

Parent/Guardian Handbook Acknowledgement

Student(s) Name: _____

_____ I acknowledge that my student(s) and I are responsible for reading and understanding the contents of this handbook and for meeting its requirements. We will read the material and I will explain it to my child/children.

_____ I understand that this handbook has a number of changes from prior years and may be amended again at any time during the year. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

_____ I understand that the school schedule has changed for the 2025-2026 school year.

_____ I acknowledge:

- That according to Arizona Revised Statute 15-803, a student is “excessively absent” when they have been absent over 10% of the number of required attendance days. In Arizona that is 18 days;
- That according to this law, as a parent/guardian I could face criminal prosecution if my child has excessive absences;
- That according to Liberty Traditional policies my child can be retained due to excessive absences;
- That according to Liberty Traditional policies my child should have no more than **(15)** tardies or early departures during the entire school year.

_____ I agree to participate in positive communication with my child’s teacher and school administration, including but not limited to:

- enrolling in Family Link (to have an online view of student assignments and grades)
- enrolling in Class DOJO (if applicable)
- exchanging phone calls, emails, and/or other forms of electronic communication
- Attending parent/teacher conferences.

_____ I acknowledge the school campus does not open until 7:00 am and I will not drop my children off before that time.

_____ **Informed Commitment:** My child(children) and I understand that Liberty Traditional is a school of choice and that students may be placed on a waiting list to enroll. We commit to inform LTS at the earliest opportunity possible if we change our mind concerning enrollment. We understand this commitment is especially important if we change our mind prior to the 1st day of school, since other parents may be waiting for a space to open so their students may enroll.

_____ **Mandatory Attendance on the First Day:** My child (children) and I acknowledge the necessity of having my child (children) physically attend class the first day of the school year (unless we enroll after the first day of school) in order to finalize their enrollment status. If my child (children) is/are not present on the first day of the school year, I know the registrar may withdraw my child (children) and open a space for a student on the waiting list. I further acknowledge that if an unforeseen circumstance prevents my child (children) from attending on the first day of school, I will contact the school immediately and will provide documentation of the reason.

Signature of Parent or Guardian

Date

Signature of Student

Date

**Liberty Traditional Charter School
Saddleback**

STUDENT HANDBOOK



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Campus Guidelines

School Hours

➤ Monday	8:30am – 3:15pm
➤ Tuesday	8:30am – 3:15pm
➤ Wednesday	8:30am – 11:30am
➤ Thursday	8:30am – 3:15pm
➤ Friday	8:30am – 3:15pm

Kindergarten through 8th grade students begin school at 8:30 am each day and the school day ends at 3:15 pm, except for the designated half day.

Wednesday is the designated early-release day. The school day begins at 8:30 am for Kindergarten through 8th grade. School ends promptly at 11:30 pm for all grades.

All students need to be picked up within 15 minutes after the end of the school day or students will be sent to the afterschool program

The school office is open each day from 8:00 am to 4:00 pm.

Procedure for Abandoned Students

All students remaining at school 15 minutes after the end of the school day will be sent to the After School Program. If there is a half day with no After School Program (this happens usually on the last day of each quarter), and the student is not picked up within 15 minutes at the end of the school day, a fee of \$1 per minute per child will be assessed against the parent.

If students are not picked up by the end of the After School Program (5:00 pm), the office will attempt to contact parents. If Liberty Traditional Saddleback is unable to reach parents and/or parents are unable to pick up their child (children), all contact numbers and emergency numbers will be called. If all numbers have been exhausted and the child has still not been picked up, the police and/or DCS (Department of Child Safety) will be contacted. **Children picked up by parents after 5:00 pm will be charged \$1 per minute, per child.**

Leaving the Campus during School Hours

Students are not to leave the campus from the moment they arrive until after school is dismissed for the day. If a student must leave before school is dismissed, the following procedure is to be followed:

- At departure time, a parent/guardian must come to the school office to request that their child be called out of class, and complete the sign-out log.
- If/when the child returns to school on the same day, the student must come to the front desk where the parent/guardian must sign the child in, and the child will receive a pass back to class.
- Only a parent/guardian may check his/her child out of school unless a parent specifically notifies the school office that another authorized person may remove the child from school premises.
- Individuals under 18 years of age may not be authorized to remove a child from school.

Phone Calls

Students are permitted to briefly use the office or classroom telephone only with permission or a pass from a teacher. No student will be called from class to receive telephone calls. Teachers will not be available by phone during school hours.

Liberty Traditional Saddleback

Student/Parent Handbook

2025-2026

Mission Statement

The mission of Liberty Traditional Charter School is to facilitate quality paths of learning, empower the students' thinking so their every student will experience success in academics, and learn appropriate social skills in a multicultural society, thus increasing their self-esteem and mutual respect among their peers.

School Pledge

“At Liberty Traditional Saddleback, we are respectful and trustworthy, we care about each other, and we take responsibility!”

School Phone Numbers:

Campus: Phone 520-364-6311 Fax 520-364-6312

Website:

<http://www.ltsdouglas.org>

Superintendent: Jackie Trujillo jtrujillo@arizonacharterschool.org

Site Administrators:

Saddleback Campus: Oscar Romero, Principal
Elsa Gastelum, Office Manager
Andrea Sandoval, Office Assistant

Disclaimer

This handbook is not intended to create a contractual relationship with the student and/or parent; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). **Rules and regulations in this handbook are in effect until the student receives the handbook for the next school year, or until the school issues an updated handbook.**

It is unlawful for any child between the ages of six to sixteen years (or completion of tenth grade) to fail to attend school during the hours that school is in session unless they are too sick to be in school or they are home-schooled as defined by the state statute, A.R.S. 15-803.

Note: School hours continue to be 8:30am – 3:15pm Mondays, Tuesday, Thursdays, and Fridays (Wednesday is early release at 11:30).

Attendance Policies

Liberty Traditional Saddleback is committed to:

- Working with students and their families to ensure that all students attend school regularly.
- Understanding there is a variety of factors that may influence school attendance.
- Providing strength-based and culturally appropriate interventions and services including parent education and referrals to school/community-based resources.
- Addressing excessive absenteeism, chronic tardies and early departures as quickly as possible.
- Communicate the issue to the parents/guardians.
- Partner with parents/guardians and students to develop strategies to address the absenteeism and produce a change in behavior.

Liberty Traditional saddleback takes a serious stance on consistent attendance, prompt arrival, and minimizing early departures. **Absences will affect the eligibility for participation in extra-curricular activities.**

All Liberty Traditional students are expected to attend school daily. Frequent absences undermine the sequential and incremental nature of LTS curriculum for the student. Additionally, they place burdens on the teacher who must arrange for make-up work, and they detract from the learning of classmates.

Absences fall into two categories: Excused and Unexcused. **Excused absences include** personal illness, family obligations/emergencies, medical appointments, court appearances. **Appointments or circumstances that cannot be taken care of outside school hours are also considered excused absences.**

All other absences are unexcused.

Regular attendance for each child is necessary for maximum academic growth and it is the legal responsibility of parents/guardians to have their children in school on a regular basis and to comply with the Compulsory Attendance Law.

Instructions for Checking Students out of school:

You must report to the front office to have your child called out of class. There is a sign-out in the front that must be fill out before students leave campus. Phone calls to excuse students to leave campus are not permitted!

