>	Unit 7 <i>Rational Numbers</i>	Unit 8 <i>Data Sets and Distributions</i>	Unit 9 <i>Review Unit</i>
MGSE6.NS.4b Apply the least common multiple of two whole numbers less than or equal to 12 to solve real-world problems.					X (5.5-5.6)				
MGSE6.NS.5 Understand that positive and negative numbers are used together to describe quantities having opposite directions or values (e.g., temperature above/below zero, elevation above/below sea level, debits/credits, positive/negative electric charge); use positive and negative numbers to represent quantities in real-world contexts, explaining the meaning of 0 in each situation.							X (7.1, 7.5)		
MGSE6.NS.6 Understand a rational number as a point on the number line. Extend number line diagrams and coordinate axes familiar from previous grades to represent points on the line and in the plane with negative number coordinates.							X (7.1-7.2, 7.4, 7.14)		
MGSE6.NS.6a Recognize opposite signs of numbers as indicating locations on opposite sides of 0 on the number line; recognize that the opposite of the opposite of a number is the number itself, e.g., $-(-3) = 3$, and that 0 is its own opposite.							X (7.2, 7.4, 7.7)		
MGSE6.NS.6b Understand signs of numbers in ordered pairs as indicating locations in quadrants of the coordinate plane; recognize that when two ordered pairs differ only by signs, the locations of the points are related by reflections across one or both axes.							X (7.11, 7.14)		
MGSE6.NS.6c Find and position integers and other rational numbers on a horizontal or vertical number line diagram; find and position pairs of integers and other rational numbers on a coordinate plane.							X (7.2, 7.11-7.13, 7.15)		
MGSE6.NS.7 Understand ordering and absolute value of rational numbers.							X (7.4, 7.6-7.7)		
MGSE6.NS.7a Interpret statements of inequality as statements about the relative position of two numbers on a number line diagram.							X (7.3, 7.9)		
MGSE6.NS.7b Write, interpret, and explain statements of order for rational numbers in real-world							X (7.3, 7.8)		
MGSE6.NS.7c Understand the absolute value of a rational number as its distance from 0 on the number line; interpret absolute value as magnitude for a positive or negative quantity in a real-world situation.							X (7.6, 7.13)		
MGSE6.NS.7d Distinguish comparisons of absolute value from statements about order.							X (7.6-7.7)		



Liberty Leadership Academy-

Math Curriculum and GSE Crosswalk Tool

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9
	<i>Area and Surface Area</i>	<i>Ratios</i>	<i>Unit Rates and Percentages</i>	<i>Dividing Fractions</i>	<i>Arithmetic and Based Ten</i>	<i>Expressions and Equations</i>	<i>Rational Numbers</i>	<i>Data Sets and Distributions</i>	<i>Review Unit</i>
MGSE6.NS.8 Solve real-world and mathematical problems by graphing points in all four quadrants of the coordinate plane. Include use of coordinates and absolute value to find distances between points with the same first coordinate or the same second coordinate.							X (7.11, 7.13, 7.15)		
MGSE6.EE.1 Write and evaluate numerical expressions involving whole-number exponents.						X (6.12-6.15)			
MGSE6.EE.2 Write, read, and evaluate expressions in which letters stand for numbers.						X (6.10-6.11)			
MGSE6.EE.2a Write expressions that record operations with numbers and with letters standing for numbers.						X (6.6)			
MGSE6.EE.2b Identify parts of an expression using mathematical terms (sum, term, product, factor, quotient, coefficient); view one or more parts of an expression as a single entity.							X (7.10)		
MGSE6.EE.2c Evaluate expressions at specific values for their variables. Include expressions that arise from formulas in real-world problems. Perform arithmetic operations, including those involving whole-number exponents, in the conventional order when there are no parentheses to specify a particular order (Order of Operations).						X (6.6, 6.14-6.15)			
MGSE6.EE.3 Apply the properties of operations to generate equivalent expressions.					X (5.5)	X (6.9-6.11)			
MGSE6.EE.4 Identify when two expressions are equivalent (i.e., when the two expressions name the same number regardless of which value is substituted into them).					X (5.13)	X (6.9-6.11)			
MGSE6.EE.5 Understand solving an equation or inequality as a process of answering a question: which values from a specified set, if any, make the equation or inequality true? Use substitution to determine whether a given number in a specified set makes an equation or inequality true.						X (6.2-6.5, 6.8, 6.15)	X (7.9-7.10)		
MGSE6.EE.6 Use variables to represent numbers and write expressions when solving a real-world or mathematical problem; understand that a variable can represent an unknown number, or, depending on the purpose at hand, any number in a specified set.						X (6.1, 6.3-6.7, 6.16)	X (7.8, 7.10)		
MGSE6.EE.7 Solve real-world and mathematical problems by writing and solving equations of the form $x + p = q$ and $px = q$ for cases in which p, q and x are all nonnegative rational numbers.						X (6.3-6.5, 6.7)			



Liberty Leadership Academy-

Math Curriculum and GSE Crosswalk Tool

	Unit 1 <i>Area and Surface Area</i>	Unit 2 <i>Ratios</i>	Unit 3 <i>Unit Rates and Percentages</i>	Unit 4 <i>Dividing Fractions</i>	Unit 5 <i>Arithmetic and Based Ten</i>	Unit 6 <i>Expressions and Equations</i>	Unit 7 <i>Rational Numbers</i>	Unit 8 <i>Data Sets and Distributions</i>	Unit 9 <i>Review Unit</i>
MGSE6.EE.8 Write an inequality of the form $x > c$ or $x < c$ to represent a constraint or condition in a real-world or mathematical problem. Recognize that inequalities of the form $x > c$ or $x < c$ have infinitely many solutions; represent solutions of such inequalities on number line diagrams.							X (7.8-7.10)		
MGSE6.EE.9 Use variables to represent two quantities in a real-world problem that change in relationship to one another.						X (6.17-6.18)			
MGSE6.G.1 Find area of right triangles, other triangles, quadrilaterals, and polygons by composing into rectangles or decomposing into triangles and other shapes; apply these techniques in the context of solving real-world and mathematical problems.	X		X (3.17)	X (4.14)					
MGSE6.G.2 Find the volume of a right rectangular prism with fractional edge lengths by packing it with unit cubes of the appropriate unit fraction edge lengths ($\frac{1}{2}$ u), and show that the volume is the same as would be found by multiplying the edge lengths of the prism. Apply the formulas $V = (\text{length}) \times (\text{width}) \times (\text{height})$ and $V = (\text{area of base}) \times (\text{height})$ to find volumes of right rectangular prisms with fractional edge lengths in the context of solving real-world and mathematical problems.			X (3.17)	X (4.14-4.15, 4.17)					
MGSE6.G.3 Draw polygons in the coordinate plane given coordinates for the vertices; use coordinates to find the length of a side joining points with the same first coordinate or the same second coordinate.							X (7.15)		
MGSE6.G.4 Represent three-dimensional figures using nets made up of rectangles and triangles, and use the nets to find the surface area of these figures.									
MGSE6.SP.1 Recognize a statistical question as one that anticipates variability in the data related to the question and accounts for it in the answers.								X (8.2-8.3, 8.6-8.7, 8.17)	
MGSE6.SP.2 Understand that a set of data collected to answer a statistical question has a distribution which can be described by its center, spread, and overall shape.								X (8.4-8.5, 8.7-8.8, 8.11, 8.18)	
MGSE6.SP.3 Recognize that a measure of center for a numerical data set summarizes all of its values with a single number, while a measure of variation describes how its values vary with a single number.								X (8.1-8.2, 8.6, 8.9-8.12)	
MGSE6.SP.4 Display numerical data in plots on a number line, including dot plots (line plots), histograms, and box plots.								X (8.1-8.8, 8.16-8.17)	
MGSE6.SP.5 Summarize numerical data sets in relation to their context								X (8.2-8.7, 8.9, 8.11-8.18)	

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Grade 6 Course Guide

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Grade 6 Scope and Sequence

Course Overview

Grade 6 begins with a unit on reasoning about area and understanding and applying concepts of surface area. It is common to begin the year by reviewing the arithmetic learned in previous grades, but starting instead with a mathematical idea that students haven't seen before sets up opportunities for students to surprise the teacher and themselves with the connections they make. Instead of front-loading review and practice from prior grades, these materials incorporate opportunities to practice elementary arithmetic concepts and skills through warm-ups, in the context of instructional tasks, and in practice problems as they are reinforcing the concepts they are learning in the unit.

One of the design principles of these materials is that students should encounter plenty of examples of a mathematical or statistical idea in various contexts before that idea is named and studied as an object in its own right. For example, in the first unit, students will generalize arithmetic by writing simple expressions like $\frac{1}{2}bh$ and $6s^2$ before they study algebraic expressions as a class of objects in the sixth unit. Sometimes this principle is put into play several units before a concept is developed more fully, and sometimes in the first several lessons of a unit, where students have a chance to explore ideas informally and concretely, building toward a more formal and abstract understanding later in the unit.

In the course overview of each unit there is a section called *Progression of Disciplinary Language* that explains the disciplinary language functions specific to that unit. This level of detail assists teachers in planning and differentiation.

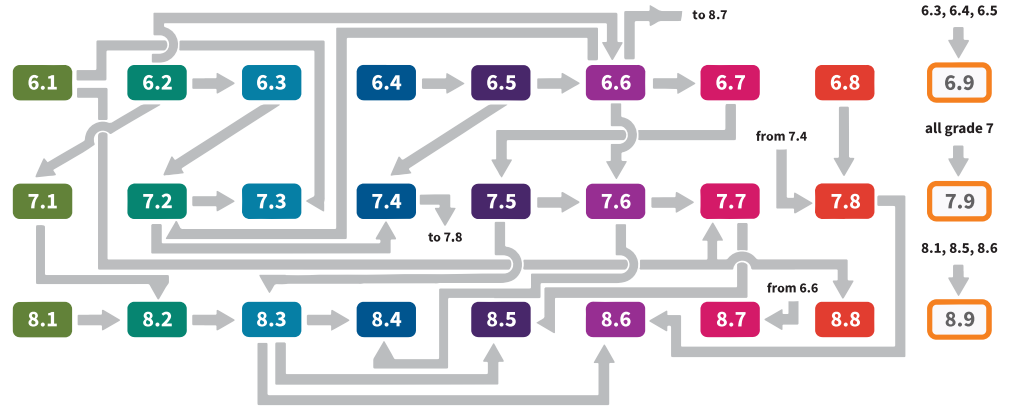
Curriculum Pacing Guide

	Grade 6	Grade 7	Grade 8
week 1	Unit 1 Area and Surface Area (21-22 days)	Unit 1 Scale Drawings (13-15 days)	Unit 1 Rigid Transformations and Congruence (20 days)
week 2			
week 3		Unit 2 Introducing Proportional Relationships (17 days)	
week 4			
week 5	Unit 2 Introducing Ratios (19 days)	Unit 2 Introducing Proportional Relationships (17 days)	Unit 2 Dilations, Similarity, and Introducing Slope (15 days)
week 6			
week 7		Unit 3 Measuring Circles (11-13 days)	
week 8			
week 9	Unit 3 Rates and Percentages (18-19 days)	Unit 3 Measuring Circles (11-13 days)	Unit 3 Linear Relationships (17 days)
week 10			
week 11		Unit 4 Proportional Relationships and Percentages (17-19 days)	
week 12			
week 13	Unit 4 Dividing Fractions (20 days)	Unit 4 Proportional Relationships and Percentages (17-19 days)	Unit 4 Linear Equations and Linear Systems (18 days)
week 14			
week 15		Unit 5 Rational Number Arithmetic (19 days)	
week 16			
week 17	Unit 5 Arithmetic in Base Ten	Unit 5 Rational Number Arithmetic (19 days)	Unit 5 Functions and Volume (25 days)
week 18			
week 19			

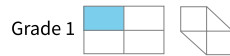
week 20	(16-18 days)		
week 21		Unit 6 Expressions, Equations, and Inequalities (25 days)	
week 22	Unit 6 Expressions and Equations (18-20 days)		Unit 6 Associations in Data (12-13 days)
week 23			
week 24			
week 25		Unit 7 Angles, Triangles, and Prisms (19 days)	Unit 7 Exponents and Scientific Notation (18 days)
week 26	Unit 7 Rational Numbers (20 days)		
week 27			
week 28			
week 29			Unit 8 Pythagorean Theorem and Irrational Numbers (17 days)
week 30	Unit 8 Data Sets and Distributions (21 days)	Unit 8 Probability and Sampling (20-22 days)	
week 31			
week 32			
week 33			
week 34	Unit 9 Putting It All Together (0-18 days)	Unit 9 Putting It All Together (0-13 days)	Unit 9 Putting It All Together (0-10 days)
week 35			
week 36			

Unit Dependency Chart

The curriculum was designed in a manner such that concepts build and create a reliance between some units. The Unit Dependency Chart displays the relationship between and among units, which can be utilized when modifications are being made to the recommended course sequence.



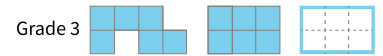
Work with area in grade 6 draws on earlier work with geometry and geometric measurement. Students began to learn about two- and three-dimensional shapes in kindergarten, and continued this work in grades 1 and 2, composing, decomposing, and identifying shapes. Students' work with geometric measurement began with length and continued with area. Students learned to "structure two-dimensional space," that is, to see a rectangle with whole-number side lengths as composed of an array of unit squares or composed of iterated rows or iterated columns of unit squares. In grade 3, students distinguished between perimeter and area. They connected rectangle area with multiplication, understanding why (for whole-number side lengths) multiplying the side lengths of a rectangle yields the number of unit squares that tile the rectangle. They used area diagrams to represent instances of the distributive property. In grade 4, students applied area and perimeter formulas for rectangles to solve real-world and mathematical problems, and learned to use protractors. In grade 5, students extended the formula for the area of rectangles to rectangles with fractional side lengths.



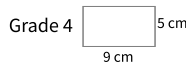
Partition rectangles and circles into halves and quarters. Compose figures in the plane.



Partition rectangles and circles into thirds. Partition rectangles into squares and count them.



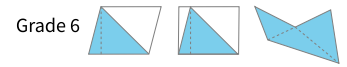
Find whole-number areas. Multiply to find areas of rectangles. Distinguish between perimeter and area.



Apply area and perimeter formulas for rectangles in real-world contexts.



Tile to find areas of rectangles with fractional side-lengths. Multiply to find these areas.



Understand the area of a triangle is half of the product of one of its side-lengths and its corresponding height. Find areas of polygons.

In grade 6, students extend their reasoning about area to include shapes that are not composed of rectangles. Doing this draws on abilities developed in earlier grades to compose and decompose shapes, for example, to see a rectangle as composed of two congruent right triangles. Through activities designed and sequenced to allow students to make sense of problems and persevere in solving them (MP1), students build on these abilities and their knowledge of areas of rectangles to find the areas of polygons by decomposing and rearranging them to make figures whose areas they can determine (MP7). They learn strategies for finding areas of parallelograms and triangles, and use regularity in repeated reasoning (MP8) to develop formulas for these areas, using geometric properties to justify the correctness of these formulas. They use these formulas to solve problems. They understand that any polygon can be decomposed into triangles, and use this knowledge to find areas of polygons. Students find the surface areas of polyhedra with triangular and rectangular surfaces. They study, assemble, and draw nets for polyhedra and use nets to determine surface areas. Throughout, they discuss their mathematical ideas and respond to the ideas of others (MP3, MP6).

Because grade 6 students will be writing algebraic expressions and equations involving the letter x and x is easily confused with $\times$, these materials use the “dot” notation, e.g., $2 \cdot 3$, for multiplication instead of the “cross” notation, e.g., 2×3 . The dot notation will be new for many students, and they will need explicit guidance in using it.

Many of the lessons in this unit ask students to work on geometric figures that are not set in a real-world context. This design choice respects the significant intellectual work of reasoning about area. Tasks set in real-world contexts that involve areas of polygons are often contrived and hinder rather than help understanding. Moreover,



Student Code of Conduct

Students are strongly encouraged to lead by personally enacting and reinforcing the values embodied in Liberty Leadership Academy. We believe that students should uphold the principles of reflection, accountability, exploration, and legacy in all of their intellectual, athletic, and social pursuits. This belief is based on the notion that every student is a responsible individual with an inherent desire to demonstrate and receive respect. This responsibility includes a student's duty to oneself and others to sustain a system of moral values, even in the face of adversity, surely a sign of true leadership and entrepreneurship. Liberty Leadership Academy is dedicated to ensuring that schools are safe and secure to protect and maximize the priority of every single student learning and growing. In collaboration with the school community that is inside and outside of the school building, LLA will ensure that every community member understands and can follow expectations to support academic and social success for all students.

LLA's Code of Conduct is a proactive measure to implement a positive behavior intervention system and use socio-emotional learning to mitigate any disruptions to learning. It includes guidance for supporting students who do not follow expectations or disrupt learning, as well as guidance for disciplinary and intervention measures utilized by the school. However, not all issues can be covered within the confines of a handbook. With this in mind, Liberty Leadership Academy reserves the right to determine appropriate actions, discipline and/or remedies to situations that may not directly fall under the Student "Code of Conduct". Students are expected to uphold the moral and ethics code described in the code of conduct during school hours and any school-related activities.

This code of conduct shall apply to any conduct:

- On school property before, during and after regular school hours
- While students are on the school bus for any reason

- From the time a student leaves home until the student returns home including behavior to and from bus stops and routes students take while walking to school
- At all school-sponsored events and other activities where school administrators have jurisdiction over students
- Out-of-school by a student if the school believes the nature of such conduct indicates the student presents a threat to the health, safety or welfare of other students or staff

AUTHORITY OF PRINCIPAL: The principal is the designated leader of the school and, through assistance from the staff, is responsible for the orderly operation of the school. The principal's authority extends to include any student visiting the campus from another school. In cases of a student's disruptive, disorderly, or dangerous conduct not covered in this brochure, the principal may undertake corrective measures which he or she feels to be in the best interest of the school and the student involved. The code of conduct supports but does not limit, the principal's ability to use professional discretion to make a disciplinary judgment regarding a student.

PROGRESSIVE DISCIPLINE PROCEDURES: Liberty Leadership Academy sets a clear vision for how we work with scholars to ensure academic, entrepreneurial, and social growth and success. Establishing a clear, positive, and supportive culture is a key foundation for creating an environment that is conducive to achieving these goals. In the establishment of the desired school culture, it is critical that all LLA supporters (including staff, families, and community partners) actively exhibit these priorities, especially if we aspire to see these positive behaviors in our students.

In accordance with, O.C.G.A. § 20-2-735, Liberty Leadership Academy utilizes a multi-tiered intervention system for students struggling to meet behavioral expectations. Through this Code of Conduct, LLA implements a progressive discipline process designed to create the following expectations:

- The degree of discipline is proportionate to the severity of the behavior.
- The previous discipline history of the student and other relevant factors are taken into consideration.
- All due process procedures required by federal and state law are followed.

The goal of our progressive discipline is to have students evaluate the impact of their actions and be proactive in their decision making rather than reactive to their circumstances. While LLA is poised to administer appropriate disciplinary actions, we believe the implementation of Second Step, a reliable Socio-Emotional Learning curriculum, will assist in mitigating the need for disciplinary action and uniquely position students to prevent engagement in activities that disrupt

the learning process. Nonetheless, there are policies put in place for students struggling to meet behavior expectations that help them to become ready learners. Within this process students will:

- Identify the reason for the behavior and its impact.
- Identify alternative actions to the behavior.
- Understand how to repair the harm caused by the behavior.
- Identify strategies to display positive behavior in the future.
- Understand the ramifications of continued behavior.

Liberty Leadership Academy seeks to create a culture of trust and engagement to empower students to be leaders and entrepreneurs and in alignment with the core values expects that all students will exhibit the following behaviors:

REFLECT	● Demonstrate care and courtesy to every person within the school community. ● Reflect on actions and behaviors and their impact on learning.
EXPLORE	● Attend all classes regularly and on time. ● Fully participate in class activities and work.
BE ACCOUNTABLE	● Cooperate with and assist the school staff in maintaining safety and discipline. ● Respect the rights, privileges, and property of students, teachers, and other district staff and volunteers.
LEAVE LEGACY	● Act in manners that help to achieve academic and socio-emotional goals.

DISCIPLINARY CONSEQUENCES DETERMINATION: School administration will consult the Code of Conduct and adhere to the provisions when making a discipline determination. The following considerations are considered when administering appropriate consequences:

- The student's age and maturity
- The student's disciplinary history (to include any prior behavior incidents, the number of incidents, and the disciplinary actions and interventions implemented for each)
- The nature, severity, and scope of the behavior

- The circumstances in which the behavior occurred
- The frequency and duration of the behavior
- The number of persons involved in the misconduct
- The student's Individualized Education Program (IEP), Behavioral Intervention Plan (BIP), Behavior contract, and/or 504 Individual
- Accommodation Plan (IAP), if applicable.

EXPECTATIONS OF TEACHERS: Teachers are expected to work diligently to maintain the behavior expectations within the classroom. Teachers are equipped with the training, support, strategies, and tools necessary to deal with minor infractions. Teachers are required to work to correct any situation with a student not exhibiting behavior in alignment with the code of conduct. Additionally, teachers are expected to follow the following guidelines to ensure productive relationships with students.

- Every person is addressed in a caring and respectful manner.
- Feedback is given affirmatively and constructively.
- Each person shares responsibility for students' academic and socio-emotional progress
- There is a vigorous desire to help students achieve their goals.
- Each person demonstrates a growth mindset.

EXPECTATIONS OF STUDENTS: Students are expected to follow the guidelines set forth by the student code of conduct and the staff of Liberty Leadership Academy. It is the responsibility of the student to engage in all aspects of the learning process without disruption. Acts of violence are not tolerated at the school or any school-related activities. To ensure student success, students are expected that:

- Each student has a duty they are responsible for in each class.
- Each class has a "reflection space" that students can use to reflect on their decision making, their day, and/or their goals.
- Every student has an agenda where they track their grades, homework, and goals for each class each day.
- Every student has the opportunity to receive points through a whole school online platform that will track student behaviors and reinforcements.

EXPECTATIONS OF FAMILIES: To provide a productive learning environment for all students, it is critical that families work as partners. It is important that families maintain communication with the school and staff.

FAMILIES AND COMMUNITY AS PARTNERS: We at Liberty Leadership Academy firmly believe families are essential to the success of the school and implementation of the Progressive Discipline System. Students, families, community members, teachers, and staff all must work in partnership to ensure that expectations are clear, met, and maintained. As partners, it is vital to be familiar with LLA's Code of Conduct.

COMMUNICATION BETWEEN SCHOOL AND HOME/COMMUNITY: It is the duty of school officials to ensure that families are informed of any concerns and/or behavioral infractions that occur. If a student does not meet behavior expectations, families will be notified which includes and is not limited to phone calls, texts, written communication, etc. Families will be also informed of the consequences as the school works diligently with the student to identify and execute positive behavior interventions.

SOCIO EMOTIONAL LEARNING INTERVENTIONS AND THE RESTORATIVE APPROACH: Liberty Leadership Academy believes that high expectations are an outcome derivative of clear structure, supports, and celebrations. With that in mind, Liberty Leadership Academy uses the Restorative Justice Framework as its primary Positive Behavior and Intervention System. The safety and security students are most important and prioritized with a relentless effort to protect academic progress by maximizing in seat time within the classroom. However, rather than only setting up punitive measures for behaviors that are temporary, LLA utilizes interventions that help students connect their socio-emotional mindsets to the behavior to understand the damage done as a result of their behavior and opportunity for restoration. This process helps students to do the following:

1. Uncover the reasons for displaying the behavior.
2. Understand why the behavior is not acceptable and the results of the behavior on o self, peers, staff, and/or the school.
3. Identify alternative ways of expression/decision making.
4. Create a plan to change the behavior.

Liberty Leadership Academy is proactive in its approach to sustaining a safe and secure learning environment. With emphasis on socio-emotional development in advisory and core classes students are equipped with the tools, strategies, and advocacy skills to manage how they express themselves.

The disciplinary procedures outlined in this behavior code exist as required by law, state authority, and board policy. It is the responsibility of the student to read the code, and of parents or guardians to discuss the behavior code with their students and to inform them of the consequences and potential criminal penalties of violating this code. This includes underage sexual conduct and crimes for which a minor can be tried as an adult (O.C.G.A. § 20-2-735). As required by the General Assembly, the School District encourages parents to inform their students of the implications of this conduct.

DISRUPTIVE STUDENTS: While our the goal of LLA is to mitigate disruptions to the learning environment through socio-emotional development and restorative practices, Liberty Leadership Academy leaders fully supports the authority of teachers per O.C.G.A. § 20-2-738, including establishing and disseminating procedures. Teachers may remove students who repeatedly or substantially interfere with the teacher’s ability to communicate effectively with the students in the class or with the ability of the student’s classmates to learn, where the student’s behavior violates the student code of conduct, provided that the teacher has previously filed a report pursuant to O.C.G.A. § 20-2-737, as described below, or determines that such behavior of the student poses an immediate threat to the safety of the student’s classmates or the teacher.

Any teacher, who knows that a student has exhibited behavior that repeatedly or substantially interferes with the teacher’s ability to communicate effectively with the students in the classroom or with the students’ ability to learn, is required to file a report to the principal’s office. The report shall be filed with the principal or his/her designee within one school day of the most recent occurrence of such behavior and shall not exceed one page and shall describe the behavior of the student. The principal or designee shall send a copy of the report to parents within one school day of receiving it and shall include information on how the parents may contact the principal or designee. The principal or designee shall also provide written notification of disciplinary action taken to both the parent and the teacher within one school day. (O.C.G.A. § 20-2-737)

INTERVENTIONS AND PROGRESSIVE DISCIPLINE: Based on these considerations, Liberty Leadership employs several types of interventions to help scholars be successful socio-emotionally.

