



# **Liberty Common High School Student/Parent Handbook**

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# 1. General Information

## 1.1. Schools

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**Liberty Common School** is a K-12 tuition-free public charter school governed by a single elected Board of Directors.

**Liberty Common Elementary School** is a classically-oriented Core Knowledge elementary school comprised of Kindergarten–6<sup>th</sup> grade students and is located at 1725 Sharp Point Drive in Fort Collins, Colorado.

**Liberty Common High School** is Northern Colorado's clearest path to college delivering a college-preparatory, classical liberal-arts curriculum emphasizing the humanities including English, foreign language, history and economics while accentuating math, science and engineering in a safe, small-school environment. Liberty Common High School is comprised of 7<sup>th</sup>–12<sup>th</sup> grade students and is located at 2745 Minnesota Drive in Fort Collins, Colorado.

### HIGH SCHOOL ADMINISTRATORS

- Bob Schaffer, Headmaster: [bschaffer@libertycommon.org](mailto:bschaffer@libertycommon.org)
- Torgun Lovely, Principal: [tlvely@libertycommon.org](mailto:tlvely@libertycommon.org)
- Kathleen Kearney, Assistant Principal [kkearney@libertycommon.org](mailto:kkearney@libertycommon.org)
- Robert Robinson, Assistant Principal [rrobinson@libertycommon.org](mailto:rrobinson@libertycommon.org)

### LCS and LCHS BOARD OF DIRECTORS

Board of Directors Email: [bod@libertycommon.org](mailto:bod@libertycommon.org)

### WEB ADDRESS

Please visit the Liberty web site regularly: [www.libertycommon.org](http://www.libertycommon.org)

### SOCIAL NETWORKS

Please stay in touch and connect with The Liberty Common School at our social network locations. Stay on top of Liberty news, information, new photos and chatter.

Facebook: <https://www.facebook.com/LibertyCommonHighSchool>

Twitter: <http://twitter.com/LibertyCommon>

Instagram: <https://www.instagram.com/libertycommonhighschool>

## 2. Selection of School Policies

The Student-Parent Handbook is not a complete collection of school policies. This portion of the handbook contains a selection of school policies for convenient access. The Student-Parent Handbook is intended to be a supplement to the official School Policy Manual, which can be found on the school's website on the following page: [http://libertycommon.org/b\\_o\\_d/b\\_o\\_d\\_policies](http://libertycommon.org/b_o_d/b_o_d_policies). Students and parents should refer to the official School Policy Manual for a complete collection of school policies. A table of contents for that manual is found below:

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## **2.1. Mission statement**

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The mission of The Liberty Common School is to provide excellence and fairness in education through a common foundation. This is achieved by successfully teaching a contextual body of organized knowledge, the values of a democratic society, and the skills of learning. In short, we teach “common knowledge, common virtues, and common sense.”

Our mission statement was developed from the following set of principles:

1. Children yearn for meaning and require a basis of solid contextual common knowledge for the development of mature literacy and critical thinking, for growth and communication in a diverse society.
2. The educational “playing field” between students of differing backgrounds should be level to provide all students a basis, to the greatest degree practicable, upon which they can build further knowledge, and to develop the skills necessary to communicate and succeed.
3. The skills of learning—reading, writing, speaking, calculation, and thinking—are most meaningfully learned from a combination of the knowledge or content of the curriculum, modeling, coaching, and sensible practice.
4. To thrive in work, citizenship, and personal growth, children must be taught the values of a democratic society. These values include among others: Respect for others—their property and rights; Responsibility for actions, honesty and social justice; Resourcefulness—being ready to learn, to serve, and to share.
5. Inclusiveness is fundamental in responding to the diverse needs of children and raising academic standards. All parents, regardless of economic status, should be free to choose this educational program for their children.
6. Teachers are professionals, which implies considerable autonomy, mastery, and independence. Having accepted the academic and philosophic mission of a school, the teacher needs to be free to exercise informed judgment in order to fulfill his or her primary role as an educator.
7. The principal determinants of individual academic success are individual ability and effort. The policies of Liberty (grading, discipline, homework, and teaching) must support the student’s adoption of a personal quest for academic growth using the clearly marked path of expectations in knowledge, skill, and character. The guiding philosophy of Liberty acknowledges that children can and should be held accountable for their own schoolwork and behavior, with the support of teachers and parents.

## **2.2. Philosophy**

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Assumptions about how one learns, the purposes and goals of learning, and what constitutes effective teaching are what define an educational philosophy. Liberty’s educational philosophy is known as agency education, or classical education. It forms

our decisions on how knowledge, skills, and democratic values should be taught and how students, parents, and teachers should work together to accomplish the portion of education that occurs during formal schooling.

The individuals who have most clearly identified and characterized the major issues of education reform as well as put forth the best solutions are E.D. Hirsch ([The Schools We Need and Why We Don't Have Them](#), [Cultural Literacy](#)), William Kilpatrick ([Why Johnny Can't Tell Right from Wrong](#)), Neil Postman ([The End of Education](#), [Amusing Ourselves to Death](#), [The Disappearance of Childhood](#)), Diane Ravitch, Thomas Sowell ([Conflict of Visions](#)), and Jacques Barzun ([Begin Here](#)). We ask all parents to please read [The Schools We Need and Why We Don't Have Them](#) and [Why Johnny Can't Tell Right from Wrong](#). Copies are available in the library. We also encourage parents to read the other books from this list in order to gain a better understanding of the philosophy of this school.

The chief metaphor of classical education is *the journey*. The journey is the individual's own quest in life and includes responsibility for one's own education, which is a lifelong endeavor. The purpose of a liberal education is to lead young people on an odyssey of the mind and heart, which will steer them toward self-reliance. The classical allegories for a liberal education, such as the journeys of Odysseus, Aeneas, and Faust, represent a journey of the soul from one's particular time, place, and attachments to the universal and back again. The beauty of this journey is its applicability to the actual development of mind, heart, skills, and knowledge in each child.

Children begin their cognitive development by first developing a broad framework of knowledge through early acquisitional curiosity, much like they acquire their early spoken vocabulary. After they have gained a wide familiarity with literature, history, science, math, music, people, and places, as one does in the early years of Core Knowledge, they begin to appreciate patterns and forms. Following this, particularly when trained in the Habits of Mind of different disciplines, the student is able to engage in mental modeling, which is possible only when one's broad background knowledge allows her or him to associate ideas and to observe patterns. By continuing the Habits of Mind, and the search for patterns, discernment is applied to deeper levels of knowledge, enabling one to solve problems and exercise judgment.

The beginning of the moral journey follows a similar course. At first the focus is obedience to parental authority. Later the child focuses on rules, or the required patterns of expectation. As in writing or thinking, it is only through the formation of good habits that the ability to act rightly and act wisely becomes instinctive. As those habits become more and more internalized, the student journeys closer to self-reliance.

### **2.3. Knowledge**

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Liberty has selected the Core Knowledge Foundation's Curriculum Sequence as the framework of its curriculum. The Core Knowledge is distinguished by planned progressions of specific knowledge in history, geography, mathematics, science, language arts, and fine arts. The ninth grade classical honors program includes economics; biology, survey of British literature; geometry; and algebra II. Our students

also have the option to take courses in foreign language, Latin, physical education, band, choir, computer technology, and other electives.

Children learn by building on what they already know. Thus, it is important for them to begin building foundations of knowledge in the early grades when they are most receptive to attaining an organized body of knowledge. Children are by instinct driven to construct a contextual view of the world. Thus, it is important to provide them an educational framework that assists them in developing the constructs upon which their viewpoints will be based. Academic deficiencies in these areas in the first nine grades can permanently impair the quality of later schooling.

By specifying the knowledge that all children should share, all students can achieve equal access to that knowledge. At risk children especially suffer from low expectations, which often translate into watered-down curricula. In schools using the Core Knowledge Sequence, however, all children are exposed to a coherent core of challenging, interesting, interwoven knowledge. This knowledge not only provides a foundation for later learning but also defines a common heritage and establishes a common ground for communication and cooperation in a diverse society.

In addition to its specificity, the Core Knowledge curriculum is characterized by knowledge that is shared, solid, and sequenced. Literacy in every subject requires a set of mechanical skills and a shared background. The shared, many-cultured knowledge that promotes effective classroom learning also promotes cooperation and respect among students, both in the classroom and in society. Liberty's teachers will be able to rely on that shared background knowledge about the students, which will enable them to build sequentially on that knowledge year by year. The ninth grade classical honors curriculum continues the goals of the Core Knowledge curriculum with solid knowledge and skills that build on the previous knowledge and prepares students for further high school study.

As used above we define knowledge not in the simplistic sense of mere facts but in the broader sense of the word, as follows: Knowledge consists of the facts, the relations between them, the thinking about them, and the effort to understand and connect them. It is not out of ignorance that we discover understanding. It is exactly because of what we already know that we can know more, that we can discern organizing principles, make and test hypotheses, and act rationally.

#### **2.4. Parental involvement and volunteering**

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It is the duty, obligation and right of all parents to direct the education and upbringing of their children. As a parent-run institution, Liberty assists parents in superbly carrying out their parental-educational responsibilities.

Liberty is a school of choice. This means parents have the option to choose, for their child, the philosophy of this school as articulated in the Charter. Liberty believes the school's design will result in parents playing a strong role in their children's education. When parents have the opportunity to choose the kind of education they prefer, they find the necessary energy, time, and resources to devote to their children's education.



Liberty anticipates parents will be directly engaged in tutoring, coaching, classroom instruction, preparing resource materials, and providing other necessary and invaluable leadership.

The family naturally provides the most influential and effective context for basic lifelong learning and teaching. For this reason, and at the discretion of the classroom teacher or Headmaster or Principal, parents are invited to teach or assist with learning projects in all subjects, depending on their interests and expertise. Parents are also encouraged to spend time reading aloud to children at school and in the home, coaching them in skill development, and otherwise contributing time and talents in a variety of ways. Parents with children in a specific grade level will have opportunity to volunteer in that grade at the teacher's discretion.

### Parent Involvement, Observation, and Volunteering

The Liberty Common School is a charter school. As such, there are many new ideas being implemented. The classroom itself is the context for several of these innovations. There is great emphasis on parent volunteers in this school. There is also a need to establish a learning environment that best serves the students. At The Liberty Common School we have defined the general parameters for parents volunteering in our classrooms.

1. Parent volunteers are an integral part of The Liberty Common School. Parents are not only welcome, they are crucial if we are to have high-quality teaching of the entire curriculum each year. Parent-volunteer activities are coordinated by Liberty's Volunteer Coordinator. All persons volunteering at The Liberty Common School must have a current, signed Volunteer Application & Agreement Form, and Volunteer Oath Form on file with the school. Volunteer applications are subject to background checks. All volunteers are required to complete the volunteer application on the Poudre School District website found at [www.psdschools.org](http://www.psdschools.org).
2. The teacher has primary responsibility for the classroom and student learning within the classroom.
3. The teacher's "individual teaching style" sets the tone for the classroom. This includes everything from delivery of the educational program to classroom management.
4. Parents who wish to be volunteering in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with the parent's volunteering style, the parent will need to either adjust his or her style or find a more compatible setting within Liberty to volunteer.
5. There will be a classroom volunteer coordinator (CVC) for each primary and intermediate class. The CVC is responsible for organizing and delegating the volunteer needs of the teacher, classroom, and parents.
6. Any grievance or concern a parent has with a classroom or a teacher will be handled by the procedures defined in this handbook.
7. Under **NO CIRCUMSTANCE** is it acceptable for a parent volunteer to confront a teacher about an issue *"in the classroom, or any other part of the school, when students are present."*
8. Parents are responsible for their pre-school children. They must remain with you at all times.

9. Liberty encourages every adult—parents, stepparents, grandparents, aunts and uncles—to take a special interest in the lives of Liberty’s students, to act as mentors and tutors, and to instill in every student a love of learning.

Parents work in conjunction with the staff to ensure the most effective education possible for their children. To this end, parents are responsible for knowing and understanding the contents of Liberty’s Charter, and are encouraged, but not required, to participate on school committees and provide other volunteer services, as they are able.