Absences:

- State law defines an **excused absence** as being an absence due to illness, doctor's appointment, bereavement, family emergencies, out-of-school suspensions, and religious purposes. La Paloma Academy has determined that family vacations are NOT excused absences.
- A child is "**excessively absent**" under state law when they have been absent over 10% of the number of required attendance days during the school year.
 - Family vacations, hunting trips, babysitting, personal appointments, music/dance lessons, club meetings, or oversleeping are **NOT** legally valid reasons for an excused absence or tardy.
 - Notes from a medical professional must be submitted to the registrar any time a student is absent for **3 or more** consecutive days because of illness.
 - **Parents and/or students may face criminal prosecution when absences (excused or unexcused) surpass 10% of the instructional days required for the school year (18 days).**
- A student is "**truant**" when they have an unexcused absence for at least one class period during the day. A student is "**habitually truant**" when they have been truant for at least five school days within a school year.
 - Truancy is a violation of state law and may result in legal action against the parents or guardians, as well as the student.
- Please notify the school's front desk staff prior to 9:00 am if your child is going to be absent and provide the reason for the absence. The State of Arizona requires that schools obtain the specific reason for any absence.

In the interest of sound academic work, a student should not be absent without an adequate reason.

Tardies:

La Paloma Academy expects that every student will be in their seat and ready to begin their day at 8:30 am.

- Arriving at school on time demonstrates a commitment to success.
- Late arrivals mean lost learning and disrupt the class.
- Students arriving after 8:30 am must report to the front desk for a late pass. They will not be admitted to class without one.
- Students arriving after 9:00 am must have a parent/guardian sign them in.

Early Departures:

- Early departures prevent a student from receiving the final review of instruction and assignments for the day and disrupt the class.
- Students are expected to be in school the entire school day, unless excused for one of the legally valid reasons (stated above).

Make-Up Work

It is the student's responsibility, **not the teacher's**, to ensure all work is requested and made-up when he or she returns to school from any absence. Students will have the amount of time equivalent to the number of days absent to complete and turn in his or her assignments, after that a zero will be given.

Awards

In an effort to reward and recognize positive behavior and effort, attendance, citizenship, honor roll (K -8th grade) and leadership, certificates and other types of rewards will be given at periodic assembly programs. Parents are invited to attend these programs.

Books & Supplies

Textbooks are provided by the school. Students are responsible for all books that have been issued to them. These books must be returned in good condition by the end of the school year. There will be a charge for any lost or damaged textbooks. In addition, the student's ability to participate in extracurricular activities could be withheld.

Cafeteria Rules

To insure the safety and orderliness of students in the cafeteria, students must adhere to the following rules:

- Students are to enter the cafeteria quietly in a line without pushing or shoving.
- Talking is to be in a quiet tone to allow all students to hear directions as staff may give them.
- Students are not to disturb other students while in the cafeteria.
- Students are to get their trays and pick up necessary items as they pass through the serving line.
- Students are not to return to the serving area without permission.
- Students are not to stand around the serving area waiting for schoolmates.
- When students are finished eating, they are to clear their table, take their trash and tray to the designated areas and return to their seat for dismissal.
- Students are not to take food or drinks out of the cafeteria.

Care of Classroom & School Grounds

Everyone must cooperate to keep our facility in top condition. These guides must be followed:

- Use trashcans for all trash.
- Keep desks, pens, pencils, markers, rings, etc. away from walls where they can make marks.
- Keep desks and tables clean and free from graffiti.
- Put books, paper, crayons, pencils and other items in their proper place after using them.
- Stay away from mud on the grounds; wipe your shoes before entering your classroom.
- Be sure that all writing is done on paper; never on desks, tables, bench tops, books or walls.
- **Students marking or damaging school equipment or property will be required to clean the article and pay for any repairs required.**

Change of Address/Telephone Number

It is very important that every student maintain an up-to-date address and telephone record at the school office. If you move or change telephone numbers, report the change to your child's teacher and the school office as soon as possible. It is devastating to a child when there is an emergency and we are not able to get in touch with the parents.

Child Abuse Reporting

The legal obligation of Liberty Traditional school employees is to report situations of suspected child abuse and neglect. If a Liberty Traditional employee suspects child abuse, the employee will first speak with the Vice Principal and/or principal, Health Clerk. If the designated school officials feel the situation needs to be reported, the employee who has first-hand information of the situation will call CPS. The Liberty Traditional employees will maintain confidentiality and speak with no individual beyond the designated school officials (i.e. nurse, counselor, principal). If any student or employee feels they are the victim of sexual abuse of any kind, they may directly contact Jackie Trujillo-Watins (Superintendent)

Computer & Internet Use

The school provides computers and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students. **The rules listed here are intended to provide students with general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users.** Failure to comply with these rules may result in loss of computer and internet access privileges, disciplinary action and/or legal action.

Parents should understand that while precautions are taken to supervise student use of the internet, the school cannot prevent all inappropriate uses, including access to objectionable materials and/or communication with persons outside of the school, if a student chooses to break the rules and access them. The school is not responsible for the accuracy or quality of information that students obtain through the internet.

Students and parents are required to sign and submit the Internet/Technology User Agreement. Parents may opt to refuse to allow their child to use computers or the internet while at school. Parents who wish to exercise this right should notify the school principal in writing.

A. Computer Use Is a Privilege, Not a right

Student use of a school's computers, networks and internet services is a privilege, not a right.

Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The administration will have final authority to decide whether a student's privileges will be denied, revoked and/or reinstated.

B. Acceptable Use

Student access to the school's computers, networks and internet services are provided for educational purposes and research, consistent with the school's educational mission, curriculum and instructional goals.

The same rules and expectations that govern student conduct and communications will apply to student use of computers and the internet. Students are further expected to comply with these rules and all specific instructions from the teacher/staff when accessing the school's computers, networks and internet services.

C. Prohibited Use

The user is responsible for his/her actions involving school computers, networks and internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials:** Accessing, submitting, transmitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
2. **Illegal Activities:** Using the school's computers, networks and internet services for any illegal activity that violates policies, procedures and/or school rules.
3. **Violating Copyrights:** Copying or downloading copyrighted materials without the express authorization of the student's teacher/staff.
4. **Plagiarism:** Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, and publisher and website must be identified.

5. **Copying Software:** Copying or downloading software without the express authorization of the student's teacher/staff.
6. **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission and/or accessing other user's accounts.
7. **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks and internet services, including, but not limited to hacking activities and creating/uploading computer viruses.
8. **Unauthorized Access to Chat Rooms/News Groups:** Accessing chat rooms or news groups without specific authorization from the supervising teacher.
9. **Misuse of School Name or Logo:** Misuse of a school name or logo on a personal web site that gives the reader the impression that the web site is an official web site of the school.
10. **No Expectation of Privacy:** The school retains control, custody and supervision of all computers, networks and internet services owned or leased by the school. The school reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of school computers, including e-mail and stored files.
11. **Compensation for Losses, Costs and/or Damages:** The student and/or the student's parent /guardian will be responsible for compensating the school for any losses, costs or damages incurred by the school related to violations of policy and/or these rules, including investigation of violations.
12. **School Assumes No Responsibility for Unauthorized Charges, Costs or Illegal Use:** The school assumes no responsibility for any unauthorized charges made by students, including but not limited to, credit card charges, long-distance telephone charges, equipment and line costs, or for any illegal use of its computers, such as copyright violations.
13. **Student Security:** A student will not reveal his/her full name, address or telephone number on the internet without prior approval from a supervising teacher. Students should never meet people they have contacted through the internet without parental permission. Students should inform their supervising teachers if they access information or messages that may seem dangerous, inappropriate or make them uncomfortable in any way.
14. **System Security:** The security of the school's computers, networks and internet services is a high priority. Any user who identifies a security problem must notify only a supervising teacher. Any user who attempts or causes a breach of system security will have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.
15. **Social Media:** Faculty/Staff members are not allowed to be involved in Facebook, Instagram, Snapchat, or Twitter, etc. with any student (other than their own) under the age of 18.