Level	Behavior	Intervention
I- Interruption to Learning Environment	● Classroom Disruption ● Refusal to follow instructions ● Use of profanity/vulgar language ● Skipping class ● Horseplay ● Inappropriate Dress ● Pass Violations	● Lunch Detention ● School Mediation Meeting With Admin
II- Disrespect to the Learning Environment and/or others	● Rude and disrespectful behavior ● Instigating a fight ● Pulling fire alarm ● Damage and defacing school and/or personal property ● Chronic tardiness/ truancy	● Lunch Detention ● School Mediation

	● Inappropriate behavior at school-related event/trip ● Gambling ● Cheating ● Loitering/Trespassing ● Misuse of equipment/technology ● Gambling ● Refusal to serve Level 1 consequence	Meeting With Admin ● ISS (In School Suspension)
III- Harm to the Learning Environment and/or others	● Destruction of school property ● Threatening staff and/or students ● Fighting ● Bullying/ Gang Activity ● Drugs use or being under the influence ● Tobacco use or being under the influence ● Alcohol use or being under the influence ● Theft ● Consensual Bodily Harm (i.e tattoos, piercings, etc) ● Sexual Activity ● Indecent Exposure ● Sexual Harassment ● Refusal to serve Level 2 consequence	● Lunch Detention ● School Mediation Meeting With Admin ● ISS (In School Suspension) ● OSS (Out of School Suspension) ● Expulsion
IV- Immediate Danger to Oneself or others	● Threatening staff and/or students ● Fighting/Battery ● Bullying/ Gang Activity ● Group Fighting ● Arson ● Assault ● Possession or use of weapons or parts of weapons ● Possession or use of fireworks or explosives ● Distribution of drugs or alcohol ● Sexual Molestation ● Refusal to serve Level 3 consequence	● Lunch Detention ● School Mediation Meeting With Admin ● ISS (In School Suspension) ● OSS (Out of School Suspension) ● Expulsion

LEVEL I DISCIPLINE: Level I discipline is used for minor acts of misconduct which interfere with orderly school procedures, school functions, extracurricular programs, approved transportation, or a student's learning process. Students may be disciplined by the professional staff member involved or may be referred directly to the principal. Restorative actions that might be suggested could include the following:

- Verbal or written apology to person harmed or community as a whole
- Community service
- Action plan for correction of student behavior
- Notice being sent home to student's parents
- Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
- Development of a written or graphic representation that reflects an understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
- Student participation in a conference with parent/guardian and teacher.
- Time in the reflection space

Upon use of restorative practice, professional staff members may utilize any of the discipline management techniques appropriate for the situation, including, but not limited to the following:

1. Classroom detention after-school.
2. Loss of recess or other free-choice time.
3. Isolation during lunch.

The principal may utilize any of the above discipline management techniques, and/or may employ:

1. Student participation in a conference with parent/guardian, teacher, and/or principal.
2. Restriction from school programs and special assemblies.
3. Assignment to after-school detention hall.
4. Partial day in-school suspension (ISS).
5. Full day in-school suspension (ISS) for one school day.
6. Participation in the cleaning/repair of any damage caused to the school-related environment.

Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

LEVEL II DISCIPLINE: Level II discipline offenses are intermediate acts of misconduct that may require administrative intervention or separation from the learning environment. These acts include, but are not limited to, repeated, unrelated acts of minor misconduct and misbehaviors

directed against persons or property, but which do not seriously endanger the health, safety or well being of others. Consideration of necessary behavior support services should be given, if not already provided. Level II disciplinary also employs restorative practices as the first level of correcting student behavior. However, students guilty of a Level II offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Student participation in a conference with parent/guardian, teacher and/or principal.
2. Restriction from programs and special assemblies.
3. Assignment to after-school detention hall.
4. Assignment to lunchtime detention hall.

Principals may also assign the following consequences:

1. Partial day in-school suspension (ISS).
2. Full day in-school suspension (ISS) for up to five school days.
3. Suspension from school for up to three school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Participation in the cleaning/repair of any damage caused to the school-related environment.
5. Financial restitution for the repair of any damage caused to the school-related environment.
6. Development of a written or graphic representation that reflects an understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
7. Participation in a school service project which enables the student to be engaged in the desired character trait(s).
8. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).

Note: Level II differs from Level I in that it omits classroom detention, classroom isolation, loss of recess, and lunch isolation while adding an assignment to lunch detention hall, increasing the maximum number of days in ISS from one to five, adding financial restitution for the repair of any damage caused to the school-related environment, providing for out-of-school suspension for up to three days, and prompting consideration of behavior support services.

LEVEL III DISCIPLINE: Level III discipline offenses are serious acts of misconduct including, but not limited to, repeated misbehavior that is similar in nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious

misconduct. These offenses must be reported to the principal. Offenses that threaten the health, safety or well-being of others may result in immediate suspension of the student from the school and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all disciplinary actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. Students guilty of a Level III offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including, but not limited to the following:

1. Restriction from programs and special assemblies.
2. Full day in-school suspension (ISS) for up to ten school days.
3. Suspension from school for up to five school days, which shall include any time during which the student was subject to suspension pending investigation.
4. Participation in the cleaning/repair of any damage caused to the school-related environment.
5. Financial restitution for the repair of any damage caused to the school-related environment.
6. Development of a written or graphic representation that reflects an understanding of the specific misbehavior, the nature of the expected behavior and the related character trait(s).
7. Participation in a school-service project which enables the student to be engaged in the desired character trait(s).
8. Any other disciplinary technique that positively promotes the student code of conduct, and desired character trait(s).

Note: Level III differs from Level II in that it requires student and parent/guardian participation in a conference with the principal for any discipline incident in this category, omits assignments to detention hall, omits partial day assignments to ISS, increases the maximum number of days in ISS from five to ten, provides an option to immediately suspend a student from school for up to three school days in situations in which the health, safety, or well-being of others is at-risk during the disciplinary investigation, and increases the maximum number of out-of-school suspension days from three to five.

LEVEL IV DISCIPLINE: Level IV discipline offenses represent the most serious acts of misconduct. These offenses must be immediately reported to the principal. These violations are so serious that they may require the use of outside agencies and/or law enforcement. Such acts may also result in criminal penalties being imposed. Any misconduct that threatens the health, safety or well-being of others may result in immediate suspension of the student from the school

and/or school-sponsored activities for up to three school days, pending disciplinary investigation of the allegations. Student and parent/guardian participation in a conference with the principal is an element of all disciplinary actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given if not already provided. Students guilty of a Level IV offense may receive any of the discipline management techniques appropriate for the situation as determined by the principal or designee, including but not limited to the following:

1. Restriction from programs and special assemblies.
2. Suspension from school for up to ten school days, which shall include any time during which the student was subject to suspension pending investigation.
3. Participation in the cleaning/repair of any damage caused to the school-related environment.
4. Financial restitution for the repair of any damage caused to the school-related environment.
5. Development of a written or graphic representation that reflects an understanding of the specific misbehavior, the nature of the expected behavior, and the related character trait(s).
6. Participation in a school-service project which enables the student to be engaged in the desired character trait.
7. Any other disciplinary technique that positively promotes the student code of conduct and desired character trait(s).
8. Expulsion.

Note: Level IV differs from Level III in that it requires student and parent/guardian participation in a conference with the principal for all discipline incidents in this category, and increases the maximum number of days suspended from school from five to ten.

REPORTING TO LAW ENFORCEMENT: In the result of a student committing a violent crime or Level 4 offense that is punishable by law, the student law may be subject to the consequences of this behavior code and referred to the Clayton County Public Schools Police, including pursuant to O.C.G.A. 20-2-1184. School disciplinary action will be separate from any criminal or juvenile court decisions. The Liberty Leadership Academy will, to the extent permitted by law, cooperate with law enforcement and other investigating agencies in the interest of the welfare of the entire community. As required by the Georgia Legislature, LLA strongly encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

ENROLLMENT OF STUDENTS

Pursuant to O.C.G.A. § 20-2-751.2, a student from a public school district in this state, a private school in this state, or a public school outside of this state, who attempts to enroll or who is enrolled in any Clayton County Schools during the time in which that student is subject to a disciplinary order of suspension or expulsion, or has been permanently expelled from school, may be refused admission or withdrawn from Clayton County Schools for any time remaining in that other School District's or school's disciplinary order upon receiving a certified copy of such order if the offense which led to such suspension or expulsion in the other School District or school was an offense for which suspension or expulsion could be imposed in Clayton County Schools. The final decision will be based upon the approval of the Superintendent or his/her designee.

School administrators should notify all teachers and other school personnel of any student assigned to them who has been convicted of or has been adjudicated to have committed an offense which is a designated felony under O.C.G.A. § 15-11-62. Such teachers and other certified professional personnel as the administrator deems appropriate may review information in the student's file. Such information shall be kept confidential. The school's multidisciplinary team, the **Circle of Support**, will devise a behavior support plan or behavior correction action plan for the student.

UNSAFE SCHOOL STATEMENT

Major disciplinary offenses including, but not limited to drug and weapons offenses, can lead to schools being named as an Unsafe School according to the provisions of State Board Rule 160-4-8-.16.

DRIVERS' LICENSES

In addition to penalties specified in this Code of Conduct for attendance and selected conduct, students seventeen (17) years of age and younger may find their eligibility for a Georgia instructional/learner's permit or driver's license impacted by their school attendance and/or conduct. Students applying for an instruction permit or driver's license must obtain a letter from their school certifying that none of the following provisions apply to them at the time the letter is generated or for the preceding year. Schools are required to report any child fourteen (14) years of age or older who does not comply with the following provisions:

- Have dropped out of school without graduating and has remained out of school for ten (10) consecutive days;

- Have more than ten (10) school days of unexcused absences in the current academic year or 10 or more school days of unexcused absences in the previous academic year; or
- Have been found in violation by a hearing officer, panel, or tribunal, or received a change in placement for committing one of the following offenses; or has waived his/her right to a hearing and pleaded guilty to one of the following offenses:
 - Threatening, striking, or causing bodily harm to a teacher or other school personnel;
 - Possession or sale of drugs or alcohol on school property or at a school sponsored event;
 - Possession or use of a weapon (as defined in O.C.G.A. § 16-11-127.1) on school property or at a school sponsored event.
 - Any sexual offense prohibited under Chapter 6 of Title 16 of the Georgia Code; causing substantial or visible bodily harm to or seriously disfiguring another person, including another student.

ALLEGATIONS OF INAPPROPRIATE BEHAVIOR

The School System adheres to the requirements found in O.C.G.A. § 20-2-751.7 and the Professional Standards Commission's state mandated process for students to follow reporting instances of alleged inappropriate sexual behavior by a school employee. (See Policy JCD, Sexual Harassment) Any student (or parent or friend of a student) who has been the victim of an act of abuse, sexual abuse, sexual misconduct, or other inappropriate behavior by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

Any teacher, counselor or administrator receiving such a report shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal's designee, and shall submit a written report of the incident to the school principal or principal's designee within 24 hours. If the principal is the person accused of the abuse, sexual abuse, sexual misconduct or other inappropriate behavior, the oral and written reports should be made to the Superintendent or the Superintendent's designee.

Any school principal or principal's designee receiving a report of abuse as defined in O.C.G.A. § 19-7-5, or any other behavior required to be reported under this law, shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been victimized. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources. If a student has allegedly been abused or

subjected to inappropriate behavior by a school employee, a report of such allegation will also be made as soon as practicable by the principal or principal's designee to the Superintendent's designee.

MANDATORY REPORTING OF STUDENT OFFENSES

Any school employee who has reasonable cause to believe that a student at that school has committed one of the following listed acts on school property or at any school function shall immediately report the act and the name of the student to the principal or the principal's designee:

1. Code Section 16-5-21, relating to aggravated assault if a firearm is involved;
2. Code Section 16-5-24, relating to aggravated battery;
3. Chapter 6 of Title 16, relating to sexual offenses;
4. Code Section 16-11-127, relating to carrying a weapon or long gun in an unauthorized location;
5. Code Section 16-11-127.1, relating to carrying weapons at school functions or on school property or within school safety zones;
6. Code Section 16-11-132, relating to the illegal possession of a handgun by a person under 18 years of age;
7. Code Section 16-13-30, relating to possession and other activities regarding marijuana and controlled substances.

The principal or designee who receives a report who has reasonable cause to believe that the report is valid shall make an oral report thereof immediately by telephone or otherwise to the appropriate school system superintendent and to the appropriate police authority and district attorney.

STUDENT ORGANIZATIONS

The names of student clubs and organizations, the mission or purpose of such clubs or organizations, the names of the club's or organization's contacts or faculty advisors, and a description of past or planned activities will be available in student handbooks, school-provided information and/or on school website for each school. This information is updated periodically throughout the year.

SPECIAL EDUCATION STUDENTS

Nothing in this Rule shall be interpreted to infringe on any right provided to students by the federal Individuals with Disabilities Act, Section 504 of the federal Rehabilitation Act, or the federal Americans with Disabilities Act. When discipline is proposed to be administered to a

student who has been identified as disabled or who is receiving special education services from the District, the District will follow all applicable state and federal authority.

JURISDICTION AND DEFINITIONS

The following code provisions apply to offenses that students commit while on school property, engaging in or attending a school-sponsored event, or while using the school technology resources. As used in this Code of Conduct:

A. Alternative Educational Program (AEP) – A educational environment that provides for the educational and behavioral needs of students who have been removed from the regular school programs due to the discipline orders of other district, disruptive behavior and/or violations of the behavior code.

B. Detention (After School and Saturday Detention)- Restriction of student to the school site at times outside of regular school hours. School principals have the authority to require students to remain after school. Teachers have the authority to detain a student after school; however, they should advise the principal and notify the parents. In the case of students whose immediate detention would pose transportation problems, twenty-four hours notice may be given before the detention takes place.

C. Disciplinary Tribunal - A disciplinary hearing to determine the guilt or innocence of a student accused of violating this behavior code when the opportunity for a student disciplinary hearing is required by law or authority. See Administrative Rule JCEB, Suspension and Hearing Procedures. If the student is determined to be guilty of the alleged offense, the tribunal will determine the consequences for the student in accordance with the Code of Conduct.

D. Expulsion means suspension or expulsion of a student from school beyond the current school semester. **E. Felony** – A crime punishable for more than 12 months, by imprisonment for life, or by death.

F. In-School Suspension (ISS) - Restriction of students to a specified location in the school so as to remove them from participation in regularly scheduled school activities.

G. Long-Term Suspension means the suspension of a student from school for more than ten (10) school days, but not beyond the current school semester. **H. Permanent Expulsion** means expulsion from all School District schools for the remainder of the student's eligibility to attend school pursuant to

Georgia law. Students so expelled will not be allowed to enroll in the School District's Alternative Education Program (AEP).

I. School property includes, but is not limited to:

1. The land and improvements which constitute the school.
2. Any other property or building, including school bus stops, wherever located, where any school function or activity is conducted.
3. Any bus or other vehicle used in connection with school functions and activities including but not limited to, school buses, buses leased by the School District and privately-owned vehicles used for transportation to and from school activities.
4. Personal belongings, automobiles or other vehicles which are located on school property.
5. En route to and from school (prior to imposing discipline regarding these incidents, schools should consult with the Student Services' Tribunal Office).

J. School technology resources includes, but is not limited to:

1. Electronic media systems such as computers, electronic networks, messaging, and Web site publishing, and
2. The associated hardware and software programs used for purposes such as, but not limited to, developing, retrieving, storing, disseminating, and accessing instructional, educational, and administrative information.

K. Short-Term Suspension means the suspension of a student from school for ten (10) school days or less.

L. Truant - refers to any child subject to compulsory attendance who during the school calendar year has missed more than ten (10) days of school due to unexcused absences according to O.C.G.A § 15-11-381. School days missed because of an out of school suspension shall not count as unexcused day for determining student truancy.

M. Valid Written Excuse/Documentation - A written explanation provided to the school within three days of a student's absence, signed by the student's parent or guardian or other documentation supporting the reason for the student's absence.

II. STUDENT OFFENSES:

The decision to charge a student for violation of this Code of Conduct will be made by the administration of the local school. If the local school administration is uncertain as to the interpretation of the Code of Conduct they are to contact the Student Services' Tribunal Office

A student shall not violate any of the following rules of the School District.

1. ACADEMIC DISHONESTY OFFENSES

Plagiarism or cheating on assignments, tests, major exams, projects, or statewide assessments is prohibited. If the Georgia Department of Education or Clayton County Public Schools determines that a student did use or intended to use a device to share, retain, or access information, the student's test will be invalidated.

An invalidated test means the student will not earn a score on the exam.

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

2. ALCOHOL OFFENSES

- Possession, use, or under the influence of alcohol: Possession, consumption, transmitting, storing, or under the influence of alcoholic beverages or related products (non-alcoholic beers, wine coolers and near beer). Legal intoxication is not required for violation of this code.
- Possession of a substance reported to be alcohol: False representation or identification of a substance to be alcohol **Consequences:** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

3. ATTENDANCE OFFENSES

All consequences should follow the Clayton County Comprehensive Attendance and Truancy Protocol. Any student who is subject to compulsory education requirements and is deemed truant as defined in this policy is subject to progressive disciplinary consequences. At a minimum, students and their parents or guardians shall be required to meet with school administrators and/or other designated personnel to develop and implement an attendance improvement plan. Parking privileges also may be revoked for attendance violations. When a child is absent, parents, guardians, or other persons who have control of a child enrolled in the School District must comply with District and local school guidelines and submit valid, written excuses for absences. Any child subject to compulsory attendance during the school calendar year who has missed more than ten days of school due to unexcused absences according to O.C.G.A. 15-11-381, is considered truant. Possible consequences may also include disposition for unruly children.

Georgia law requires that after any student accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or other person who has control or charge of that child shall be in violation of O.C.G.A. § 20-2-690.1, which states the following: Any parent, guardian, or other person residing in this state who has control or charge of a child or children and who

violates this code section shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part after the child's School District notifies the parent, guardian or other person who has control or charge of a child of five unexcused days of absence for a school shall constitute a separate offense. Schools shall notify parents when a student accumulates five (5) unexcused absences.

- Skipping class or required activity: Failure to attend class or activity or being tardy without a valid excuse
- Leaving campus without permission: Leaving school grounds during the course of the regularly scheduled school day without permission of a parent and school principal or designee.

Consequences:

- Level 1
- Referral to the Assistant Superintendent for other placement options
- Referral to the Clayton County Juvenile Court/Clayton County
- Collaborative Child Study Team (QUAD Cst) according to Clayton County Attendance Protocol

4. BULLYING OR CYBERBULLYING OFFENSES

O.C.G.A. § 20-2-751.4 Bullying is defined as any willful attempt or threat to inflict injury on another person when accompanied by an apparent present ability to do so; or any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or any intentional written, verbal or physical act, which a reasonable person would perceive as being intended to threaten, harass or intimidate that:

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication:

Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

1. Causes another person substantial physical harm or visible bodily injury; or
2. Has the effect of substantially interfering with the victim's education; or

3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.
5. Is directed specifically at students or school personnel; and
6. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school; and
7. Creates a reasonable fear of harm to the student's or school personnel's person or property or has a high likelihood of succeeding in that purpose. **Consequences:** Levels 1-4

Upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials for a student in grades six through 12 who has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school.

5. BUS OFFENSES

The Clayton County Board of Education expects students to conduct themselves in an exemplary manner on the school bus, or any other mode of transportation used to transport students to and from any Clayton County Public Schools owned properties or to and from extra-curricular, interscholastic activities or other school-related activities. Students shall follow all student behavior policies, and regulations while on school provided transportation, including but not limited to, the prohibitions on physical violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior. In the event a student's bus privileges are suspended, it shall be the responsibility of the parent or the student to provide transportation to and from school and to and from extra-curricular and interscholastic activities. If a student has been found to have engaged in battery, acts of physical violence, bullying or physical threats on the school bus, in addition to other consequences, the student's parent/guardian shall be required to meet with the principal/designee to execute a bus behavior contract or student may be removed from receiving bus services.

Bus Violations of the following bus rules:

- a) All body parts shall always remain inside the bus
- b) Nothing thrown into, out of, inside, or at the bus
- c) Students shall not make unnecessary noise and always remain seated unless directed by the driver
- d) Students are required to remain quiet at all railroad crossings
- e) Emergency doors and windows are used only at the direction of the driver

f) Students shall not board or disembark a bus at a bus stop other than that assigned for their residence without submitting a written

request from their parent or guardian to the principal or designee for approval

g) Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to

cell phones, pagers, audible radios, tape, or compact disc players without headphones, mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the driver's operation of the school bus or interfere with the school bus communication equipment. OCGA § 20-2-751.5

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

6. COMMUNICATION DEVICE OFFENSES (unauthorized Possession/use)

The visible possession or use of communication devices is prohibited during school hours, within the school building, or on a school bus, except as permitted by school administration for instructional purposes. All devices must be "OFF" during the school day or while on school buses.

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented

7. CHRONIC/REPEATED DISCIPLINE OFFENSES

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics that interfere with the learning process of students around him or her and which are likely to recur after a student has been identified as a chronic disciplinary problem student.

Required Documentation If the parent or guardian fails to attend the conference, it will be the responsibility of the school personnel attending to create a disciplinary and behavioral correction plan for the student and provide copies of that plan to both the parent and the student.

Consequences: Level 4 Depending on the criteria listed and the approval by Student Services, Office of Tribunals.

The principal will notify the student's parent or guardian of the disciplinary problems by telephone call and by either certified mail or statutory overnight delivery with return receipt requested and invite such parent or guardian to observe the student in a classroom situation.

At least one parent or guardian will be invited to attend a conference to devise a disciplinary and behavioral correction plan. The principal or designee and the parent or guardian are expected to

be present at the conference. The principal may also invite other appropriate staff members if he/she feels that it would be advisable to do so.

8. DISRESPECTFUL BEHAVIOR OFFENSES

- Insubordination: Failure to comply with reasonable directions or commands of authorized school personnel or designees
- Refusal to identify one's self: Refusal to identify oneself upon request of any school district employee or designee
- Dress code violation: Repeat violations of the school or district dress code
- Failure to attend detention or ISS: Failure to attend detention or In-School Suspension
- Verbal altercation: engagement in a verbal altercation with any person.
- Profanity directed toward school personnel / official /other person: use of any type of profane, vulgar, obscene, or ethnically offensive language (written or oral) or gestures toward school personnel or official
- Profanity directed toward a student: use of any type of profane, vulgar, obscene, or ethnically offensive language (written or oral) or gestures toward a student
- Inappropriate Display of Affection
- Possession or distribution of obscene or offensive materials: Possession, display, or distribution of profane, vulgar, pornographic, obscene, or ethnically offensive materials (includes communication via electronic devices)
- False reports or accusations: knowingly and willfully making reports or statements (written or verbal) falsely accusing others of wrong actions, or falsifying school records, or forging signatures.
- Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student. OCGA § 20-2-751.5 (A)(17)

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented

9. DISRUPTIVE BEHAVIOR OFFENSES

- On campus without permission: Students shall not be on campus of a school in which they are not enrolled or from which they are currently suspended or expelled.
- In a restricted area without permission: Students may not be present in an unauthorized area of school property.
- Restricting others use of school facilities or activities: Students shall not occupy or block (or attempt to occupy or block) the entrance/exit

of any school building, gymnasium, school grounds, properties or part(s) thereof with the intent to deprive others of its use. **Consequences:** Levels 1-3

10. DRUG OFFENSES

Illegal drugs include narcotics, hallucinogens, amphetamines, barbiturates, marijuana, stimulants, prescription medication (not prescribed to student) or any other substance listed under the Georgia Controlled Substances Act. Legal intoxication is not required for violation of this code.

Over-the-counter medications include (but are not limited to) nicotine replacement therapies, nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like.

- Possession with intent to buy, sell or distribute illegal drugs: Possession with intent to buy, sell, or distribute illegal drugs or distribute a substance falsely identified as such, or that is believed by the purchaser and/or seller to be an illegal drug.
- Possession, use, or under the influence of illegal drugs: Possession, consumption, transmitting, storing, or under any degree of influence of illegal drugs.
- Possession of drug related paraphernalia: Possession, transportation, storage, buying, selling, or otherwise distributing any drug related paraphernalia.
- Under the influence of inhalants or other substances: Students shall not sniff or be under the influence of inhalants and/or other substances other than alcohol or drugs.
- Possession of Prescription or over-the-counter medication (OTC): Possession of all over-the-counter medication (and prescription medication prescribed for the student that does not comply with school and District rules) while on school property. This includes possession with the attempt to buy, sell, or distribute, or the attempt thereof.

Consequences: Levels 1-4 Depending on the evidence

11. FALSE EMERGENCY OFFENSES

- False call to emergency services: knowingly make or cause a false call to emergency services.
- False fire alarms: knowingly cause a fire alarm to be activated under false pretenses.

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented

12. GAMBLING

Gambling: Participation in any type of gambling activity as defined by state law or that involves wagering or betting of services, money, or other items **Consequences:** Levels 1-3

13. GANG RELATED OFFENSES

An identified gang which encourages, solicits, promotes, urges, counsels, furthers advocates, condones, assists, causes, advises, procures, or abets any illegal or disruptive activity

- Identifying one's self as a gang member: identification as a gang member by display of tattoos, wearing or possessing gang related clothing, or paraphernalia, holding himself/herself as a gang member or the tagging or defacing of property with gang related symbols.
- Solicitation of gang members: Recruitment or solicitation of membership in any gang or gang related organization.
- Participation in other gang related activity

Consequences: Levels 1-4 Depending on the severity of the incident and evidence.

14. HARASSMENT OFFENSES

Harassment may be intentional, substantial, and unreasonable, verbal, physical or written contact/conduct that is initiated, maintained, or repeated. No student shall engage in harassment, intimidation or abuse of students or others based on actual or perceived race, creed, color, national origin, religion, sex, age, disability, sexual orientation, gender, gender identity, or a physical characteristic.

Consequences Levels 1-4 Depending on the severity of the incident and evidence. Any off-campus conduct:

15. OFF CAMPUS OFFENSES

Punishable as a felony or would be punishable as a felony if committed by an adult; AND Conduct which makes the student's continued presence at school either:

Potential danger to persons or property at the school; OR

Disruptive to the educational process.(O.C.G.A. 20.2.751)

Consequences Levels 1-4 Depending on the criteria above and the approval by Student Services, Office of Student Discipline

16. OTHER OFFENSES

Other Behaviors that are not specifically addressed in this code of conduct: Acts or participation in any activity that is illegal or subversive to the good order and discipline of the school.

Consequences Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

17. PARTIES TO AN OFFENSE

Party to an offense: Behavior to encourage, counsel, promote, assist, cause, advise, procure, or abet any student(s) to violate any section of this code of conduct. This includes inciting others to physical violence.

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented

18. PHYSICAL OFFENSES

- Possession or use of Harmful Substance: possession or use of any device, chemical, irritant, or substance in a manner inconsistent with its intended or prescribed use or in a manner designed to cause harm, shock, physical irritation, or allergic reaction
- Horseplay/Wrestling: engagement in rough or boisterous activities
- Fighting: Fighting is defined as physical confrontation between two or more students that involves mutual participation.
- Battery of a Student or other Person who is not a school employee: Battery is defined as making intentional physical contact or behaving in such a way as to cause physical injury to another person.