Parents are welcomed and encouraged to participate in the school, to reasonably observe and assist the teacher. However, any parent whose presence or actions are deemed by the teacher or Principal to be a distraction, to exhibit hostility, or to interfere with the instruction or learning of the students, will be barred from the school.

In order to create a consistent school atmosphere for learning, parents wishing to observe a class must arrive before class begins. Each class will have two teacher-provided chairs for observers. Observing parents do not participate in classroom activities unless invited to do so by the teachers, and observers must not interrupt teachers or students. Observers may take a few notes, however, computers, tape recording, etc., may be a distraction to students and are not permitted. Primary and Intermediate parents wishing to be active in The Liberty Common School and volunteer in various ways must go through procedures given by the Volunteer Coordinators. Parents will receive specific training in areas of interest to them so they may be the most efficient helpers.

*LCS Policy 6.1      Adopted 6-28-01*

## **2.5. Volunteer code of conduct**

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Volunteers at The Liberty Common School shall:

- Be on-time and reliable in fulfilling volunteer commitments.
- Exercise kindness while volunteering for Liberty Common School.
- Respect and abide by the confidential nature of anything they might see or hear while volunteering.
- Be prompt and dependable for the times they agree to volunteer
- Conduct themselves in a businesslike and fair manner, without partiality to individual students.
- Motivate children to work and help them succeed in school.
- Graciously accept direction and constructive criticism from staff members for which they are volunteering.
- Acknowledge the teacher as the authority in the classroom.
- Not confront a teacher regarding disagreements or differences of opinion in the presence of children.
- Be respectful of the classroom by not disrupting a teacher’s instructional time or student learning.

- Schedule all in-classroom volunteer hours through the Volunteer Coordinator (VC) or the teacher.
- Dress modestly and appropriately for a school environment (i.e. Midriff covered, no short shorts/skirts, shoulders covered).
- Wear a current volunteer nametag at all times when volunteering at the school.
- Sign in and out at the front office when volunteering at the school.
- Record all LCHS volunteer hours, including those worked outside of school, on the log sheet in the front office.
- Ensure each child in the car has a properly functioning seatbelt when transporting students.
- Provide a copy of a valid driver's license and proof of insurance to the front office if transporting students.
- Ensure all children (e.g. Younger siblings, non-students) accompanying the volunteer on school premises are supervised at all times. Children may only accompany volunteers in the resource room, health office, lunchroom, and hallways.
- Arrange for a replacement in the event the volunteer cannot meet their scheduled obligations.
- Call the school (672-5500) 24 hours in advance and inform appropriate staff of any volunteer replacements via voicemail.

*LCS Policy 6.2      Adopted 4-22-05*

### **3. Academic Policies**

#### **3.1. Academic Program**

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Our goal is to provide a rich and balanced educational opportunity for all students. High standards are at the heart of our expectations, although we recognize every student has unique abilities, interests, and motivations. Parents encourage their child's success by monitoring progress in school and at home, and by participating as fully as possible in the Liberty community. Class work and homework are designed to challenge each student to make the most of his or her talents.

Liberty's curriculum is based on the Core Knowledge Sequence for grades K-8 (which can be purchased on the Core Knowledge website <http://www.coreknowledge.org>). Portions of it can be found in the book series *What Your 1st Grader Needs to Know*, *What Your 2nd Grader Needs to Know*, etc. It establishes the "master plan" for content to be explored at each grade level. Resources are obtained from many varied sources. The 9<sup>th</sup>-12<sup>th</sup> grade classical honors program builds upon the Core Knowledge Sequence with rigorous academics and promotion of the Thinking Framework.

#### **3.2. Enrollment**

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Per the Admissions Process defined in our charter application and contract with Poudre School District (PSD), The Liberty Common School (LCS) will not make any distinction on account of disability, race, creed, color, gender, national origin, religion, or ancestry of any student who seeks admission. Furthermore, admission will be offered publicly to Kindergarten through 11<sup>th</sup> grade students with an effort to invite all families in the Poudre School District to carefully review the LCS Charter and enroll their children if the parents value the school's philosophy and educational offering.

Vacancies exist whenever the number of students enrolled in a grade level is below capacity. As vacancies occur, those vacancies will be filled using a lottery system (subject to the exceptions listed in section d) below). 7<sup>th</sup> through 11<sup>th</sup> grade students will be eligible to fill a vacancy after participating in a conference between the student, parent, and Principal to discuss curriculum, required levels of performance, dress code, rules, and other expectations. This conference may include discussions of academic achievement in previous schools and written or verbal evaluations. Admission will be formally granted to the student at the discretion of the Principal.

The following lottery enrollment procedure will be implemented:

- a) Parents of potential new students must complete a *Lottery Form*, at which time their child's name will be added to the appropriate grade-level Enrollment Pool. Potential students may be added to the Enrollment Pool at any time during the year.
- b) When a vacancy occurs during the school year, that vacancy may or may not be filled at the school's discretion. If LCS chooses to fill the vacancy and has more

- applicants in the Enrollment Pool than spaces available, the spaces will be filled by lottery among those students currently in the Enrollment Pool.
- c) To be included in the Enrollment Pool for the initial enrollment for the upcoming school year, parents must complete the *Lottery Pool Form* during the open enrollment period. Open enrollment closes on February 1 for the first lottery drawing, and this lottery to fill vacancies is held from February 2–10. This lottery determines the initial enrollment for the upcoming school year.
  - d) The following lottery enrollment procedure will be implemented in the following order of precedence.
    1. Currently enrolled students
    2. Founding parents' children names in the 2009 contract addendum with PSD
    3. Children of full-time staff
    4. Siblings of currently enrolled students
    5. Children of graduates of Liberty Common High School from 2013 and beyond, and children of graduates of Liberty Common School's 9th grade from 2009 and before.
    6. Students on the lottery list residing within the Poudre School District whose parent or guardian has attended a public information night.
    7. Students on the lottery list residing within the Poudre School District whose parent or guardian has not attended a public information night.
    8. Students on the lottery list residing outside the Poudre School District whose parent or guardian has attended a public information night.
    9. Students on the lottery list residing outside the Poudre School District whose parent or guardian has not attended a public information night.
    10. All other students on the lottery list

*LCS Policy 8.1*

*Adopted: 8-23-01*

*Amended 3-4-14*

### **3.3. Credits and grades**

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#### Academic Term:

Liberty Common High School operates on a traditional semester system. A semester systems divides the academic year into two equal terms.

#### Course Credit:

Course credit is awarded for all courses on a semester basis, whether the course is a semester or year-long course. Students earn five (5) credits for each semester course completed with a 69.5% or higher. A failing grade is defined as a D or an F in a semester course.

#### Credit Enrollment Minimums:

Freshman =	70 credits
Sophomore =	70 credits
Junior =	70 credits *
Senior =	70 credits *

\*Students must have administrator approval to take less than 70 credits unless enrolled in two or more AP or advanced college-level courses.

Credit Benchmarks:

Sophomore = 60 credits  
Junior = 120 credits  
Senior = 180 credits  
Graduate = 240 credits

Transfer Credit

For new students to Liberty, all credits earned at a previous secondary institution (9-12) will be considered as credit that can be put toward the completion of Liberty Common High School graduation requirements. Only courses taken at Liberty Common High School will count toward a student's GPA. Classes taken at other institutions by current Liberty students will not be transferrable to LCHS as credit toward graduation.

With the exception of Latin 2 taken in 8th grade at LCHS (beginning with the class of 2020), courses taken in junior high do not count toward high school graduation requirements.

LCHS Numerical Grading Scale:

A+ 97.5, A 92.5, A- 89.5,  
B+ 87.5, B 82.5, B- 79.5,  
C+ 77.5, C 72.5, C- 69.5,  
D+ 67.5, D 62.5, D- 59.5,  
F 59.5/below

LCHS Grade Point Scales

Liberty Common High School Grade Point Average (GPA) includes grades in all courses taken at LCHS (9-12).

Simple Grade Point Scale

All courses taken at LCHS (9-12).  
A=4.0 points, B=3.0 points, C=2.0 points, D=1.0 points, F=0.0 points.

Weighted Grade Point Scale

All courses taken at LCHS (9-12).  
Advanced Placement (AP) and select college-level (CL) courses receive an additional 1.0 point.  
A=5.0 points, B=4.0 points, C=3.0 points, D=1.0 points, F=0.0 points

Honors courses (H) receive an additional .5 point.  
A=4.5 points, B=3.5 points, C=2.5 points, D=1.0 points, F=0.0 points

Non-weighted elective courses (E) receive no additional points.  
A=4.0 points, B=3.0 points, C=2.0 points, D=1.0 points, F=0.0 points.

### The Weighted Grade Point Scale:

- Rewards students for taking the rigorous Liberty Common High School core curriculum.
- Allows students to earn grade-point averages higher than 4.0.
- Encourages and draws attention to rigorous performance.
- Creates more competitive student transcripts for college admission and scholarship awards.

Grading Scale		Quality Points		
Numerical Scale	Letter Grade	Simple	Weighted (H)	Weighted (AP/CL)
89.5-100	A+, A, A-	4	4.5	5
79.5-89.4	B+, B, B-	3	3.5	4
69.5-79.4	C+, C, C-	2	2.5	3
59.5-69.4	D+, D, D-	1	1	1
59.4/below	F	0	0	0

### LCHS Transcript Grade Legend (9-12)

P - Pass

W - Withdraw

WF - Withdraw Failing

NG - No Grade

R - Repeat/Delete

CR - Credit Recovery

### Class Rank

Liberty Common High School does not rank its students.

### Valedictorian and Salutatorian

In order to qualify for valedictorian or salutatorian consideration, a student must have completed at least 120 credits at Liberty Common High School. Valedictorian and Salutatorian honors will be determined based on the Weighted Grade Scale. In the case of a tie, the school will use an adjusted scale for an A+, A, A-, B+, B, B-, etc., to determine the Valedictorian and Salutatorian.

### High School Course Retake Policy (9-12):

A high-school student may not repeat for credit any course in which a passing grade (C or better) has been earned. A student may repeat a course in which a failing grade was earned (D or F). The failing grade will remain on the student's transcript and factored into the student's GPA until the course is retaken and a final grade recorded by the teacher. Upon completion of the course, a student is required to complete a Grade Change Form. Upon approval from the academic dean, the original grade will be replaced with an "R" indicating the student repeated the course, and the grade was deleted. The grade earned in the repeated course will then be factored into the student's GPA. Grade Change Forms are available from the academic dean or registrar.

### Credit Recovery Policy

Students in grades 9-12 receiving a grade of "D" (60-69.4%) in a required course may be allowed in some instances to recover the course credit by following a Credit Recovery Plan. Requirements for Credit Recovery:

- 1) A student's eligibility for Credit Recovery is at the discretion of the teacher and the principal.
- 2) The Credit Recovery Plan is determined by the teacher.
- 3) The Plan will outline in detail the steps the student must successfully complete in order to receive credit for the course without repeating the course.
- 4) The Credit Recovery Plan must be signed by the student and his/her parent/guardian.
- 5) The student must pay the required fee.
- 6) Successful completion of the Credit Recovery Plan is at the sole discretion of the teacher.

If the student successfully completes the Credit Recovery Plan, the student will receive a 'D' for the course, but will not be required to repeat the course in order to graduate. The student's transcript will indicate the student has met the graduation requirement for that course.

### Additional High-School (9-12) Academic Policies

- Students are allowed one study hall per semester. Students may request two study halls in one semester when taking two or more AP or advanced college-level courses. Other requests for two study halls will generally not be considered.
- The Latin II class completed at Liberty in 8<sup>th</sup> grade will count toward the high school Latin II graduation requirement and these students will have the option of having Latin II appear on their high school transcript. This will not count toward the student's high school grade point average or credit total.
- Students are required to take 20 foreign language credits, completed in grades 9-12, which must be two consecutive classes in one language.
- Science or engineering elective courses will meet the science elective requirement.
- The Composition II and Personal Finance requirements may be fulfilled during the junior or senior year.
- The PE, US Government, Science elective and English elective requirements may be fulfilled at any time.
- The PE graduation requirement can be fulfilled through successful completion of a PE elective, the Health course, or one season of high-school athletic participation for an LCHS team. Participation on teams at other local schools, or in club or other athletic organizations, will not meet this requirement.
- LCHS offers certain classes for credit during the summer based on teacher availability. Summer school and online courses through other institutions do not fulfill LCHS graduation requirements.