Video Camera Surveillance

Certain portions of the building and outside areas are under video and audio surveillance at all times. There is no expectation of privacy in these portions of the school campus.

Custody

In cases where custody/visitation affects a child at school, the school will follow the most recent court order on file. **It is the responsibility of the custodial parent or of parents having joint custody to provide the school with the most recent court order.** The school should not be placed in the middle of custody disputes and visitation of non-custodial parent should be arranged outside of the school so as not to distract from and interrupt the child's education.

Discipline

Classroom Discipline Plan

Each classroom will have a posted plan, which includes expectations for behavior, consequences for violations and rewards for compliance. Teachers will send home their classroom discipline plan for parents to read, sign and return.

Discipline: Referrals

The following consequences may be used with students who are sent to the office with a referral for unacceptable behavior. However, the most effective consequence to change a student's behavior is when the **parents support** the school with consequences at home. This helps the student realize their parents and the school are working together to adjust their behavior and help them become the best they can be.

- A. Conference with student
- B. Phone call to parent
- C. Time out of assigned class
- D. Recess/Lunch detention
- E. Loss of dress down for a predetermined time frame
- F. Loss of special activities - (i.e. field trips, sports, fun days etc.) privileges
- G. Put on Behavioral Contract
- H. Intervention as deemed necessary by Administration Team
- I. In-school suspension
- J. Out-of-school suspension
- K. Expulsion from school
- L. Police referral
- M. Other miscellaneous appropriate consequences

The consequence of any incident will be determined by the severity of the behavior and the number of times the student has been referred. The consequences will naturally grow more severe with each additional referral.

If a student has three (3) serious infractions of school rules, the parents will be required to meet with the administration and teacher(s) to create a Behavior Modification Contract. If the student does not comply with the contract, two (2) additional referrals or one (1) serious infraction of the rules, the administration will accept the action as a notice the child does not intend to comply with school rules/ policies and the student will be referred to the school board for expulsion.

BEHAVIORS REQUIRING DISCIPLINE

The following behaviors are by no means conclusive, and other misbehaviors may receive consequences even if not included on the list: Repeated willful defiance that results in:

1. Violation of classroom discipline rules
2. Violation of established school rules
3. Bullying-either verbal, physical or emotional
4. Disorderly conduct
5. Repeated violation of dress code
6. Inappropriate use of technology resources
7. Gambling
8. Plagiarism, presenting work or answers from someone else, cheating on tests
9. Trespassing
10. Leaving campus without permission
11. Ditching
12. Excessive unexcused tardies or absences (see Absence Policy, Truancy)
13. Verbal abuse to staff or other students (especially substitutes)
14. Disrespect to staff or other students. (especially substitutes)
15. Threatening staff or other students
16. Bullying or hazing
17. Possession of cigarettes or smoking
18. Unacceptable sexual conduct or suggestive dress/behavior
19. Serious disruptive behavior
20. Noncompliance with bus rules
21. Theft or extortion
22. Possession of drugs, alcohol, or obscene material
23. Under the influence of drugs or alcohol
24. Sexual harassment against another student or staff member

25. Fighting
26. Destroying or defacing property, including graffiti
27. Damaging property of others
28. Exhibiting gang-related behavior
29. Exhibiting gang-related dress
30. Gang related violent activity
31. Gang-related threatening behavior
32. Intentional physical assault
33. Possession or representation of a dangerous instrument
34. Buying, selling or dealing drugs or alcohol
35. Possession of a deadly weapon (Law enforcement must be called)

Liberty Traditional sets high academic standard. The students to foster the right atmosphere for quality learning must follow all school policies and rules. NO STUDENT has the right to take away the learning environment from other students. All students have the right to learn and teachers have the right to teach. We believe that students must take responsibility for their behavior and be respectful of each other and the staff of the school:

- A student can forfeit his/her right to a free public education. Expulsion is for continued disruptive behavior or violent or dangerous behavior. (A.R.S.15-841.B.)
- A teacher may remove a student from the classroom who is disruptive. (A.R.S.15-841.A.2.)
- A school may refuse to admit any pupil who has been expelled from another public school. (A.R.S.15-841.C.)

****Each incident will be handled on an individual basis. Please refer to Glossary of Consequences**

Dress Code

The school uniformed dress code attempts to develop student standards of modest dress that reduce the appearance of materialism/class status and encourage a disciplined learning environment. It is important students adhere to the standards, parents impose them at home, and our faculty enforces them at school. The dress code applies to all students at all times during the school day, including after school, except when an administrator waives it for a specific activity. For the safety and protection of faculty and students, ALL sports affiliated clothing, backpacks, hats are prohibited. Administration will give permission for special occasions/events; ex: Spirit week. Should you have any questions please contact Administration.

School Colors:

Polo Shirts - Solid color Red, White or Navy Blue (colors of the American Flag) with school logo or a Liberty School Shirt. Slacks, Shorts, Jumpers, Capri pants, Skirts: **Navy Blue and Khaki ONLY**

***NO LEGGINGS *NOTHING FORM FITTING *NO SWEAT PANTS**

- Pants and shorts must be hemmed, not torn or ripped bottoms and are NOT permitted to be “saggy” or worn below the waist. Pants or shorts are to be a traditional “Uniform” style and an appropriate size (**not excessively baggy or too tight**) **NO LEGGINGS**
- Jumpers, shorts and skirts must be knee length.
- All shirts passed arm length are to be tucked in at ALL times when not on field recess/P.E. class
- Undershirts are to be white or the same color as the polo shirt and can’t be larger than the polo
- Sweaters, sweatshirts and jackets are to be of solid **color-navy, white or red**-have no writing or emblems and worn over a collared uniform shirt. They must also be appropriately sized for the student. Sweatshirts are only

- allowed during cold weather season
- Headwear: During sunlit days, hats are allowed outside; however, all hats must be removed upon entering the building/classroom. **Hoods on sweatshirts must be down**
- Piercings/tattoos/jewelry/accessories: Any type that is deemed distracting, including excessive bangle or armbands, will be removed or student will be asked to cover them.
- NO sports affiliated clothing. (Unless a theme day approved by administration)

Dress Code continued:

Parents: Please read these rules carefully and discuss them with your child. Students, who choose to wear inappropriate clothing to school, will be sent to the office. Their parents will be called to request proper attire be brought to school. If parents are not available to bring a change of clothing, the child will spend the day in **In-School Suspension (ISS)**.