Consequences: Levels 1-4 (for items 18a, 18b, 18c and 18d) Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented

- Physical violence against School Personnel without harm: in accordance with O.C.G.A. 20-2-751.6., any student alleged to have committed an act of physical violence (defined as intentionally making physical contact of an insulting or provoking nature with school personnel) shall be suspended pending the hearing by the disciplinary hearing officer, panel, or tribunal. If found guilty, the decision of the disciplinary hearing officer, panel, or tribunal shall include a recommendation as to whether a student may return to public school and, if return is recommended, a recommended time for the student's return to public school.
- Physical violence against School Personnel which causes harm: in accordance with O.C.G.A. 20-2-751.6., any student alleged to have committed an act of physical violence which causes harm (defined as intentionally making physical contact which causes physical harm to school personnel, unless such physical contacts or harm was in defense of himself/herself) shall be suspended pending the hearing by the disciplinary hearing officer, panel, or tribunal. If found guilty by the disciplinary hearing officer, panel, or tribunal, the student shall be expelled from the public school system. The expulsion shall

be for the remainder of the student's eligibility to attend public school pursuant to O.C.G.A. § 20-2-150, however:

- The local school board at its discretion may permit the student to attend an alternative education program for the period of the student's expulsion.
- If the student who commits an act of physical violence is in kindergarten through grade eight, then the local school board at its discretion and on the recommendation of the disciplinary hearing officer, panel, or tribunal may permit such a student to re enroll in the regular public school program for grades nine through twelve.
- If the local school board does not operate an alternative education program for students in kindergarten through grade six, the local school board at its discretion may permit a student in kindergarten through grade six who has committed an act of physical violence to re-enroll in the public school system.
- In addition, a referral to Juvenile court will be made by the appropriate School Social Worker. **Consequences:** Levels 3 and 4 (for items 18e, 18f, and 18g)

19. PROPERTY RELATED OFFENSES (O.C.G.A § 20-2-751.5)

- Destruction / Vandalism / Theft to Private Property/Robbery/Burglary: Acts or attempts to mark, deface, damage, vandalize, or steal private property (including setting or attempting to set a fire to property).
- Destruction / Vandalism / Theft to School Property/Robbery/Burglary: Acts or attempts to mark, deface, damage, vandalize, or steal school property (including setting or attempting to set a fire to property)
- Possession of Stolen Property: Possession of private or school property on school grounds.
Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

20. SCHOOL DISRUPTION

- Minor Localized Disruption: An act or acts that cause disorder in a localized area (such as hallway, restroom, classroom). Behavior that interrupts any school activity or function.
Consequences: Levels 1-3.
- Major School Disruption: Acts that cause substantial disruption of learning opportunities or reckless conduct that threatens the safety of others (includes: school evacuations, lock-downs, riots, sit-downs, picketing, and disruptions that cause interruptions in the

school's function). **Consequences:** Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented

21. SEXUAL OFFENSES

- Consensual participation in any form of Sexual Activity
- Sexting: The sending and/or receiving of sexually explicit messages or pictures.
- Indecent exposure: Behavior that includes exposing one's intimate body parts (as defined in this section) in public.
- Sexual Harassment: Verbal, written, visual or physical conduct of a sexual nature. Behavior which includes, but is not limited to, unwelcome sexual advances or gestures; requests for sexual favors; sexually offensive slurs; electronic messages such as email, text messages; sexually offensive drawings or poster directed towards another person whether there is a pattern of harassing behavior or a single significant incident.
- Sexual Battery: Sexual battery is defined as a student intentionally making physical contact with the intimate parts of the body of another person without the consent of that person. "Intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female (O.C.G.A. 16-6-22.1).
- Sexual Molestation: Sexual Molestation is defined as any immoral or indecent act to or in the presence of another person, without that person's consent, with the intent to arouse or satisfy the sexual desires of either the student or the other person. This includes forcing another person to make physical contact with the student's intimate body parts.

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

22. TECHNOLOGY OFFENSES

- Unauthorized access or attempted access to school technology: Acts or attempts to purposely seek security problems to gain access to school technology resources.
- Altering or attempted altering of school technology: Acts or attempts to disrupt the school technology resources by destroying, altering, or otherwise modifying technology (including Hacking).
- Unauthorized soliciting using school technology: Acts or attempts to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises.
- Compromising of school technology: Acts or attempts to engage in any activity that monopolizes, wastes, or compromises school technology resources.

- Copying of programs, software, or other technology: Copying of computer programs, software, or other technology provided by the School District for personal use (includes downloading unauthorized files).
- Inappropriate display of material using school technology: Use of school technology resources to distribute or display material that does not serve an instructional or educational purpose or is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic, threatening; advocates illegal, dangerous or violent acts; is knowingly false, reckless, or defamatory to others; is otherwise harmful to minors as defined by the Children's Internet Protection Act. Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

23. THREATENING BEHAVIOR OFFENSES (ASSAULT)

A Threat Assessment is required for all instances of threatening behavior

- Terroristic Threat: Communication (verbal or written) of a serious expression to harm or use violence against a group of individuals and/or school property.
- Student or Non- school employee
 - Verbal Assault/Threatening Another Student or Non- school employee: Communication of a verbal, written, or gesture intended to place a student or other person in fear of bodily harm.
 - Physically Threatening Another Student or Non-school employee: Behavior (or attempt) to commit physical harm or injury to the person of another; a physical act which places another in reasonable apprehension of immediately receiving an physical injury, or behavior which could reasonably cause physical injury to any person.
- School Personnel or School official
 - Verbal Assault/Threatening School Personnel or School official: Direct communication of a verbal, written, or gesture intended to place any school employee or school official in fear of bodily harm. In accordance with O.C.G.A. § 20-2-753. Local boards of education shall appoint a disciplinary hearing officer, panel, or tribunal of school officials to hold a disciplinary hearing following any instance of an alleged assault or battery by a student upon any teacher or other school official or employee if such teacher or other school official or employee so requests.
 - Physically Threatening School Personnel or School official: Behavior (or attempt) to commit physical harm or injury to any school employee or school official; an

act which places another in reasonable apprehension of immediately receiving a physical injury, or behavior which could reasonably cause physical injury to any person. In accordance with O.C.G.A. § 20-2-753. Local boards of education shall appoint a disciplinary hearing officer, panel, or tribunal of school officials to hold a disciplinary hearing following any instance of an alleged assault or battery by a student upon any teacher or other school official or employee if such teacher or other school official or employee so requests.

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

24. TOBACCO OFFENSES

Possession of tobacco, tobacco related products, or tobacco related substitutes: Possession, use, or distribute tobacco, tobacco products, or tobacco substitutes (includes hookahs, electronic cigarettes, or look-alikes).

Consequences: Levels 1-3

25. VAPING AND JUULING

A student shall not possess or use vapes, juuls, e-cigs, vape pens, advanced personal vaporizers and related products while on school property. **Consequences:** First to third offenses in a school year - Levels 1-3.

Fourth offense and above in a school year - Level 4.

26. WEAPONS/FIREARMS/HAZARDOUS OBJECTS

A student shall not possess, handle, transmit, or cause to be transmitted, use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed, or open to view, while on school property. All weapons shall be confiscated and given to law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the Superintendent or his/her designated school official, in conjunction with law enforcement.

- Possession of a dangerous weapon or firearm (loaded or unloaded):
Firearm includes a handgun, rifle, shotgun, or other weapon that will or can be converted to expel a projectile by the action of an explosive or electrical charge.
Dangerous weapon means any weapon commonly known as a rocket launcher, bazooka, or recoilless rifle, which fires explosive or non- explosive rockets designed to injure or kill personnel or destroy heavy armor, or similar weapon used for such purposes.
This term shall also mean a weapon commonly known as a mortar, which fires high

explosives from a metallic cylinder and which is commonly used by the armed forces as an antipersonnel weapon or similar weapon used for such purposes. This term shall also mean a weapon commonly known as a hand-grenade or other similar weapon that is designed to explode and injure personnel.

In accordance with O.C.G.A. § 20-2-751.1., Consequences require 10 day out-of-School Suspension and a request for Tribunal (with a recommendation of expulsion for a minimum of one calendar year). The local board of education, superintendent, administrator, hearing officer, tribunal, or panel has the authority to modify the expulsion requirements on a case-by-case basis. *The hearing officer, tribunal, panel, superintendent or board of education shall be authorized to place a student determined to have brought a weapon to school in an alternative educational setting.

Consequences: Levels 3 and 4.

- Possession of a Hazardous object, pellet, BB gun, antique firearm or other felony weapon: Hazardous object means any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles (made from metal, thermoplastic, wood or similar material), blackjack, any bat, club, or other bludgeon-type weapon, any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (also known as nun-chukka, nun-chuck, nun-chaku), shuriken or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled (also known as a throwing star or oriental dart, or any instrument of the like kind) any nonlethal air gun, and any stun gun or taser. *The hearing officer, tribunal, panel, superintendent or board of education shall be authorized to place a student determined to have brought a weapon to school in an alternative educational setting.

Consequences: Levels 1-4 Depending on the severity of the incident, evidence, previous discipline history and prior interventions implemented.

- Possession of a non-felony weapon or look-a-like weapon: Any knife or instrument having a blade of less than two inches, any look- a-like firearm, mace, pepper gas or like substances (mere possession of pepper gas or like substance is not a violation of this code of conduct unless the administration determined that the student brought it to school with the intent to harm another); any firearm muffler, or silencer, chains, ice picks, plastic disposable razor, or sling shot, or any tool or instrument which can reasonably be used as a weapon or is intended to be used as a weapon.

Consequences: Levels 1-3

- Possession of a dangerous instrument: Any item that is thrown, used as a projectile, or used to penetrate or cause bruises/contusions to skin or other body parts of a person (i.e. pencil, chair, stapler). **Consequences:** Levels 1-3

- Possession of explosives and ammunition: This includes smoke bombs, fireworks, bullets, and other similar items. This does not include firecrackers.

Consequences: Levels 1-3 Depending on the severity of the incident, evidence, previous discipline history, and prior interventions implemented.

- Possession of and/or lighting matches, firecrackers, poppers, or cigarette lighters.

Consequences: Levels 1-2

- Possession and/or use of instruments such as syringes and needles.

Consequences: Levels 1-3

OUT OF SCHOOL SUSPENSION: LLA reserves the right to suspend students if their behavior threatens the safety and security of students or staff. With that in mind, LLA works proactively to prevent these occurrences and also uses restorative practices designed to increase student attendance, introduce behavior and conflict management skills, and provide opportunities for parental involvement. These programs give administrators alternatives to OSS when determining the consequences for behaviors that may normally result in an OSS.



LIBERTY LEADERSHIP ACADEMY DISCIPLINE POLICY 2021-2022

CODE OF CONDUCT The purposes of the Student Code of Conduct are to provide uniform guidelines to help assure a stable learning environment, provide a clear set of regulations governing the behavior of students, establish guidelines for certain infractions of the regulations, and clarify formal and informal procedural due process rights. This document recites many offenses and related disciplinary actions. Disciplinary action for offenses has been and continues to be used only in an attempt to correct unacceptable behavior. LLA faculty and administrators operate on the premise that students will behave in a manner appropriate for being good citizens. Students will be expected to adhere to the standards of good school behavior. The faculty and staff are charged with the responsibility of maintaining a positive and safe school climate; therefore, it is essential that requests made to improve behavior be honored. It is a teacher's responsibility to correct an inappropriate behavior whether in the building, on campus, or at any school-related event. It is our goal for students to develop self-respect, an understanding of and respect for others, and an acceptance of and adherence to the rules governing our school and society. High standards of conduct are expected at Liberty Leadership Academy.

STUDENT RESPONSIBILITIES/BEHAVIOR Students have an obligation to help provide and maintain a suitable environment for learning. To help achieve this goal, students must participate in the learning process, avoid any behavior that is detrimental to their own or other students' achievement or educational goals, show respect for the knowledge and authority of faculty and staff, and recognize the rights and human dignity of all students. Students must accept the consequences of their actions; recognize the limits of their freedom, and show concern and consideration for the rights of others. The following specific expectations are listed to help achieve this broad framework of desirable student conduct.

A. Citizenship and Discipline

We, at Liberty Leadership Academy, recognize the importance of the role that discipline plays in our schools and our lives. We believe that good citizenship and discipline cannot be separated. To guarantee a good social and educational climate, it is important that students, in keeping with the level of their maturity, understand that acceptable standards of behavior are expected at all times. Liberty Leadership Academy teachers and staff want and expect students to become good citizens. It is each student's responsibility to display qualities of good citizenship. Good conduct is expected in the classroom, in the halls, in the cafeteria, on field trips, when leaving school grounds, and on buses. Discipline will be administered for misconduct and when

any individual's actions interfere with the right of teachers to teach and students to learn.

B. Disciplinary Philosophy

We, at Liberty Leadership Academy, believe that a preventive discipline approach facilitates and nurtures leadership and self-control. We believe that the maintenance of discipline is an ongoing process which involves more than just the establishment and execution of a series of policies and punishments. Ideally, the home, the community and the school work together to instill a network of positive, socially accepted values within each child that promotes self-direction and self-control. Pursuant to this, we believe a sound disciplinary code and process incorporates the following components:

1. Well-defined and understood rules in terms of what:
 - a. the school expects of that student;
 - b. the student expects of the school;
 - c. the parent expects of both the student and the school.
2. Well-defined and understood disciplinary procedures based upon:
 - a. recognition of levels and degrees of seriousness of student's behavior;
 - b. recommended actions to be taken at each level; and
 - c. identification of specific personnel to be involved at each step of the disciplinary process.
3. Fair, firm, and consistent enforcement and follow-through with discipline.
4. A belief that student discipline should be treated as a positive learning experience from which students learn to accept responsibility for their action.
5. A staff commitment to promote dignity, fairness and honesty in the disciplinary process.

DISCIPLINE POLICY/GUIDELINES: Discipline is a community responsibility, and all faculty and staff contribute to maintaining standards for student conduct. However, it is the classroom teacher who is the driving force for school-wide discipline since students spend most of their time in the classroom. Teachers make clear their academic and behavioral expectations for students in their classes, and teachers hold students accountable for those expectations using the best practices of classroom management. The teacher's unique relationship with each student is the foundation for maintaining discipline in the classroom. Teachers are expected to use their best judgment when working with students. Issues of classroom management, such as, but not limited to, socializing in class, tardiness, and disrespect to peers or teachers, may be handled by the teacher at their discretion. In such cases where the student has not responded to the teacher's corrective measures, they may refer the student to the Administrator.

In the event that an LLA student commits an infraction or is involved in a disciplinary matter, it is always recommended that they come forward and talk to an administrator, coach, teacher or staff member. **When a student comes forward and tells the truth, that fact is taken into account when deliberating the appropriate consequences.** While a voluntary confession does not mean that a student will not receive consequences for their behavior, it is the most responsible and appropriate response.

INCIDENT REPORT: Students and parents have the responsibility to report to administration anything they feel needs to be addressed concerning any issue at school. The Incident report form is available online for teachers and staff to fill out.

Minor Infractions

Any violation of the School's expected behavior for students at school and during school activities is considered to be an infraction. Minor infractions are deemed to be less offensive than major infractions, but are still considered unacceptable from a member of the school community. Examples of minor infractions include, but are not limited to, the following:

- Disrespect toward persons or property
- Inappropriate clothing
- Leaving campus without permission
- Cutting a class
- Driving recklessly to, from, or on campus or at a school activity
- Being disruptive in the classroom, library, assembly, or any other campus activity
- Lying, deceit, or any other dishonest behavior
- Poor sportsmanship
- Profanity
- Minor cheating or plagiarism

Major Infractions

There are certain fundamental policies and expectations at Overlake that, when violated, are considered Major Infractions. A Major Infraction is a very serious offense. The following are examples of Major Infractions (the list is not all-inclusive):

- Violation of the school's Harmful Substances Policy
- Harassment & Bullying
- Verbal, physical or sexual harassment or abuse of a student by peers. This includes interactions that are in person, online or via phone. Posting videos/photos of peers without their consent to do harm is considered harassment. Add Laws

- Threats or references to school violence, particularly school shootings.
- Pervasive abusive language or abusive language that is aimed at another member of the community.
- Major cheating or plagiarism
- Willful destruction of property belonging to Overlake, its personnel or another student
- Stealing
- Possession or use of any kind of weapons on campus

In ordinance with Georgia Law and Clayton County Public Schools, LLA will follow all laws against assault, battery, or act of physical violence against a teacher, school bus driver, school officials, or school employee.

Punishment as provided by Georgia law shall include the following:

- (1) expulsion for the remainder of the student's eligibility to attend public school for any intentional physical act which causes physical harm to an employee
- (2) expulsion, long-term suspension, or short-term suspension for intentionally making physical contact of an insulting or provoking nature with a school employee (O.C.G.A. § 20-2-751.6). This offense also requires mandatory notification to law enforcement.

LLA takes the same stance on bullying of any kind. Bullying is not prohibited by Liberty Leadership Academy, Clayton County Board of Education, and by Georgia law. In accordance with Georgia law, O.C.G.A. § 20-2-751.4 (2), upon a determination by the Disciplinary Tribunal that a student in grades 6-12 committed the offense of bullying for the third time in a school year, such student shall be assigned to the alternative education program.

POSSIBLE CONSEQUENCES FOR INFRACTIONS: While it is not possible to list all possible consequences for behavioral infractions, below is a list of possible consequences that have occurred in the past. In each individual case, the Administrator considers the individual student and the LLA community. In all cases, LLA strives to incorporate transparency, precedents that have been set and principles of "Restorative Justice" into the decision making process.

For infractions that occur outside of the classroom, any faculty or staff member present is responsible for talking to the student and referring the case to the appropriate administrator, if necessary.

Students who violate the behavioral expectations repeatedly could be subject to more serious

consequences.

If a student engages in an illegal activity, the school may report the activity to the local police.

In the event that a consequence for a school discipline issue conflicts with an athletic practice or game, the discipline consequence takes priority.

LUNCH DETENTIONS: 1. Any student may be assigned a lunch detention by teachers, staff, or Admin for violation of any school rules, classroom rules, or any disciplinary infraction that interferes with the educational process.

2. Students will be in a separate area in the cafeteria or classroom during their lunch period. They will quietly eat their lunch and not be allowed to go outside for the remainder of their lunch period. During this time, students may do class work or sit quietly.

3. Failure to abide by the rules may result in additional days of lunch detention, isolated supervision, parental conference, in-school suspension or suspension.

4. Teachers may also supervise lunch detention in their classrooms.

SCHOOL MEDIATION MEETINGS: In some situations, the School Head may recommend mandatory meetings with school administration and teachers. The length and frequency of these meetings is determined by the administrator and teachers with a focus on what is best for the student involved.

IN-SCHOOL SUSPENSION: As an alternative to out-of-school suspension, a student may be assigned to in-school suspension, as a recommended disciplinary action by the school Administrator. The purpose of this suspension is to improve student behavior through the use of a structured environment while guaranteeing academic continuity.

- If a student is uncooperative during ISS, he/she can be extended in ISS (one day) by the Administrator. If negative behavior continues, out-of-school suspension will be considered.

OUT-OF-SCHOOL SUSPENSION

1. Students are assigned suspension at the discretion of the administration because of serious infractions or for habitual minor offenses.

2. A student may be suspended from school for 1-10 days.

3. Students who are assigned out of school suspension are permitted to make up all class work and homework assignments.

4. A readmission conference may be requested by administration. The purpose of suspension from school is to communicate clearly to the student that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that students be under the direct supervision of an adult when out of school during the suspension time.

5. Students are not to be on school grounds or at school activities during the suspension period. This includes extracurricular activities.

6. A suspended student will be ineligible for participation in or attendance at extracurricular activities. Serious offenses or chronic misconduct will result in the student being ineligible for all extracurricular activities.

SUSPENSION OF SPECIAL EDUCATION Special education students may be suspended from school only after Administration has determined that the behavior which precipitated the proposed suspension is not directly related to the student's disability, except in situations where the continued presence of the student poses a hazard to himself or others. For all students with an IEP and 504 plan, LLA will follow IDEA, State, and federal laws including but not limited to holding a manifestation meeting for suspensions that are over 10 days cumulatively for a school year.

EXPULSION

1. Expulsion is extremely serious.

2. It is used only when other measures have failed or when the student's behavior is deemed a detriment to the school and/or community.

3. The principal will recommend to the Superintendent and District Student Disciplinary Committee that the student be expelled.

4. A student will not be allowed to attend school or any school function during the expulsion period assigned

by the school board.

GROUNDS FOR EXPULSION 1. Causing serious physical injury to another person, except in self-defense 2. Making or participating in the making of a bomb threat 3. Pervasive disruption of educational services 4. Possession of any firearm, knife, explosive, or other dangerous object. A minimum 1 year expulsion is required for possession of a firearm. 5. Sale or distribution of any mind-altering substance 6. Other activities/offences deemed extreme by the administration

DISCIPLINE COMMITTEE The LLA Discipline Committee is composed of school officials and school governing board, and meets to make consequence recommendations to the principal on disciplinary matters when parents appeal a suspension action or when expulsion has been recommended. Committee members are appointed school Administration and help to consider recommendations for suspensions lasting longer than 10 days and/or expulsion. The committee will hear evidence and forward findings and recommendations to Administration.

DUE PROCESS

STUDENT RIGHTS The principal or teacher will advise the student why disciplinary action is being taken against the student; summarize the information on which the teacher or principal is relying to conclude that the accused student committed an inappropriate act; and afford the student an opportunity to explain the offensive behavior and, especially when the consequence is to be suspension, present evidence which supports the student's explanation or establishes that the student has not committed said act.

APPEALS A student disciplined at LLA may appeal the disciplinary action by making a written request to the next higher level authority within 10 days of the imposition of the discipline. The written request should describe in full detail why the discipline assessed is unjust and/or inappropriate. If the disciplinary action was initiated by a teacher, the appeal should be addressed to the assistant principal. If the disciplinary action was initiated by the assistant principal, the appeal should be addressed to the principal. If the disciplinary action was initiated by the principal, the appeal should be addressed to the community superintendent. The next higher level (appellate) authority will review the materials and render a decision within 10 days of receiving the appeal. The parties may submit any new evidence for consideration, but the appeal is a paper review; therefore, neither party will be allowed to present an oral argument. In appeal cases involving suspension, the

community superintendent will issue a final decision in writing. The school need not defer the imposition of any disciplinary consequence pending an appeal, particularly when the discipline is being taken to protect students or to prevent disruption of the classroom or learning process. If the basis for the disciplinary consequence is reversed on appeal, all records of a student having been disciplined will be removed from the student's disciplinary file.

NOTICE OF PROPOSED EXPULSION/SUSPENSION OVER 10 DAYS An administrator will notify the student's sponsor in writing of the proposed discipline that seeks an expulsion or suspension of the student in excess of 10 days. The notice will inform the sponsor of the reasons for the proposed discipline; the specific proposed punishment; the right to a prompt hearing and/or the date of that hearing; the right of the sponsor or child over 18 to waive a hearing; the recipient's right to present witnesses and documentary evidence at the hearing; the recipient's right to be represented by a parent or legal counsel; and the administration's right to present evidence, call witnesses, and/or be represented by legal counsel. Unless otherwise indicated, however, a suspension or expulsion is effective immediately upon the Principal's determination that such action is appropriate.



Liberty Leadership Academy

Grievances Rules and Procedures

The Liberty Leadership Academy, Inc Board of Directors has developed a grievance policy for families, staff, and community members that requires the aggrieved to first pursue a resolution with the teacher(s) or staff member(s) involved. Should the aggrieved party be dissatisfied with the solution, they are permitted to bring their grievances to the School Site Advisory Council. Written appeals in the form of a letter or email are heard by the Head of School, and for those grievances not resolved within 5 business days by the Head of School, they are then heard by the Board of Directors whose resolution (within 10 business days) serves as the final step in the process.

LLA will organize and maintain a School Site Advisory Council as part of its governance structure. The Advisory Council will consist of three staff members and two parents who are elected by the parent organization (PTO) annually and up to four additional community members from the immediate community of the school. The role of the Advisory Council is to serve as a formal advocacy body for each school. As such a body, the Advisory Council is specifically charged with the following:

- Initiating and managing school site development goals and fundraising initiatives
- Organizing community partnerships and collaborations
- Recruiting and training potential volunteers
- Supporting supplementary programming for the school site
- Collaborating with the head of school to find additional uses for each facility that benefit the community during the hours the school is not in operation
- Sponsoring individual classroom projects and special annual events (such as career day, specific students group meetings, prom, etc.)
- Connecting school staff with additional professional development opportunities
- Advocating for the school needs to the board
- Serving as a liaison between the school site it represents and the governing board

TEACHER STAFF PROBLEM/CONFLICT RESOLUTIONS

In the event of a problem or dispute with other personnel, students, or parents, an employee may submit a complaint following a process such as the one described below. Careful documentation is key to a successful process. All documentation is to be included in the personnel file. The following process will be employed for resolving issues:

1. The employee will make a good faith effort to work with the adversarial party/parties possible solutions, selection of resolution, the process for implementation of the resolution, and scheduling a follow-up. In the event that the complaint involves the immediate supervisor, the employee will work with that individual's supervisor.
2. If the issue is not resolved after a good faith attempt as outlined above, the employee may submit the grievance in writing to the Director of Human Resources.
3. If the issue is not resolved after a good faith attempt with the Human Resources Representative, the employee should feel confident about speaking with the Chair of the Freedom Prep Board to resolve that issue.

STUDENT GRIEVANCES

LLA works feverishly to ensure that all students have a safe environment that is conducive to learning. If a student has a grievance with a peer or staff member, LLA will employ a restorative process to ensure conflict is resolved. Aggrieved students will be able to privately confer with their advisor whom they see daily about any issues. The advisor will complete a formal written report detailing the specifics of the grievance. The advisor will then mediate a counsel session with the involved parties or initiate a circle in an effort to rectify the problem and institute a resolution. If the issue remains unresolved, the advisor will report the initial report and the attempted resolution to the student support committee. This committee will be composed of veteran teachers who serve as the grade level chairs for the school. Should the issue remain unresolved after the three aforementioned attempted interventions, the Head of School will issue a final decision on the matter.

PARENT GRIEVANCES

The board strives to resolve concerns and complaints of parents whenever possible. To this end, the board has provided opportunities for parents to express their concerns through processes established in board policies. While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used. Parents will first need to speak with the student's teacher. If the parent still feels the problem has not been resolved, then the next step is to speak to Administration. If that step does not resolve the issue then the next step is the PTO parent/community subcommittee. When all of those options are exhausted then the next step is the board.

Entrepreneurship ☀ Leadership ☀ Character

LIBERTY LEADERSHIP ACADEMY



EMPLOYEE POLICIES

Dear Liberty Leadership Academy Employees,



Welcome to Liberty Leadership Academy and congratulations on joining our team! We believe that this decision will prove beneficial to each employee, the school and the families and students LLA serves! We will collectively build an incredible community school that redefines the middle school experience. This year's theme is "Establish with Excellence" and we are excited to have work with you to set that bar in this upcoming school year!

As our 1st LLA team, we are extremely grateful to have the opportunity to have you join us! You play the most critical role for students in our school! As we dive into our roles of helping students to reflect, display accountability, be excited to explore new opportunities, and create legacy, we know it will take our collective commitment. With every day of instruction, we work to meet our mission to develop the next generation of young entrepreneurs through literacy, learning, and life skills.



This handbook does not constitute, a contract of employment, either expressed or implied, or for any specific duration, employment with LLA is at will. This School will be bound by all GA in alignment with the Georgia Department of Education and, if applicable, the regulations of the Clayton County Schools board. No guide can include or anticipate every issue, question, or concern that may arise. Each employee is required to be knowledgeable about the policies and regulations of LLA and implement them in a spirit of good faith. When in doubt, please ask before you make a decision that could violate a law or policy and endanger your employment with LLA. LLA reserves the right to modify, rescind, delete, or supplement provisions of this Handbook, or add provisions to this Handbook without advance notice, as required. If there is a conflict between the information in this handbook and any law, rule, policy, or regulation of the United States, state of Georgia, Georgia Board of Education, the law, rule, policy or regulation is the controlling authority.

Thank you for your trust and partnership!

MISSION & VISION

Please read and become familiar with the mission statement of LLA. The Board of Directors believes strongly in the principles and practices identified in this statement. LLA urges its employees to consider this as you formulate your own teaching philosophies. The objectives of this school may only be actualized when the faculty, staff, and volunteers share the mission.