### **3.4. Graduation**

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All LCHS students in grades 7<sup>th</sup> – 12<sup>th</sup> are expected to attend and observe the annual, school-wide Liberty Common High School Graduation Ceremony. This event is typically held on the evening of the last Friday of the school year, but may take place on another day depending on scheduling and venue considerations.

Senior students must earn a minimum of 240 credits, be in good disciplinary standing, and be clear of all school-related financial balances (lunch fees, book fees, athletic fees, etc.) in order to be eligible to be awarded a Liberty Common High School Diploma and to participate in the official graduation ceremony.

On-stage participation in the official, school-wide ceremony by graduating seniors is optional and is not required in order for a graduating student to receive an earned diploma. At the administration's option, a separate, private, individualized graduation ceremony may be arranged either before or after the official, school-wide event, at a student's request, for any student not participating in the annual school-wide graduation ceremony.

Graduating seniors must indicate their intention to exercise their option to participate in the official LCHS graduation ceremony beforehand by affirming, in writing, their agreement to observe and abide by the LCHS Graduation-Ceremony policies as set forth herein. Serious disciplinary infractions may result in revocation of the option to participate in the ceremony, particularly if they occur toward the end of the academic year, thereby leaving little to no time for the school to engage in corrective action as outlined in sections 4.6 and 4.7 of this handbook.

#### LCHS Graduation-Ceremony Policy

- Graduating senior students must attend rehearsal and planning meetings as scheduled and convened by the administration. Any unavoidable absences must receive prior approval from the administration.
- All graduation attire and decorations must be officially authorized by the administration. Daily Dress-Code-compliant clothing must be worn underneath the graduate's graduation gown. Following are some examples of items and applications which are expressly not authorized or appropriate for LCHS graduation ceremonies: Any garment or decorative item not authorized by the administration including but not limited to distracting accessories, decorated or embellished mortar boards or graduation gowns; nonconforming robes, tassels, cords, bibs, shawls, stoles, or scarves; distracting footwear, light-emitting objects, electronic, mechanical, or audible devices, nonconforming props or any handheld item; face paint, unnatural hair color; or any other personalized embellishments intended to attract individualized attention to a graduate during the official, school-wide ceremony.

- There shall be no remarks, speeches, performances, or presentations at the official school-wide graduation ceremony made by any student or group of students except for those expressly authorized by the administration and listed in the event program. The administration shall approve the form, timing and content of any student remark, presentation or other communication prior to the graduation event. There is no right or entitlement created or implied for any student to speak, perform, or present at an annual, official, school-wide graduation ceremony. Any student who accepts, at his or her option, an invitation from the administration to deliver remarks, a presentation, or participate in any performance whatsoever must adhere to texts, scripts, lyrics, content, timeframes and any other parameters which have been prior-approved by the administration. Any student invited to make any speech, deliver any remarks, or perform in any way, must agree to contain remarks to pre-approved texts, scripts, lyrics, content, timeframes and any other such parameters. The administration shall approve only student remarks, speeches, lyrics, and presentations which relate plainly to the academic mission of the school, which comport with the school's character-education goals, and which reflect the corporate objectives of the institution as established by the Liberty Common School Board of Directors. The administration shall not approve or authorize any event communication which demeans or impugns the institution, its Board of Directors, or any of its employees; which demeans or impugns any individual; which overtly expresses politically partisan themes; which includes offensive language; which glorifies death, violence, self-injury, drug abuse or alcoholism, or any other harmful or destructive behavior; which expresses (overtly, by reference, or metaphor) sexual behavior or sexual situations, including but not limited to preference, identity, orientation, innuendo, humor, tolerance for abuse, or any sexual conduct; or which expresses racial, ethnic, or religious bigotry.
- Contingencies: Any questions regarding the conduct of an LCHS graduation event arising due to unaddressed or un-contemplated situations or contingencies will be judged and resolved by the administration. Please obtain prior administrative approval before making any clothing, accessory, celebratory, or communications decisions not made clear by this policy. "I didn't know" is not an excusable justification for graduation-event noncompliance.
- Desist and Removal: Any graduating senior who, in the opinion of the administration, signals infidelity to his or her stated agreement with these policies agrees to be absent from the all-school graduation event, and to be removed from the graduation-event premises should a signal of infidelity occur after the ceremony has begun.

### **3.5. Schedule changes**

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#### LCHS Schedule Change Policy (7-12)

Throughout the pre-registration process, which occurs during the spring semester, students and parents are encouraged to thoughtfully select courses. Schedule changes are limited (see the schedule change policy below) because LCHS builds the Master Schedule based upon those course requests. When students do not receive their priority

course requests, the registrar and academic dean work to ensure students receive their alternate course requests.

Students may make schedule changes for the following reasons:

- Teacher recommendation
- Failing a required class
- Senior graduation requirement not scheduled
- Course prerequisite not met
- Student scheduled in a course they didn't select (alternate or other).

Requests for section changes (e.g., moving a study hall from 1<sup>st</sup> period to 8<sup>th</sup> period) will be considered; however, course sections will not be overloaded to accommodate such requests.

#### LCHS Drop/Add Policy (7-12)

- The deadline for schedule changes for all LCHS students (7-12) is five school-days after the semester begins.
- A high-school student (9-12) who drops a course between the published deadline for schedule changes and the end of the fourth week of the semester will receive a “W” noting the student withdrew from the course. The “W” will appear on the student’s transcript but will not affect the student’s grade point average.
- A high-school student (9-12) who drops a course after the first four weeks of a semester shall receive a “WF” noting that the student has withdrawn from the class failing. The “WF” will appear on the student’s transcript and will be calculated as an “F” in the student’s grade point average.

### **3.6. Promotion policy**

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#### Junior High School (Grades 7-8)

It is our goal for parents, teachers, and students to work together during the year to insure students are developing responsible work habits and achieving at passing levels. We do not force a bell curve. Rather, our metaphor is that 70% is the bar, and all students need to “jump” that bar. For this reason a failing grade is defined as a D or an F in a subject. A student with one failing year-end grade in a core course (Math, English, History, or Science) may be required by the course instructor to remediate his/her grade by completing a summer school packet.

Students with a cumulative failing grade at year-end in any two core classes or three or more failing grades in all classes (including specials and electives) will fail the grade and will not be promoted to the next grade.

Students receiving special education services with modified curriculum requirements will be considered separately from this policy.

#### High School (9 –12)

Student must have a minimum amount of credits from the proper courses in order to be promoted to the next grade. To be considered a sophomore a student is required to have 60 credits, to be considered a junior a student is required to have 120 credits and to be considered a senior a student is required to have 180 credits. All students must meet the minimum credits required for each core content area as detailed in the high-school graduation requirements.

We do not force a bell curve. Rather, our metaphor is that 70% is the bar, and all students need to “jump” that bar. For this reason, a failing grade is defined as a D or an F in a subject. If a student fails the indicated class or classes, he or she may not have earned enough credit to move on to the next grade level at the end of the year, and will need to repeat any failed semester of a required course.

Course credit is awarded for all courses on a semester basis, whether the course is a semester or year-long course. Students earn five (5) credits for each semester course completed with a 70% or higher.

### **3.7. Homework and classwork**

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Homework is a fundamental part of our general academic program. It prepares students for high school and college, and for entry into the working world upon graduation. It also helps develop a strong work ethic and personal organizational skills. Homework’s immediate educational purpose is:

- To reinforce skills and concepts learned in class,
- To develop study skills and habits,
- To practice skills and knowledge in ways that are not readily accomplished in the classroom, and
- To inform parents of what is being taught in the classroom.

Homework assignments should be expected Monday through Thursday of each week and on some weekends. High School homework policies will be modified as deemed appropriate by High School teachers.

In addition to regular homework assignments discussed above, we expect each child to read, or be read to, at least three times a week and preferably every day. The amount of reading homework varies for each grade. Teachers will inform students what is expected for their grade level. As cited in *A Nation at Risk*, “the single most important factor for determining whether children will go to college is being read to as a child.” Going to college is not necessarily a destination point for all, but becoming a life-long learner probably should be, if one hopes to remain competitive throughout one’s lifetime. We believe becoming a competent reader is critical to being a good student, and the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to his/her education. By reading to your child and participating in this process as a parent, you encourage your child’s growth and strengthen family ties. By reading in front of your children, you model good habits and reinforce your expectations.

The Liberty Common School is proud to have a challenging, rigorous curriculum. This is one of the many things that make Liberty a great school. With such a rich and rigorous curriculum, the students need time to work at home. We are aware that the student is involved with other interests and activities outside of school. The staff and administration will attempt to coordinate their schedules and calendars so the students are not inundated with work on the same day. It is understood that homework will be given and will vary depending on the work assigned on a given day, the students' organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their free time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. Advanced classes may require additional homework time.

All student work should contain the student's first name, last name, subject, and full date. Optional labels include but are not limited to assignment, and teacher's name or class. Failure to include this information may result in loss or reduction of credit received.

Each department has its own homework policy. Students are expected to know the policy for each of their classes. Students who are absent are expected, immediately upon return, to turn in work assigned before the absence. Students have the total number of days they were absent plus one extra day to turn in any work assigned while they were gone. It is the student's responsibility to ask for work missed, and it is the teacher's discretion to decide due dates for missed work.

Students are expected to show responsibility in preparation for tests and perseverance in completing quality assignments. LCHS students have more electives and opportunities to participate in leadership and independent choice, thus they also must express leadership and responsibility in completion of assigned work.

### **3.8. Penmanship**

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Liberty Common High School expects students to have a legible, clear, and even beautiful pen hand. Why is this? There are two reasons. First, as **Laurel Van Maren**, founder and author of "[Handwriting--It's Good for Your Brain!](#)" (found in *What Every Liberty Parent Should Know*) says, as a classical school, we seek "to instill in children a capacity to identify and a desire to exemplify the Good, the Beautiful, and the True". In other words, writing beautifully is a small, but important way to embody beauty in our penmanship.

Secondly, writing by hand is good for the brain. When one writes by hand, many of the senses are engaged, so much so that the brain actually changes when we do so. More areas of the brain are activated when writing by hand than when typing. As many studies attest (see again Laurel Van Maren's article in *What Every Liberty Parent Should Know*), the "reading circuit" of the brain is activated during handwriting, but not typing. Synchronicity between left and right hemispheres is stimulated. Students who handwrite generate more ideas and even produce more words more quickly. Handwriting opens a

door in the brain for the mind to access language, ideas, and efficiency. During reading or lectures, students who handwrite pull out more meaning and interpret more intelligently the ideas being expressed. Overall, not only does handwriting incline a student towards beauty, it also helps our brains!

For these reasons, students with poor penmanship will receive additional penmanship support. Faculty and staff will determine if a student is in need of support. Parents and students will be notified if the student is recommended for penmanship support. If recommended, the student will complete penmanship exercises independently and/or as part of a 9th hour activity until penmanship is improved to a satisfactory legibility.

### **3.9. PowerSchool**

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PowerSchool provides the opportunity to access your student's grades, attendance record, and lunch account balance through the internet. In order to access this information you will need the following information:

- Website location is: <https://libertycommon.powerschool.com/public/home.html>
- Your student's confidential ID: please contact office for information
- Your student's Password: please contact office for information

It is possible to access this account wherever you can make an internet connection. If you do not have access to the internet, please feel free to visit the office staff to receive your student's report. Please remember to keep your passwords confidential so only you can access the information.

### **3.10. Senior Final Exams**

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Liberty Common High School seniors may opt out of final exams for second-semester courses in which they have obtained an 85% or higher in the class prior to final exams. If a final exam is given prior to finals week, seniors will not be exempt. Seniors taking exams during finals week will have open campus, and need only to attend school for their exams. Students who have achieved an 85% or higher in all of their second semester courses prior to finals week will not be required to attend school during the 2<sup>nd</sup> semester finals week.

### **3.11. Books**

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All books are on loan to students for their use during Liberty's school year. Books are to be kept clean and handled carefully. Students will be fined for damaged or lost books.