Dress Down Days/Dollar for Duds

Students will be able to participate if they choose to dress down on “Dollar for Duds” days, which is every Tuesday. As a fundraiser, students will be allowed to wear attire not sanctioned by the dress code for the fee of \$1.00. This means appropriate school attire of modest nature. **No hats, bandanas, scarves or spaghetti straps allowed**. Friday’s will be optional for students to wear jeans with their school uniform shirt at no cost.

FERPA-Family Educational Rights and Privacy Acts

Parents have the right to inspect and review all educational records, seek to amend educational records, and have some control over the disclosure of information from educational records. As a parent, you have the right to consent to disclosures and to file a complaint with the U.S. Department of Education. Copies of FERPA are available for parents at the front desk.

Both biological parents have equal access rights to their child unless the police or court system has severed their parental rights. The school cannot intervene in parental disputes and will not prevent any biological or legal guardian access to their child unless an order has been received from the courts, CPS, or police department stating otherwise.

Field Trips

Field trips to nearby points of interest are scheduled by various teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. Parents will be notified in advance of any planned field trip. Notes will be sent home stating the destination, cost (no checks, please), time and purpose of the proposed trip.

Parents may accompany their child if they are designated as a chaperone (see Volunteering section). Any parent/chaperone must be approved by the school before attending any field trip.

Chaperones will not be permitted to bring any children other than the ones scheduled to attend the field trip. This includes children in another grade from the same school, children from another school, infants or toddlers. Guests of the chaperone are also not permitted.

A written permission slip signed by the parent **MUST** be obtained before a child is allowed to attend a field trip.

Many factors are considered by administration and teachers when determining whether a student is eligible to attend a field trip. These factors include, but are not limited to: whether the field trip is curricular or extra-curricular, attendance, academic achievement, and student behavior/discipline (including behavior contract status). Students who are not allowed on a curricular field trip are expected to attend school on the day of the trip or they will be recorded as an unexcused absence. Such students will be given alternative activities or assignments to complete instead of participating in the field trip. Extra-curricular field trips are not required for a student to complete the required curriculum, and students who are not eligible to attend will not be offered alternative activities or assignments.

Non-School Sponsored Events and Activities Disclaimer

La Paloma Academy will not assume any responsibility in regard to injury, damage, negligence, etc. for any activity between students, faculty or parents that is not directly sponsored by the school. This includes, but not limited to carpooling, sleepovers, birthday parties, child care, etc. Parents and students participate in such activities at their own discretion and risk.

Statement of Non-Discrimination

The school does not discriminate against students or staff on the basis of race, color, religion, gender, age, national origin, or disability. This policy encompasses all matters concerning staff, students, the public, instructional programs, and services. The school complies with all applicable federal, state, and local laws and regulations that prohibit discrimination in its educational programs.

Parental Involvement

Parents are invited and encouraged to play an active role in their child's education. This includes:

- attending parent/teacher meetings;
- communicating with teachers;
- monitoring grades and homework;
- reading school newsletters/blogs/other means of digital communication; and
- encouraging academic and behavioral responsibility.

Volunteering

Volunteers can make many valuable contributions to the school's students and educational programs. Since student safety is our number one concern, the following guidelines will be followed:

All volunteers, including parents or guardians of current students, must submit to and pass a background check and be approved through the site administrator prior to being allowed to volunteer in the classroom. They must also complete and submit a Volunteer Application Form.

All volunteers must provide services only under the direct supervision of a school employee who holds a valid Fingerprint Clearance Card, unless they are a parent accompanying only their own child during a field trip. "Direct supervision" means under the direction of and within the sight of the employee.

Non-Parent/Guardian Volunteers:

- A non-parent/custodial guardian volunteer may not volunteer until or unless a statewide criminal check has been received by the school and approved by school administration. Fingerprinting for this background check can be completed at the front desk.
- If the potential volunteer already has a valid Level One Fingerprint Clearance Card, a copy will be made by front desk staff, who will then confirm its validity with the Department of Public Safety.

Parent/Guardian Volunteers:

- Parents/guardians volunteers must be fingerprinted and are subject to a background check before they volunteer unless they are accompanying only their own child during the entirety of a field trip.
- When parents volunteer in the classroom setting and/or during other situations where they have interaction with students other than their own child, teacher permission must be granted ahead of time.
- If the potential volunteer already has a valid Level One Fingerprint Clearance Card, a copy will be made by front desk staff, who will then confirm its validity with the Department of Public Safety.

General guidelines:

- Volunteers serve with the approval of the Principal. A volunteer's service may be terminated at any time by the Principal with or without cause, with or without a statement of reasons, and/or with or without advanced notice.
- Volunteer services supplement the services provided by school employees.
- School staff will not request or allow volunteers to supervise students in the absence of a teacher, provide the curriculum or the teaching plan, diagnose student needs or evaluate achievement, counsel or discipline students, or contact the parent/guardian regarding students' academic performance or conduct.
- Volunteers will not be allowed to provide services during student testing periods.
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- Volunteers will not have access to student records.
- No parent or volunteer is allowed to transport students in a private vehicle.
- Parents and volunteers are expected to adhere to rules and instructions in the “Volunteer Guidelines” handout.

Family Portal

Attendance, grades, and assignments are accessible via a secure, real-time Web-based link called PowerSchool Family Portal. At the beginning of the school year, all parents will be supplied with detailed information on how to access Family Portal for their student(s).

Liberty Traditional Saddleback Press

The Liberty Traditional Saddleback Press is our monthly newsletter. It provides students and parents with information about upcoming events and important dates. It is sent home at the beginning of the month. Parents can also subscribe to the newsletter via the school website.

Parent Conduct Expectations

Pursuant to Arizona law, no person, including parents/guardians of students, may interfere with or disrupt the school or its educational program. All persons shall conduct themselves in a civilized and cordial manner when communicating or interacting with school staff, students, faculty, administration, parents, or any other person affiliated with the school in all interactions, including face-to-face communications, telephonic communications, email, or any other type of communication, contact, or correspondence of any kind with any stakeholder of the school or the school’s affiliates.

Examples of behavior that is prohibited include verbal or physical threats; intimidation; and aggressively confronting, touching (with exception to a child pertaining to a parent or guardian), or swearing at any other person affiliated with the school.

The school may take such action against individuals who violate these conduct expectations that is necessary to preserve the educational environment and end or limit the disruptive activity. These actions include:

- (i) order by the school to immediately vacate or leave the property, either temporarily or permanently;
- (ii) Other reasonable restrictions on communications with school personnel or on access to the school premises or school-sponsored activities;
- (iii) report the actions to local police, sheriffs, or other local law enforcement jurisdiction;
- (iv) call the police or otherwise request assistance from local law enforcement to enforce the school’s order to leave the property;
- (v) file a criminal complaint and further pursue legal action, including an injunction against harassment; and/or
- (v) file for civil injunctive relief.

Enforcement of the foregoing is within the absolute discretion of the governing board or school administration.