**MISSION: LIBERTY LEADERSHIP ACADEMY
DEVELOPS THE NEXT GENERATION OF
YOUNG WOMEN AND MINORITY
ENTREPRENEURS THROUGH LITERACY,
LEARNING, AND LIFE SKILLS.**

**VISION: LIBERTY LEADERSHIP ACADEMY
PROMOTES ENTREPRENEURSHIP WITH THE
HOPES OF CREATING ECONOMIC
SUSTAINABILITY IN MARGINALIZED
COMMUNITIES, EXPANDING CAREER
OPPORTUNITIES FOR ATLANTA RESIDENTS,
AND SHATTERING THE GLASS CEILING FOR
WOMEN AND MINORITIES.**

CORE VALUES

REFLECTION - WE EXAMINE THE IMPACT OF OUR ACTIONS BEFORE, DURING, AND AFTER WE ACT TO DETERMINE IF WE ARE MEETING OUTCOMES.

ENERGY & EXPLORATION - WE EXHIBIT THE NECESSARY STRENGTH AND VITALITY REQUIRED TO CULTIVATE NEW LEARNING ON UNFAMILIAR TOPICS.

ACCOUNTABILITY - WE EXPECT THE BEST FROM OURSELVES AND OTHERS, USING OUR TOOLS AND RELATIONSHIPS TO CREATE SUSTAINABLE CHANGE FOR OURSELVES AND OTHERS.

LEGACY - WE EXPAND OURSELVES FOR THE WORLD WE WANT TO AND CAN LEAVE FUTURE GENERATIONS.

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Expectations

An effective school system requires employees of integrity, high ideals and expectations, and sensitivity to others in the school environment. Employees are responsible for understanding LLA's ethical standards and applying them to daily activities. All employees are expected to:

- Make decisions based on what is best for students in all cases.
- Maintain honest, equitable, professional relationships with students, parents and other staff members.
- Observe local, state and federal laws, policies, rules, and regulations.
- Demonstrate knowledge of research and competence in state-of-the-art practices in your field of expertise.
- Maintain confidentiality of privileged information.
- Support cooperation between the school and the community.
- Avoid conflicts of interest.
- Avoid giving and receiving improper gifts.

Expectations

- Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views or propaganda of any kind.
- Safeguard school property, equipment, and materials.
- Implement board policies in a spirit of good faith.
- Comply with appropriate professional ethical standards.

Required Online Ethics Training for All Employees

All employees will be required to complete the annual online training on ethics and professional standards at LLA. Training must be completed as a condition of employment. Completion of the annual training is mandatory for all employees. Failure to complete the training by the deadline will result in disciplinary action up to and including termination. Educators and other certificated employees should also refer to the Code of Ethics for Georgia Educators from the Professional Standards Commission for additional ethical expectations.

Employment

Employment At Will- Limited Contract employees and those in their first year under contract with LLA acknowledge and agree that the employer can suspend the employee without pay or terminate the employee as permitted under the Strategic Waiver School System Partnership Contract. For the initial ninety (90) workdays, the employee understands, acknowledges and agrees that employment under this contract is at-will and can be terminated by LLA at any time for any reason without any further obligation whatsoever on the part of the employer.

Equal Opportunity Employer-

LLA does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities.

No Harassment Policy

Discrimination, Harassment, and Retaliation-

Liberty Leadership Academy prohibits discrimination, including harassment, based on a person's race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status. Acts of discrimination or harassment committed by any LLA employee are violations of this policy and will result in disciplinary action up to and including termination.

Liberty Leadership Academy prohibits retaliation against any person who has reported in good faith and/or cooperated with an investigation of discrimination or harassment. Acts of retaliation in violation of this policy will result in disciplinary action being taken against an offending employee up to and including termination.

No Harassment Policy

Sexual Misconduct & Harassment -

Everyone should learn and work in an environment that is free of discrimination, including sexual harassment and sexual or sex-based misconduct. Sexual Misconduct is any unlawful sexual act; any solicitation of any unlawful sexual act, whether written, verbal or physical; any act of child abuse, as defined by law; any solicitation, encouragement or consummation of a romantic or physical relationship with a student; or any sexual contact with a student. "Romantic relationship" includes dating a student or otherwise being involved in an inappropriate social relationship or any act of unlawful sexual harassment as the law defines.

Sexual Harassment is a specific form of sexual misconduct. While its definition depends upon the situation, it may include, but is not limited to the following:

No Harassment Policy

- Verbal harassment or abuse
- Subtle pressure for sexual activity
- Unwelcome or inappropriate sexually motivated touching
- Offensive or unwelcome sexual advances or propositions
- Unwelcome, intentional touching of intimate body parts
- Graphic or degrading verbal comments about you or your physical attributes
- Display of sexually suggestive objects, pictures, cards or letters
- Lewd or suggestive comments or gestures Off-color language or jokes of a sexual nature
- Demanding sexual favors accompanied by implied or obvious threats concerning your employment or educational status

No Harassment Policy

- Demanding sexual favors accompanied by implied or obvious promises of preferential treatment about your employment or educational status, especially if supervisors make such demands
- Employees dating students and/or otherwise being romantically involved with a student
- Sexual violence, a physical act of aggression that includes a sexual act or purpose

Such conduct is unacceptable in LLA, violating Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. Any employee, contractor, or consultant who believes that he or she has been exposed to unwelcome sexual or sex-based misconduct should report the alleged act immediately to a principal, assistant principal, director, executive director, and another senior-level administrator or directly to the Board of Directors.

No Harassment Policy

Any employee receiving a report of possible sexual misconduct or harassment must immediately report the offenses. Employee Relations will review concerns appropriately and recommend appropriate disciplinary or corrective action for sexual harassment incidences. Retaliation against a complainant for reporting a sexual harassment incident is prohibited.

Complaints/Grievances Policies-

LLA has a complaints and grievance policy to help resolve work-related problems that may arise. Taking the proper, most effective steps to find a solution can help to maintain morale, enhance job performance, and improve our service to students. This section only includes general information about this policy. Please contact your school's main office or contact Clayton County Schools for complaint forms and other details.

No Harassment Policy

Complaints/Grievances Policies-

What is a Complaint/Grievance? "Complaint" or "grievance" means any claim of an alleged violation, misinterpretation or misapplication of the board's statutes, policies, rules, regulations or written agreement with which the Board and/or LLA must comply. It also includes claims of alleged unlawful discrimination and unfair, unreasonable or abusive treatment.

Informal Complaints/Grievances Policies-

Before Filing a Formal Complaint/Grievance Consider informally discussing any problem with your immediate supervisor before filing a formal grievance. This is not a required 1st step to reporting. Notify your manager or supervisor of the incident who may, if the individual so requests, speak to the alleged harasser on the individual's behalf.

No Harassment Policy

Informal Complaints/Grievances Policies-

An individual reporting sexual or other harassment should be aware; however, that LLA may decide it is necessary to take action to address the harassment beyond an informal discussion. The decision will be discussed with that individual.

Formal Complaints/Grievances Policies-

LLA's formal internal grievance process addresses alleged violations, misinterpretations or misapplications of the District's statutes, policies, rules, regulations or written agreements that cannot be resolved informally. It does not apply to job performance, employee discipline, or certificate-related matters. The complaint must be sent in writing to the employee's supervisor within 10 calendar days of the event/incident. Upon investigation of a complaint, the supervisor and board will make a decision for any necessary disciplinary action.

No Harassment Policy

Formal Complaints/Grievances Policies-

Should the aggrieved party be dissatisfied with the solution, they are permitted to bring their grievances to the School Site Advisory Council. Written appeals in the form of a letter or email are heard by the Head of School, and for those grievances not resolved within 5 business days by the Head of School, they are then heard by the Board of Directors whose resolution (within 10 business days) serves as the final step in the process.

LLA will organize and maintain a School Site Advisory Council as part of its governance structure. The Advisory Council will consist of three staff members and two parents who are elected by the parent organization (PTO) annually and up to four additional community members from the immediate community of the school.

Summary of Responsibilities

Employees (this includes all employees of Liberty Leadership Academy)

- To refrain from all behavior that can be considered harassment, bullying, or discrimination.
- To report complaints/grievances to your supervision or Human Resources Representative who will treat the incident with sensitivity and confidentiality.
- To cooperate reasonably and truthfully in an investigation conducted by Liberty Leadership academy or its acting representative.

Supervisors (this includes all employees whom other staff members report to)

- To refrain from and maintain an environment free from all behavior that can be considered harassment, bullying, or discrimination.
- To inform staff of LLA's policies prohibiting harassment, bullying, or discrimination.

Summary of Responsibilities

- To inform staff of their rights to bring complaints of this nature to the supervisor or human resources representative.
- To report all complaints of harassment and/or discrimination to the human resources representative.
- To investigate promptly all complaints/grievances and where the investigation confirms the allegation, take the appropriate corrective action, up to and including termination of employment.
- To uphold sensitivity in regards to the confidentiality of the matters including the privacy of those involved.
- To not retaliate against any employee for bringing a good faith complaint.

Summary of Responsibilities

Administration (this includes any Liberty Leadership Academy leaders)

- To educate and train employees at each level.
- To ensure that all supervisors and employees are knowledgeable of LLA's policies prohibiting harassment, bullying, or discrimination and their responsibilities.
- To meet with employees upon their hire and during Orientation to review the policy and conduct that is prohibited.
- To assist supervisors with their investigations of complaints, including training all investigators on proper investigative techniques and safeguards. If a complaint directly involves a supervisor than investigating the complaint.

Board of Directors

- To ensure availability and access to employees if the complaint/concern involves a school leader.

Summary of Responsibilities

- To have knowledge of each complaint.
- To listen to a complaint if necessary.
- To ensure availability and access to employees if the complaint/concern involves a school leader.
- To ensure that appropriate corrective action is taken if the complaint involves a school leader.

Immigration Law Compliance

In accordance with the Immigration Reform and Control Act of 1986, it is our policy to hire individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentary proof of their identity and employment authorization. Employees will also be required to complete and sign Form I-9 (Employment Eligibility Verification Form). This form requires the employee to attest that they are authorized to work.

Employment Categories

Each employee is categorized as a full-time employee, a part-time employee, a temporary employee, or a consultant, and as either exempt or non-exempt.

Full-time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work 40 or more hours per week. Generally, they are eligible for LLA's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Part-time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to fewer than 28 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), they are generally ineligible for all of LLA's other benefit programs, in accordance with the terms, conditions, and limitations of each benefit program.

Employment Categories

Temporary employees are hired for short-term periods and are not eligible for benefits.

Consultants are independent contractors who work under a consultancy agreement and have no employee status. They are not eligible for benefits. Employees will be informed upon hire whether they are considered exempt or non-exempt from federal and state wage and hour laws.

Beginning Employment

Required Documents

The Office of Human Resources (HR) requires the following documents from all employees prior to the first date of employment:

- An Employment Eligibility Verification Form from Human Resources to establish your right to work in the U.S.
- A photo ID;

Beginning Employment

- .Appropriate certificates/licenses; and
- A signed loyalty oath, pledged once during your career. Human Resources provides this form during onboarding.

If you are assigned to a position that requires certification or licensure, you must secure and maintain a valid certificate or license from the appropriate authority. For details, please contact the Georgia Professional Standards Commission at www.gapsc.com or (404) 232-2500.

Separation

Resignation- LLA authorizes the Supervisor or his/her designee to accept, on behalf of the Board, resignation from employment by any employee. The Board shall be notified of the action no later than the regular legislative meeting in the month after the resignation has been tendered and accepted in writing.

Separation

Termination- Contracted employees are subject to at-will employment. If in cases of breach of contract or professional students arise, an employee can be terminated. LLA also reserves the right to designate employees as ineligible for rehire, based on resignation in lieu of termination, termination for cause, or other circumstances. If you separate from LLA employment, you should follow the formal separation process or risk having your final paycheck delayed.

Personnel Records and Files

Human Resources and your worksite maintain both publicly available and confidential files about each employee. Some information about your employment with LLA is subject to release to the public if requested under the Georgia Open Records Act, such as your application for employment, salary information and disciplinary records. Confidential information is not released, such as social security numbers, home addresses and phone numbers, transcripts, medical forms and evaluations.

Records

Background Checks- All new employees must pass a criminal background check as required by Georgia State Law. State law also requires employees to authorize LLA to conduct periodic criminal and/or driver's history record checks for the duration of employment.

Copyrights

With the passing of the TEACH Act, Congress has added an additional exemption along the lines of Fair Use. The Classroom Use Exemption allows for the performance and display of copyrighted works so long as the copy was lawfully obtained, shown for instructional purposes at a non-profit institution, and is done in a face-to-face setting. All forms of media can fall within the classroom use exemption, be it music or fine art, but they all must meet the same standard.

Time and Attendance

Liberty Leadership Academy places a high priority on regular work attendance to ensure success for our students! Work hours for most employees are 7:30 A.M. to 4:30 P.M., however, there may be exceptions to this requirement based on an employee's role in the organization. You should expect that there may be occasions where it will be necessary to meet with colleagues and administrators on School matters in the afternoon after the end of school hours or before the start of school in the morning.

Additionally, classroom instructional staff is expected to work such hours that ensure the timely start of a LLA day, an orderly process for ending a LLA day, and sufficient interaction with other instructional staff and administrators to help support the educational mission of LLA.

Employees who need to engage in personal business during a period of a work day must receive prior approval from their immediate supervisors.

Time and Attendance

Absence/Tardiness- You must inform your supervisor as soon as possible when you know that you need to be absent for one of the above reasons. In situations of 3 or more consecutive sick leave absences, your supervisor will ask for a doctor's note or bereavement related documents upon your return from leave. Failure to follow your worksite's reporting procedures may result in unexcused, unpaid absences and disciplinary action/termination. Calling in sick excessively or without proper cause may also result in disciplinary action/termination. If you have been employed by LLA for at least a year, you may qualify for federal Family and Medical Leave Act leave for extended absences of up to 12 weeks for personal illness/injury, the birth or adoption of a child (both mothers and fathers qualify), or to care for a sick spouse, parent or child. For absences that exceed 5 (five) consecutive days, you must apply for Family and Medical Leave Act leave.

Pay

Payment Schedule-

Liberty Leadership Academy utilizes its own pay schedule in accordance with the annual school budget and utilizes factors such as teaching experience, education, and performance of the Teacher Keys Effectiveness Rubric to make decisions about salary schedules.

LLA exempt staff will be paid on a semi-monthly pay period on the 15th and last day of each month. If the 15th or last day of the months falls on a weekend or a holiday then employees will receive their pay on the Friday before. The payment amount can be adjusted based on the absence policy.

If there is anything that you deem to be an error with your payment you should immediately notify your supervisor and Human Relations representative in writing.

Pay

Salary Policy-

Exempt employees are paid their entire salary for every day in which they perform any work. Deductions from an exempt employee's pre-determined salary or charge against an exempt employee's accrued leave may be taken under one of the following instances:

1. The employee is absent from work for one or more full days for personal reasons (other than sickness or disability);
2. The employee is absent for one or more full days due to sickness or disability and has exhausted his/her paid leave time under the sick leave policy;
3. The deduction is made to offset any amounts received as payment for jury fees, witness fees, or military pay;
4. the employee is on an unpaid disciplinary suspension imposed in good faith for violating published workplace conduct rules (e.g., rules against workplace harassment or safety rules of major significance);

Human Resources Policies

Supervision of Students-

Supervision of Students Students should be under assigned adult responsibility when they are in school, traveling under school auspices or engaging in school-sponsored activities. Employees assigned to students are expected to make decisions based on what is best for students, including providing for the safety of students in their charge.

Child Abuse and Neglect -

To protect the welfare for all LLA students, all employees and other persons working with students on behalf of the Liberty Leadership Academy, including contractors, consultants and volunteers must report all cases of suspected child abuse and neglect on behalf of children under age 18. You are immune from any civil or criminal liability that might result when you report these cases. Your school social worker or school principal can help you file a report.

Human Resources Policies

Unauthorized Tape Recordings

Conversations and communications generally should be free and open among employees. You and/or anyone acting on your behalf may only use audio or video to record or reproduce any conversation among employees while on LLA premises and/or while conducting LLA business if you get the expressed, written consent of everyone engaged in the conversation or communication. LLA may record public presentations, board meetings, hearings, grievances, procurement activities, and official investigations. Violation of this policy may lead to disciplinary action, up to and including termination of your employment.

Falsification of Records

As with your job application, if you willfully submit false information on any records including, but not limited to, attendance records for an employee or student, records related to leave or workers' compensation,

Human Resources Policies

and registration/enrollment records for your child or another student, you will be subject to disciplinary action, up to and including termination.

Corporal Punishment

LLA prohibits the use of corporal punishment by all employees. Corporal punishment includes any consequence that results in physical pain or harm to students. On rare occasions, physical force may be necessary to restrain a person or to prevent injury.

When such force is used, it should be applied without anger and as a restraint rather than retaliation.

Employees who find it necessary to use physical force with students should immediately provide a written report of the details to the principal of the school.

Drug-free Workplace

LLA is a drug-free environment. Drugs, other than prescription medications in their original containers, are prohibited on District property.

Human Resources Policies

In accordance with the federal Drug-Free School and Communities Act Amendments of 1989 and Drug-Free Workplace Act of 1988, it is unlawful for any LLA employee to manufacture, distribute, dispense, possess or use alcohol or a controlled substance, marijuana or dangerous drug in the workplace at any time. Additionally, employees who seek treatment for a work-related injury through the district's workers' compensation insurance will be subject to a drug and alcohol test. You have a duty to report to your immediate supervisor anyone who possesses or uses a controlled substance. Failure to do so may result in disciplinary action.

Smoking

Smoking is prohibited on any property owned or leased by the Liberty Leadership Academy as well as in any vehicle owned or insured by LLA. All employees, students, and visitors are prohibited from smoking on Academy property and in Academy

Human Resources Policies

vehicles. LLA discourages using tobacco or nicotine in any form.

Employee Organizations

All employees have the right to freely organize, join and participate in any professional association or labor organization of the employees' choice. The District does not discriminate against employees who choose to participate in any professional association or labor organization. The Board also does not discriminate against any institution for any grievance, complaint or proceeding.

Electronic Media Usage

Any electronic activity conducted via the LLA network or using LLA computers—including the LLA email account—is subject to inspection and monitoring. There should not be any expectation of privacy. Electronic systems should primarily be used for

Human Resources Policies

instructional and administrative support. Limited personal use is permitted. The use of LLA Internet and technology resources is a privilege that may be revoked at any time. If you violate the national, state, local and system provisions about the use of electronic resources, you will lose access to the electronic network and/or face disciplinary actions. Examples of inappropriate use include accessing or sending offensive materials or messages, including sexually explicit, defamatory, abusive, obscene or profane images/messages; racial or ethnic slurs; or threats. Other examples include messages or images promoting illegal activities such as controlled substances, partisan political activities or sectarian religion.

Social Media Usage

Social media is a useful tool for effectively communicating with stakeholders about the work of the district. "Social Media" is defined as all social media

Human Resources Policies

activities by LLA employees, including but not limited to the use of blogs, forums, social networking sites and any other web-based communications on publicly available sites. Social media activities related to the work of the LLA are encouraged to take place in a classroom or LLA office setting so long as such activities do not detract from the employee's effectiveness or other job duties. The use of social media, even off duty and off premises, must not violate any Board policies or otherwise interfere with the employee's performance of duties. The Board expects all employees to exercise professionalism and good judgment in any social media activities, school related as well as non-school related. Furthermore, any social media activities must comply with all applicable laws including, but not limited to, anti-discrimination, anti-harassment, Family Educational Rights and Privacy Act (FERPA) , copyright, trademark, defamation, privacy, securities, and any other applicable laws and regulations. Any communication which is _____

Human Resources Policies

unprofessional or prohibited in any other form is also unprofessional or prohibited on social media.

Employees should be mindful that any social media post, even from an employee's personal, non-district account, may be interpreted as being made on behalf of the school.

Infectious Diseases

If you have a medical condition that poses a substantial health or safety threat to your school or workplace, you must leave the premises until your attendance on duty no longer poses such a threat. LLA relies upon public health and medical experts' advice to determine when to require your removal and permit your return to work.

Weapons

The Board shall act forcefully to control anyone who brings weapons of any kind to school or school sponsored activities. Anyone who unlawfully

Human Resources Policies

brings weapons to school or school functions shall be the law. LLA employees who violate this policy are also subject to disciplinary action.

Arrests and Convictions

Any LLA employee who is arrested for any offense must report the arrest to their supervisor and Human Resources, within twenty-four (24) hours or the next business day, whichever is greater. Within twenty-four (24) hours or the next business day, whichever is greater, an LLA employee must report to the Office of Employee Relations any conviction, finding of guilt, withholding of adjudication, commitment to pre-trial diversion intervention program, or entering a plea of guilty or Nolo Contendere for any criminal offense, other than a minor traffic violation (driving under the influence (DUI) is not minor and must be reported). Failure to appropriately report an arrest or conviction will lead to disciplinary action, up to and including termination of employment.

Human Resources Policies

Dress Code

All employees must dress in a professional manner that is appropriate for their job responsibilities and adhere to the established dress code rules. Your supervisor determines appropriate and inappropriate dress for your work activities and work site.

Annual Evaluation

LLA annually evaluates all employees' job performance. Your supervisor should share your annual evaluation with you. Your evaluation is considered confidential under Georgia state statute and will not be released without appropriate approval.

Americans with Disabilities Act (ADA)

LLA will not discriminate against any qualified employee because of a disability if the employee can perform the essential functions of the job. Reasonable accommodations for qualified individuals with a disability will be provided, following the ADA guide.



Business Liability Coverages Detail

Businesses can face many different kinds of business liability risks. And a policy can respond to them in different ways. Below you'll find a breakdown of the specific business liability coverages your policy includes. You'll also see a specific limit, which is either the maximum dollar amount or the length of time that your coverage pays.

BUSINESS LIABILITY COVERAGE	TOTAL LIMIT OF INSURANCE
Business Liability	
Liability and Medical Expenses Limit	\$1,000,000
Medical Expenses Limit	\$10,000
Damage To Premises Rented To You Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Property Damage Liability Deductible	No Deductible
Waiver of Subrogation - Blanket	Included

This is not a guarantee of coverage. Actual premium amounts vary and will depend on an applicant's individual account characteristics and coverages and limits purchased.

This document contains only a general description of coverages that may be provided and do not include all of the terms, conditions, or exclusions that may apply. Please refer to the actual coverage forms for complete details of terms, conditions, and exclusions. In the event of any conflict, the terms of an issued policy prevail.





Recommended Coverages

Some excellent choices have already been made to cover your business. We know there may be other protections you'd like to know about. So take a look at these coverages you may also be interested in.

Please note that the estimated premium amounts indicated below are based on information provided during the quote process and certain assumptions including coverage limits.

WHAT IT'S CALLED	WHAT IT COSTS	WHAT IT IS	WHY YOU SHOULD ADD THIS
Umbrella	\$448 per year	This adds a valuable layer of coverage over and above your primary policies. And in some cases, it also provides additional protections for losses that are not covered or excluded from your underlying coverage.	You'll get coverage that can help protect you in the event a loss costs more than your limits, or it's not covered by your underlying policies.
Blanket Additional Insured by Contract	\$52 per year	If you are required by contract to make a third party an "additional insured," then this adds them to your policy without having to notify us. This arrangement happens a lot in industries like construction, where sub-contractors often add general contractors to their policies.	Give yourself and your business partners peace of mind that you're in compliance with the contract. You'll save time since you won't have to constantly remember to add and remove additional insureds on your policy. And it eliminates the risk you could forget to do so.
Electronic Media Liability	\$21 per year	Electronic Media Liability has a package of coverages which expands the personal and advertising injury coverages to help protect you from some internet-related personal and advertising injuries.	This extends some personal and advertising liability protections to your online activities on your website, your chat room, and your bulletin board.
Data Breach	\$183 per year	This covers your costs for responding to a data breach. This can include things like hiring a forensic firm to investigate the data breach, notifying affected parties, providing credit monitoring and other costs. When Defense and Liability coverage is selected, this also covers you if you're sued as the result of a data breach. We'll pay to protect you by defending you in a lawsuit and paying a judgment up to your limit.	Any business that handles Personally Identifiable Information (PII) could be subject to a data breach claim. Even if you never use computers, you could still have paper files and other records that, if lost or stolen, can lead to a data breach. This helps take care of this cost if that happens.

This is not a guarantee of coverage. Actual premium amounts vary and will depend on an applicant's individual account characteristics and coverages and limits purchased.

This document contains only a general description of coverages that may be provided and do not include all of the terms, conditions, or exclusions that may apply. Please refer to the actual coverage forms for complete details of terms, conditions, and exclusions. In the event of any conflict, the terms of an issued policy prevail.





Payment Options

DIRECT BILL OPTIONS

Choose one of these four options to pay your bill:

- **AutoPay.** Sign up for Repetitive Electronic Funds Transfer (EFT) to pay automatically from your bank account. You'll save on payment fees and get the convenience and peace of mind of automated payments.
- **Online.** Register at thehartford.com/servicecenter to pay your bill quickly and securely.
- **Check.** Mail your check and include your payment stub in the envelope we provide.
- **Phone.** Call us toll-free 866-467-8730 to pay your bill by phone.

PAYMENT BREAKDOWN

The charts below show how we'll bill you, according to the payment plan you select. We calculate the due date(s) and minimum amount(s) due based on the anticipated effective date of the policy. Keep in mind that the dates and amounts could change depending on when the policy is processed.

FULL PAY	
One Payment – Paid in full discount applies	
DUE DATE	PAYMENT AMOUNT
04/30/2020	\$1,296.00

MONTHLY OPTIONS – TOTAL ANNUAL ESTIMATED PREMIUM: \$1,410.00			
NUMBER OF PAYMENTS	DUE DATE	With AutoPay Fee: \$5 per payment	Without AutoPay Fee: \$7 per payment
		PAYMENT AMOUNT	PAYMENT AMOUNT
Two	04/30/2020	\$705.00 – Initial Down Payment	\$846.00 – Initial Down Payment
	10/30/2020	\$705.00	\$564.00
Four	04/30/2020	\$352.50 – Initial Down Payment	\$423.00 – Initial Down Payment
	07/30/2020	\$352.50	\$352.50
	10/30/2020	\$352.50	\$352.50
	01/30/2021	\$352.50	\$282.00
Ten	04/30/2020	\$141.00 – Initial Down Payment	\$352.52 – Initial Down Payment
	05/30/2020	\$141.00	\$117.88
	06/30/2020	\$141.00	\$117.45
	07/30/2020	\$141.00	\$117.45
	08/30/2020	\$141.00	\$117.45
	09/30/2020	\$141.00	\$117.45
	10/30/2020	\$141.00	\$117.45
	11/30/2020	\$141.00	\$117.45
	12/30/2020	\$141.00	\$117.45
	01/30/2021	\$141.00	\$117.45

This is not a guarantee of coverage. Actual premium amounts vary and will depend on an applicant's individual account characteristics and coverages and limits purchased.