#### Replacement Cost for Lost or Damaged Books

Fines for lost and/or damaged books are as follows:

NEW BOOK:	Full cost of book
1 year old:	80% of original cost

2 years old and greater than 2 years old:

50% of original cost

## **4. School Policies and Services**

### **4.1. Communications**

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The official means of communication of The Liberty Common School is the Monday Notes newsletter. Official communication from the school may include but is not limited to information regarding:

- Curriculum
- School policy
- Changes in personnel
- Actions of Board of Directors
- School Calendar and scheduling
- Changes in fees and schedules
- Requests for Volunteers

#### Student Assignment Books (Planners)

Organizational skills are so important to lifelong success that we have made them part of our curriculum. All students **MUST** have a planner. Students are expected to keep track of all of their homework assignments, projects, and tests.

#### Teacher Conferences

Parent/Teacher conferences are scheduled in the fall. Teachers will be available for drop in meetings for one weekday in October. Arrangements for additional conferences may be made with your child's teacher before or after school hours. A spring conference may be held at the teacher's discretion.

#### Mid-Term Reports and Report Cards

Mid-Term Reports are sent home halfway through each quarter to students with a "C" grade or lower in any subject. Student Report Cards are completed at the end of each quarter. They will be mailed. Final Report Cards for all grades will be mailed home approximately one week after school is out.

#### Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. All items approved will contain either a stamp or administrative initials. Any unapproved materials will be removed or confiscated.

#### Lyceum

Lyceum is scheduled during block weeks. This is usually a structured school-wide assembly of all students in the high school building. It is the principle opportunity for school-wide announcements, student communication, House/Order organization, and student leadership.



## 4.2. Attendance

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Attendance Line: (970) 672-5500, then press 2 to report an absence or late arrival.

If your child is absent due to illness or an appointment, please call to make us aware of the situation before 8:15 a.m. Please call each day your child is to be away from school and state the reason for the absence on the Absence Line (672-5500, then press 2). It is critical to student safety that we know where students are on school days. The office staff must place calls daily to parents who have not contacted the Absence Line. Parents will be notified that an absentee call was not received via our automated telephone-broadcast system called School Reach. To minimize these calls, please make sure to promptly inform the school of your student's absence.

Regular attendance is important to ensure achievement in school. Thus, Liberty Common School discourages vacations, trips, doctor appointments, and any avoidable absence when school is in session. Should a parent determine a student's absence is unavoidable, students are responsible for any make-up work accruing during their absence. Assignments not completed according to timeframes and expectations established by the instructor and school will be negatively reflected in the student's grades. It is helpful to both student and instructor to make prior arrangements to meet all absence-related requirements. Our goal is to maintain a school-wide student attendance rate of no less than 95%, which is the same goal set for the State of Colorado and the Poudre School District.

The school day at Liberty Common High School (grades 7 – 12) begins promptly at 7:45 a.m. Arrival on the school premises should be no earlier than 7:15 a.m. The school's doors officially open at 7:30 a.m.

Colorado State Attendance law states, in part, "Every elementary child who attained the age of 6 and under the age of 16 years....shall attend public school for at least 968 instructional hours during the school year, and every junior high child shall attend public school for at least 1150 instructional hours during the school year." Liberty Common School's calendar is longer than the Poudre School District, and expectations for minimal instructional hours exceed the state's requirement.

In order to attain the school's and the state's attendance goal, a student cannot miss more than 10 days during the entire school year. Any student missing more than 10 days of school, for reasons other than illness, will require a parent conference, and the student will be required to compensate for the missing days by attending after-school or weekend instructional sessions.

For accountability and policy-compliance purposes, absences are recorded by the school in the following various categories.

It is necessary that students be in class, on time, each day to fully benefit from Liberty's rigorous academic program. It is reasonable that students will occasionally miss class

due to illness, unavoidable doctor appointments, or unforeseen family emergencies. Such absences will be excused with a corresponding call from a parent to the school's front office. In these instances, students will be allowed to make up tests and quizzes without penalty. The instructor will determine appropriate adjustments, if any, to due dates for late or missed assignments. If a student is absent for more than half the school day for any reason, he or she may not attend or participate in Liberty extracurricular activities, social functions, or Liberty athletic events that same day.

If parents anticipate an unavoidable student absence, they must make advanced arrangements with their child's instructor(s) to complete any work their students will miss. Make-up tests/quizzes and adjustments to assignment due dates may be allowed at the discretion of the instructor.

An "excused absence/tardy" includes but is not limited to an absence or tardy due to unavoidable medical appointments or hazard-related problems. These include unavoidable doctor appointments or emergencies, traffic accidents, unforeseen traffic barriers that cause multiple families to arrive late, family emergency, death, extreme hazardous weather, or other hazards that cause numerous carpools and school-bound drivers to arrive late.

An "unexcused absence/tardy" includes but is not limited to instances lacking parental approval, late carpools, sleeping in late, voluntary and otherwise avoidable tardiness. Despite the best of intentions, tardiness interferes with student learning. Late arrivals interrupt the learning environment and daily classroom procedures. Being tardy will be handled in a serious manner. The school's starting signal sounds promptly at 7:45 a.m. At that moment, classroom doors are closed, instruction begins and the student academic day is fully underway. Students arriving after the bell rings are considered tardy and must be checked in at the front desk. Checking students in at the front desk does not guarantee the tardy will be excused. An unexcused tardy will result in a conduct violation. An unexcused absence will result in loss of credit for missed assignments, and may result in further disciplinary actions as determined by the administration.

Recurring or routine absences from school are discouraged. However, individual cases may be excused at the discretion of the Principal and staff. In such instances, the student and instructor(s) must agree on a plan to ensure the student remains current with all class requirements.

Extended absences should be discussed with your child's instructors in advance. Make-up work, alternative assignments, and the schedule for their completion, can then be devised to minimize negative impacts on academic learning. If absence is expected to extend beyond two school days, please complete a Liberty Common School Pre-Arranged Absence Request Form, found in the Front Office. Return the completed form to the Front Office.

### 4.3. Closed Campus

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LCCHS is a “closed-campus” school meaning all students are required to remain on campus throughout the school day and are not permitted to leave the school property. The following privileges are the only controlled exceptions to this LCCHS closed-campus policy:

- Open-Campus Lunchtime Privileges – On all Block-Week Wednesdays (typically twice per month), seniors may leave the LCCHS campus during lunchtime. Juniors may also enjoy open-campus privileges on the first Block-Week Wednesday of the month. The administration may extend open-campus privileges to other students (for example, sophomores are typically awarded open-campus privileges on the last Block-Week Wednesday of the school year). All students exercising their open-campus privilege must sign themselves out of the school, and sign back in on sheets posted near the school’s main entrance. This is an important precautionary procedure should any emergency occur requiring a building evacuation. In the case of such an emergency, it is critical LCCHS office staff be able to quickly determine which students are in the building, and which ones are off campus. Students exercising their open-campus privileges must leave the area during lunchtime. For example, students are not permitted to sit in their vehicles near the school, loiter in the nearby neighborhood, etc. Returning late from open-campus leave is not tolerated and typically results in suspension of the privilege for the entire student body.
- Early Dismissal (9<sup>th</sup> hour) – All LCCHS students (grades 7<sup>th</sup> – 12<sup>th</sup>) who are in good academic standing may depart LCCHS after 8<sup>th</sup> period before the school day officially ends. The academic school day at LCCHS officially ends after 9<sup>th</sup> period. The last half-hour of the school day is called “9<sup>th</sup> Hour” and is devoted to academic clubs, academic tutoring and silent study halls. This is valuable and productive student-teacher contact time. Most LCCHS students remain in the building and take advantage of 9<sup>th</sup>-Hour enrichment opportunities despite being free to leave.

**LCCHS encourages all students to participate in, and take full advantage of 9<sup>th</sup>-period academic activities.**

Many students participate in sports and other extramural activities which sometimes necessitate an earlier departure. In these cases, LCCHS allows students in good academic standing to depart the building between 8<sup>th</sup> and 9<sup>th</sup> period. Parents should discuss 9<sup>th</sup>-Hour attendance expectations with their students and determine whether this option is in their student's better interest.

Students opting to depart LCCHS between 8<sup>th</sup> and 9<sup>th</sup> period are absolutely required to depart between 8<sup>th</sup> and 9<sup>th</sup> period. Students may not linger in hallways or loiter about the school during 9<sup>th</sup> period. They must be out the school door and decisively moving

along their way. This is strictly enforced.

Be mindful the passing period is an efficient five-minutes long (one minute longer than normal passing periods). Nonetheless, when the 9th-period bell rings, students need to be either in a classroom or off the school premises and departing the neighborhood. Otherwise, they're considered tardy for their 9th-period destination.

We understand this can make leaving difficult for students collecting take-home items (such as musical equipment) especially when stashed in multiple locations. However, students also need to understand that the school day at LCHS actually ends after 8<sup>th</sup> period, and that leaving early entails maintaining noise-free and distraction-free order for the majority of students who remain in classrooms learning or studying throughout 9th period.

Students may not, of their own volition, leave the school during any class time - including *during* 9th period – they must depart *before* 9<sup>th</sup> period. Students in the hallways or on the school grounds after the start of 9th period will be directed to a club or study hall for the duration of the school day. As with any other time of day, if parents wish to "sign out" their student during class time - including during 9th period - they may come to the Front Office to sign their student out of school and escort them away.

Students may leave the premises after 8<sup>th</sup> period on foot, drive themselves off the premises, or be picked up. Students may not loiter on school grounds during 9th period even if waiting to be picked up by a parent or other driver. They may not wait or loiter on off-property sidewalks, curbs or streets within view of LCHS. If they opt to depart after 8th period, they must be off the school property and out of view of the school prior to the beginning of 9<sup>th</sup> period or they will be deemed tardy for 9th-period and brought back into the school for the remainder of the school day. The purpose of this is to preclude idle students distracting studying students who are still inside the building.

**Do not return.** Students who depart LCHS after 8<sup>th</sup> period may not return to the school later in the day. Students may not leave after 8<sup>th</sup> period and then return at or after 9<sup>th</sup> period (leading parents to believe they were in school during 9th period). Students leaving the premises after 8<sup>th</sup> period and who need parent pickups after that time must make arrangements to be picked up elsewhere.

These parameters are strictly enforced due to a longstanding commitment LCHS made to the surrounding neighbors that LCHS students will not loiter, linger, or walk through the Rigden Farm neighborhood, other than for normal travel between LCHS and students' homes. This important commitment was made and has been faithfully maintained out of respect for our neighbors and their property, and comports with the reality that LCHS is located in the middle of a residential neighborhood. This circumstance requires all students and families to respect our neighbors and the promises we have made to them.

The administration may rescind 9<sup>th</sup>-Hour early release privileges for students determined to be in violation of 9<sup>th</sup>-Hour early release parameters and expectations as herein described. The administration may rescind 9<sup>th</sup>-Hour early release privileges for student cohorts (for example, an entire class, a House, an Order, etc.) or suspend or terminate the privilege entirely if violations are chronic or occur *en mass*.

We are hopeful this more-flexible, privileged option reduces distractions during 9th period while affording students participating in other activities greater allowance to attend them. If you have any questions or suggestions regarding these procedures and expectations, please do not hesitate to contact the LCHS principal at (970) 672-5500.

#### 4.4. Transportation

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LCHS students should be dropped off no earlier than 7:15 and should leave campus after the end of the school day unless arrangements are made with a teacher or coach.

The Liberty Common School shuttle bus is currently making two loops from the elementary campus to the high school campus. The bus will be at the high school for a pick up after 8<sup>th</sup> period. Students from the high school will load onto the bus and be taken to the elementary school. The bus will unload the high school students and pick up the elementary students\*\* at the Advanced Energy parking lot location. After departing the elementary school, the bus will return to the high school and drop off the elementary students\*\* and then pick up any LCHS students needing to go to the elementary after 9<sup>th</sup> period. The bus will drop off the students in the front of the elementary school on the second loop.

\*\*Only elementary students who have older siblings or parents working at the high school are permitted to ride the bus to the high school.