Fire Drills & Emergencies

Fire drills are held on a periodic basis. A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. It is important for students to follow teacher instructions quickly and quietly whenever such emergencies exist. When the first alarm sounds, students will immediately leave the room in an orderly fashion as outlined by the teacher. Since safety in an evacuation is of utmost concern, no one will be allowed to run. Students are to remain at least 50 feet away from the buildings. **NO ONE IS TO RETURN TO THE BUILDING UNTIL INSTRUCTED TO DO SO BY AN ADMINISTRATOR.**

We conduct fire drills on a monthly basis. We also conduct occasional lock down drills, which are conducted during class time. Students periodically review exit routes and safety procedures for evacuating the building and the lock down drill procedures.

Food & Nutrition Program

Liberty Traditional School is part of the National Free and Reduced Lunch Program. While school meals will be free to all students in School Year 2022-2023. Regardless of your household’s income, we encourage you to complete an application for free or reduced-price meal benefits. The information provided on the school meal application may be used for other programs.

The applications are in the front office. Please prepay for lunch by bringing the money to the cafeteria or send it with your child. All students are offered breakfast free of charge each morning from 8:00 – 8:30.

Forbidden Items

The following items have no place at school: knives, weapons or replicas of weapons of any kind, fireworks of any kind, lighters, matches, cigarettes, tobacco products of any kind, drugs, alcohol, pornography, CD players, MP3 players, iPods, portable DVD players, electronic games, cell phones, laser pointers or pens, water guns, baseballs, and hardballs. These items and anything else that cause problems of control at school will be taken and disciplinary action will follow. **If one of these items are confiscated a parent must pick up the item from the office. A second offence will result in the item being kept until the end of the school year. Liberty is not responsible for lost/stolen/damaged cell phones, iPod's or any other electronic devices.**

Disciplinary action will reflect zero tolerance of weapons on, near school property, or at school activities, including air guns that shoot pellets, BB's, or other similar material. Accordingly, a student who possesses any type of gun on or near school grounds or at school sponsored activities before, during, or after school hours will be subject to long-term suspension or expulsion. Zero tolerance is defined as follows: Immediate and developmentally appropriate action will be taken as per Liberty Traditional Student Code included in the back of this handbook. Disciplinary action in this area will also reflect zero tolerance for possession or use of any other instrument in a dangerous, intimidation of combative manner.

REGULATION:

It is strictly prohibited to possess firearms, any type of explosive devices, knives, or other dangerous instruments on district school grounds, any school-sponsored activity. A.R.S. 13-3101 through 13-3110 further prohibits the concealment of weapons and possession of explosive devices and sales thereof.

1. Police will be notified and student may be prosecuted.
2. Parents will be notified.
3. Student may be suspended up to ten days to await a hearing.
4. If found guilty, the school shall make a recommendation for either a long-term suspension or expulsion.

Gang Related Activity

For the purposes of school discipline, a gang shall be defined as a group of three or more persons who (1) have a name, (2) claim a territory, (3) have rivals/enemies, (4) interact together to the exclusion of others, and (5) exhibit anti-social behavior often associated with crime or a threat to the community.

Gang behavior that initiates, advocates, or promotes activities, which threaten the safety or well-being of persons or property on school grounds, or which disrupts the educational environment, are strictly forbidden. Any student wearing, carrying, or displaying gang clothing, symbols or paraphernalia; exhibiting behavior or gestures which symbolize gang membership; causing and/or participating in activities which intimidate or adversely affect the educational pursuits of another student or the orderly operation of the school shall be subject to disciplinary action. The following will be used to prohibit inappropriate and/or gang-related behavior on campus:

- Graffiti symbolizing gang membership or identification can inflame hostility between gangs and create a potentially violent situation. Students using graffiti may receive a suspension from school. Throwing signs may result in suspension.
- Gang related altercations will be reported to the police immediately. School personnel, if necessary, will do follow-up.
- Weapons will be turned over to the police. Students will be suspended or expelled.
- Fighting will result in automatic suspension with probable expulsion.
- Intimidation will warrant suspension.
- Students who continue to disrupt the educational process or pose a threat to other students due to gang-related behaviors will be recommended for long-term suspension or expulsion.

Grading System

Teachers grade largely on class work, homework, and Formative tests. Participation in class discussions, special projects, and effort are also taken into consideration. Report cards are issued four (4) times during the year.

Subjects are graded as follows:

A – 90-100% Excellent
B – 80-89% Above Average
C – 70-79% Average
D – 60-69% Below Average
F – 59& below Failing

Letter grades are as follows:

E – Excellent, high performance
S – Satisfactory, sufficient progress
N – Needs Improvement
U – Unsatisfactory

Harassment & Bullying

Liberty Traditional Charter School strives to create a positive, learning-centered atmosphere at school. For our students to be successful, it is imperative that our campus is free from bullying, intimidation, and harassment. Each student deserves to feel safe at school.

Liberty Traditional Charter School believes that all teachers, administrators, support staff, volunteers, contractors, parents, and students share a responsibility to create a positive environment.

The following policy regarding bullying, intimidation, and harassment shall be posted in a highly visible area at school. Students, parents, and staff will be notified about this policy, and staff at this school will be vigilant to ensure that these policies and procedures are properly followed.

Definitions

Bullying –

"A person is bullied when he or she is exposed, **repeatedly and over time**, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Intimidation – Verbal or physical threats toward another person made with the intent to inflict fear, injury, or damage to property.

Harassment – The continual or repeated annoyance or humiliation of another person. Harassment towards an individual or group that is based on race, ethnicity, color, gender, religion, physical or behavioral characteristics, sexual orientation, and disability is also considered discrimination.

Acts of bullying may include, but are not limited to:

- Physical or verbal abuse
- Gossiping, starting rumors
- Harassing phone calls
- Starting fights
- Stealing someone's belongings
- Excessive teasing, name calling
- Excluding people from groups
- Playing mean tricks
- Threatening email, text, or internet messages

Students shall not bully, intimidate, or harass any student or school staff member in any way: This includes on school grounds, at school-sponsored events, or while in route to or from school. Students who violate this policy are subject to school disciplinary action. This may include suspension, expulsion, or involvement of law enforcement. This policy also includes students who support or aid other students in committing these violations.

Retaliation against a victim, reporter, or witness of bullying is strictly prohibited. Students who intentionally report false accusations of bullying, harassment, or intimidation will be subject to disciplinary action.

Sexual Harassment

Sexual harassment of students by other students or adults associated with the school is a violation of Title IX and will not be tolerated. A student who feels they are being sexually harassed is encouraged to contact the school's Title IX Coordinator.

Title IX Coordinator: Jackie Trujillo Email: jtrujillo@arizonacharterschools.org

Health Office

Administration of Medication:

In order for student to receive medication at school, the following policy will apply:

- Parent/guardian will supply medication.
- The parent/guardian must complete a permission form supplied by the office.

Administration of Medication Prescribed By a Physician:

- The law (A.R.S. 15-344) requires medication must be delivered to the office in the prescription container as prepared by the pharmacist; the school office may document the number of pills upon receipt.
- The prescription label must bear the student's name, current date, and the name of medication, dosage and the time to be given.
- Please ask your pharmacist to provide you with three containers: one for home, one for school, and one for a single dose on field trips.
- It is recommended that no more than a 30-day supply is maintained at school.

Administration of Non-Prescription Medication:

- Parents will supply the medication
- In order for students to receive over the counter medication, a permission slip needs to be signed.
- The law (A.R.S. 15-344) requires medication must be delivered to the nurse in the original container as packaged by the manufacturer and labeled with the student's name.
- Dosage must be in keeping with the manufacturer's recommendations as printed on the label.