This document contains only a general description of coverages that may be provided and do not include all of the terms, conditions, or exclusions that may apply. Please refer to the actual coverage forms for complete details of terms, conditions, and exclusions. In the event of any conflict, the terms of an issued policy prevail.





Payment Options

CONTINUED

NUMBER OF PAYMENTS	DUE DATE	With AutoPay Fee: \$5 per payment	Without AutoPay Fee: \$7 per payment
		PAYMENT AMOUNT	PAYMENT AMOUNT
Twelve	04/30/2020	\$118.05 – Initial Down Payment	\$118.05 – Initial Down Payment
	05/30/2020	\$117.45	\$117.45
	06/30/2020	\$117.45	\$117.45
	07/30/2020	\$117.45	\$117.45
	08/30/2020	\$117.45	\$117.45
	09/30/2020	\$117.45	\$117.45
	10/30/2020	\$117.45	\$117.45
	11/30/2020	\$117.45	\$117.45
	12/30/2020	\$117.45	\$117.45
	01/30/2021	\$117.45	\$117.45
	03/01/2021	\$117.45	\$117.45
	03/30/2021	\$117.45	\$117.45

A payment fee is assessed on each payment invoice except where prohibited by law.

Any down payment provided will be withdrawn immediately regardless of down payment date shown.

This is not a guarantee of coverage. Actual premium amounts vary and will depend on an applicant's individual account characteristics and coverages and limits purchased.

This document contains only a general description of coverages that may be provided and do not include all of the terms, conditions, or exclusions that may apply. Please refer to the actual coverage forms for complete details of terms, conditions, and exclusions. In the event of any conflict, the terms of an issued policy prevail.





Mandatory disclosure: insuring against terrorism

Terrorism Premium: \$28

Protecting your business means preparing for risks – even unlikely ones. Your policy includes coverage in the event of a terrorist attack. In order to offer that coverage, we are required to provide you the following disclosure about your premiums, coverage and related information.

Terrorism Coverage and Premium

In accordance with the federal Terrorism Risk Insurance Act (as amended “TRIA”), we are required to make coverage available under your policy for “certified acts of terrorism.” The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

The portion of your premium attributable to this terrorism coverage is shown in the premium section(s) of this quote proposal or binder.

Definition of Certified Act of Terrorism

A “certified act of terrorism” means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a “certified act of terrorism” include the following:

1. The act results in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and
3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.

Disclosure of Federal Share of Terrorism Losses under TRIA

The United States Department of the Treasury will reimburse insurers for 85% of insured losses that exceed the applicable insurer deductible. Effective January 1, 2016, this percentage will be reduced to 84%, effective January 1, 2017 to 83%, effective January 1, 2018 to 82%, effective January 1, 2019 to 81%, and effective January 1, 2020 to 80%.

However, if aggregate industry insured losses under TRIA exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

Cap on Insurer Liability for Terrorism Losses

If aggregate industry insured losses attributable to “certified acts of terrorism” under TRIA exceed \$100 billion in a calendar year, and we have met, or will meet, our insurer deductible under TRIA, we shall not be liable for the payment of any portion of the amount of such losses that exceed \$100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and our estimate that we will exceed our insurer deductible.

In accordance with the Treasury’s procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

Note to Producer on TRIA: The premium for terrorism coverage and the TRIA disclosures above must be provided to the insured or prospect at the time of quoting. If you are not using this quote proposal, you can use The Hartford’s stand-alone TRIA disclosure form for quotes and binders, which is available on the EBC or from the company.





Electronic Delivery Consent Form for Commercial Business Insurance Customers

TERMS & CONDITIONS FOR PAPERLESS DELIVERY OF COMMUNICATIONS FOR COMMERCIAL INSURED

By consenting to receive communications from The Hartford, electronically, through your agent:

_____ (hereinafter "your agent"), you are agreeing that documents and official notices which you are required to receive may be sent to you electronically rather than in paper form. You agree these paperless communications are the legal equivalent of officially required communications relating to your policy(ies) which you would otherwise receive in paper form. These communications may include, but are not limited to, policy declarations, policy forms and endorsements and related forms, insurance ID cards, billing statements, legally required notices, and other official correspondence. YOU AGREE TO RECEIVE ALL MAILINGS AND COMMUNICATIONS ELECTRONICALLY. SUCH ELECTRONIC MAILING OR COMMUNICATIONS MAY EVEN INCLUDE CANCELLATION OR NONRENEWAL NOTICES. This consent will apply to all policies The Hartford may issue to you.

Not all documents are currently available for electronic delivery. Those that are not available will continue to be sent to you by your agent via US mail. As new documents become available for electronic delivery, your agent may send them electronically.

You may at any time, request that your agent resume communications through the delivery of paper documents. You will not be charged a fee for this request and may make such request by notifying your agent in writing or by email: _____. Your request to withdraw consent to receive communications by electronic means will be effective at the conclusion of the policy term.

You agree to provide your agent with your current email address so your agent can send you notices and other documents via email or notify you that documents are available for your review. You also agree to update your account and notify your agent of any change in your email address. You can make such a change by notifying your agent via one of the methods listed above. You agree to be responsible for any late payment fees that result from your failure to provide your agent with your current email address.

You may request a paper copy of an official notice sent to you, or of your policy documents. There is no fee to request such copies. You may make such request by notifying your agent via one of the methods listed above. Official policy notices and other documents will be sent solely and directly to you and will not be emailed to other users.

SYSTEM REQUIREMENTS: You acknowledge and agree that you have sufficient access to a privately owned computer and email system (as opposed to one with limited access, such as those housed in public libraries) that will: Permit you to access, view, and print the communications your agent will send; permit you to receive emails that contain hyperlinks to websites; and permit you to access websites. The following system requirements are necessary for you to receive and view these communications:

You must have Adobe Reader version 4.0 or later. Download the correct version of Acrobat Reader from the Adobe website at adobe.com.



Electronic Delivery Consent Form for Commercial Business Insurance Customers

CONTINUED

ATTENTION AGENTS: THE FOLLOWING SENTENCE MUST BE INCLUDED/COMPLETED ONLY IF INSUREDS WILL BE ACCESSING DOCUMENTS VIA AN ELECTRONIC FILING CABINET OR OTHER ONLINE PORTAL:

Online documents are supported on Microsoft Internet Explorer version ____ and later, Firefox version ____ and later, and Google Chrome version ____ and later.

By signing this document, you (a) agree that you are the named insured and (b) agree to the terms and conditions of Paperless Delivery.

Please note that even if you enroll in Paperless Delivery, your agent may deliver certain documents via U.S. Mail due to legal requirements and/or system limitations.

☐ I accept the terms & conditions set forth above and consent to enroll in paperless delivery.

You must list below one policy number from The Hartford; however, please be advised this consent will apply to *all* policies issued to you by The Hartford.

Policy No.

Authorized Person - Name and Title

Authorized Person Email Address

Date



Your Workers' Compensation Insurance Quote

Proposal created date:

March 31, 2020 3:31 PM

Quote good through*:

June 28, 2020 12:00 AM

Your reference number:

34 WEC AF9UVK - 001

Policy term:

April 30, 2020 - April 30, 2021

Information about your business:

Liberty Leader Academy
1452 RIVER WALK DR
ATLANTA, GA 30349-5655

Information about your agent:

ROCKY MOUNTAIN WEST INSURANCE
LLC

751 Horizon Court Suite 100
Grand Junction, CO 81506

Proposal created by:

Rick Brevitt
rbinsuranceG@stm-ig.com
(970) 778-3207

*Premium is based on information provided during the application process and is subject to change should any change be made to the policy. Examples of possible changes include, but are not limited to, changes to coverage, Named Insured(s), location(s), and effective date.

YOUR ESTIMATED ANNUAL PREMIUM IS: \$1,835.00

SEE INSIDE:

Your Proposal Coverage and Policy Limits	Page 2	How We'll Calculate Your Final Premium	Page 5
Your Class Code and Rating Details	Page 4	How to Pay Your Premium	Page 6

IMPORTANT MESSAGE:

- Please review the coverages and limits displayed to ensure that they are appropriate for the needs of your business.
- To accept the terms of the quote proposal, be sure to sign where indicated.

WHAT YOU NEED WHEN YOU NEED IT

The Hartford was the first insurer with a dedicated small business team more than 30 years ago. Today, we're still the best choice for small business, providing our customers with industry-leading products and online service tools like 24/7 account access, online bill pay and more.



¹ Customer reviews were collected and tabulated by The Hartford, and reviews are not representative of all customers.

² World's Most Ethical Companies, Ethisphere Institute (2008-2012, 2014-2018).

This document is only a proposal. It can't be used as proof of coverage, unless bound by an authorized agent.

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Your Proposal Coverage and Policy Limits

Part 1: Workers' Compensation Insurance

This section of your policy pays to treat, rehabilitate and replace income of workers who are injured on the job. Statutory coverage as provided by the following states:

- Georgia

Notes for owners/officers:

- GA-Included

Part 2: Employer's Liability Insurance

This section of your policy pays to indemnify and defend you from lawsuits by injured workers.

	LIMITS OF INSURANCE	
Bodily Injury By Accident	\$ 1,000,000	Each Accident
Bodily Injury By Disease	\$ 1,000,000	Policy Limit
Bodily Injury By Disease	\$ 1,000,000	Each Employee

NOTES ON YOUR POLICY

The basic broad form included in your proposal above offers these free enhancements:

- Voluntary compensation covered
- Employer's liability stop gap in monopolistic states
- Pay for reasonable expenses, including loss of earnings

HOW WE ESTIMATED YOUR PREMIUM

Your premium depends on several factors, aside from your coverage choices above. Two key factors are your class code and your rate. A class code is a standardized way to describe your employees' jobs. We do this because each type of job has inherently different risks.

The class code determines the rate, which is the amount you pay for every \$100 of your payroll. We multiply that rate by your premium basis. That's your best guess at the total amount you'll pay those employees during the policy year.

At the end of the year, we'll review your premium basis together to make sure it was correct. This is called a "premium audit." (See "How we calculate your final premium" for more information about this.)

Your premium calculations also include payroll-based factors. These include, but are not limited to, state surcharges, catastrophe, minimum premium, experience modification, and terrorism.

You'll find a breakdown of these and other charges beginning on the following pages.



Your Proposal Coverage and Policy Limits

CONTINUED

ACKNOWLEDGED AND ACCEPTED BY:

Signature of the Insured

Date

Reference Number: 34 WEC AF9UVK - 001



Your Class Code and Rating Details

We calculate your premium based on every employee, location and state. Below you'll find calculations for your employees located in Georgia

Location: 1

Your employees are located at: 1452 River Walk Dr
Atlanta, GA 30349

CLASS CODE	DESCRIPTION	RATE	BLENDED RATE	PREMIUM BASIS (RATE PER \$100 OF EXPOSURE)	CLASS PREMIUM
8868	SCHOOLS - TRADE OR VOCATIONAL - PROFESSIONAL	0.79	0.89	180,000	\$ 1,422.00

DESCRIPTION OF CHARGE	PREMIUM ADJUSTMENT	AMOUNT
Total Class Premium		\$ 1,422.00
Employer Liability increased limits	0.011000	\$ 16.00
Employer Liability Increase Limits balance to Minimum Premium	0	\$ 104.00
Total Estimated Annual Standard Premium		\$ 1,542.00
Catastrophe (other than certified acts of terrorism) \$180,000.00	0.030000	\$ 54.00
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement \$180,000.00	0.005000	\$ 9.00
Expense constant	0	\$ 230.00
STATE ESTIMATED ANNUAL PREMIUM		\$ 1,835.00

As required by law, workers' compensation policies are subject to an annual premium audit.

Merit and Experience Mods are tentative and subject to final calculation.

To learn more about how your premium is calculated on the payroll billing method please visit:

<https://www.thehartford.com/blended>

Like many insurance companies, The Hartford is legally made up of several property and casualty affiliate companies. Depending on the state, the "writing company" may be different. Coverage in this state is provided by: Hartford Insurance Company of the Midwest, a member company of The Hartford.



How We'll Calculate Your Final Premium

Keep in mind that the minimum annual premium required in your state is \$524.00. We are not allowed to charge less than that.

Your business can change a lot over the course of the year and your insurance premium should reflect your business. We base your premium estimate on your current payroll. At the end of the year, we need to double-check, or "audit," your payroll to verify we charged you correctly.

Your premium will change, for example, if you:

- Hire or terminate employees
- Pay overtime
- Give raises
- Change employees' job functions

If it turns out you overpaid, we refund you. If you underpaid, we bill you for the difference. Not only is it required of us, we want to bill you fairly based on actual payroll.

If you choose to pay your premium with Payroll Billing, we rely on real-time payroll to calculate your monthly premiums, resulting in more accurate premium payments. This means you are less likely to pay more than you need to throughout the year or owe an audit adjustment at the end of the policy term because of under-reported payroll.

WE'LL REACH OUT WHEN IT'S TIME

As your policy term ends, we'll send you a request for the information we'll need to complete your premium audit. You'll most likely just have to submit a few documents and answer some questions about your business. It's a simple and straightforward process.



How to Pay Your Premium

You can pay your worker's comp premiums after you receive your bill each month. But you also have another option. With **payroll billing**, your premiums are paid based on your actual payroll numbers every time you run payroll, instead of on an estimate, so premium payments are more accurate. Take a look at this payment comparison:

COMPONENT	DIRECT BILL	PAYROLL BILLING
Down payment	\$183.50	\$0
Payment type	Estimated payments derived from payroll projections for the year	Accurate payments based on actual payroll
Premium payment	9 additional installments	Paid automatically after each payroll
Payment fee	Yes	No
Late fees	May apply	No
Post audit adjustments	Potential costly adjustment if payroll was underestimated	Simplified – minimal adjustments

**Comparison based on 10 pay Direct Bill Plan. Additional options on following page.*

And, it means no down payments, and less chance of a surprise during premium audit. You won't have to deal with monthly billing or finance fees or remember to write a check, since the payments are set up directly through your bank. Best of all, it's free—no fees or service charges

Here are your options if you don't opt for payroll billing:

- **AutoPay.** Sign up for Repetitive Electronic Funds Transfer (EFT) to pay automatically from your bank account. You'll save money by reducing your installment fees. Ask your insurance professional how to set it up.
- **Online.** Register at thehartford.com/servicecenter to pay your bill quickly and securely.
- **Check.** Mail your check and include your payment stub in the envelope we provide.
- **Phone.** Call us toll-free 1-866-467-8730 to pay your bill by phone.



How to Pay Your Premium

CONTINUED

DIRECT BILL PAYMENT BREAKDOWN

The chart below show how we'll bill you, according to the payment plan you select. We calculate the due date(s) and minimum amount(s) due based on the anticipated effective date of your policy. Keep in mind that the dates and amounts could change depending on when the policy is processed.

Full Pay	
One Payment	
Due Date	Payment Amount
04/30/2020	\$1,835.00

MONTHLY OPTIONS – TOTAL ANNUAL ESTIMATED PREMIUM: \$1,835.00			
		With AutoPay Fee: \$5 per payment	Without AutoPay Fee: \$7 per payment
NUMBER OF PAYMENTS	DUE DATE	PAYMENT AMOUNT	PAYMENT AMOUNT
Two	04/30/2020	\$917.50 – Initial Down Payment	\$1,101.00
	10/30/2020	\$917.50	\$734.00
Four	04/30/2020	\$458.75 – Initial Down Payment	\$550.50
	07/30/2020	\$458.75	\$458.75
	10/30/2020	\$458.75	\$458.75
	01/30/2021	\$458.75	\$367.00
Ten	04/30/2020	\$183.50 – Initial Down Payment	\$458.71
	05/30/2020	\$183.50	\$153.41
	06/30/2020	\$183.50	\$152.86
	07/30/2020	\$183.50	\$152.86
	08/30/2020	\$183.50	\$152.86
	09/30/2020	\$183.50	\$152.86
	10/30/2020	\$183.50	\$152.86
	11/30/2020	\$183.50	\$152.86
	12/30/2020	\$183.50	\$152.86
	01/30/2021	\$183.50	\$152.86
Twelve	04/30/2020	\$153.54 – Initial Down Payment	\$153.54
	05/30/2020	\$152.86	\$152.86
	06/30/2020	\$152.86	\$152.86
	07/30/2020	\$152.86	\$152.86
	08/30/2020	\$152.86	\$152.86
	09/30/2020	\$152.86	\$152.86
	10/30/2020	\$152.86	\$152.86
	11/30/2020	\$152.86	\$152.86
	12/30/2020	\$152.86	\$152.86
	01/30/2021	\$152.86	\$152.86
	03/01/2021	\$152.86	\$152.86
	03/30/2021	\$152.86	\$152.86

A payment fee is assessed on each payment invoice except where prohibited by law.

Any down payment provided will be withdrawn immediately regardless of down payment date shown.



Mandatory Disclosure: Insuring Against Terrorism

Protecting your business means preparing for risks – even unlikely ones. Your policy includes coverage in the event of a terrorist attack. In order to offer that coverage, we are required to provide you the following disclosure about your premiums, coverage and related information.

Terrorism Coverage and Premium

In accordance with the federal Terrorism Risk Insurance Act (as amended “TRIA”), we are required to make coverage available under your policy for “certified acts of terrorism.” The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

The portion of your premium attributable to this terrorism coverage is shown in the premium section(s) of this quote proposal or binder.

Definition of Certified Act of Terrorism

A “certified act of terrorism” means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a “certified act of terrorism” include the following:

1. The act results in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and
3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.

Disclosure of Federal Share of Terrorism Losses under TRIA

The United States Department of the Treasury will reimburse insurers for 85% of insured losses that exceed the applicable insurer deductible. Effective January 1, 2016, this percentage will be reduced to 84%, effective

January 1, 2017 to 83%, effective January 1, 2018 to 82%, effective January 1, 2019 to 81%, and effective January 1, 2020 to 80%.

However, if aggregate industry insured losses under TRIA exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

Cap on Insurer Liability for Terrorism Losses

If aggregate industry insured losses attributable to “certified acts of terrorism” under TRIA exceed \$100 billion in a calendar year, and we have met, or will meet, our insurer deductible under TRIA, we shall not be liable for the payment of any portion of the amount of such losses that exceed \$100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and our estimate that we will exceed our insurer deductible.

In accordance with the Treasury’s procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

Note to Producer on TRIA: The premium for terrorism coverage and the TRIA disclosures above must be provided to the insured or prospect at the time of quoting. If you are not using this quote proposal, you can use The Hartford’s stand-alone TRIA disclosure form for quotes and binders, which is available on the EBC or from the company.



Electronic Delivery Consent Form for Commercial Business Insurance Customers

TERMS & CONDITIONS FOR PAPERLESS DELIVERY OF COMMUNICATIONS FOR COMMERCIAL INSURED

By consenting to receive communications from The Hartford, electronically, through your agent:

_____ (hereinafter "your agent"), you are agreeing that documents and official notices which you are required to receive may be sent to you electronically rather than in paper form. You agree these paperless communications are the legal equivalent of officially required communications relating to your policy(ies) which you would otherwise receive in paper form. These communications may include, but are not limited to, policy declarations, policy forms and endorsements and related forms, insurance ID cards, billing statements, legally required notices, and other official correspondence. YOU AGREE TO RECEIVE ALL MAILINGS AND COMMUNICATIONS ELECTRONICALLY. SUCH ELECTRONIC MAILING OR COMMUNICATIONS MAY EVEN INCLUDE CANCELLATION OR NONRENEWAL NOTICES. This consent will apply to all policies The Hartford may issue to you.

Not all documents are currently available for electronic delivery. Those that are not available will continue to be sent to you by your agent via US mail. As new documents become available for electronic delivery, your agent may send them electronically.

You may at any time, request that your agent resume communications through the delivery of paper documents. You will not be charged a fee for this request and may make such request by notifying your agent in writing or by email: _____. Your request to withdraw consent to receive communications by electronic means will be effective at the conclusion of the policy term.

You agree to provide your agent with your current email address so your agent can send you notices and other documents via email or notify you that documents are available for your review. You also agree to update your account and notify your agent of any change in your email address. You can make such a change by notifying your agent via one of the methods listed above. You agree to be responsible for any late payment fees that result from your failure to provide your agent with your current email address.

You may request a paper copy of an official notice sent to you, or of your policy documents. There is no fee to request such copies. You may make such request by notifying your agent via one of the methods listed above. Official policy notices and other documents will be sent solely and directly to you and will not be emailed to other users.

SYSTEM REQUIREMENTS: You acknowledge and agree that you have sufficient access to a privately owned computer and email system (as opposed to one with limited access, such as those housed in public libraries) that will: Permit you to access, view, and print the communications your agent will send; permit you to receive emails that contain hyperlinks to websites; and permit you to access websites. The following system requirements are necessary for you to receive and view these communications:

You must have Adobe Reader version 4.0 or later. Download the correct version of Acrobat Reader from the Adobe website at adobe.com.

ATTENTION AGENTS: THE FOLLOWING SENTENCE MUST BE INCLUDED/COMPLETED ONLY IF INSURED WILL BE ACCESSING DOCUMENTS VIA AN ELECTRONIC FILING CABINET OR OTHER ONLINE PORTAL:

Online documents are supported on Microsoft Internet Explorer version ____ and later, Firefox version ____ and later, and Google Chrome version ____ and later.



Electronic Delivery Consent Form for Commercial Business Insurance Customers

CONTINUED

By signing this document, you (a) agree that you are the named insured and (b) agree to the terms and conditions of Paperless Delivery.

Please note that even if you enroll in Paperless Delivery, your agent may deliver certain documents via U.S. Mail due to legal requirements and/or system limitations.

☐

I accept the terms & conditions set forth above and consent to enroll in paperless delivery.

You must list below one policy number from The Hartford; however, please be advised this consent will apply to *all* policies issued to you by The Hartford.

Policy No. & Description

Authorized Person - Name and Title

Authorized Person Email Address

Date

January 28, 2020

Dear Liberty Leadership Academy Inc.,

Thank you for your interest in our entrepreneurship program for students.

We, at Business Owners of Tomorrow, are excited with the opportunity to become partners with your school, Liberty Leadership Academy Inc. (LLA). After our recent conversation with your school leader to discuss potential programs and partnerships, we strongly support LLA's mission to ***develop the next generation of young men and women entrepreneurs through literacy, learning, and life skills*** for children in grades 6-8.

We believe that providing LLA with curriculum and programming for the quarterly showcases would further LLA's mission. Business Owners of Tomorrow wants to help LLA's students achieve inside the classroom and out, and we believe through our entrepreneurship program they will help fortify and expand their knowledge.

During the showcases, Business Owners of Tomorrow will market the program as well as handle the programming and set up. To prepare students for the showcase, we have a run through of the day and help them to pitch and sell their product to a real audience.

Business Owners of Tomorrow is designed to work directly with students. Business Owners of Tomorrow provides materials to learn and a foundation for students to showcase their product. Our hope is that the future students of LLA will be exposed to a learning environment that enriches their desire to grow in entrepreneurship.

We understand that you are in the process of being approved, and are willing to hold this offer open until you are ready to move forward.

Sincerely,

CEO/Founder of Business Owners of Tomorrow

Nyanna Harris



Beltline Orthodontics
857 Collier Road NW, Suite 5B
Atlanta, GA 30318
(404) 642-6630

February 2, 2020

To whom it may concern:

This is Dr. Corey B. Moody, orthodontist and owner of Beltline Orthodontics. I am writing to express my intentions to support and partner with the Liberty Leadership Academy (LLA) upon its opening in 2021.

Beltline Orthodontics and LLA have similar goals of improving the community and serving the underserved. Aside from providing affordable dental care, my practice will look to give back by participating in community events, sponsoring youth athletic organizations, and supporting educational programs at nearby schools. The LLA would be a perfect organization to team up with to accomplish these objectives, as well as develop the next generation of community leaders.

Sincerely,

Corey B. Moody, DDS
Owner
Beltline Orthodontics, PC
www.beltlineortho.com



To Whom It May Concern:

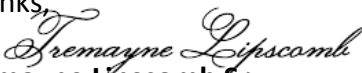
DTLR/VILLA is one of the country's most successful lifestyle retailers with over 250 stores in 19 states. Infusing together our passion for fashion, entertainment, sports, and community empowerment. As a company, we take pride in our role in urban fashion, music, and culture, but we are most proud of our efforts in giving back to the communities that show us so much, love!

Our Community Outreach department teams up with our brand partners, non-profit organizations, government officials, and local influencers to collaborate in providing resources and opportunities in communities that need. With that being said, we feel that Liberty Leadership Academy Inc. is mission and vision aligned and cannot wait to be a community partner with them. We are truly committed to the schools and supporting them by becoming partners.

We are excited to team up for different community engagement events and also partner with the community of North Clayton & South Fulton to see where we can help. We understand the need to partner with schools but in order to create change, we know it starts with the community.

We will continue to support Liberty Leadership Academy Inc. through approval and after.

Feel free to reach out to me if you have any further questions or concerns.

Thanks,

Tremayne Lipscomb Sr.
Community Outreach Director
DTLR | VILLA
410.487.8781
443.690.4247 (Mobile)



January 30, 2020

The Elephant in the Room, Inc. is excited to learn about Liberty Leadership Academy and the quality education it will bring to the Atlanta area. As the Founder & CEO, I am writing a letter of support and request for community partnership, as we are committed to developing a strong partnership with the staff and students.

Mr. Bowden has shown himself to be a visionary for the community. We are looking forward to walking alongside him and his team as they develop a school that will uplift the neighborhood and instill pride. We know a partnership with Liberty Leadership Academy will be in line with our mission of encouraging a holistic approach to mental wellness. With our partnership, we are committed to providing Mental Health education and awareness to help bridging the gap for the students, faculty, and staff at Liberty Leadership Academy.

The foundation of Liberty Leadership Academy aligns with our mission at The Elephant in the Room, Inc. and we are elated and proud to partner with them in this endeavor.