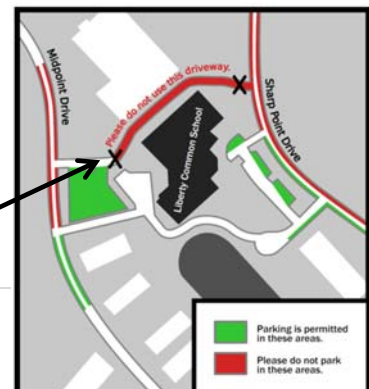
At the start of each school year, parents will be required to fill out an Intent-to-Ride Form stating that their student will be riding the bus on certain days. LCS uses this information to ensure we have enough seats on the bus for students to ride safely.

#### Bus Shuttle

There will be a bus shuttle that will run every day after school. Students must complete the *Intent to Ride* form, available on the website, prior to riding the shuttle bus. Below is the bus schedule.

- 2:50 High School (front of building)
- 3:05 Elementary School (**Advanced Energy Parking Lot**)
- 3:20 High School (front of building)
- 3:35 Elementary School (front of building)

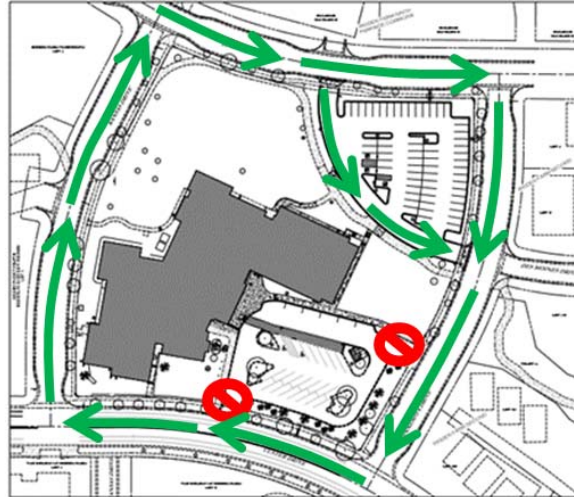
#### Elementary Bus Student Pick Up



#### 4.5. Traffic Plan

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All drop-off and pick-up traffic must proceed in a clockwise direction on the public streets around the school property. This ensures the fewest-possible student street crossings. Please refer to the traffic-pattern map below. (Diagram #1)



**Diagram #1 – LCHS Traffic Flow**

Students are to be dropped off and picked up – curbside only – on any of the streets surrounding the school property: Kansas Drive, Limon Drive, Minnesota Drive or Custer Drive. Do not allow students to enter or exit vehicles from the street-side (left side) of vehicles.

Passengers must exit and enter the vehicle from the right-side passenger doors only.

The south parking lot will not be used for before-school drop off or after-school pick up. The north parking lot may be used for drop off and/or pick up. Student drivers may park in the north parking lot only.

Do not park alongside curbs opposite the school and urge students to jaywalk away from or toward your vehicle. All students must make legal street crossings at street intersections.

Students walking, biking, or skateboarding to school must make legal street crossings at intersections approaching the school property. No mid-block street crossings (jaywalking). Bicyclists and skateboarders must dismount when crossing streets onto the LCHS property. Bicycles and skateboards should be dismounted and walked when on LCHS property including sidewalks surrounding the school.

Do not utilize private thoroughfares or driveways to access the school area or park. Specifically, do not drive through the driveways owned by the tenants of the townhouses just west of the LCHS property. We have received complaints about this in years past from tenants and the property manager, and we need to make every effort to show proper respect for private property and homeowner safety.

Students, please park your vehicle in the north parking lot or anywhere around the school building except in the frequently used drop-off and pick-up zones located on Kansas Dr., Minnesota Dr., and Custer Dr. (see diagram #2). Do not open the driver's door to exit or enter your vehicle until all traffic has cleared. All passengers in your vehicle must exit and enter on the curbside of the vehicle only. The administration reserves the right to search any vehicle parked on school grounds at any time for any reason.



**Diagram #2 – Prohibited Student Parking**  
In an effort to streamline drop-off and pick-up times, students may NOT park in the areas indicated above in red.

During the school day, the south parking lot is intended for faculty, staff, disabled visitors and those attending business in the school (1 hour or more). Please utilize on-street parking or the north parking lot for short-term visits.

The LCHS parking lots have one-way entrances. The north lot enters from Limon Dr., and exits to Minnesota Dr. The south lot enters from Minnesota Dr., and exits to Custer Dr. Both the entrances and exits to the lots have directional arrows painted on them and visible directional signage. Please never enter or exit the lots at the improper locations.

Many LCHS students are driving and some are learning to drive. Please provide them only sound examples of driving courtesy and traffic safety:

- When in the vicinity of the school, travel at a cautionary speed.
- Do not use cell phones or text while driving.
- Do not drop students off on corners. This is a hazard for other drivers and unsafe.
- Drive with headlights on.
- Do not make U-Turns on LCHS perimeter streets.
- Put your vehicle in “park” when passengers are entering or exiting your vehicle.
- Make sure you and all passengers are wearing seatbelts.
- Always yield to pedestrians and bicyclists.

- Come to a complete stop at stop signs.
- Always use turn signals. Do not block intersections.
- Make solid eye contact with other motorists, pedestrians and bicyclists near your vehicle.
- Be courteous at all times, especially to the many residents in the LCHS neighborhood.

Our goal is zero traffic incidents at LCHS and LCS. Please help us observe the highest standard of traffic safety.

#### **4.6. Discipline Code**

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Minor infractions are generally handled by a student's classroom teacher, but may also involve a school administrator. Any time a student is required to see a school administrator, a learning opportunity arises, involving one or more of the school's Capstone Virtues (see the [article on School Discipline](#) in *What Every Liberty Parent Needs to Know*). Every student is encouraged to be responsible for his or her own actions, and students are instructed to share the incident with their parents. If and when necessary, the interaction between the student and the school administrator may be followed up with an in-person conference, a phone call, and/or written communication with the parents as soon as possible.

School administrators, teachers, and/or staff members may assign consequences. Depending on the nature of the offense, damages to others, and continued pattern of offenses, consequences may include detentions, service, student behavior plans, fair remuneration, relinquishing privileges, apologies, required extra work, and/or activity restrictions. Should a situation become more severe, a parent conference will be required immediately. For major infractions (including repeat offenses), suspension and/or Capstone research procedures will be followed.

All detentions for discipline will be served soon after the infraction. If the discipline situation warrants notification of the parents, an attempt will be made to notify them the day the detention is given. Students serving a detention on the same day as an after-school activity will not be allowed to participate in the activity until the detention is served. Any change in the detention will be at the discretion of the school administrator. Students serving a Capstone Research Day or suspension on the same day as an after-school activity will not be allowed to participate in the activity that day.

If a student has been given a Capstone Research Day, In-School Suspension, or Out-Of-School Suspension two or more times during the year, or if the student has received more than eight (8) conduct violations in a quarter, the school administrator reserves the right to restrict the school events or field trips that the student may attend. All decisions concerning this matter will be made at the discretion of the school administrator.



#### 4.7. Discipline procedures

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Conduct Violations are considered to be minor in nature. They include gum chewing, being out of dress code, skiving, or tardiness. However, the occurrence is regarded as disruptive to the school's academic process. Repetitive conduct violations indicating behavioral patterns by a student require escalated responses by the school as herein described.

Tardiness, Dress-Code Violations, Gum Chewing, Skiving. All LCHS students, grades 7-12, will have a "clean slate" for conduct violations at the start of every academic quarter.

Thereafter, each student will be graced three (3) recorded warnings for violations of the school's policies on any combination of the following conduct expectations: Punctuality (being on time), being in dress code, attending any required extra help clubs, and refraining from gum-chewing. Any subsequent violation of these policies will result in an offending student serving a 1-hour after-school detention on the same day the violation occurs, or as assigned by a school administrator.

An accumulation of eight (8) or more violations per student per quarter may result in loss of student privileges which include, among other privileges: Dress Code incentive days (blue jean Mondays, T-shirt days, etc.), attendance at school-sponsored social functions, participation in extracurricular clubs, participation in school sports, participation in "open-campus" privileges, and eligibility for House or Order leadership positions.

Parents will be informed of the third (3rd) and all subsequent violations and detentions upon determination by an administrator. Notices of excessive conduct violations will be issued in writing by a school administrator and will be given to the offending student to take home to parents.

It is the responsibility of parents to make sure their student is aware of this Statement of Conduct-Violation Policy. All students shall be redundantly apprised of these steps and expectations at school. Copies of this policy shall be conspicuously posted in the school throughout the academic year.

Positive reinforcement. LCHS will continue to positively reinforce admirable, virtuous behavior at school. Houses are regularly rewarded upon good attire. The best-dressed male and female of every quarter are each awarded \$200 in gift certificates each and school privileges per recognition. Dress Code incentive days have been and will continue to be generously administered.

Punctuality. Students arriving late for class will be recorded as "tardy" by their instructors. Students arriving after 7:45AM to school will be recorded as "tardy" and must check in at the front office and obtain a late arrival slip. A late arrival slip is not a "pass" and does not excuse a tardy student. Excused tardiness is predicated upon prior arrangement by parents for late arrivals. Reasons given for tardiness, such as

oversleeping, bad traffic, late carpool, etc., are not considered valid excuses for being late to school.

**Skiving Defined.** Liberty's ninth-hour "club" options are a great opportunity for students to get extra help in their studies. Students falling behind in their grades may be required by their instructors to attend 9<sup>th</sup> hour study clubs or zero-hour (morning) study sessions. Such students, who are required to attend but fail to show up for these sessions, will be given a conduct violation. The proper term for skipping these supplemental study sessions is skiving. "Skiving" also applies to failures to show up for lunchtime ransom duty, detentions, and other staff-assigned appointments.

**Appeal to parents.** As a parent-run institution, the school relies on parents to support the policies that have been adopted by parents through the school's Board of Directors. To review the LCHS Dress Code, please visit the Dress Code page of the LCHS website ([http://hs.libertycommon.org/student\\_life/dress\\_code](http://hs.libertycommon.org/student_life/dress_code)).

### **Formal Discipline Proceedings**

Suspensions and/or Capstone Research Days can be assigned only by a school administrator. Prior to suspension, the student's parent will be notified, and a parent conference will be required before the student returns to class. Notice of suspension shall be given in writing. According to CRS 22-33-105 2a) and b), a student may not be suspended for time exceeding 25 school days during a single school year. Opportunities will be given for a student to make up school work during suspension; however, the school will determine the amount of credit the student shall receive for this makeup work.

#### Levels

If the student exhibits inappropriate behavior or actions, the student may be placed on a formal discipline level. Level 1 is an indication that the student is exhibiting behavior or actions that are not acceptable. Level 2 indicates that the student is continuing with the inappropriate actions or behavior. Level 3 will result in expulsion from the school and the school district. The Liberty Common School reserves the right to place the student at any level at any point according to the severity of the offense.

**Level 1 –** Students will be placed on Level 1 after a major infraction or a series of minor infractions, depending on the severity of the incident(s). This will include a minimum of one (1) day and a maximum of ten (10) days of suspension and/or Capstone Research Days. A student-discipline plan may be created during the conference between parent, student, and school administrator depending on the severity of the infraction(s). A parent-student-administrator conference may be required before the student is re-admitted to the classroom. Depending on the severity of the infraction, the student may or may not be placed on Level 1 at this point.

**Level 2 –** Students will be placed on Level 2 after one or two major infractions following initial suspension, depending on severity of offense and/or as a result of the student's violation of his or her discipline plan. Level 2 will include a minimum of two (2) days and a maximum of no more than ten (10) days total of suspension and/or Capstone

Research Days. A required parent-student-administrator conference will be held before student is allowed to return to school. If a discipline plan already exists, it will be reviewed and revised. If a discipline plan has not been created as yet, one will be created for the student at this point. Depending on the severity of the infraction, the student may or may not be placed on Level 1 or 2 at this point.

Level 3 – Students will be placed on Level 3 (officially classified as a declaration of “habitually disruptive”) after one or two major infractions following a placement at Level 2, depending on severity of offense and/or as a result of the student’s violation of his or her discipline plan. The Liberty Common School at this point may move toward expulsion proceedings. Prior to expulsion proceedings, a student may appeal the decision and obtain a hearing from the Board of Directors. In addition, “The board of education of each district may deny admission to, or expel for any period not extending beyond one year, any child whom the board of education, in accordance with the limitations imposed by this article, shall determine does not qualify for admission to, or continued attendance at, the public schools of the district.” (CRS 22-33-105 2c).