Health Screening

Health screening programs MAY include Vision, Hearing and or Dental. If any abnormalities are discovered because of the screening, parents/legal guardians will be notified and recommendations made for further evaluation.

Emergency Information Update

Each school year, you will be asked to complete an emergency update for each child in your family. You are asked to provide school personnel with current information so that you can be reached in the event of an illness/injury. Please let school personnel know how and where to reach you during school hours.

Please keep school personnel informed of any changes in this information during the school year.

Immunizations

Students can be enrolled without current or immediate proof of immunizations. However, the student will be suspended until or unless parent submits documentary proof and they are not exempted from immunization pursuant to ARS 15-873.

- Exemption forms are available from the Health Office.

A student may be allowed to attend if the student has received at least one dose of each of the required immunizations prescribed pursuant to ARS 36-672 and has established a schedule for the completion of required immunizations.

Homeless students have until the fifth calendar day after enrollment to provide proof of immunizations.

Documentary proof is not required for a student to be admitted to school if one of the following occurs:

- The parent or guardian of the pupil submits a signed statement to the school administrator stating that the parent or guardian has received information about immunizations provided by the Department of Health Services and understands the risk and benefits of immunization and the potential risks of non-immunization and that due to personal beliefs, the parent or guardian does not consent to the immunization of the pupil.
- The school administrator receives written certification that is signed by the parent or guardian and by a physician

- or a registered nurse practitioner that states that one or more of the required immunizations may be detrimental to the student's health and that indicates the specific nature and probable duration of the medical condition or circumstance that precludes immunization.

Arizona Department of Health Services requires that all incoming 6th graders (11 years old) are required to get the Tdap and Meningococcal immunizations.

- These immunizations are also recommended for 5th graders as they turn 11 years old.

Early Dismissal of Students Due To Illness or Injury

When illness or injury occurs at school and remaining at school is not in the student's best interest, parents/legal guardians or their designee will be contacted. If you want the school to contact you in the event of all injuries, please notify the school in writing at the beginning of the school year. Parents will be called in the event of any serious accident or illness. For their safety, students are not allowed to walk home during the school day. A parent or designee must sign them out of school.

Homework

Homework is a natural extension of the school day. It is intended to provide independent practice and build study skills. Homework can also strengthen basic skills and reinforce study habits as well as allow parents to see the quality of work their child is handing in. Any unfinished class work is considered homework. **If a student misses an assignment due to illness or other family problems, he/she is responsible to get the assignments from the teacher, or from another student, to complete the work they missed.** Parents can help their children by arranging a quiet, comfortable place at home for homework and by checking to see that assignments are completed. Most teachers assign homework everyday, so a solid routine is essential. Please check with your child's teacher about his/her homework policy.

AASA State Assessment Policy

Arizona's Academic Standards Assessment (AASA) is the statewide achievement test for Arizona students in Grades 3-8. All Arizona public school students in Grades 3-8 will take the grade-level AASA assessments in English Language Arts and Mathematics. This information is used to ensure that all students in grades 3-8 are mastering their grade level standards. This assessment is given at the end of the year and the results are sent to the parents in the summer.

Intervention Policy

Liberty Traditional Charter School is committed to providing quality instruction to support student learning and success. Students who are unable to be serviced in the classroom due to tardies, early departures, absences, and/or are failing core subject areas (Math, Reading, Writing, Social Studies, and Science) will be identified for intervention services.

Intervention services provide grade level instruction centered on standards and taught by highly qualified teachers or paraprofessionals. Intervention may include one or more of the following: lunch intervention, afterschool intervention, Saturday intervention, or intervention weeks. There are three weeks that your student may be required to attend intervention; during the Fall, Spring, or Winter breaks. Our goal is to ensure your child receives any needed, additional instructional time to increase the chance of success. The site principal will contact the parent when student is required to attend an intervention program.

Failure to attend required intervention program may result in automatic grade retention of your child. Please partner with Liberty Traditional Charter School to ensure your child has the foundational skills necessary to be successful in school and life.

Letters & Notices

Students have the responsibility of taking home all notices given to them. Many notices are very important, often informing parents of activities and functions going on at school containing essential information. Students, please make sure you give all papers to your parents, including early dismissal notes and parent/teacher conference notices.

We will also be using an automated program that will contact you by phone to provide information concerning the school therefore, it is important to listen to all messages created and sent by the school.

Parent/Teacher Conferences

During the school year, specific dates have been set aside for parents to schedule official conferences regarding their child's progress. Teachers will be happy to discuss your child's progress whenever you feel it is necessary. Please contact your child's teacher or the school office to set up an appointment. Please - No appointments during instructional time or drop-ins to talk with the teacher during the school day. Formal conferences between parents and teacher are scheduled during the first and third grading periods of the school year. Parent/Teacher conferences provide an opportunity to review students' progress in all areas of the school experience.

Parent/Teacher Conference dates:

10/20 & 10/21 --Report cards only given at P/T Conference (both half days)

3/23 & 3/24 --Report Cards are given at P/T Conference (both half days)

PTO (Parent Teacher Organization)

All parents are urged to become members of the school PTO and to actively participate in both the educational and community service projects. Each year the PTO sponsors fund-raising activities, and with your help, these projects can be very successful in raising monies to help fund many important activities at the school. We will notify parents in advance of meeting dates and times. Please note that parents are asked to volunteer 10 hours a year. If you are not able to do so, a donation may be used as a substitute.

Police Visits

Police may ask to interview a student at school. If the purpose of the interview is to investigate child abuse or neglect, the school cannot notify the parent without police authorization. In all other cases, the school will make reasonable efforts to notify the parent. After reasonable efforts to notify the parent, the school will allow the interview unless the student does not wish to be interviewed or wishes to first speak with the parent. If police wish to take a student into custody, the school must comply with the request. The school will notify the parent unless the police have directed the school to refer the parent to the police.

Promotion, Retention & Social Promotion

The purposes of these procedures are to identify students who are not achieving satisfactory progress in one or more of the basic subject areas and to provide intervention as early as possible. To accomplish this, the parent, teacher, administrator, and student should work together to develop and implement a plan designed around the specific needs of the student, with the goal of decreasing the likelihood of retention. The student's progress should be closely monitored until the student is achieving satisfactory grades. If, however, it is deemed in the child's best interest to be retained because he/she is not prepared to go on to the next grade or the child needs more time to acquire the skills at the present grade, the child will be retained. According to Arizona State guidelines, the final decision rests with the teacher. If the school is offering summer school that present school year it will be mandatory for any student who is retained. Based on the students' performance during summer school a student may be considered for promotion as determined by school provided assessments and the Student Study Team input.

Social promotion is the act of promoting students from one grade to the next even though they have not demonstrated sufficient knowledge of grade level standards or failed to meet the time required by the state to be physically present at school. In social promotion, the key is allowing the child to continue to develop relationships with his/her current peer group.