Warm Regards,

Keshia Dennis
Founder/CEO
The Elephant in the Room, Inc.

www.theelephantintheroominc.org

270 Cobb Parkway S. Suite 140 #322 Marietta, GA 30060

Ph: (404) 449-9380

5 YEAR BUDGET PROJECTION

School Name: Liberty Leadership Academy - Young Men	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		
	Planning Year	% of Total	Year 1	% of Total	Year 2	% of Total	Year 3	% of Total	Year 4	% of Total	Year 5	% of Total	
ASSUMPTIONS													Notes
Number of Students			54		108		162		162		162		
Facility Square Footage			85		85		85		85		85		
Number of Full Time Employees			4.50		9.00		12.00		12.00		12.00		
Full Time Employees (eligible for benefits)			4.50		9.00		12.00		12.00		12.00		
Number of Administrators			2.00		2.50		2.50		2.50		2.50		
Number of Teachers			2.00		4.00		6.00		6.00		6.00		
Number of Other Instructional Staff			0.50		2.00		3.00		3.00		3.00		
Number of Clerical Staff			-		0.50		0.50		0.50		0.50		
Number of Maintenance Staff			0		0		0		0		0		
Number of Food Service Staff			0		0		0		0		0		
Student Teacher Ratio			27.00		27.00		27.00		27.00		27.00		
Revenue Per Pupil (State and/or Local)			\$7,940		\$7,940		\$7,940		\$7,940		\$7,940		based on estimated QBE rate for Clayton County through SCSC
Average Teacher Salary			\$44,000		\$45,320		\$46,680		\$48,080		\$49,522		

REVENUES

State and/or Local Revenue (Rev Per Pupil*# of students)	\$0	0.0%	\$428,760	85.9%	\$857,520	86.6%	\$1,286,280	86.8%	\$1,286,280	87.3%	\$1,286,280	87.3%	
3% District Administrative Fee (Explain any changes in notes)	\$0	0.0%	(\$12,863)	-2.6%	(\$25,726)	-2.6%	(\$38,588)	-2.6%	(\$38,588)	-2.6%	(\$38,588)	-2.6%	
Meal Fees	\$0	0.0%	\$46,571	9.3%	\$93,143	9.4%	\$139,714	9.4%	\$139,714	9.5%	\$139,714	9.5%	average \$860/student; based on meals served to qualified students
Title I	\$0	0.0%	\$24,300	4.9%	\$48,600	4.9%	\$72,900	4.9%	\$72,900	4.9%	\$72,900	4.9%	\$450 per student
Title II	\$0	0.0%	\$2,160	0.4%	\$4,320	0.4%	\$6,480	0.4%	\$6,480	0.4%	\$6,480	0.4%	\$40 per student
IDEA	\$0	0.0%	\$2,000	0.4%	\$4,400	0.4%	\$6,400	0.4%	\$6,400	0.4%	\$6,400	0.4%	\$400 per student
E-Rate	\$0	0.0%	\$8,100	1.6%	\$8,100	0.8%	\$8,100	0.5%	\$0	0.0%	\$0	0.0%	\$150 per new student until school is fully grown via USAC
Fundraising	\$25,000	100.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	only in startup period
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Total Revenues	\$25,000		\$499,028		\$990,357		\$1,481,286		\$1,473,186		\$1,473,186		

EXPENSES

PERSONNEL													salaries increased by 3% year over year
Principal		0.0%	\$75,000	15.1%	\$77,250	8.1%	\$79,568	6.0%	\$79,568	6.0%	\$79,568	5.9%	school leader
Social Services (Social Worker/Counselor/Nurse)		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Technology Support		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Teachers	\$0	0.0%	\$88,000	17.7%	\$181,280	18.9%	\$280,078	21.1%	\$288,480	21.7%	\$297,134	22.0%	teachers
Arts/PE/Comp Sci		0.0%	\$0	0.0%	\$37,080	3.9%	\$57,289	4.3%	\$59,007	4.4%	\$60,777	4.5%	no enrichment teacher in yr 1; 1 in Yr 2; 1.5 in Yr 3 and beyond
Athletics/Extracurricular Coaches		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Guidance Counselor		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Special Education Teacher		0.0%	\$22,000	4.4%	\$45,320	4.7%	\$71,876	5.4%	\$74,032	5.6%	\$76,253	5.6%	shared Sped teacher in Y1 with other school; 1 sped teachers in Yr 2 along with split coordinator
Office Manager		0.0%	\$0	0.0%	\$16,068	1.7%	\$16,550	1.2%	\$17,047	1.3%	\$17,558	1.3%	no office manager in Y1; office manager split with other school in Y2 and beyond
Office Assistant		0.0%	\$30,000	6.0%	\$30,900	3.2%	\$31,827	2.4%	\$32,782	2.5%	\$33,765	2.5%	Operations manager in Y1; additional FTE resource for operations starting Year2
Business manager		0.0%	\$30,000	6.0%	\$61,800	6.4%	\$63,654	4.8%	\$65,564	4.9%	\$67,531	5.0%	CFO position split between both schools in Y1; 1 FTE per school starting Year 2
Maintenance		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Food Service		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Retirement Benefits		0.0%	\$7,350	1.5%	\$13,491	1.4%	\$18,025	1.4%	\$18,566	1.4%	\$19,123	1.4%	3% Employer contribution
Health Benefits		0.0%	\$18,000	3.6%	\$45,000	4.7%	\$60,000	4.5%	\$60,000	4.5%	\$60,000	4.4%	\$4K per FTE
FICA		0.0%	\$18,743	3.8%	\$34,402	3.6%	\$45,964	3.5%	\$47,344	3.6%	\$48,764	3.6%	6.2% SS; 1.45% Medicare
Other Payroll Expenses/Taxes		0.0%	\$4,208	0.8%	\$7,871	0.8%	\$10,512	0.8%	\$10,755	0.8%	\$11,005	0.8%	\$200 per FTE for SUI; 0.10% SDI; 1.25% WC
Stipends		0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	No stipends
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Total Personnel	\$0	0.0%	\$293,301	\$9.0%	\$550,462	\$7.4%	\$735,342	\$5.3%	\$753,144	\$6.7%	\$771,478	\$7.1%	

INSTRUCTION

Textbooks		0.0%	\$2,775	0.6%	\$5,648	0.6%	\$8,592	0.6%	\$8,721	0.7%	\$8,852	0.7%	limited budgeted because curriculum is not textbook heavy
Classroom Supplies		0.0%	\$2,390	0.5%	\$4,882	0.5%	\$7,418	0.6%	\$7,529	0.6%	\$7,642	0.6%	\$45/student
Computers		0.0%	\$0	0.0%	\$8,222	0.9%	\$8,345	0.6%	\$0	0.0%	\$0	0.0%	no computers in y1; \$150/student after either 2:1 or 3:1 student to computer ratio
Software		0.0%	\$810	0.2%	\$1,644	0.2%	\$2,503	0.2%	\$2,541	0.2%	\$2,579	0.2%	\$15/student
Field Trips		0.0%	\$540	0.1%	\$1,096	0.1%	\$1,669	0.1%	\$1,694	0.1%	\$1,719	0.1%	\$10/student
Instructional Equipment		0.0%	\$2,970	0.6%	\$3,563	0.4%	\$3,616	0.3%	\$0	0.0%	\$0	0.0%	\$55/student
Library and Media Center		0.0%	\$1,080	0.2%	\$1,096	0.1%	\$1,113	0.1%	\$0	0.0%	\$0	0.0%	\$20/new student
Student Assessment		0.0%	\$540	0.1%	\$1,096	0.1%	\$1,669	0.1%	\$1,694	0.1%	\$1,719	0.1%	\$10/student
Classroom Furniture		0.0%	\$6,210	1.2%	\$6,303	0.7%	\$5,934	0.4%	\$0	0.0%	\$0	0.0%	\$90/new student; \$300/new FTE
PE Equipment		0.0%	\$216	0.0%	\$438	0.0%	\$668	0.1%	\$678	0.1%	\$688	0.1%	\$4/student
Art Supplies		0.0%	\$810	0.2%	\$1,644	0.2%	\$2,503	0.2%	\$2,541	0.2%	\$2,579	0.2%	extracurricular supplies; \$10/student
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Total Instruction	\$0	0.0%	\$18,341	3.7%	\$35,634	3.7%	\$44,030	3.3%	\$25,397	1.9%	\$25,778	1.9%	

SERVICES & SUPPLIES												
Student Uniforms		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%
Athletic Program		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%
Office Supplies	\$250	1.0%	\$1,998	0.4%	\$4,056	0.4%	\$6,175	0.5%	\$6,268	0.5%	\$6,362	0.5%
Office Furniture	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%
Office Computers & Software	\$0	0.0%	\$0	0.0%	\$2,284	0.2%	\$1,545	0.1%	\$0	0.0%	\$0	0.0%
Printing and Copy Services	\$0	0.0%	\$4,590	0.9%	\$9,318	1.0%	\$14,186	1.1%	\$14,399	1.1%	\$14,615	1.1%
Postage and Shipping	\$0	0.0%	\$108	0.0%	\$219	0.0%	\$334	0.0%	\$339	0.0%	\$344	0.0%
Bookkeeping	\$0	0.0%	\$12,000	2.4%	\$12,000	1.3%	\$18,000	1.4%	\$18,000	1.4%	\$18,000	1.3%
Audit	\$0	0.0%	\$12,500	2.5%	\$12,500	1.3%	\$12,500	0.9%	\$12,500	0.9%	\$12,500	0.9%
Payroll Services	\$0	0.0%	\$2,025	0.4%	\$4,111	0.4%	\$5,563	0.4%	\$5,684	0.4%	\$5,731	0.4%
Banking Fees	\$0	0.0%	\$378	0.1%	\$767	0.1%	\$1,168	0.1%	\$1,186	0.1%	\$1,204	0.1%
Legal Services	\$3,000	12.0%	\$2,500	0.5%	\$2,500	0.3%	\$2,500	0.2%	\$2,500	0.2%	\$2,500	0.2%
Liability & Property Insurance	\$2,000	8.0%	\$6,210	1.2%	\$12,606	1.3%	\$19,193	1.4%	\$19,481	1.5%	\$19,773	1.5%
Staff Development	\$11,750	47.0%	\$3,011	0.6%	\$6,111	0.6%	\$8,864	0.7%	\$8,997	0.7%	\$9,132	0.7%
Special Education	\$0	0.0%	\$3,250	0.7%	\$6,851	0.7%	\$10,302	0.8%	\$10,457	0.8%	\$10,614	0.8%
Health Services	\$0	0.0%	\$3,240	0.7%	\$6,577	0.7%	\$10,014	0.8%	\$10,164	0.8%	\$10,316	0.8%
Staff Recruitment	\$1,575	6.3%	\$1,261	0.3%	\$1,347	0.1%	\$1,004	0.1%	\$188	0.0%	\$191	0.0%
Student Recruitment	\$1,500	6.0%	\$1,080	0.2%	\$1,096	0.1%	\$1,113	0.1%	\$0	0.0%	\$0	0.0%
Tech Support	\$2,700	10.8%	\$4,050	0.8%	\$6,851	0.7%	\$9,736	0.7%	\$8,470	0.6%	\$8,597	0.6%
Phone/Internet Service	\$0	0.0%	\$2,700	0.5%	\$5,481	0.6%	\$8,345	0.6%	\$8,470	0.6%	\$8,597	0.6%
Food Service	\$0	0.0%	\$55,264	11.1%	\$110,543	11.5%	\$165,840	12.5%	\$165,865	12.5%	\$165,890	12.3%
Transportation	\$0	0.0%	\$0	0.0%	\$27,405	2.9%	\$41,724	3.1%	\$42,350	3.2%	\$42,985	3.2%
Health Supplies	\$0	0.0%	\$162	0.0%	\$329	0.0%	\$501	0.0%	\$508	0.0%	\$516	0.0%
Pest Control	\$0	0.0%	\$459	0.1%	\$932	0.1%	\$1,419	0.1%	\$1,440	0.1%	\$1,461	0.1%
Janitorial Supplies & Services	\$0	0.0%	\$8,033	1.6%	\$16,306	1.7%	\$24,826	1.9%	\$25,198	1.9%	\$25,576	1.9%
Waste Disposal	\$0	0.0%	\$1,148	0.2%	\$2,329	0.2%	\$3,547	0.3%	\$3,600	0.3%	\$3,654	0.3%
Marketing	\$2,225	8.9%	\$1,310	0.3%	\$2,144	0.2%	\$3,003	0.2%	\$3,041	0.2%	\$3,079	0.2%
Snacks	\$0	0.0%	\$0	0.0%	\$1,644	0.2%	\$2,503	0.2%	\$2,541	0.2%	\$2,579	0.2%
Food Service Equipment	\$0	0.0%	\$1,620	0.3%	\$1,644	0.2%	\$1,669	0.1%	\$0	0.0%	\$0	0.0%
Total Services & Supplies	\$25,000	100.0%	\$128,897	25.9%	\$257,954	26.9%	\$375,575	28.2%	\$371,646	28.0%	\$374,217	27.7%

FACILITIES												
Rent/Lease/Mortgage		0.0%	\$50,490	10.2%	\$102,495	10.7%	\$156,048	11.7%	\$158,389	11.9%	\$160,765	11.9%
Grounds Maintenance		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%
Maintenance & Repair		0.0%	\$1,148	0.2%	\$2,329	0.2%	\$3,547	0.3%	\$3,600	0.3%	\$3,654	0.3%
Utilities		0.0%	\$4,591	0.9%	\$9,317	1.0%	\$14,187	1.1%	\$14,399	1.1%	\$14,615	1.1%
Fire Safety and Compliance		0.0%	\$459	0.1%	\$932	0.1%	\$1,419	0.1%	\$1,440	0.1%	\$1,461	0.1%
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%
Total Facilities	\$0	0.0%	\$56,688	11.4%	\$115,073	12.0%	\$175,201	13.2%	\$177,828	13.4%	\$180,495	13.4%

Total Expenses	\$25,000		\$497,227		\$959,122		\$1,330,148		\$1,328,015		\$1,351,968	
Contingency Fund	\$0		\$0		(\$0)		\$0		\$0		\$0	
Surplus (Deficit)	\$0		\$1,801		\$31,235		\$151,138		\$145,171		\$121,218	

Cash Balance

Beginning Cash (Renewals, conversions, or org. funding amounts)			\$0		\$1,801		\$33,036		\$184,174		\$329,345	
Net Surplus (Deficit)	\$0		\$1,801		\$31,235		\$151,138		\$145,171		\$121,218	
Ending Cash	\$0		\$1,801		\$33,036		\$184,174		\$329,345		\$450,562	

CASH FLOW PROJECTIONS-YEAR 0/Planning Year	
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[illegible]

Cash Disbursements:	
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PERSONNEL	
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[illegible]

INSTRUCTION	
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[illegible]

CASH FLOW PROJECTIONS-YEAR 1

School Name: Liberty Leadership Academy - Young Men	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
(A) BEGINNING CASH	\$0	\$12,649	\$4,886	\$3,489	\$2,092	\$695	\$6,413	\$5,016	\$3,619	\$9,337	\$7,940	\$6,543	

Cash Receipts:

Per Pupil Revenue (local and state share), net LEA Admin fee	\$34,658	\$34,658	\$34,658	\$34,658	\$34,658	\$34,658	\$34,658	\$34,658	\$34,658	\$34,658	\$34,658	\$34,659	\$415,897
Meal Fees	\$0	\$0	\$4,657	\$4,657	\$4,657	\$4,657	\$4,657	\$4,657	\$4,657	\$4,657	\$4,657	\$4,658	\$46,571
Title I	\$0	\$6,075	\$0	\$0	\$0	\$6,075	\$0	\$0	\$6,075	\$0	\$0	\$6,075	\$24,300
Title II	\$0	\$540	\$0	\$0	\$0	\$540	\$0	\$0	\$540	\$0	\$0	\$540	\$2,160
IDEA	\$0	\$500	\$0	\$0	\$0	\$500	\$0	\$0	\$500	\$0	\$0	\$500	\$2,000
E-Rate	\$6,075	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,025	\$8,100
Fundraising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
													\$0
													\$0
													\$0
													\$0
(B) Total Receipts	\$40,733	\$41,773	\$39,315	\$39,315	\$39,315	\$46,430	\$39,315	\$39,315	\$46,430	\$39,315	\$39,315	\$48,457	\$499,028

Cash Disbursements:

PERSONNEL	
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[illegible]

INSTRUCTION	
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[illegible]

SERVICES & SUPPLIES													
Student Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Athletic Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$161	\$1,998
Office Furniture	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Computers & Software	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Printing and Copy Services	\$383	\$383	\$383	\$383	\$383	\$383	\$383	\$383	\$383	\$383	\$383	\$377	\$4,590
Postage and Shipping	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$9	\$108
Bookkeeping	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$12,000
Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$12,500
Payroll Services	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$166	\$2,025
Banking Fees	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$26	\$378
Legal Services	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$212	\$2,500
Liability & Property Insurance	\$518	\$518	\$518	\$518	\$518	\$518	\$518	\$518	\$518	\$518	\$518	\$512	\$6,210
Staff Development	\$251	\$251	\$251	\$251	\$251	\$251	\$251	\$251	\$251	\$251	\$251	\$250	\$3,011
Special Education	\$0	\$0	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$325	\$3,250
Health Services	\$0	\$0	\$324	\$324	\$324	\$324	\$324	\$324	\$324	\$324	\$324	\$324	\$3,240
Staff Recruitment	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$106	\$1,261
Student Recruitment	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$90	\$1,080
Tech Support	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$332	\$4,050
Phone/Internet Service	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$225	\$2,700
Food Service	\$0	\$0	\$5,526	\$5,526	\$5,526	\$5,526	\$5,526	\$5,526	\$5,526	\$5,526	\$5,526	\$5,530	\$55,264
Transportation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Health Supplies	\$0	\$0	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$16	\$18	\$162
Pest Control	\$38	\$38	\$38	\$38	\$38	\$38	\$38	\$38	\$38	\$38	\$38	\$41	\$459
Janitorial Supplies & Services	\$0	\$730	\$730	\$730	\$730	\$730	\$730	\$730	\$730	\$730	\$730	\$733	\$8,033
Waste Disposal	\$0	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$108	\$1,148
Marketing	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$109	\$111	\$1,310
Snacks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food Service Equipment	\$0	\$1,620	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,620
Total Services & Supplies	\$3,642	\$6,096	\$10,667	\$10,667	\$10,667	\$10,667	\$10,667	\$10,667	\$10,667	\$10,667	\$10,667	\$23,156	\$128,897

FACILITIES													
Rent/Lease/Mortgage	\$0	\$4,590	\$4,590	\$4,590	\$4,590	\$4,590	\$4,590	\$4,590	\$4,590	\$4,590	\$4,590	\$4,590	\$50,490
Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance & Repair	\$0	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$104	\$108	\$1,148
Utilities	\$0	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$421	\$4,591
Fire Safety and Compliance	\$0	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$39	\$459
													\$0
													\$0
Total Facilities	\$0	\$5,153	\$5,153	\$5,153	\$5,153	\$5,153	\$5,153	\$5,153	\$5,153	\$5,153	\$5,153	\$5,158	\$56,688

(C) TOTAL DISBURSEMENTS	\$28,084	\$49,536	\$40,712	\$40,712	\$40,712	\$40,712	\$40,712	\$40,712	\$40,712	\$40,712	\$40,712	\$53,199	\$497,227
CONTINGENCY FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(D) NET REVENUE (B-C)	\$12,649	(\$7,763)	(\$1,397)	(\$1,397)	(\$1,397)	\$5,718	(\$1,397)	(\$1,397)	\$5,718	(\$1,397)	(\$1,397)	(\$4,742)	\$1,801
ENDING CASH (A+D)	\$12,649	\$4,886	\$3,489	\$2,092	\$695	\$6,413	\$5,016	\$3,619	\$9,337	\$7,940	\$6,543	\$1,801	

CASH FLOW PROJECTIONS-YEAR 2	
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School Name: Liberty Leadership Academy - Young Men	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
(A) BEGINNING CASH	\$1,801	\$14,383	\$4,816	\$7,127	\$6,393	\$5,659	\$19,255	\$18,521	\$17,787	\$31,383	\$30,649	\$29,915	

Cash Receipts:

Per Pupil Revenue (local and state share), net LEA Admin fee	\$69,316	\$69,316	\$69,316	\$69,316	\$69,316	\$69,316	\$69,316	\$69,316	\$69,316	\$69,316	\$69,316	\$69,316	\$831,794
Meal Fees	\$0	\$0	\$9,314	\$9,314	\$9,314	\$9,314	\$9,314	\$9,314	\$9,314	\$9,314	\$9,314	\$9,314	\$93,143
Title I	\$0	\$12,150	\$0	\$0	\$0	\$12,150	\$0	\$0	\$12,150	\$0	\$0	\$12,150	\$48,600
Title II	\$0	\$1,080	\$0	\$0	\$0	\$1,080	\$0	\$0	\$1,080	\$0	\$0	\$1,080	\$4,320
IDEA	\$0	\$1,100	\$0	\$0	\$0	\$1,100	\$0	\$0	\$1,100	\$0	\$0	\$1,100	\$4,400
E-Rate	\$6,075	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,025	\$8,100
Fundraising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
													\$0
													\$0
													\$0
													\$0
(B) Total Receipts	\$75,391	\$83,646	\$78,630	\$78,630	\$78,630	\$92,960	\$78,630	\$78,630	\$92,960	\$78,630	\$78,630	\$94,985	\$990,357

Cash Disbursements:	
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PERSONNEL

[illegible]

INSTRUCTION	
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[illegible]

SERVICES & SUPPLIES													
Student Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Athletic Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$338	\$4,056
Office Furniture	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Computers & Software	\$0	\$2,284	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,284
Printing and Copy Services	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$9,318
Postage and Shipping	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$219
Bookkeeping	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$12,000
Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$12,500
Payroll Services	\$343	\$343	\$343	\$343	\$343	\$343	\$343	\$343	\$343	\$343	\$343	\$343	\$4,111
Banking Fees	\$64	\$64	\$64	\$64	\$64	\$64	\$64	\$64	\$64	\$64	\$64	\$64	\$767
Legal Services	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$2,500
Liability & Property Insurance	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$1,051	\$12,606
Staff Development	\$509	\$509	\$509	\$509	\$509	\$509	\$509	\$509	\$509	\$509	\$509	\$509	\$6,111
Special Education	\$0	\$0	\$685	\$685	\$685	\$685	\$685	\$685	\$685	\$685	\$685	\$685	\$6,851
Health Services	\$0	\$0	\$658	\$658	\$658	\$658	\$658	\$658	\$658	\$658	\$658	\$658	\$6,577
Staff Recruitment	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$1,347
Student Recruitment	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$91	\$1,096
Tech Support	\$571	\$571	\$571	\$571	\$571	\$571	\$571	\$571	\$571	\$571	\$571	\$571	\$6,851
Phone/Internet Service	\$457	\$457	\$457	\$457	\$457	\$457	\$457	\$457	\$457	\$457	\$457	\$457	\$5,481
Food Service	\$0	\$0	\$11,054	\$11,054	\$11,054	\$11,054	\$11,054	\$11,054	\$11,054	\$11,054	\$11,054	\$11,054	\$110,543
Transportation	\$0	\$0	\$0	\$3,045	\$3,045	\$3,045	\$3,045	\$3,045	\$3,045	\$3,045	\$3,045	\$3,045	\$27,405
Health Supplies	\$0	\$0	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$33	\$329
Pest Control	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$932
Janitorial Supplies & Services	\$1,359	\$1,359	\$1,359	\$1,359	\$1,359	\$1,359	\$1,359	\$1,359	\$1,359	\$1,359	\$1,359	\$1,359	\$16,306
Waste Disposal	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$2,329
Marketing	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$179	\$2,144
Snacks	\$0	\$0	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$1,644
Food Service Equipment	\$0	\$1,644	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,644
Total Services & Supplies	\$7,348	\$11,276	\$19,942	\$22,987	\$22,987	\$22,987	\$22,987	\$22,987	\$22,987	\$22,987	\$22,987	\$35,487	\$257,954
FACILITIES													
Rent/Lease/Mortgage	\$8,541	\$8,541	\$8,541	\$8,541	\$8,541	\$8,541	\$8,541	\$8,541	\$8,541	\$8,541	\$8,541	\$8,541	\$102,495
Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance & Repair	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$2,329
Utilities	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$776	\$9,317
Fire Safety and Compliance	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$78	\$932
													\$0
													\$0
Total Facilities	\$9,589	\$9,589	\$9,589	\$9,589	\$9,589	\$9,589	\$9,589	\$9,589	\$9,589	\$9,589	\$9,589	\$9,589	\$115,073
(C) TOTAL DISBURSEMENTS	\$62,809	\$93,214	\$76,319	\$79,364	\$79,364	\$79,364	\$79,364	\$79,364	\$79,364	\$79,364	\$79,364	\$91,864	\$959,122
CONTINGENCY FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(D) NET REVENUE (B-C)	\$12,582	(\$9,567)	\$2,311	(\$734)	(\$734)	\$13,596	(\$734)	(\$734)	\$13,596	(\$734)	(\$734)	\$3,121	\$31,235
ENDING CASH (A+D)	\$14,383	\$4,816	\$7,127	\$6,393	\$5,659	\$19,255	\$18,521	\$17,787	\$31,383	\$30,649	\$29,915	\$33,036	

School Name: Liberty Leadership Academy - Young Men	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5
Surplus (Deficit)	OK	OK	OK	OK	OK	OK
Ending Cash Balance	OK	OK	OK	OK	OK	OK
Total Facilities Costs>15% of Total Expenses	OK	OK	OK	OK	OK	OK

Cash Flow Projections: Do the Cash Flow Proj. From the 5yr Budget match yr 0-2 Cash Flow Proj.?	YES	YES	YES	
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5 YEAR BUDGET PROJECTION

School Name: Liberty Leadership Academy - Young Men	FY 2021		FY 2022		FY 2023		FY 2024		FY 2025		FY 2026		
	Planning Year	% of Total	Year 1	% of Total	Year 2	% of Total	Year 3	% of Total	Year 4	% of Total	Year 5	% of Total	Notes
ASSUMPTIONS													
Number of Students			108		216		324		324		324		
Facility Square Footage			85		85		85		85		85		
Number of Full Time Employees			8.30		15.50		22.50		23.50		23.50		
Full Time Employees (eligible for benefits)			8.30		15.50		22.50		23.50		23.50		
Number of Administrators			2.50		4.00		4.00		4.00		4.00		
Number of Teachers			4.00		8.00		12.00		13.00		13.00		
Number of Other Instructional Staff			1.30		3.00		6.00		6.00		6.00		
Number of Clerical Staff			0.50		0.50		0.50		0.50		0.50		
Number of Maintenance Staff			0		0		0		0		0		
Number of Food Service Staff			0		0		0		0		0		
Student Teacher Ratio			27.00		27.00		27.00		24.92		24.92		
Revenue Per Pupil (State and/or Local)			\$7,940		\$7,940		\$7,940		\$7,940		\$7,940		based on estimated QBE rate for Clayton County through SCSC
Average Teacher Salary			\$44,000		\$45,320		\$46,680		\$48,080		\$49,522		

REVENUES

State and/or Local Revenue (Rev Per Pupil*# of students)	\$0	0.0%	\$857,498	85.9%	\$1,714,997	86.5%	\$2,572,495	86.8%	\$2,572,495	87.3%	\$2,572,495	87.3%	
3% District Administrative Fee (Explain any changes in notes)	\$0	0.0%	(\$25,725)	-2.6%	(\$51,450)	-2.6%	(\$77,175)	-2.6%	(\$77,175)	-2.6%	(\$77,175)	-2.6%	
Meal Fees	\$0	0.0%	\$93,143	9.3%	\$187,290	9.5%	\$280,433	9.5%	\$280,433	9.5%	\$280,433	9.5%	average \$860/student; based on meals served to qualified students
Title I	\$0	0.0%	\$48,600	4.9%	\$97,200	4.9%	\$145,800	4.9%	\$145,800	4.9%	\$145,800	4.9%	\$450 per student
Title II	\$0	0.0%	\$4,320	0.4%	\$8,640	0.4%	\$12,960	0.4%	\$12,960	0.4%	\$12,960	0.4%	\$40 per student
IDEA	\$0	0.0%	\$4,400	0.4%	\$8,800	0.4%	\$12,800	0.4%	\$12,800	0.4%	\$12,800	0.4%	\$400 per student
E-Rate	\$0	0.0%	\$16,200	1.6%	\$16,200	0.8%	\$16,200	0.5%	\$0	0.0%	\$0	0.0%	\$150 per new student until school is fully grown via USAC
Fundraising	\$25,000	100.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	\$0	0.0%	only in startup period
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Total Revenues	\$25,000		\$998,436		\$1,981,677		\$2,963,513		\$2,947,313		\$2,947,313		