*According to Colorado statute, a student may be declared habitually disruptive after being suspended three times (3) within one year on the grounds set forth in CRS 11-33-106 for causing a material and substantial disruption in the classroom, on school grounds, in school vehicles, or at school activities or events because of behavior that was initiated, willful, and overt on the part of the student, and the suspensions were made for:*

- Continual, willful disobedience or open and persistent defiance of proper authority;
- Willful destruction or defacing of school property;
- Behavior on or off school property, which is detrimental to the welfare or safety of other students or of school personnel;
- Serious violations in a school building or in or out of school property;
- Repeated interference with a school’s ability to provide educational opportunities to other students;
- And other grounds found in CRS22-33-106(1)(a),(b),(c),(d), and (e).

Expulsion from The Liberty Common School shall be mandatory for the following violations:

- Carrying, bringing, using, or possessing a dangerous weapon (including a firearm or firearm facsimile, any pellet, or BB gun or other device, operational or not, designed to propel projectiles by spring action or compressed air, fixed blade knife with a blade that measures longer than three (3) inches in length or a spring-loaded knife with a blade longer than three and one-half inches, any object, device, instrument, material, or substance, whether animate or inanimate, used or intended to be used to inflict death or serious bodily injury. Non-lethal devices related to this section may be specifically authorized by school administration for legitimate school activities – such as theatrical productions, sports [for example, fencing], or other school-sanctioned activity – prior to use or possession on school property);
- The sale or possession of a drug or controlled substance;

- Death threats to other students, faculty, administration, or Members of the Board of Directors;
- The commission of an act, which if committed by an adult would be robbery, or assault other than third-degree assault.

#### **4.8. Bullying** [Back to top](#)

##### **I. Policy Statement**

Bullying is not tolerated at Liberty Common School (LCS). In accordance with Section **22-32-109** (2)(a)(I) through (X), C.R.S (2002), LCS promotes prevention and effective, consistent responses to incidents of bullying. This policy complies with all applicable state laws, rules, and school-district policies.

Bullying betrays Respect, Citizenship, Self-Control, and Responsibility as set forth in the school's Foundation Stones; and, Justice and Temperance as set forth in the school's Capstone Virtues. Bystanders who fail to take action in the presence of bullying betray the Capstone Virtues of Fortitude, Gratitude, Prudence, and Patriotism. The purpose of this policy (Policy) is to make clear Liberty Common School's position on all forms of bullying, observations of bullying, and to establish procedures to be followed where bullying is known or alleged to have occurred.

This Policy specifically addresses bullying by LCS students and students visiting from other schools. Incidents of bullying shall be treated with the seriousness they deserve, promptly and fairly for the benefit of all parties concerned.

Students shall not engage in any form of bullying as defined by law or in this Policy.

LCS is committed to providing a safe place for learning, teaching, and gathering free from unlawful harassment and power-imbalances that result from bullying. The adoption and enforcement of the provisions of this Policy are in keeping with this commitment.

##### **II. Bullying is hereby defined as:**

1. Any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student; or,
2. Aggressive behavior that results in an imbalance of power, such as but not limited to a student's use of physical strength, a credible threat to use force or coercion, access to embarrassing information, and/or popularity to control or harm others.

##### **III. Scope of Policy**

This Policy applies to conduct occurring on LCS property and at LCS-sanctioned events or programs off school property, such as study-abroad programs, fieldtrips, or internship

programs. Liberty Common School (LCS) or “the school,” as used in this Policy, applies to students in all grades kindergarten through twelfth grade.

## V. Related Definitions.

1. **Complainant.** Any LCS student seeking resources, support, and/or a formal disciplinary process in response to bullying.
2. **Respondent.** Any LCS student who has been alleged to have violated this Policy.
3. **Bystander.** Any student who witnesses bullying in any of the forms described herein.
4. **Pattern.** Any bullying behavior that happens more than once.

## VI. Procedures

1. It is the responsibility of Liberty Common School to insist all students and faculty set a positive example by not engaging in bullying. LCS will take action by:
  - a. Providing procedures to address bullying reports and accusations to all students and parents;
  - b. Encouraging the reporting of all accusations that meet this Policy’s definition;
  - c. Reporting results of any bullying investigation to law enforcement in a timely manner as specified below;
  - d. Following-up with complainant to ensure the behavior has stopped, and that he/she has not experienced any retaliation or reprisal.
  - e. Having any additional adults present during conversations between administrators and students as the principal deems necessary.
2. If a student thinks he/she is a victim of bullying, he/she is encouraged to first speak to the alleged bully and insist the behavior be stopped. If the behavior continues, the alleged victim will report the bullying to any LCS faculty, staff member, or administrator. However, if the alleged victim feels he/she is unable to safely approach the alleged bully, he/she will immediately report the incident to any LCS faculty, staff member, or administrator.
3. **Reporting by faculty, staff, or administrator.** It cannot be controlled if a complaint will be made or to whom the complainant will first speak. It is important all school employees understand that reports of incidents that meet the bullying definition of this Policy are to be immediately channeled to a school administrator. Reports of bullying should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accused, the accuser, the school, and the greater community.
  - a. Upon the reporting of any bullying allegation, LCS will take immediate action to eliminate the misconduct, prevent its recurrence, and address its effects.

- b. As soon as the school administration knows, or reasonably should know about a possible bullying event, there should be a prompt investigation to determine relevant facts such as they may be reasonably ascertained. The investigation should be prompt, thorough, and impartial.
- c. Promptly upon completing the investigation and determining what occurred, the school administration should determine if the bullying incident meets the criteria of any specific criminal violation according to Colorado criminal statute, including, but not limited to, physical assault, stalking, threat with a deadly weapon, taking a thing of value, etc.
  - All bullying cases that violate an existing Colorado criminal statute will be reported to law enforcement in accordance with State Statute and this Policy.
  - If upon completing the investigation the school administration is unsure whether the complaint meets the criteria of a Colorado criminal statute, it will report the incident to local law enforcement.
  - If upon completing the investigation the school administration determines the incident does not meet the definition of a Colorado criminal statute, disciplinary procedures outlined elsewhere in the Student/Parent Handbook, with a reasonable balance between the pattern and severity of the bullying behavior, will be applicable.
    - During the time which the school administration communicates disciplinary procedures to the respondent, a discussion reinforcing acceptable behavior expectations will also occur.
- d. The LCS Board of Directors will be notified of any incident in which law enforcement becomes involved.

- 4. Student bystanders and witnesses to bullying.** Bystanders who witness acts of bullying which meet the definition of this Policy have moral obligations in accordance with the School's Foundation Stones, and Capstone Virtues:
- a. Never laugh or engage in any behavior that might encourage the bully.
  - b. Do not become an audience for the bully.
  - c. Privately reach out to the victim to offer friendship and support. Encourage the victim to respond in accordance with this Policy.
  - d. Include the victim in activities with you and/or your friends.

- 5. Administration follow-up.** After an investigation has occurred and the reporting to law enforcement has been completed in accordance with this Policy, the school administration will follow up with all parties involved.
- a. The school administration will meet or speak with the complainant and his/her parents, informing them that appropriate disciplinary actions have been taken, and any reports filed with law enforcement when applicable. Due to the School's legal obligations to protect the privacy of all students, it is possible details of disciplinary actions or non-public

student records are unable to be disclosed or discussed with persons other than the student's parents. The school administration will communicate any new information received from law enforcement, or any other source, pertaining to the incident and/or the after effects of the incident as appropriate.

- b. The school administration will meet or speak with the respondent(s) and his/her parents to implement discipline, and inform of any reports filed with law enforcement when applicable. The school administration will communicate any new information received from law enforcement, or any other source, pertaining to the incident and/or the after effects of the incident as appropriate.

### Cyber-Bullying

Liberty's electronic devices, computer networks, or other property, whether accessed on campus or off, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as "cyber-bullying," are unacceptable and viewed as a violation of Liberty's acceptable computer-use policy and procedures.

Malicious use of Liberty's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system.

Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited. Cyber-bullying includes, but is not limited to the following misuses of school technology: Harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victim of such misuses of Liberty-owned technology, as described herein, should not erase the offending material from the system. A copy of the material should be printed or otherwise preserved and brought to the attention of the Administration.

For situations in which cyber-bullying originates from a non-school computer, and is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of the school and is in violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to harm an employee, student or Member of the Board of Directors of The Liberty Common School.

Disciplinary action may include, but is not limited to, loss of computer privileges,

detention, suspension or expulsion for verified perpetrators of cyber-bullying.

Always feel free to confer with the Administration if you have any questions or concerns.

Students possess the right of privacy as well as freedom from unreasonable search and seizure as guaranteed by the Fourth Amendment of the U.S. Constitution. This individual right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of all its students and to ensure compliance with school rules. School employees (usually administrators) may conduct searches of property or person when they have reason to suspect the health, safety, or welfare of students or staff may be endangered.

Liberty is not responsible for loss, theft, or breakage of items brought to school.

### **3.10. Student Sexual Misconduct**

#### **I. Policy Statement**

Sexual misconduct is not tolerated at Liberty Common School (LCS). In accordance with Colorado Statutes 22-30.5-120, 22-30.5-301, 22-32-109.1, and Title IX of the Education Amendments of 1972 when applicable, LCS promotes prevention and effective, consistent responses to incidents of sexual misconduct.

The purpose of this policy (Policy) is to make clear Liberty Common School's position on all forms of sexual misconduct, and to establish procedures to be followed in investigating, reporting, and resolving instances where misconduct is known or alleged to have occurred.

Sexual misconduct, defined as including sexual harassment, sexual assault, sexual exploitation, intimate-partner violence, stalking, indecent exposure, or retaliation betrays the principles set forth in the school's Foundational Stones and Capstone Virtues. This Policy specifically addresses sexual misconduct by LCS students and students visiting from other schools. Incidents of sexual misconduct shall be treated with the seriousness they deserve, promptly and fairly for the benefit of all parties concerned.

Students shall not engage in any form of sexual misconduct as defined by law or in this Policy.

LCS is committed to providing a safe place for learning, teaching, and gathering free from unlawful conduct and inappropriate distractions. The adoption and enforcement of the provisions of this Policy are in keeping with this commitment.

#### **II. Scope of Policy**

This Policy applies to conduct occurring on LCS property and at LCS-sanctioned events or programs off school property, such as study-abroad programs, fieldtrips, or internship programs.



### III. Statement Regarding Privacy

Liberty Common School is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. In any report under this Policy, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegation. If the complainant insists that his or her name or personal information not be disclosed, the investigating administrator should inform the complainant that the ability to accommodate this request may be limited due to the reporting requirements of this Policy and applicable statutes.

### IV. Prohibited Conduct

Liberty Common School prohibits the following forms of conduct:

1. **Sexual Harassment.** Sexual harassment can take many forms. Sexual harassment:
  - May include but is not limited to sexual advances or requests for sexual favors, inappropriate comments, jokes or gestures, or other unwanted verbal or physical conduct of a sexual nature;
  - May be blatant and intentional and involve an overt action, a threat of reprisal, or may be subtle and indirect with a coercive aspect that is unstated;
  - Does not have to include intent to harm;
  - May be committed by a stranger, an acquaintance, someone with whom the complainant has an intimate sexual relationship, or a group of students;
  - May occur in the classroom, residential or private settings, or over any form of electronic media (including the Internet, telephone, and text) or in any other setting;
  - May be a one-time event or part of a pattern of behavior;
  - May be committed in the presence of others or when the parties are alone;
  - May affect the complainant and/or third parties who witness or observe the harassment.

Sexually harassing behaviors will differ in type and severity. Key determining factors are that the behavior is unwelcome, sexual in nature, and reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct.