SCHOOL SAFETY POLICY

The school will respond to threats against the school and its students, employees, and volunteers as set forth below and as required by any other safety protocols adopted by the school or applicable state or federal laws governing the school's obligations to maintain a safe learning environment. In order to comply with A.R.S. § 15-153, the school's Principal, or their designee, will report to local law enforcement any suspected crime against a person or property that (i) is a Serious Offense or involves a Deadly Weapon or Dangerous Instrument or Serious Physical Injury; or (ii) any conduct that poses a threat of death or Serious Physical Injury to a school employee, student, or other person on the school's property (collectively, "Suspected Criminal Conduct"). All capitalized terms in this paragraph have the meaning set forth in Arizona law. In accordance with applicable state and federal law, including FERPA, the school's Principal or their designee, will notify the parent or guardian of each student who is involved in Suspected Criminal Conduct. School employees are expected to report and document any Suspected Criminal Conduct by immediately notifying any member of the school administration of the incident and promptly preparing a written report of the incident and providing the report to a member of the school Administration. The school may, in its discretion, discipline any school employee who the school believes failed to properly report and document Suspected Criminal Conduct, and the school will maintain a record of such disciplinary action. In accordance with applicable law, the school will, upon reasonable request, make such a disciplinary record available to a public school considering hiring that employee. In accordance with A.R.S. § 15-186.01, if the school determines a student has been harassed, threatened, or intimidated on school grounds or in a manner that substantially disrupts the school's learning environment, the school's Principal or their designee, will notify the parent or guardian of that affected student. Threatening or intimidating behavior and harassment have the meanings set forth in A.R.S. § 15-186.01.

Safe Campus Policy (Parental Conduct)

All students, parents, faculty, and staff have the right to a safe campus where students are free to engage in their constitutional right to learn, and teachers are free to engage in their right to instruct. No person may interfere with or disrupt the school or its operations in any form, as determined by the governing board or school administration. Disruption or interference includes but is not strictly limited to intimidating, aggressively confronting, touching (with exception to a child pertaining to a parent or guardian), swearing, or threatening any other person affiliated with the school. All persons shall conduct themselves in a civilized and cordial manner when communicating or interacting with school staff, students, faculty, administration, parents, or any other person affiliated with the school. This Safe Campus Policy pertains to face-to-face communications, telephonic communications, email, or any type of communication, contact, or correspondence of any kind with any stakeholder of the school or the school's affiliates.

A violation of this policy may result in one or more of the following actions against the person engaged in the disruptive activity: (i) order by the school to immediately vacate or leave the property either temporarily or permanently; (ii) report the actions to local police, sheriff, or other local law enforcement jurisdiction; (iii) call the police or otherwise request assistance from local law enforcement to enforce the school's order to leave the property; (iv) file a criminal complaint and further pursue legal action; (v) file for civil injunctive relief. Enforcement of the foregoing is within the absolute discretion of the governing board or school administration. Interference with or disruption of an educational institution may be considered a class six felony under the Arizona Criminal Code.

Campus Conduct

Students are expected to conduct themselves in compliance with the 6 Pillars of Character while at school and to refrain from any behavior that fails to comply with such general behavioral expectations, whether the behavior is specifically referred to as prohibited by this Handbook or not. Some specific conduct expectations include:

- o No running in the building or on the cement walkways at any time.
- o Excessive displays of affection are not permitted at school at any time.
- o Students in the hallways without a pass may face disciplinary action.
- o Fighting, tackle games, and rough play will not be tolerated. Horseplay often results in injury or leads to serious fighting. Therefore, it is not permitted and may be treated as fighting when referred to administration.
- o Fighting at the bus stop, on buses, or anywhere on campus is prohibited. Students engaging in such activity face suspension or other disciplinary action.

- o Drawings or pictures which include but are not limited to drugs, drug paraphernalia, gang symbols or gang related activities, offensive or obscene material are prohibited.
- o Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property will not be tolerated.
- o Students are to be respectful when addressing teachers and staff.
- o Profanity is absolutely unacceptable in school or at any school functions. School detentions may be issued for use of profanity. Frequent offenders will receive more severe consequences.
- o Throwing balls (football, tennis ball, basketball, etc.) is only allowed on the large soccer field and is not permitted in the courtyards or common areas.
- o No tobacco products, lighters, matches, or vapes or vape products are allowed at school.
- o Students must be respectful to cafeteria or custodial personnel and otherwise obey conduct expectations during lunch.

Sign Out

For the safety and protection of the child, I.D will be requested from the person picking up the student. We cannot allow him/her to be taken from the room before our regular dismissal time without the parent first coming to the office and signing the child out. We will then call the student from class. We will not excuse a student early on the basis of a note or telephone call from the parents. An adult who wishes to take a child out of school early must sign the child out in the office.

Children will be released only to parent, guardian, or other person indicated on the Emergency Contact list. Written authorization must be given to the school for a student to leave campus.

Search & Seizure

Students and their belongings are subject to search in the event school staff or administrators reasonably suspect the presence of any illegal drug, alcohol, weapon, or other inappropriate property on the school campus. In all cases, there must be a reasonable suspicion to conduct any search. The school's principal or vice-principal shall determine what is to be considered reasonable suspicion. In all cases, a search will be conducted with the interest of the student's privacy respected and in the presence of other school personnel. Searches may be conducted in any manner deemed appropriate by school officials, including dogs trained to smell contraband and controlled substances. Any evidence considered dangerous, harmful, or illegal will be confiscated and may be used as evidence in the event of any disciplinary hearing or conference. Any drug or controlled substance that is considered illegal will be confiscated and turned over to the proper law enforcement agency along with a report of the incident. In the event of a search, parents/guardians will be contacted as soon as possible.

Statement of Non-Discrimination

Liberty Traditional School is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, or disability. This policy encompasses all matters concerning staff, students, the public, instructional programs, and services. Liberty Traditional School will comply with all applicable federal, state, and local laws relating to educational programs and personnel management. (ARS 15-184)

Substitute Teachers

A substitute teacher will periodically teach every student when it becomes necessary for the regular teacher to be absent. **Students are expected to be extra courteous to substitute teachers.** Students are to be helpful, polite and friendly, failure to do so will result in discipline referral or loss of privilege.

Cell Phone/Electronic Devices

- o **No cell phones**, video games, smart watches, or other personal internet-connected devices are allowed to be used on campus at any time during the regular school day, except in the following situations:
 - 1. In case of an emergency;
 - 2. When a teacher or administrator expressly grants permission to the student to use a mobile communication device for educational purposes, subject to any reasonable limitation imposed by that teacher or administrator; or
 - 3. When the use is necessary for a student's medical condition, as determined by a licensed medical professional.
- o In compliance with this policy, students should keep any cell phones or other electronic devices out of sight and turned off during the school day (in a backpack, tote, etc.).
- o Students may not access social media during the regular school day, except to the extent that a teacher expressly allows the access for educational purposes, subject to any reasonable limitation imposed by the teacher.
- o The school is not responsible for any electronic devices that are lost, broken, or stolen while on campus.
- o Sending text or email messages or possessing text or email messages containing images, photos or messages which are reasonably interpreted as sexually suggestive while at school or at a school related function constitutes gross disobedience or misconduct, and involved students will be subject to disciplinary consequences.
- o Students are prohibited from using cell phones or other electronic devices in any manner that poses a threat or danger to the safety of students, staff, or school property or substantially disrupts school activities, including acts of harassment or cyberbullying.