EXPENSES

PERSONNEL													
Principal		0.0%	\$85,000	8.7%	\$87,550	4.9%	\$90,177	3.5%	\$92,882	3.5%	\$95,668	3.6%	salaries increased by 3% year over year
Social Services (Social Worker/Counselor/Nurse)		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	school leader
Technology Support		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Teachers	\$0	0.0%	\$176,000	18.0%	\$362,560	20.4%	\$560,155	21.9%	\$625,040	23.8%	\$643,791	24.1%	teachers
Arts/PE/Comp Sci		0.0%	\$28,800	3.0%	\$74,160	4.2%	\$114,577	4.5%	\$118,015	4.5%	\$121,555	4.5%	enrichment teachers (0.8 FTE teacher in Y1, then 2 FTE in Y2, then 3 FTE in Y3 and beyond
Athletics/Extracurricular Coaches		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Guidance Counselor		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Special Education Teacher		0.0%	\$22,000	2.3%	\$45,320	2.5%	\$143,752	5.6%	\$148,065	5.6%	\$152,506	5.7%	shared Sped teacher in Y1 with other school; 2 sped teachers in Yr 3 along with coordinator
Office Manager		0.0%	\$15,600	1.6%	\$16,068	0.9%	\$16,550	0.6%	\$17,047	0.7%	\$17,558	0.7%	office manager split with other school
Office Assistant		0.0%	\$60,000	6.1%	\$123,600	7.0%	\$127,308	5.0%	\$131,127	5.0%	\$135,061	5.1%	Operations manager in Y1; additional FTE resource for operations starting Year2
Business manager		0.0%	\$35,000	3.6%	\$72,100	4.1%	\$74,263	2.9%	\$76,491	2.9%	\$78,786	2.9%	CFO position split between both schools in Y1; 1 FTE per school starting Year 2
Maintenance		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Food Service		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Retirement Benefits		0.0%	\$13,032	1.3%	\$23,801	1.3%	\$33,923	1.3%	\$36,380	1.4%	\$37,468	1.4%	3% Employer contribution
Health Benefits		0.0%	\$50,215	5.1%	\$93,775	5.3%	\$136,125	5.3%	\$142,175	5.4%	\$142,175	5.3%	\$6K per FTE
FICA		0.0%	\$33,232	3.4%	\$60,692	3.4%	\$86,505	3.4%	\$92,769	3.5%	\$95,543	3.6%	6.2% SSI; 1.45% Medicare
Other Payroll Expenses/Taxes		0.0%	\$7,524	0.8%	\$13,810	0.8%	\$19,766	0.8%	\$21,071	0.8%	\$21,560	0.8%	\$200 per FTE for SUI; 0.10% SDI; 1.25% WC
Stipends		0.0%	\$12,000	1.2%	\$12,000	0.7%	\$4,000	0.2%	\$4,000	0.2%	\$4,000	0.1%	Academic Coach, SPED Coordinator, and ELL Coordinator Stipend
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Total Personnel	\$0	0.0%	\$538,403	55.2%	\$985,436	55.4%	\$1,407,101	54.9%	\$1,505,060	57.4%	\$1,545,671	57.8%	

INSTRUCTION

Textbooks		0.0%	\$5,565	0.6%	\$11,297	0.6%	\$17,184	0.7%	\$17,442	0.7%	\$17,704	0.7%	limited budgeted because curriculum is not textbook heavy
Classroom Supplies		0.0%	\$4,810	0.5%	\$9,774	0.5%	\$14,835	0.6%	\$15,058	0.6%	\$15,284	0.6%	\$45/student
Computers		0.0%	\$16,200	1.7%	\$16,443	0.9%	\$16,690	0.7%	\$0	0.0%	\$0	0.0%	\$150/student; either 2:1 or 3:1 student to computer ratio
Software		0.0%	\$1,620	0.2%	\$3,289	0.2%	\$5,007	0.2%	\$5,082	0.2%	\$5,158	0.2%	\$15/student
Field Trips		0.0%	\$1,080	0.1%	\$2,192	0.1%	\$3,338	0.1%	\$3,388	0.1%	\$3,439	0.1%	\$10/student
Instructional Equipment		0.0%	\$7,020	0.7%	\$7,125	0.4%	\$7,232	0.3%	\$0	0.0%	\$0	0.0%	\$65/student
Library and Media Center		0.0%	\$2,160	0.2%	\$2,192	0.1%	\$2,225	0.1%	\$0	0.0%	\$0	0.0%	\$20/new student
Student Assessment		0.0%	\$1,080	0.1%	\$2,192	0.1%	\$3,338	0.1%	\$3,388	0.1%	\$3,439	0.1%	\$10/student
Classroom Furniture		0.0%	\$12,210	1.3%	\$12,058	0.7%	\$12,177	0.5%	\$314	0.0%	\$0	0.0%	\$90/new student; \$300/new FTE
PE Equipment		0.0%	\$432	0.0%	\$877	0.0%	\$1,335	0.1%	\$1,355	0.1%	\$1,376	0.1%	\$4/student
Art Supplies		0.0%	\$1,620	0.2%	\$3,289	0.2%	\$5,007	0.2%	\$5,082	0.2%	\$5,158	0.2%	extracurricular supplies; \$15/student
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%		0.0%	
Total Instruction	\$0	0.0%	\$53,797	5.5%	\$70,729	4.0%	\$88,369	3.4%	\$51,109	1.9%	\$51,557	1.9%	

SERVICES & SUPPLIES											
Student Uniforms		0.0%		0.0%		0.0%		0.0%		0.0%	
Athletic Program		0.0%		0.0%		0.0%		0.0%		0.0%	
Office Supplies	\$250	1.0%	\$3,996	0.4%	\$8,112	0.5%	\$12,350	0.5%	\$12,536	0.5%	\$37/student
Office Furniture	\$0	0.0%	\$2,000	0.2%	\$0	0.0%	\$0	0.0%	\$0	0.0%	one time initial spending
Office Computers & Software	\$0	0.0%	\$4,150	0.4%	\$3,654	0.2%	\$3,606	0.1%	\$523	0.0%	\$500/new FTE
Printing and Copy Services	\$0	0.0%	\$9,180	0.9%	\$18,635	1.0%	\$28,372	1.1%	\$28,798	1.1%	\$85/student
Postage and Shipping	\$0	0.0%	\$216	0.0%	\$438	0.0%	\$668	0.0%	\$678	0.0%	\$2/student
Bookkeeping	\$0	0.0%	\$18,000	1.8%	\$18,000	1.0%	\$18,000	0.7%	\$18,000	0.7%	\$1,500/month
Audit	\$0	0.0%	\$12,500	1.3%	\$12,500	0.7%	\$12,500	0.5%	\$12,500	0.5%	to cover audit and 990 filing
Payroll Services	\$0	0.0%	\$3,735	0.4%	\$7,080	0.4%	\$10,431	0.4%	\$11,132	0.4%	\$450/FTE
Banking Fees	\$0	0.0%	\$756	0.1%	\$1,535	0.1%	\$2,337	0.1%	\$2,372	0.1%	\$7/student
Legal Services	\$3,000	12.0%	\$2,500	0.3%	\$2,500	0.1%	\$2,500	0.1%	\$2,500	0.1%	\$2,500
Liability & Property Insurance	\$2,000	8.0%	\$12,420	1.3%	\$25,213	1.4%	\$38,386	1.5%	\$38,962	1.5%	\$115/student
Staff Development	\$11,750	47.0%	\$5,822	0.6%	\$11,499	0.6%	\$17,288	0.7%	\$17,845	0.7%	\$745/FTE
Special Education	\$0	0.0%	\$6,750	0.7%	\$13,956	0.8%	\$20,605	0.8%	\$20,914	0.8%	\$500/sped student, estimated at 10% of enrollment; \$150/ELL estimated at 5%
Health Services	\$0	0.0%	\$6,480	0.7%	\$13,154	0.7%	\$20,028	0.8%	\$20,328	0.8%	\$60/student
Staff Recruitment	\$1,575	6.3%	\$2,324	0.2%	\$2,173	0.1%	\$2,259	0.1%	\$646	0.0%	\$374
Student Recruitment	\$1,500	6.0%	\$2,160	0.2%	\$2,192	0.1%	\$2,225	0.1%	\$0	0.0%	\$0
Tech Support	\$2,700	10.8%	\$8,100	0.8%	\$13,703	0.8%	\$19,471	0.8%	\$16,940	0.6%	\$50/student
Phone/Internet Service	\$0	0.0%	\$5,400	0.6%	\$10,962	0.6%	\$16,690	0.7%	\$16,940	0.6%	\$17,194
Food Service	\$0	0.0%	\$110,527	11.3%	\$221,087	12.4%	\$331,680	12.9%	\$331,730	12.7%	\$331,780
Transportation	\$0	0.0%	\$27,000	2.8%	\$54,810	3.1%	\$83,448	3.3%	\$84,700	3.2%	\$85,970
Health Supplies	\$0	0.0%	\$324	0.0%	\$658	0.0%	\$1,001	0.0%	\$1,016	0.0%	\$1,032
Pest Control	\$0	0.0%	\$918	0.1%	\$1,864	0.1%	\$2,837	0.1%	\$2,880	0.1%	\$2,923
Janitorial Supplies & Services	\$0	0.0%	\$16,065	1.6%	\$32,612	1.8%	\$49,652	1.9%	\$50,396	1.9%	\$51,152
Waste Disposal	\$0	0.0%	\$2,295	0.2%	\$4,659	0.3%	\$7,093	0.3%	\$7,199	0.3%	\$7,307
Marketing	\$2,225	8.9%	\$2,120	0.2%	\$3,789	0.2%	\$5,507	0.2%	\$5,582	0.2%	\$5,658
Snacks	\$0	0.0%	\$1,620	0.2%	\$3,289	0.2%	\$5,007	0.2%	\$5,082	0.2%	\$5,158
Food Service Equipment	\$0	0.0%	\$3,240	0.3%	\$3,289	0.2%	\$3,338	0.1%	\$0	0.0%	\$0
Total Services & Supplies	\$25,000	100.0%	\$270,598	27.7%	\$491,361	27.6%	\$717,277	28.0%	\$710,197	27.1%	\$714,536
FACILITIES											
Rent/Lease/Mortgage		0.0%	\$100,980	10.3%	\$204,989	11.5%	\$312,096	12.2%	\$316,778	12.1%	\$321,529
Grounds Maintenance		0.0%		0.0%		0.0%		0.0%		0.0%	
Maintenance & Repair		0.0%	\$2,295	0.2%	\$4,659	0.3%	\$7,093	0.3%	\$7,199	0.3%	\$7,307
Utilities		0.0%	\$9,180	0.9%	\$18,635	1.0%	\$28,372	1.1%	\$28,798	1.1%	\$29,230
Fire Safety and Compliance		0.0%	\$918	0.1%	\$1,864	0.1%	\$2,837	0.1%	\$2,880	0.1%	\$2,923
		0.0%		0.0%		0.0%		0.0%		0.0%	
		0.0%		0.0%		0.0%		0.0%		0.0%	
Total Facilities	\$0	0.0%	\$113,373	11.6%	\$230,147	12.9%	\$350,399	13.7%	\$355,655	13.6%	\$360,990
Total Expenses	\$25,000		\$976,171		\$1,777,673		\$2,563,146		\$2,622,021		\$2,672,754
Contingency Fund	\$0		\$0		(\$0)		\$0		\$0		\$0
Surplus (Deficit)	\$0		\$22,266		\$204,004		\$400,367		\$325,292		\$274,559

Cash Balance

Beginning Cash (Renewals, conversions, or org. funding amounts)		\$0	\$22,266	\$226,269	\$626,636	\$951,928
Net Surplus (Deficit)	\$0	\$22,266	\$204,004	\$400,367	\$325,292	\$274,559
Ending Cash	\$0	\$22,266	\$226,269	\$626,636	\$951,928	\$1,226,488

CASH FLOW PROJECTIONS-YEAR 0/Planning Year	
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[illegible]

Cash Disbursements:	
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PERSONNEL	
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[illegible]

INSTRUCTION	
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[illegible]

SERVICES & SUPPLIES													
Student Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Athletic Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$3,996
Office Furniture	\$0	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,000
Office Computers & Software	\$0	\$4,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,150
Printing and Copy Services	\$765	\$765	\$765	\$765	\$765	\$765	\$765	\$765	\$765	\$765	\$765	\$765	\$9,180
Postage and Shipping	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$18	\$216
Bookkeeping	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$18,000
Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$12,500
Payroll Services	\$311	\$311	\$311	\$311	\$311	\$311	\$311	\$311	\$311	\$311	\$311	\$311	\$3,735
Banking Fees	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$63	\$756
Legal Services	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$2,500
Liability & Property Insurance	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$1,035	\$12,420
Staff Development	\$485	\$485	\$485	\$485	\$485	\$485	\$485	\$485	\$485	\$485	\$485	\$485	\$5,822
Special Education	\$0	\$0	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$6,750
Health Services	\$0	\$0	\$648	\$648	\$648	\$648	\$648	\$648	\$648	\$648	\$648	\$648	\$6,480
Staff Recruitment	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$194	\$2,324
Student Recruitment	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$180	\$2,160
Tech Support	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$675	\$8,100
Phone/Internet Service	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$450	\$5,400
Food Service	\$0	\$0	\$11,053	\$11,053	\$11,053	\$11,053	\$11,053	\$11,053	\$11,053	\$11,053	\$11,053	\$11,053	\$110,527
Transportation	\$0	\$0	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$27,000
Health Supplies	\$0	\$0	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$32	\$324
Pest Control	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$77	\$918
Janitorial Supplies & Services	\$0	\$1,460	\$1,460	\$1,460	\$1,460	\$1,460	\$1,460	\$1,460	\$1,460	\$1,460	\$1,460	\$1,460	\$16,065
Waste Disposal	\$0	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$2,295
Marketing	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$177	\$2,120
Snacks	\$0	\$0	\$162	\$162	\$162	\$162	\$162	\$162	\$162	\$162	\$162	\$162	\$1,620
Food Service Equipment	\$0	\$3,240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,240
Total Services & Supplies	\$6,471	\$17,530	\$20,710	\$23,710	\$23,710	\$23,710	\$23,710	\$23,710	\$23,710	\$23,710	\$23,710	\$36,210	\$270,598
FACILITIES													
Rent/Lease/Mortgage	\$0	\$9,180	\$9,180	\$9,180	\$9,180	\$9,180	\$9,180	\$9,180	\$9,180	\$9,180	\$9,180	\$9,180	\$100,980
Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance & Repair	\$0	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$209	\$2,295
Utilities	\$0	\$835	\$835	\$835	\$835	\$835	\$835	\$835	\$835	\$835	\$835	\$835	\$9,180
Fire Safety and Compliance	\$0	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$918
													\$0
													\$0
Total Facilities	\$0	\$10,307	\$10,307	\$10,307	\$10,307	\$10,307	\$10,307	\$10,307	\$10,307	\$10,307	\$10,307	\$10,307	\$113,373
(C) TOTAL DISBURSEMENTS	\$50,337	\$100,278	\$87,936	\$78,786	\$78,786	\$82,836	\$78,786	\$78,786	\$78,786	\$78,786	\$78,786	\$103,285	\$976,171
CONTINGENCY FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(D) NET REVENUE (B-C)	\$31,127	(\$16,634)	(\$9,307)	(\$157)	(\$157)	\$10,123	(\$157)	(\$157)	\$14,173	(\$157)	(\$157)	(\$6,277)	\$22,266
ENDING CASH (A+D)	\$31,127	\$14,493	\$5,186	\$5,030	\$4,873	\$14,996	\$14,839	\$14,683	\$28,856	\$28,699	\$28,542	\$22,266	

CASH FLOW PROJECTIONS-YEAR 2	
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School Name: Liberty Leadership Academy - Young Men	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total
(A) BEGINNING CASH	\$22,266	\$58,999	\$52,895	\$69,160	\$79,336	\$89,511	\$128,347	\$138,522	\$148,697	\$187,533	\$197,708	\$207,884	

[illegible]

Per Pupil Revenue (local and state share), net LEA Admin fee	\$138,629	\$138,629	\$138,629	\$138,629	\$138,629	\$138,629	\$138,629	\$138,629	\$138,629	\$138,629	\$138,629	\$138,629	\$1,663,547
Meal Fees	\$0	\$0	\$18,729	\$18,729	\$18,729	\$18,729	\$18,729	\$18,729	\$18,729	\$18,729	\$18,729	\$18,729	\$187,290
Title I	\$0	\$24,300	\$0	\$0	\$0	\$24,300	\$0	\$0	\$24,300	\$0	\$0	\$24,300	\$97,200
Title II	\$0	\$2,160	\$0	\$0	\$0	\$2,160	\$0	\$0	\$2,160	\$0	\$0	\$2,160	\$8,640
IDEA	\$0	\$2,200	\$0	\$0	\$0	\$2,200	\$0	\$0	\$2,200	\$0	\$0	\$2,200	\$8,800
E-Rate	\$12,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,050	\$16,200
Fundraising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
													\$0
													\$0
													\$0
													\$0
(B) Total Receipts	\$150,779	\$167,289	\$157,358	\$157,358	\$157,358	\$186,018	\$157,358	\$157,358	\$186,018	\$157,358	\$157,358	\$190,068	\$1,981,677

Cash Disbursements:	
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PERSONNEL

Principal	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$7,296	\$87,550
Social Services (Social Worker/Counselor/Nurse)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technology Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Teachers	\$30,213	\$30,213	\$30,213	\$30,213	\$30,213	\$30,213	\$30,213	\$30,213	\$30,213	\$30,213	\$30,213	\$30,213	\$362,560
Arts/PE/Comp Sci	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$6,180	\$74,160
Athletics/Extracurricular Coaches	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Guidance Counselor	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Special Education Teacher	\$3,777	\$3,777	\$3,777	\$3,777	\$3,777	\$3,777	\$3,777	\$3,777	\$3,777	\$3,777	\$3,777	\$3,777	\$45,320
Office Manager	\$1,339	\$1,339	\$1,339	\$1,339	\$1,339	\$1,339	\$1,339	\$1,339	\$1,339	\$1,339	\$1,339	\$1,339	\$16,068
Office Assistant	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300	\$123,600
Business manager	\$6,008	\$6,008	\$6,008	\$6,008	\$6,008	\$6,008	\$6,008	\$6,008	\$6,008	\$6,008	\$6,008	\$6,008	\$72,100
Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Food Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retirement Benefits	\$1,983	\$1,983	\$1,983	\$1,983	\$1,983	\$1,983	\$1,983	\$1,983	\$1,983	\$1,983	\$1,983	\$1,983	\$23,801
Health Benefits	\$7,815	\$7,815	\$7,815	\$7,815	\$7,815	\$7,815	\$7,815	\$7,815	\$7,815	\$7,815	\$7,815	\$7,815	\$93,775
FICA	\$5,058	\$5,058	\$5,058	\$5,058	\$5,058	\$5,058	\$5,058	\$5,058	\$5,058	\$5,058	\$5,058	\$5,058	\$60,692
Other Payroll Expenses/Taxes	\$1,151	\$1,151	\$1,151	\$1,151	\$1,151	\$1,151	\$1,151	\$1,151	\$1,151	\$1,151	\$1,151	\$1,151	\$13,810
Stipends	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000	\$12,000
	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Personnel	\$81,120	\$81,120	\$81,120	\$81,120	\$81,120	\$81,120	\$81,120	\$81,120	\$81,120	\$81,120	\$81,120	\$93,120	\$985,436

INSTRUCTION	
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[illegible]

SERVICES & SUPPLIES													
Student Uniforms	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Athletic Program	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Supplies	\$676	\$676	\$676	\$676	\$676	\$676	\$676	\$676	\$676	\$676	\$676	\$676	\$8,112
Office Furniture	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Office Computers & Software	\$0	\$3,654	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,654
Printing and Copy Services	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$18,635
Postage and Shipping	\$37	\$37	\$37	\$37	\$37	\$37	\$37	\$37	\$37	\$37	\$37	\$37	\$438
Bookkeeping	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$18,000
Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$12,500
Payroll Services	\$590	\$590	\$590	\$590	\$590	\$590	\$590	\$590	\$590	\$590	\$590	\$590	\$7,080
Banking Fees	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$128	\$1,535
Legal Services	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$208	\$2,500
Liability & Property Insurance	\$2,101	\$2,101	\$2,101	\$2,101	\$2,101	\$2,101	\$2,101	\$2,101	\$2,101	\$2,101	\$2,101	\$2,101	\$25,213
Staff Development	\$958	\$958	\$958	\$958	\$958	\$958	\$958	\$958	\$958	\$958	\$958	\$958	\$11,499
Special Education	\$0	\$0	\$1,396	\$1,396	\$1,396	\$1,396	\$1,396	\$1,396	\$1,396	\$1,396	\$1,396	\$1,396	\$13,956
Health Services	\$0	\$0	\$1,315	\$1,315	\$1,315	\$1,315	\$1,315	\$1,315	\$1,315	\$1,315	\$1,315	\$1,315	\$13,154
Staff Recruitment	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$181	\$2,173
Student Recruitment	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$2,192
Tech Support	\$1,142	\$1,142	\$1,142	\$1,142	\$1,142	\$1,142	\$1,142	\$1,142	\$1,142	\$1,142	\$1,142	\$1,142	\$13,703
Phone/Internet Service	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$914	\$10,962
Food Service	\$0	\$0	\$22,109	\$22,109	\$22,109	\$22,109	\$22,109	\$22,109	\$22,109	\$22,109	\$22,109	\$22,109	\$221,087
Transportation	\$0	\$0	\$0	\$6,090	\$6,090	\$6,090	\$6,090	\$6,090	\$6,090	\$6,090	\$6,090	\$6,090	\$54,810
Health Supplies	\$0	\$0	\$66	\$66	\$66	\$66	\$66	\$66	\$66	\$66	\$66	\$66	\$658
Pest Control	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$1,864
Janitorial Supplies & Services	\$2,718	\$2,718	\$2,718	\$2,718	\$2,718	\$2,718	\$2,718	\$2,718	\$2,718	\$2,718	\$2,718	\$2,718	\$32,612
Waste Disposal	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$4,659
Marketing	\$316	\$316	\$316	\$316	\$316	\$316	\$316	\$316	\$316	\$316	\$316	\$316	\$3,789
Snacks	\$0	\$0	\$329	\$329	\$329	\$329	\$329	\$329	\$329	\$329	\$329	\$329	\$3,289
Food Service Equipment	\$0	\$3,289	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,289
Total Services & Supplies	\$13,747	\$20,690	\$38,961	\$45,051	\$45,051	\$45,051	\$45,051	\$45,051	\$45,051	\$45,051	\$45,051	\$57,551	\$491,361
FACILITIES													
Rent/Lease/Mortgage	\$17,082	\$17,082	\$17,082	\$17,082	\$17,082	\$17,082	\$17,082	\$17,082	\$17,082	\$17,082	\$17,082	\$17,082	\$204,989
Grounds Maintenance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance & Repair	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$388	\$4,659
Utilities	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$1,553	\$18,635
Fire Safety and Compliance	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$155	\$1,864
													\$0
													\$0
Total Facilities	\$19,179	\$19,179	\$19,179	\$19,179	\$19,179	\$19,179	\$19,179	\$19,179	\$19,179	\$19,179	\$19,179	\$19,179	\$230,147
(C) TOTAL DISBURSEMENTS	\$114,046	\$173,393	\$141,093	\$147,183	\$147,183	\$147,183	\$147,183	\$147,183	\$147,183	\$147,183	\$147,183	\$171,683	\$1,777,673
CONTINGENCY FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(D) NET REVENUE (B-C)	\$36,733	(\$6,104)	\$16,265	\$10,175	\$10,175	\$38,835	\$10,175	\$10,175	\$38,835	\$10,175	\$10,175	\$18,385	\$204,004
ENDING CASH (A+D)	\$58,999	\$52,895	\$69,160	\$79,336	\$89,511	\$128,347	\$138,522	\$148,697	\$187,533	\$197,708	\$207,884	\$226,269	

School Name: Liberty Leadership Academy - Young Men	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5
Surplus (Deficit)	OK	OK	OK	OK	OK	OK
Ending Cash Balance	OK	OK	OK	OK	OK	OK
Total Facilities Costs>15% of Total Expenses	OK	OK	OK	OK	OK	OK

Cash Flow Projections: Do the Cash Flow Proj. From the 5yr Budget match yr 0-2 Cash Flow Proj.?	YES	YES	YES	
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CHARLYNN R. PARKER
(404) 430-7571 ♦ Atlanta, GA 30313
charlynnparker.cp@gmail.com

Pubic Finance Professional | Grants Finance Officer

Collective experience in public fiscal responsibilities concentrated specifically within the budget area. Additional experience in the educational arena as a facilitator and trainer. Additional focus and expertise in minimal costs streamlining, development and maintenance of administrative controls and workflow solutions that strengthen organizational efficiency and optimize available resources. Demonstrated success with multiple funding sources exceeding \$900mm.

Core Skills:

- Financial Analysis and Reporting
- Budgeting & Forecasting
- Linear Regression Module
- GAAP
- Compliance Control
- Project Management
- Quality Assurance Accounting, AP/AR and General Ledger
- Operational / Grant budget management
- PeopleSoft Financials
- **Technical:** MS Office, Oracle, ERP, Financials, Hyperion, Adobe Pro

Experience

United Methodist Committee on Relief, Atlanta, GA

04/2018 – Present

Sr. Specialist, Grants Finance Officer

Manage, review, reconcile and approve financial reports to ensure policies and compliances implemented by the board of approval for United States Disaster Relief Fund, International Disaster Response and Sustainable Development projects and funds.

- Approve payment disbursements for Grantees upon approval of financial report, review procurement analysis, manage all grants via tracing report and create a comprehensive quarterly report.
- Train grantees with procurement processes, financial reporting using Excel including linked formulae and VLook-ups.
- Travel to Project / Grantees' location to ensure policies are implemented and financial reporting reflects funds in segregated accounts.
- Assist grants finance manager to develop a training curriculum on grants financial management, procurement, and inventory.
- Train grantees and partners to track grant expenses versus approved budget by line item.
- Make recommendations based on financial trends. Perform economic research and comparative analysis of other public entities that have similar public safety programs using DDI Financials, and MS tools.
- Quarterly presentation explaining variance analysis, compliances, and procurement.

Atlanta Technical College, Atlanta, GA
Revenue Accountant

02/2018 – 03/2018

Managed revenue to include multiple funds for several programs. Reconciled bank statements daily to ensure in-coming cash window reconciles to bank transactions.

- Prepare and analyze monthly reports and revenue every quarterly. Monthly revenue implementation (i.e., explaining the variances between previous actuals and future revenue, projecting anticipations, and preparing monthly reports for management.