2. **Sexual Assault.** Sexual Assault is intentional sexual contact with another person without that person's consent. Intentional is defined as knowingly and/or recklessly engaging in sexual contact without an individual's consent and does not include accidental contact.
3. **Sexual Exploitation.** Sexual exploitation is an act committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage. Examples of sexual exploitation include:
  - Any streaming of images, photography, video, or audio recording of sexual activity, nudity, or distribution of such without the knowledge and consent of all parties involved;
  - Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

4. Intimate-Partner Violence and Dating Violence. Intimate-partner violence includes dating violence, and includes any act of violence or threats of violence against a person who is, or has been involved in, a dating, or other intimate relationship with that person. Intimate-partner violence may take the form of threats, assault, property damage, or violence or threat of violence to one's self, romantic partner, or family and friends. The existence of such a relationship will be determined based on the reporting party's statement.
5. Stalking. Stalking occurs when a person engages in a course of conduct or repeatedly communicates and/or commits acts toward another person, including following the person under circumstances that demonstrate:
  - a. An intent to place the other person in reasonable fear of bodily injury; or
  - b. An intent to cause substantial emotional distress to the other person.The stalking herein includes the act of cyberstalking as described in section 3.8 of the Student/Parent Handbook. Other examples of stalking include:
  - Unwelcome or repeated visual or physical proximity to a person;
  - Repeated oral or written threats;
  - Unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on any social media platform;
  - Sending or posting unwelcome message with an assumed identity; or
  - Implicitly threatening physical contact.
6. Indecent Exposure. Indecent exposure occurs when a person exposes genitals or makes sexual gestures in any place where there are present other persons under circumstances in which one knows or should know that this conduct is likely to offend, affront, or alarm.
7. Retaliation. Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group involved in the investigation and/or resolution of a sexual misconduct allegation. Retaliation can take many forms, including continued abuse or violence, threats, and intimidation. Any individual or group, not just a complainant or respondent, can engage in retaliation.

#### V. Related Definitions

1. Complainant. Any LCS student seeking resources, support, and/or a formal disciplinary process in response to sexual misconduct.
2. Respondent. Any LCS student who has been alleged to have violated this Policy.

#### VI. Procedures

1. It is the responsibility of Liberty Common School to insist all students set a positive example by not engaging in sexual misconduct in any form. LCS will take action by:
  - a. Providing procedures to address sexual misconduct reports and accusations to all students and parents;
  - b. Encouraging the reporting of all accusations;
  - c. Reporting results of any sexual misconduct investigation to law enforcement in a timely manner as specified below;

- d. Following up with a person who reported sexual misconduct to ensure the behavior has stopped, and that he/she has not experienced any retaliation or reprisal.

## 2. Reporting

It cannot be controlled to whom the accuser of sexual misconduct will first speak. It is important all school employees understand that reports of incidents are to be immediately channeled to a school administrator. Reports of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the accused, the accuser, the school, and the greater community. Reports should be processed with the highest confidentiality possible under the privacy guidelines of this Policy and applicable school laws both before and after they have been submitted to appropriate authorities.

- a. Upon the reporting of a sexual-misconduct allegation, LCS will take immediate action to eliminate the misconduct, prevent its recurrence, and address its effects.
- b. As soon as the school administration knows, or reasonably should know about a possible sexual-misconduct event, there should be a prompt investigation to determine relevant facts such as they may be reasonably ascertained. The investigation should be prompt, thorough, and impartial.
- c. Promptly upon completing the investigation and determining what occurred, the school administration should determine what form of prohibited misconduct is alleged to have occurred as defined by this Policy.
- d. All cases of sexual assault, sexual exploitation, intimate-partner or dating violence, stalking, and indecent exposure will be reported to law enforcement in accordance with state statute and this Policy.
- e. If upon completing the investigation the school administration is unsure whether the complaint meets the criteria of one of the above prohibited conduct definitions, it will report the incident to local law enforcement.
- f. If upon completing the investigation the school administration determines the incident does not meet the definition of a reportable offense, disciplinary procedures outlined elsewhere in the Student/Parent Handbook will be applicable.

## 3. Follow-Up

After an investigation has occurred and the reporting to law enforcement has been completed, the school administration will follow up with all parties involved.

- a. The school administration will meet or speak with the student(s) who made the complaint and his/her parents, informing them that a report has been filed with law enforcement when applicable. The school administration will communicate any new information received from law enforcement, or any other source, pertaining to the incident and/or the after effects of the incident as it sees appropriate.
- b. The school administration will meet or speak with the accused student(s) and his/her parents, informing them a report has been filed with law enforcement. The school administration will communicate any new information received from law enforcement, or any other source, pertaining to the incident and/or the after effects of the incident as appropriate.

#### **4.9. School-wide Dress Standards**

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Liberty Common School has established school-wide dress standards to create an environment of academic excellence without unnecessary distractions and to reduce social distinctions. It is intended to support and reinforce all aspects of Liberty Common School's Character-Education efforts, including the school's Foundation Stones and Capstones.

The Dress Code is in effect for all students, every day from the start of the school day until students have completed all their activities for the day.

##### **Standards for Daily Dress**

Liberty Common Junior-High-School scholars in grades 7-8 dress according to the "LCHS School-Wide" Dress Code. To give our junior-high students earned incentives, privileges have been added to the School-Wide Dress Code to allow students to wear any solid-colored shirt with a collar.

Liberty Common High-School scholars in grades 9-12 may dress according to the "LCHS Choice" Dress Code or the "LCHS School-Wide" Dress Code. LCHS is a business-casual environment at minimum. LCHS Business Formal attire is professional dress that goes above and beyond the LCHS business-casual Choice Dress Code and is encouraged at all times.

As long as LCHS scholars choose to abide by their grade-level dress codes they will be able to enjoy the freedoms they provide. LCHS scholars who repeatedly choose not to comply with the Dress Code will lose their associated privileges and will be required to revert to the Liberty Common School-Wide Dress Code for a time determined by the high-school administration. LCHS students/parents should be prepared to obtain school-wide Dress-Code-compliant clothing in the case that a student loses his/her Dress-Code privileges.

Parents and students should refer to the Dress Code when making wardrobe choices. All school staff members and administrators are responsible for enforcing the dress codes. Administrators will render final determinations regarding dress code compliance.

##### **School-Wide Dress Code (All 7th-12th Grade Scholars)**

###### **Acceptable**

###### **Acceptable Tops**

- Shirts or blouses with a button-up or snap-up collar, turtlenecks, mock turtlenecks, or polo shirts; only the top snap or button may be unfastened.
- Shirts must be tucked in while in the building except during P.E. class.
- Solid-colored non-hooded sweaters, sweatshirts, vests, dress jackets, athletic-type jackets and Liberty jackets worn with a Dress-Code-compliant top. This

includes quarter-zip pullover-type tops (jackets or fleeces). All tops must be compliant with logo standards.

- Outdoor wear may be worn to the student's locker upon entering the building and in the lunchroom during lunchtime.

#### Acceptable Top Colors/Logos

- Any solid color.
- Polos and non-hooded sweatshirts with a Liberty logo.
- Liberty-issued patches.

#### Acceptable Undershirts

- Undershirts, including long-sleeved undershirts, may be worn under a Dress-Code-compliant shirt.

#### Acceptable Bottom Colors/Fabrics

- Navy, black, or tan colors not faded to gray.
- Woven, twill, and corduroy for pants and jumpers.
- Woven, twill, corduroy, and polyester for shorts.
- Woven, twill, corduroy, and loosely-fitting knit (i.e., maxi skirts).
- On approved "Jean Days" and "Free-Dress Days," denim must be a solid color, in good condition, and not tattered, frayed, threadbare, or bleached.

#### Acceptable Bottoms

- Trousers, slacks, skorts, skirts, capris, and jumpers.
- Trousers must touch the top of the shoe in front and not drag on the ground when standing.
- Jumpers must be full bodice and may not have bib-type overalls.
- The maximum number of pockets for trousers is five.
- Discrete logos on waistbands.
- Shorts' hem must fall between the kneecap and 3 inches above the top of the kneecap in front and back when standing.
- The hem and any slits of skirts and jumpers is recommended to be at the knee. The hem and any slits must fall between the ankle and 3 inches above the top of the kneecap in front and back when standing straight.
- Solid-colored leggings and tights in any of the approved bottom colors, worn as stockings under Dress-Code-compliant skirts or shorts.

#### Acceptable Shoes

- Shoes appropriate for daily activity and not distracting.
- Sandals with back straps/heel straps.
- Dress pumps with or without heel straps.
- Tennis/athletic shoes with non-marking soles; these are required for P.E. class.

#### Acceptable Accessories/Jewelry

- Jewelry and accessories in good taste and modest in size.
- Ear piercings, up to two per ear, for females.
- Make-up must be modest, natural, low-key and in good taste.
- Hair color is limited to two natural colors.
- Contact lenses in a natural color, both eyes the same color.
- Scarves compliant with other aspects of the Dress Code.
- Neckties and/or bowties compliant with other aspects of the Dress Code; ties should be in good taste and must be worn snug at the collar.
- LCHS-inscribed jewelry and class rings.

- ID bracelets or small writing/labels that cannot be read from a few feet away.

#### Acceptable Miscellaneous Items

- All attire must be clean, neat, modest and in good repair.
- Students must remain in Dress Code until they leave the school, unless authorized.

#### Unacceptable

##### Unacceptable Tops

- Collarless shirts.
- Sleeveless tops or shirts that reveal shoulders, straps, or undergarments.
- Tops that are excessively tight, including but not limited to showing any descriptive lines of undergarments.
- Tops with zippers or laces and pullover shirts.
- Clothing tied around the waist.
- Hoods on any clothing other than outdoor wear.
- Denim and thermal-knit (waffle-knit) tops.

##### Unacceptable Top Colors/Logos

- Stripes, prints, designs, and non-Liberty logos.
- Writing, drawings, or depictions.

##### Unacceptable Undershirts

- Exposed undergarments (this includes but is not limited to camisoles and tank tops, unless the undershirt is at the manubrium ridge and is able to remain there on its own.)
- Undershirts with visible symbols, writings, or designs.

##### Unacceptable Bottom Colors/Fabrics

- Denim, regardless of color, except on approved days. Denim and twill are very similar, but when denim wears the worn part shows white, whereas twill does not.
- On approved “Jean Days” and “Free-Dress Days,” tattered, frayed, multi-colored, threadbare, bleached or “bleacher” denim.

##### Unacceptable Bottoms

- Nylon flight pants, gauchos, cargo pants, cargo shorts, sweats, stretch pants, yoga pants, overalls, spandex, lace, sheet clothing, tightly-fitting knit skirts, or pants with zippers down the side.
- Pockets below the usual pocket level; all pockets should be attached to, or just below, the waistband with a maximum of five pockets: two in the front, two in the back, and one small coin pocket.
- Poorly-fitted trousers, baggy trousers, trousers with a sagging crotch, or trousers worn below the waist.
- Patterned hosiery.

##### Unacceptable Shoes

- Flip-flops.
- “Five-toe” or over-the-calf sneakers.
- Visible writing on shoes.
- Lighted shoes or shoes with rollers.
- Slippers or footwear resembling slippers.

##### Unacceptable Accessories/Jewelry

- Earrings on males.

- More than two earrings per ear for females.
- Visible piercings not in the ear, piercings covered with bandages, or “clear” piercings (“plugs”).
- Illuminated or noise-making jewelry or accessories.
- More than two necklaces.
- More than one belt.
- More than one wristband or bracelet per arm.
- Jewelry, including wristbands, with visible writing.
- Visible tattoos or drawings on oneself.
- Radical (distracting) hairstyles or colors.
- Spikes or studs on any accessories or attire.
- Jewelry that depicts violence, glorifies death or violence including, but not limited to, objects or images that are depictions of (or materially) weapons, parts of weapons, ammunition, knives, blades, chains, handcuffs, bones or skulls.

Unacceptable Miscellaneous Items

- Baggy clothing.
- Clothing worn inside-out or backwards.
- Students changing out of Dress Code after school without prior authorization.
- See-through material (including sheer fabric, open-knit sweaters, and lace).  
Fabrics must be thick enough to conceal skin and undergarments, unless there is an opaque layer that is Dress Code-compliant.

Free-Dress Days: Clothing must be in good condition, not tattered, frayed, threadbare, or see-through. Tops must have sleeves. Shoulders, the midriff, undergarments, and décolletage must be covered. Bottoms must be no shorter than three inches above the knee and not excessively tight. Knit or spandex leggings, jeggings, and tightly fitting skirts are not allowed. No clothing depicting or glorifying death, violence, alcohol, or drugs.