When a student uses a cell phone or electronic device in an unauthorized manner during the school day, the student may be disciplined in accordance with the school's code of conduct, and a school employee may confiscate the device. The school shall store the device securely until it is returned to the student or parent/guardian or turned over to the principal or designee, as appropriate. A student may be banned from bringing a device on campus after multiple violations.

Moment of Silence Policy

For kindergarten programs and grades one through twelve, set aside at least one minute but not more than two minutes at the beginning of each school day for students to engage in a moment of silence during which students may not interfere with other students' participation. A teacher or other school employee may not suggest the nature of any reflection in which a moment of silence occurs pursuant to this paragraph shall encourage parents of students in the class to discuss with their children how to best use the moment of silence required by this paragraph,

Vandalism

Students who deliberately and wrongfully damage or deface school property will be required to pay for the damage and are subject to disciplinary action, which could include a police referral. Parents or guardians of these students will bear the ultimate responsibility for these payments.

School Visitors

All visitors, including parents and siblings of current students, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. If a visitor has not received advance approval for their visit as indicated below, school administration will determine whether to allow them on-campus and set any parameters for their visit. Approved visitors will be given a tag identifying them as a visitor and must wear it at all times while on campus. Visitors are required to proceed immediately to their destination. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their stay on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal prosecution for trespass and/or disruptive behavior. Students from other schools are not allowed as visitors during the school day.

Weapons

The possession, use, or threat to use any weapon, firearm, or instrument capable of inflicting serious bodily harm is prohibited on campus, at any school-sponsored activities, and in any school vehicles. This prohibition includes any types of explosives. The possession or use of ammunition for weapons is not required for the school to implement student disciplinary action.

In compliance with Arizona law and the federal Gun-Free School Act, possession of a firearm on campus or at a school-sponsored event shall result in a student expulsion hearing.

The administration may if warranted, and will if required by law, report any violations of these drug and weapon prohibitions to the appropriate law enforcement agency. However, the school may take disciplinary action against a student for violations of these policies regardless of any action taken by law enforcement or regardless of whether the violations are reported to law enforcement.

Drug Policy

Drug Free, Weapon Free School Zone Student non-medical use, possession, distribution or sale of chemical substances (alcohol, tobacco, inhalants, or drugs) is prohibited on campus and on school grounds. This prohibited use also applies to all school-sanctioned activities and when students are being transported in school vehicles. Students found with any such paraphernalia will be reported to the police and a recommendation for expulsion pursuant to the school board will be made. The same actions will be taken in regards to the possession of weapons (knife, gun, BB/airsoft gun, etc.) on campus. Liberty Traditional Saddleback is a drug and alcohol free/smoke free campus. Smoking (including e-cigarettes) is strictly prohibited at all times.

The possession, use, misuse, sale, or distribution of drugs, prescription drugs, imitation drugs, drug paraphernalia, alcoholic beverages, and tobacco products are prohibited on campus, at any school-sponsored activities, and in school vehicles. Within the meaning of this provision, “drugs” do not include prescription medication for which the student has a current, valid prescription, provided that the medication has been taken in strict accordance with the prescription. The term “tobacco products” includes all vaping devices and e-cigarettes, including those used to deliver THC or any other prohibited drugs.

Withdrawals

Please notify the office 24 hours in advance, either in person or by signed note or phone call, if you plan to withdraw your child from school. All textbooks and school property are to be returned, or paid for, in order to receive withdrawal papers and report cards.

Child Find

Child find is a component of the Individuals with Disabilities Education Act 2004 (IDEA '04), which requires states to locate, identify, and evaluate all children with disabilities aged birth through 21 who are in need of early intervention or special education services. This includes children who are highly mobile, such as migrant or homeless children, children suspected of having a disability even though they are advancing from grade to grade, private school students, and home-schooled students. The Arizona initiative for child find is referred to as AZ FIND. Some children have more difficulty learning than others. They may have trouble achieving milestones in one or more of the following developmental or academic areas: ☐ Vision and Hearing ☐ Motor Control or Coordination ☐ Behavior or Social Skills ☐ Speech or Communication Skills ☐ Cognitive or Academic Skills

The earlier you express your concerns, the sooner your child's needs will be identified and the sooner he or she will receive the help needed to succeed. Anyone can refer a child birth through age 21 for early intervention or special education services. The referral can come from a parent, foster parent, teacher, counselor, friend, relative, or the student who finds learning difficult. If you have concerns about your child's development or progress in school, contact the Arizona Early Intervention Program (AzEIP) at www.azdes.gov/azdes.gov/azeip, or call either 1-888-439-5609 or 602-532-9960.

Parents Right-to-Know

(Teacher Qualifications • Not-Highly-Qualified Status)

Title I Section 1111 (h)(6)

(6) PARENTS RIGHT-TO-KNOW-

- (A) **Qualifications-** At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student. Any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
 - (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
 - (iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
 - (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
- (B) **Additional Information-** In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent—
- (i) Information on the level of achievement of the parent's child in each of the State academic assessments as required under this part; and
 - (ii) Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.
- (C) **FORMAT-** The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

GLOSSARY OF CONSEQUENCES

Because some consequences apply to certain problems and not to others, it is not possible to list disciplinary options in a strict order of progression from less to more serious. This glossary is generally organized to present consequences of misconduct in order of increasing severity. Every situation is handled on a case-by-case basis.

- **Conference-** A teacher or administrator will talk with the student about expected behavior and the consequences of misconduct.
- **Parent Involvement** -A teacher or administrator will discuss student behavior with parent/guardian, seeking cooperation in creating a positive behavioral change.
- **Detention/Work Detail-** Detention is mandatory time spend in an assigned location, performing supervised work for the school. Rules for detention vary by assignment, but always require full cooperation with the supervisor. Detention or work detail may be assigned before school, during lunch period, after school, or on a Saturday. Parent/guardian will be notified prior to assignment of after school detention.
- **Restitution-** When personal or school property has been damaged, stolen, lost, or destroyed, the student may be held responsible for replacing or paying the cost of the item. Restitution may be required in addition to other behavioral consequences.

- **Loss of Privileges-** Any privilege that is abused may be revoked, pending behavior change or fulfillment of reasonable requirements. Privileges may be restored to students partially or fully and may depend upon development of a behavioral contract. Loss of privileges may include the student's right to be enrolled in class, or participation in extracurricular activity.
- **Behavioral Contract-** A teacher or administrator may outline in writing the terms upon which certain student privileges will be granted or continued and specific consequences if terms are broken. Signatures of both student and school official are required; in some instances, parents or guardian will also be expected to sign, indicating agreement to the terms of the contract.
- **On-Campus Suspension (Short-Term)** - With notification to the student and parent/guardian, a school administrator may remove a student from all classes for a period of one to ten days. During this time, the student's access to school services, facilities and personnel will be limited to the on-campus suspension area. The student is not permitted to participate in or attend any school-sponsored events during the period of suspension.
- **Off-Campus Suspension (Short-Term)** - With notification to the student and parent/guardian, a school administrator may remove a student from school and bar the student from all school activities for a period of one to ten days.
- **Off-Campus Suspension (Long-Term)** - Acting upon the recommendation of the administration, the Board may deny all school privileges to a student for a period of eleven days to one calendar year.
- **Expulsion-** Acting upon the recommendation of the administration, the Governing Board may permanently deny all school privileges to a student.