Charlynn Parker

(404) 430-7571

Page Two

City of Atlanta Budget Division, Atlanta, GA

11/2011 – 06/2017

Budget Manager | Budget Fiscal Policy Analyst | Financial Analyst

Managed and analyzed departmental budget (Public Safety, Public Works, Revenue Fund, Internal Service Fund and Special Revenue Fund - \$300mm, and CIP Funds.

- Monitored ongoing revenue, expenses, budget performance to ensure departments adhered to the compliances governed by the City of Atlanta.
- Prepared and analyzed monthly reports and expenditures on a quarterly basis. Analyzed, monitored, and prepared legislation review for bi-weekly. Public Safety Committee meeting via City of Atlanta City Council. Assisted with Capital Improvement Program.
- Analyzed departmental budget requests, Annual budget implementation (i.e., explaining the variances between previous actuals, projecting future expenses, preparing five (5) year plan and processing budget amendments approved via City Council).
- Managed budgetary activities within an assigned department. Duties included directing budget activities; preparing a departmental budget; preparing comprehensive development plan and management goals and objectives; preparing goals and expenditure projections and generating reports and forms.
- Prepared and analyzed monthly reports and expenditures on every quarter. Annual budget implementation.
- Constructed analysis and graphs. Assisted with preparing and publishing the annual budget book / documents.

Cleveland State University, Cleveland, OH

09/2008 – 08/2009

Budget Analyst – Capital Planning

Administered financial and regulatory documentation for capital projects, monitored prevailing wage compliance, and collaborated with union officials and state inspectors.

- Reviewed contractor compliances for Minority Business Enterprise and Encouraging Diversity Growth Efforts standards and regulations. Managed energy conservation budget (\$50mm) in the Plant Services Department.

Cuyahoga County Metropolitan Housing Authority, Cleveland, OH

12/2004 – 05/2008

Budget / Business Analyst

Served as a Budget Analyst in the largest housing authority in Cuyahoga County. Analyzed financial reports Managed budgets in general operating funds and Housing Urban Development Grants of \$65mm.

- Used Line of Credit Control System for drawdown / reimbursement functions for HUD grant funds. Reconciled accounts to ensure general ledger accuracy, monthly variance analysis and balancing Elite Financial Software. Reconciled financial discrepancies.

- Planned and analyzed financial reports for estate managers according to GAAP and OMB Circulars compliances. Processed purchased requisitions, check requests (vouchers) and annual contracts.

Additional Relevant Experience

Master of Business Administration (MBA) – University of Phoenix, Cleveland, OH

Bachelor of Science (BS), Business Admin. – David N. Myers University, Cleveland, OH

2024/25 Split Year Calendar



July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Federal holidays 2024/25

Jul 4, 2024	Independence Day	Nov 11, 2024	Veterans Day	Jan 1, 2025	New Year's Day	May 26, 2025	Memorial Day
Sep 2, 2024	Labor Day	Nov 28, 2024	Thanksgiving Day	Jan 20, 2025	Martin L. King Day	Jun 19, 2025	Juneteenth
Oct 14, 2024	Columbus Day	Dec 25, 2024	Christmas Day	Feb 17, 2025	Presidents' Day		

August Instructional Days - 15

September Instructional Days - 20

October Instructional Days - 23

November Instructional Days - 15

December Instructional Days - 15

January Instructional Days - 20

February Instructional Days - 19

March Instructional Days - 21

April Instructional Days - 17

May Instructional Days - 17

Total Instructional Days - 180

- Student Half Day/Staff PD
- No school for Staff or Students
- Summer PD For Staff
- First/Last Day Of School

LLA will use the Fulton County Schools Calendar as a guide to make sure we are uniformed with the county.



Your Business Owner's Policy Quote

Your Primary Location:

Liberty Leadership Academy
6385 OLD NATIONAL HWY.
ATLANTA, GA 30349-4358

Class & Class Code:

School - Private - Elementary, Middle or Jr High;
82261

Policy Term:

April 10, 2021 – April 10, 2022

Quote Good Through*:

July 10, 2021

Proposal Creation Date:

April 12, 2021, 4:30 PM

Insurance underwritten by: Hartford Underwriters
Insurance Company.

What To Do Next:

Thank you for your interest in The
Hartford. For questions or to purchase
coverage, contact DANIEL TILLBERRY
at

(678) 224-9333

Your Reference Number:

34 SBA AL2S4L-002

Audit Period: Non-Auditable

Agency Information:

GracePoint Insurance
1300 Ridenour Blvd Suite 100
Kennesaw, Ga 30152

*Premium is based on information provided during the application process and is subject to change should any change be made to the policy. Examples of possible changes include, but are not limited to, changes to coverage, Named Insured(s), location(s), and effective date.

PREMIUM SUMMARY			
COVERAGE		PRICE	
Business Owner's Policy		\$4,736	
Umbrella		\$455	
YOUR ESTIMATED ANNUAL PREMIUM:		\$5,191**	
Proposal summary	Page 2	Recommended coverages	Page 11
Coverage details	Page 5	Payment options	Page 12

**Your Estimated Premium may change based on coverage changes made through endorsement or if your policy is subject to Premium Audit.

Acknowledged and Accepted by

(Signature of insured)

(Date)

¹ The Hartford's Customer Claims Ratings as of February 2019. Customer claims reviews were collected and tabulated by The Hartford and reviews are not representative of all customers.

This document is only a proposal. It can't be used as proof of coverage, unless bound by an authorized agent.

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Quote Summary:

Coverage for Your Small Business

This quote overview was created to show you how we propose to cover your business and to help you feel confident in the coverages that have been selected. Each section below breaks out some of the important features of your proposed policy.

We're ready to welcome you as a customer of The Hartford! All that's left is for you to let us/your agent know when you'd like to start your coverage.

LOCATION(S)			
LOCATION	DESCRIPTION	TYPE AND AREA	VALUATION
			How we calculate the value of your property
LOC 1; BLDG 1	6385 OLD NATIONAL HWY ATLANTA, GA 30349-4358	Non-combustible, 31,000 sq ft	Business Personal Property: Replacement Cost

POLICY SUMMARY

PROPERTY

Your PROPERTY COVERAGE protects property that you own, lease or rent. This can include buildings, equipment, inventory and even cash, securities or valuable records. The below overview shows some of your Property limits.

PROPERTY LIMITS

Deductible: \$2,500	LOC 1; BLDG 1
BUILDING LIMIT We'll pay up to the limit to repair or replace your buildings and structures at the covered location. This includes additions, fixtures and equipment you've installed.	\$0
BUSINESS PERSONAL PROPERTY LIMIT We'll pay up to the limit to repair or replace your furniture, supplies, inventory and other things your business uses.	\$100,000

S STRETCH® COVERAGE

Where Property coverage was elected for you, you'll benefit from added coverages, increased limits and an added blanket limit. We use an **S** on the Property Coverage Detail page to indicate coverages that have been added or enhanced by your STRETCH®.

**STRETCH®
PLUS -
\$150,000
Blanket**

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Quote Summary:

Coverage for Your Small Business

CONTINUED

BUSINESS LIABILITY (Also known as General Liability)

Your BUSINESS LIABILITY COVERAGE helps protect and defend your business from covered claims alleging that you damaged someone's property, injured them or defamed them. The below overview shows some of your Business Liability limits.

EACH OCCURRENCE LIMIT We'll pay up to this amount for all claims related to a single incident. This total applies no matter how many people make claims.	\$1,000,000
GENERAL AGGREGATE LIMIT We'll pay up to this total amount for all losses that occur during your policy term, except for those losses that are included in the Products/Completed Operations Aggregate, which are paid under a separate aggregate limit as described below.	\$2,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE We'll pay up to this total amount for all losses that occur during your policy term as a result of work you completed or for a product you distributed or sold. It does not cover you for things that happen while you are doing work.	\$2,000,000

UMBRELLA

Your UMBRELLA COVERAGE provides an additional layer of financial protection if a covered claim against your business is more than your standard policy limits. Think of it as an insurance back-up plan. The below overview shows some of your Umbrella limits.

EACH OCCURRENCE LIMIT We'll pay up to this amount for all the claims related to a single incident.	\$1,000,000
AGGREGATE LIMITS There are various aggregate limits in your umbrella policy. We'll pay up to the applicable aggregate limit for all applicable loss that occurs during your policy term.	\$1,000,000
SELF-INSURED RETENTION The amount you may have to pay before your Umbrella coverage starts if no underlying insurance applies.	\$10,000

CUSTOMIZED COVERAGES FOR YOUR BUSINESS

These added coverages make your policy more unique. They protect against specific risks your business could face.

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Quote Summary:

Coverage for Your Small Business

CONTINUED

BUSINESS LIABILITY COVERAGES ADDED

COVERAGE	LIMIT	PREMIUM
Blanket Additional Insured by Contract	Included ¹	\$55
Educator's Business Liability Broad Form Endorsement	Included	N/A

¹ Included in Business Liability Limit(s)

PROPERTY COVERAGES ADDED

LOCATION(S)	COVERAGE	LIMIT
LOC 1; BLDG 1	Limited Flood Coverage for Back-Up of Sewers and Drains	
	Flood Policy Year Limit	\$25,000
	Tenant Improvements and Betterments	\$100,000

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Property Coverages Detail

Below you'll find a breakdown of the specific property coverages your policy includes. These coverages only apply to the location(s) where Property coverage was elected.

You'll also see a specific limit, which is either the maximum dollar amount or the length of time that your coverage pays.

S INDICATES COVERAGES THAT HAVE BEEN ADDED OR ENHANCED BY THE ADDITION OF YOUR STRETCH® PLUS. STRETCH® PLUS BLANKET LIMIT: \$150,000

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
S Accounts Receivable	Included in STRETCH® PLUS Blanket Limit
Arson and Theft Reward	\$10,000
S Back-up of Sewers and Drains Coverage	Included ²
S Brands and Labels	Included ²
S Building Property of Others	\$25,000
S Business Income and Extra Expense	
S Extended Business Income	90 days
S Limit Type	Actual Loss Sustained
S Period of Restoration	12 months
S Waiting Period	None
Business Income and Extra Expense for Schools	
Extended Business Income	90 days
Limit	Actual Loss Sustained
Period of Restoration	12 months
Waiting Period	None
S Business Income for Off-Premises Utility Services	
S Limit	\$50,000

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Property Coverages Detail

CONTINUED

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
S Waiting Period	12 hours
Business Income from Civil Authority Actions	
Duration of Coverage	30 days
Waiting Period	None
S Business Income from Dependent Properties	
S Limit	\$50,000
S Period of Restoration	12 months
S Waiting Period	None
S Business Income from Off-Premises Operations	
S Extended Business Income	90 days
S Limit	\$50,000
S Waiting Period	None
S Business Income from Websites	
S Limit	\$25,000
S Max Period of Restoration	7 days
S Waiting Period	12 hours
S Claim Expense	\$25,000
Collapse	Included ²
S Computers Worldwide	Included in STRETCH® PLUS Blanket Limit
S Contract Penalties	\$5,000
S Debris Removal	Included in STRETCH® PLUS Blanket Limit
S Limit	25% of amount paid for covered loss
S Electronic Data	

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Property Coverages Detail

CONTINUED

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
S Stretch Policy Year Limit	Included in STRETCH® PLUS Blanket Limit
S Employee Dishonesty Coverage - Excludes ERISA Compliance	\$25,000
Equipment Breakdown	Included ²
Deductible	Property Deductible
Defense	Included
Expediting Expenses	\$50,000
Hazardous Substances	\$50,000
Supplementary Payments	Included
S Expediting Expenses	\$25,000
S Fine Arts Coverage	\$25,000
S Fire Department Service Charge	Included in STRETCH® PLUS Blanket Limit
Fire Extinguisher Recharge	Included ²
S Forgery Coverage (Including Credit Cards, Currency and Money Orders)	\$50,000
S Fraudulent Transfer Coverage	\$25,000
Garages, Storage Buildings, and Other Appurtenant Structures	\$50,000
Glass Expense	Included ²
Identity Recovery Coverage for Businessowners and Employees	
Deductible	\$250
Limit	\$15,000
Lost Wages and Child and Elder Care Expense	\$250 per day, \$5,000 per policy year
Mental Health Sublimit	\$1,500
S Interruption of Computer Operations	
S Period of Restoration	12 months

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Property Coverages Detail

CONTINUED

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
Policy Year Limit	\$50,000
Waiting Period	12 hours
Lease Assessment	\$2,500
Leasehold Improvements	\$25,000
Limited Fungi, Bacteria or Virus Coverage	
Limit	\$50,000
Period of Restoration	30 days
Lock and Key Replacement	\$1,000
Lost Keys	\$2,500
Money and Securities Coverage	
Inside the Premises Limit	\$10,000
Outside the Premises Limit	\$5,000
Newly Acquired or Constructed Property	
Newly Acquired or Constructed BI/EE Limit	\$500,000
Newly Acquired or Constructed BPP Limit	\$750,000
Non-Owned Detached Trailers	Included in STRETCH® PLUS Blanket Limit
Off-Premises Utility Services - Direct Damage	\$25,000
Ordinance or Law Coverage	
Increased Cost of Construction & Demolition Costs Limit	\$25,000
Undamaged Part Limit	\$25,000
Outdoor Property	\$50,000
Outdoor Signs on Premises	\$25,000
Pairs or Sets	Included ²

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Property Coverages Detail

CONTINUED

PROPERTY COVERAGES	TOTAL LIMIT OF INSURANCE
Paved Surfaces	\$25,000
Personal Effects	Included in STRETCH® PLUS Blanket Limit
Pollutants and Contaminants Clean up and Removal	\$15,000
Preservation of Property	45 days
Property Off-Premises	\$50,000
Salespersons Samples	\$5,000
Spoilage	Included in STRETCH® PLUS Blanket Limit
Business Income Limit	\$25,000
Waiting Period	12 hours
Sump Overflow or Sump Pump Failure	\$25,000
Theft Damage to Building	Included ²
Transit Business Income	
Limit	\$25,000
Period of Restoration	12 months
Waiting Period	None
Transit Coverage	\$25,000
Unauthorized Business Card Use	\$5,000
Valuable Papers and Records	Included in STRETCH® PLUS Blanket Limit
Valuation Changes: Commodity, Finished and Mercantile Stock	Included
Water Damage, Other Liquid, Powder or Molten Material Damage	Included ²

² Included within Covered Property Limit(s) (Building and/or Business Personal Property)

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Business Liability Coverages Detail

Businesses can face many different kinds of business liability risks. And a policy can respond to them in different ways. Below you'll find a breakdown of the specific business liability coverages your policy includes. You'll also see a specific limit, which is either the maximum dollar amount or the length of time that your coverage pays.

BUSINESS LIABILITY COVERAGE	TOTAL LIMIT OF INSURANCE
Business Liability	
Liability and Medical Expenses Limit	\$1,000,000
Medical Expenses Limit	\$10,000
Damage To Premises Rented To You Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$2,000,000
Personal and Advertising Injury Limit	\$1,000,000
Property Damage Liability Deductible	No Deductible
Waiver of Subrogation - Blanket	Included

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Recommended Coverages

Some excellent choices have already been made to cover your business. We know there may be other protections you'd like to know about. So take a look at these coverages you may also be interested in.

Please note that the estimated premium amounts indicated below are based on information provided during the quote process and certain assumptions including coverage limits.

WHAT IT'S CALLED	WHAT IT COSTS	WHAT IT IS	WHY YOU SHOULD ADD THIS
Educator's Legal Liability	\$250 per year	This protects you both as an employer and as an educator. Employment-wise, it helps cover you from claims that your employment practices were unlawful. Education-wise, it helps protect you from claims that you taught something incorrectly.	Workplace issues and dissatisfied students can have significant financial effects on your organization. This coverage helps protect you against these potential risks.
Electronic Media Liability	\$88 per year	Electronic Media Liability has a package of coverages which expands the personal and advertising injury coverages to help protect you from some internet-related personal and advertising injuries.	This extends some personal and advertising liability protections to your online activities on your website, your chat room, and your bulletin board.
Data Breach	\$344 per year	This covers your costs for responding to a data breach. This can include things like hiring a forensic firm to investigate the data breach, notifying affected parties, providing credit monitoring and other costs. When Defense and Liability coverage is selected, this also covers you if you're sued as the result of a data breach. We'll pay to protect you by defending you in a lawsuit and paying a judgment up to your limit.	Any business that handles Personally Identifiable Information (PII) could be subject to a data breach claim. Even if you never use computers, you could still have paper files and other records that, if lost or stolen, can lead to a data breach. This helps take care of this cost if that happens.

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Payment Options

DIRECT BILL OPTIONS

Choose one of these four options to pay your bill:

- **AutoPay.** Sign up for Repetitive Electronic Funds Transfer (EFT) to pay automatically from your bank account. You'll save on payment fees and get the convenience and peace of mind of automated payments.
- **Online.** Register at thehartford.com/servicecenter to pay your bill quickly and securely.
- **Check.** Mail your check and include your payment stub in the envelope we provide.
- **Phone.** Call us toll-free 866-467-8730 to pay your bill by phone.

PAYMENT BREAKDOWN

The charts below show how we'll bill you, according to the payment plan you select. We calculate the due date(s) and minimum amount(s) due based on the anticipated effective date of the policy. Keep in mind that the dates and amounts could change depending on when the policy is processed.

FULL PAY

One Payment – Paid in full discount applies

DUE DATE	PAYMENT AMOUNT
05/10/2021	\$4,739.00

MONTHLY OPTIONS – TOTAL ANNUAL ESTIMATED PREMIUM: \$5,191.00

NUMBER OF PAYMENTS	DUE DATE	With AutoPay Fee: \$5 per payment	Without AutoPay Fee: \$7 per payment
		PAYMENT AMOUNT	PAYMENT AMOUNT
Two	05/10/2021	\$2,595.50 – Initial Down Payment	\$2,595.50 – Initial Down Payment
	10/10/2021	\$2,595.50	\$2,595.50
Four	05/10/2021	\$1,297.75 – Initial Down Payment	\$1,297.75 – Initial Down Payment
	08/10/2021	\$1,297.75	\$1,297.75
	11/10/2021	\$1,297.75	\$1,297.75
	02/10/2022	\$1,297.75	\$1,297.75
Ten	05/10/2021	\$519.10 – Initial Down Payment	\$519.10 – Initial Down Payment
	06/10/2021	\$519.10	\$519.10
	07/10/2021	\$519.10	\$519.10
	08/10/2021	\$519.10	\$519.10
	09/10/2021	\$519.10	\$519.10
	10/10/2021	\$519.10	\$519.10
	11/10/2021	\$519.10	\$519.10
	12/10/2021	\$519.10	\$519.10
	01/10/2022	\$519.10	\$519.10
	02/10/2022	\$519.10	\$519.10

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Payment Options

CONTINUED

NUMBER OF PAYMENTS	DUE DATE	With AutoPay Fee: \$5 per payment	Without AutoPay Fee: \$7 per payment
		PAYMENT AMOUNT	PAYMENT AMOUNT
Twelve	05/10/2021	\$519.10 – Initial Down Payment	\$519.10 – Initial Down Payment
	06/10/2021	\$467.19	\$467.19
	07/10/2021	\$467.19	\$467.19
	08/10/2021	\$467.19	\$467.19
	09/10/2021	\$467.19	\$467.19
	10/10/2021	\$467.19	\$467.19
	11/10/2021	\$467.19	\$467.19
	12/10/2021	\$467.19	\$467.19
	01/10/2022	\$467.19	\$467.19
	02/10/2022	\$467.19	\$467.19
	03/10/2022	\$467.19	\$467.19

A payment fee is assessed on each payment invoice except where prohibited by law.

Any down payment provided will be withdrawn immediately regardless of down payment date shown.

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Mandatory disclosure: insuring against terrorism

Terrorism Premium: \$102

Protecting your business means preparing for risks – even unlikely ones. Your policy includes coverage in the event of a terrorist attack. In order to offer that coverage, we are required to provide you the following disclosure about your premiums, coverage and related information.

Terrorism Coverage and Premium

In accordance with the federal Terrorism Risk Insurance Act (as amended “TRIA”), we are required to make coverage available under your policy for “certified acts of terrorism.” The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

The portion of your premium attributable to this terrorism coverage is shown in the premium section(s) of this quote proposal or binder.

Definition of Certified Act of Terrorism

A “certified act of terrorism” means an act that is certified by the Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a “certified act of terrorism” include the following:

1. The act results in insured losses in excess of \$5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and
3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.

Disclosure of Federal Share of Terrorism Losses under TRIA

The United States Department of the Treasury will reimburse insurers for 85% of insured losses that exceed the applicable insurer deductible. Effective January 1, 2016, this percentage will be reduced to 84%, effective January 1, 2017 to 83%, effective January 1, 2018 to 82%, effective January 1, 2019 to 81%, and effective January 1, 2020 to 80%.

However, if aggregate industry insured losses under TRIA exceed \$100 billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds \$100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

Cap on Insurer Liability for Terrorism Losses

If aggregate industry insured losses attributable to “certified acts of terrorism” under TRIA exceed \$100 billion in a calendar year, and we have met, or will meet, our insurer deductible under TRIA, we shall not be liable for the payment of any portion of the amount of such losses that exceed \$100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and our estimate that we will exceed our insurer deductible.

In accordance with the Treasury’s procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

Note to Producer on TRIA: The premium for terrorism coverage and the TRIA disclosures above must be provided to the insured or prospect at the time of quoting. If you are not using this quote proposal, you can use The Hartford’s stand-alone TRIA disclosure form for quotes and binders, which is available on the EBC or from the company.





Electronic Delivery Consent Form for Commercial Business Insurance Customers

TERMS & CONDITIONS FOR PAPERLESS DELIVERY OF COMMUNICATIONS FOR COMMERCIAL INSURED

By consenting to receive communications from The Hartford, electronically, through your agent:

_____ (hereinafter "your agent"), you are agreeing that documents and official notices which you are required to receive may be sent to you electronically rather than in paper form. You agree these paperless communications are the legal equivalent of officially required communications relating to your policy(ies) which you would otherwise receive in paper form. These communications may include, but are not limited to, policy declarations, policy forms and endorsements and related forms, insurance ID cards, billing statements, legally required notices, and other official correspondence. YOU AGREE TO RECEIVE ALL MAILINGS AND COMMUNICATIONS ELECTRONICALLY. SUCH ELECTRONIC MAILING OR COMMUNICATIONS MAY EVEN INCLUDE CANCELLATION OR NONRENEWAL NOTICES. This consent will apply to all policies The Hartford may issue to you.

Not all documents are currently available for electronic delivery. Those that are not available will continue to be sent to you by your agent via US mail. As new documents become available for electronic delivery, your agent may send them electronically.

You may at any time, request that your agent resume communications through the delivery of paper documents. You will not be charged a fee for this request and may make such request by notifying your agent in writing or by email: _____. Your request to withdraw consent to receive communications by electronic means will be effective at the conclusion of the policy term.

You agree to provide your agent with your current email address so your agent can send you notices and other documents via email or notify you that documents are available for your review. You also agree to update your account and notify your agent of any change in your email address. You can make such a change by notifying your agent via one of the methods listed above. You agree to be responsible for any late payment fees that result from your failure to provide your agent with your current email address.

You may request a paper copy of an official notice sent to you, or of your policy documents. There is no fee to request such copies. You may make such request by notifying your agent via one of the methods listed above. Official policy notices and other documents will be sent solely and directly to you and will not be emailed to other users.

SYSTEM REQUIREMENTS: You acknowledge and agree that you have sufficient access to a privately owned computer and email system (as opposed to one with limited access, such as those housed in public libraries) that will: Permit you to access, view, and print the communications your agent will send; permit you to receive emails that contain hyperlinks to websites; and permit you to access websites. The following system requirements are necessary for you to receive and view these communications:

You must have Adobe Reader version 4.0 or later. Download the correct version of Acrobat Reader from the Adobe website at adobe.com.



Electronic Delivery Consent Form for Commercial Business Insurance Customers

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ATTENTION AGENTS: THE FOLLOWING SENTENCE MUST BE INCLUDED/COMPLETED ONLY IF INSURED WILL BE ACCESSING DOCUMENTS VIA AN ELECTRONIC FILING CABINET OR OTHER ONLINE PORTAL:

Online documents are supported on Microsoft Internet Explorer version ____ and later, Firefox version ____ and later, and Google Chrome version ____ and later.

By signing this document, you (a) agree that you are the named insured and (b) agree to the terms and conditions of Paperless Delivery.

Please note that even if you enroll in Paperless Delivery, your agent may deliver certain documents via U.S. Mail due to legal requirements and/or system limitations.

☐ I accept the terms & conditions set forth above and consent to enroll in paperless delivery.

You must list below one policy number from The Hartford; however, please be advised this consent will apply to *all* policies issued to you by The Hartford.

Policy No.

Authorized Person - Name and Title

Authorized Person Email Address

Date

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Board Governance Training 2023-2024

Training	Training Category	Training Dates	Training Participants	Time Required	Training Purpose	Notes	Completed?	
Board Training with Leaders	Governance	Late March	All Board Members	3 hours	The leaders/board of Freedom Prep schools, the school partner of the fellowship that the school founders are apart of, will lead sessions about effective governance based on their own experience, success, and lessons.	Done virtually due to COVID in 2022	Yes	
Annual Board Training by Georgia State Charter Schools Association	Governance	May 27th	All Board Members	3 hours	This training covers best practices for Charter school governance and how to navigate as a newly formed board of directors. This training will ensure thorough understanding of the state laws and regulations that govern a board and help board members understand their specific role in the DNA of the school.	Done virtually due to COVID	Yes	
Board Retreat	Strategic Planning	April	All Board Members	3 hours	This training is a way to acclimate board members to one each other, the mission of the school, and set specific priorities for the upcoming year. During the retreat the board will create a plan for how the school will demonstrate success academically, operationally, financially, and how the school leaders will report to the board.			
Board Retreat	Governance	April	All Board Members	3 hours	This training is a way to acclimate board members to one each other, the mission of the school, and set specific priorities for the upcoming year. During the retreat the board learn how to operate in their role and make clear distinctions between board and school leader responsibilities.			
Board Retreat	Policy Development	April	All Board Members	3 hours	This training is a way to acclimate board members to one each other, the mission of the school, and set specific priorities for the upcoming year. During the retreat the board will evaluate policies to ensure effective school oversight.			
Board Retreat	Ethics	April	All Board Members	3 hours	This training is a way to acclimate board members to one each another, the mission of the school, and set specific priorities for the upcoming year. During the retreat the board will create and/or revise and sign the annual adoption of the code of ethics.			
Financial Governance Training by Finance and Budget Office of the Georgia Department of Education	Financial Governance	Late September	All Board Members	3 hours	This training priorities the financial governance aspect of being an effective board. In a facilitation by the Georgia Department of Education, board members will learn the requirements of reporting and how to consistently evaluate the financial health of the school/organization.	1 of 2 options to fulfill mandatory finance requirement by Finance & Budget Office of GADOE,		
GSA/GSSA Conference	Financial Governance	End of November/Early December	All Board Members	3 hours	This training priorities the financial governance aspect of being an effective board. In a facilitation by the Georgia Department of Education, board members will learn the requirements of reporting and how to consistently evaluate the financial health of the school/organization.	Pre-Conference Training includes the three-hour Financial Governance Training. Cost is \$75		

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