Fieldtrip Attire: Students will be in Dress Code or a modified version of the Dress Code at the discretion of the supervising faculty.

**LCHS Choice Dress Code (Option for Students in Grades 9-12)**

LCHS is a Business Casual Environment

Business Formal attire is always encouraged at LCHS.

Acceptable

Acceptable Tops

- Short- or long-sleeved shirts, blouses, sweaters, or non-hooded sweatshirts in good condition.
- Shirts may be plain-front, button-up or snap-up.
- Males must wear shirts with collars.
  - Exception: Males may wear a sweater (sweaters are knitted, not woven) with a collared or non-collared undershirt as a lower layer beneath. Woven thermal (waffle) tops are not permitted.
- The lowest layer must be tucked in at all times while in the building.

- Untucked shirts (with tucked undershirt) must be kept at a reasonable level near the waistline.
- Light or athletic-type jackets without hoods may be worn indoors as long as a Dress-Code-compliant top is worn beneath (see logo restriction). This includes quarter-zip pullover-type tops (jackets or fleeces).
- Suit jackets, blazers, vests, sweaters and sport coats may be worn indoors.
- Cold-weather outerwear (parkas, jackets, coats, and hooded sweatshirts) may be worn in the lunchroom and outside during the lunch hour.

#### Acceptable Top Colors/Logos

- All colors.
- Stripes and patterns.
- Non-written logos, less than 1" by 1", or the size of a quarter.
- Liberty-issued patches, LCHS collared shirts, and LCHS non-hooded sweatshirts.

#### Acceptable Undershirts

- The lowest layer must be tucked in at all times while in the building.
- Undershirts, including long-sleeved undershirts, may be worn under a Dress-Code-compliant shirt.

#### Acceptable Bottoms

- Trousers, slacks, shorts, skirts, and capris in good condition.
- Trousers must touch the top of the shoe in front and may not drag on the ground when standing straight.
- Shorts: The hem must be no higher than 3 inches above the top of the kneecap in front and back when standing straight.
- Skirts: The hem and any slits of skirts and jumpers is recommended to be at the knee. The hem and any slits must fall between the ankle and 3 inches above the top of the kneecap in front and back when standing straight.
- Solid-colored leggings and tights are considered stockings and may be worn under Dress Code-compliant skirts or shorts.
- Jeans worn on "Free-Dress Days" and "Blue-Jean Mondays" must be in good condition and not tattered, frayed, threadbare, or bleached.

#### Acceptable Bottom Colors/Fabric

- All colors.
- Fabrics in good condition, other than denim and nylon/spandex, that are thick enough to conceal skin and undergarments.
- Discreet logos on waistbands.

#### Acceptable Shoes

- Shoes appropriate for daily activity and not distracting.
- Sandals must have back straps/heel straps.
- Dress pumps are permissible, with or without heel straps.
- Tennis/athletic shoes with non-marking soles; these are required for P.E. class.

#### Acceptable Accessories/Jewelry

- Jewelry and accessories in good taste and modest in size.
- Ear piercings, up to two per ear, for females.
- Make-up must be modest, natural, low-key and in good taste.
- Hair color is limited to two natural colors.
- Contact lenses in a natural color, with both eyes the same color.
- Scarves.



- Neckties and/or bowties, which should be in good taste and be worn snug at the collar.
- LCHS-inscribed jewelry and class rings.
- ID bracelets or small writing/labels that cannot be read from a few feet away.

#### Acceptable Miscellaneous Items

- All attire should be clean, neat, modest and in good repair.
- Students must remain in Dress Code until they leave the school unless authorized.

#### Unacceptable

##### Unacceptable Tops

- Hoods on any sweaters, sweatshirts or jackets worn indoors.
- Athletic crewneck shirts, undershirts, baseball shirts, and non-collared shirts that are white or made of heather fabric, excluding sweaters.
- Denim and thermal-knit (waffle-knit) tops.
- Sleeveless shirts (no part of the shoulder may be exposed).
- Front-opening tops with zippers, laces, or fasteners other than buttons or snaps.
- Tops that reveal shoulders, undergarment straps, midriff, back, or axilla (underarm/armpit).
- Tops that expose undergarments (this includes but is not limited to camisoles and tank tops, unless the undershirt is at the manubrium ridge and is able to remain there on its own).
- Tops that are excessively tight, including but not limited to showing any descriptive lines of undergarments.
- See-through shirts (including sheer fabric and open-knit sweaters and lace). Fabrics must be thick enough to conceal skin and undergarments, unless the bottom opaque layer is in Dress Code. Wrinkled, tattered, torn, worn, threadbare, or frayed tops. Thermal-knit (waffle-knit) tops are not permitted.
- Décolletage (the “four-finger rule”) visible from any angle. No skin may be exposed more than four fingers’ width below the manubrium ridge (top of sternum).
- Jackets, sweatshirts, or sweaters tied around the waist.
- Cold-weather outerwear (parkas, jackets, coats, and hooded sweatshirts) worn in classrooms or hallways when it is not lunchtime.

##### Unacceptable Top Colors/Logos

- Pictures or writing.
- Camouflage, floral prints or tie-dye.
- Written logos larger than 1” by 1”, or the size of a quarter.

##### Unacceptable Undershirts

- Undergarments and straps may not be visible at any time (including camisoles and tank tops unless the undershirt is at the manubrium ridge and is able to remain there on its own).
- Thin camisole straps may not be visible.
- A shirt that requires frequent attention to keep in place at the “four-finger” mark.
- Visible symbols, writing or designs.

##### Unacceptable Bottoms

- Cargo shorts, gauchos, sweats, stretch pants, leggings, jeggings, yoga pants, overalls, spandex, lace, or sheet clothing.
- Nylon flight pants, cargo pants, or pants with zippers down the sides.
- Pockets below the usual pocket level.
- More than 5 pockets. All pockets need to be attached to, or just below, the waistband – two in the front, two in the back, and one small coin pocket.
- Bottoms that are badly wrinkled, tattered, torn, threadbare, or frayed.
- Bottoms with a sagging crotch or worn below the hips.
- See-through bottoms. Fabrics must be thick enough to conceal skin and undergarments, even when the bottom layer is in Dress Code.
- Patterned hosiery.
- Pants, skirts, dresses, and/or shorts, that are excessively tight, including but not limited to showing any descriptive lines of undergarments.

#### Unacceptable Bottom Colors/Fabric

- Camouflage, floral prints, tie dye, or bleached blotch.
- Denim, or fabric that looks like denim, regardless of color. *Denim and twill are very similar, but when denim wears, the worn part shows white, whereas twill does not. The final call on denim belongs to the Administration.*

#### Unacceptable Shoes

- Flip-flops.
- “Five-toe” or over-the-calf sneakers.
- Visible writing on shoes.
- Lighted shoes, or shoes with rollers.
- Slippers or footwear resembling slippers.

#### Unacceptable Accessories/Jewelry

- Males wearing earrings.
- Females wearing more than two earrings per ear.
- Visible piercings not in the ear. Piercings covered with bandages, “clear” piercings (“plugs”).
- Oversized necklaces.
- More than two necklaces.
- More than one belt.
- More than one wristband or bracelet per arm.
- Jewelry, including wristbands, with visible writing.
- Illuminated or noise-making jewelry or accessories.
- Visible tattoos or drawings on oneself.
- Radical (distracting) hairstyles.
- Spikes and studs on any accessories or attire.
- Jewelry that depicts violence or glorifies death or violence, including, but not limited to, objects or images that are materially, or depictions of, weapons, parts of weapons, ammunition, knives, blades, chains, handcuffs, bones or skulls.

#### Unacceptable Miscellaneous Items

- Baggy clothing, clothing worn inside-out or backwards.
- Students changing out of Dress Code after school without prior authorization.
- See-through material (including sheer fabric and open-knit sweaters and lace). Fabrics must be thick enough to conceal skin and undergarments, unless there is an opaque layer that is Dress Code-compliant.

Blue-Jean Mondays:

Denim bottoms are allowed every Monday. The denim must be in good condition and may not be tattered, frayed, threadbare, or bleached.

Free-Dress Days: Clothing must be in good condition, not tattered, frayed, threadbare, or see-through. Tops must have sleeves. Shoulders, the midriff, undergarments, and décolletage must be covered. Bottoms must be no shorter than three inches above the knee and not excessively tight. Knit/spandex leggings, jeggings, and tightly fitting skirts are not allowed. No clothing depicting or glorifying death, violence, alcohol, or drugs.

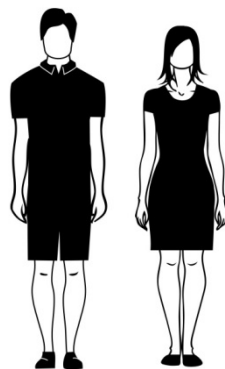
Fieldtrip Attire: Students will be in Dress Code or a modified version of the Dress Code at the discretion of the supervising faculty.

**Result when a student violates the Choice Dress Code:**

1. Any teacher or staff member may address a student to correct a Dress-Code violation or send the student to the front office to have the issue resolved.
2. Students may be asked to change into a Dress-Code compliant clothing article that they have at school, is in the school's Dress-Code closet, or is brought in by a parent/guardian.
3. Students must be in compliance with the Dress Code in order to attend classes.
4. Upon a 3<sup>rd</sup> Dress-Code violation within a quarter a student will no longer be eligible for the Choice Dress Code, but will be remanded to the School-Wide Dress Code for two weeks.
5. Upon a 4<sup>th</sup> Dress-Code violation within a quarter, a student will no longer be eligible for the Choice Dress Code, but will be remanded to the School-Wide Dress Code for one month.
6. Upon a 5<sup>th</sup> Dress-Code violation within a quarter, a student will no longer be eligible for the Choice Dress Code, but will be remanded to the School-Wide Dress Code for the remainder of the school year. He/she will also lose the privilege to participate in Jeans Days, Free Dress Days, or Liberty T-Shirt Days.

Note: If the student must borrow clothing from the school, the student's account will be charged a \$20 deposit until the borrowed clothing is washed and returned to the school.

Contingencies: Any questions regarding student attire arising due to unaddressed or un-contemplated Dress-Code parameters will be judged and resolved by the administration. Please obtain prior administrative approval before wearing questionable clothing or accessories to school. "I didn't know" is not an excusable justification for Dress-Code noncompliance.



The clothing diagram above is a good guideline for appropriate coverage.

#### **4.10. Mobile Phones, Communications Devices & Other Electronic Devices**

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Mobile electronic communication devices of any kind - including cellphones, smart watches, tablets, laptops, or gaming devices - may be used outside the building only before or after school hours. During school hours, such devices must be kept in lockers or in backpacks if hanging on designated hallway hooks. Devices should be turned off or silenced. If a cellphone or device is seen or heard inside the building during school hours, it will be confiscated immediately and given to an administrator. To guarantee student privacy and security, any electronic device that has the capacity to take recordings (pictures, video, audio) is strictly prohibited in all bathrooms and locker rooms at any time, for any reason. Violations will result in an automatic out-of-school suspension and device confiscation.

Students needing to make phone calls during the school day may use the courtesy phone located in the front office.

#### **4.11. Public Displays of Affection**

Behavior that simulates or otherwise suggests sexual situations is not to be tolerated. Brief hugging normally associated with an amicable greeting is acceptable. Visible space must be maintained between bodies of students at all times throughout the school day and at school-sponsored events/activities.

#### **4.12. The LCHS House system**

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##### Description

The LCHS House System is a student organizational structure designed to manage LCHS students through the establishment of vertical divisions to achieve specific academic and student life objectives. The system supplants the traditional horizontal

groupings of school class, age, and grade level by creating smaller integrated communities of students within the school.

The LCHS House System also provides a framework for student governance allowing greater opportunity for development of meaningful leadership.

### Purposes

- To increase institutional and peer-to-peer support for each student.
- To ensure individual care for each student with at least two adults who will monitor and support the academic, social, moral, and behavioral growth of each LCHS student.
- To multiply occasions to build strong, healthy student relationships.
- To develop leadership skills in every student.
- To enhance recruitment of new students.
- To maintain relationships with LCHS graduates.

### Organization

LCHS students from all grades are divided into five separate groups called “Houses.” Each House contains approximately 60-70 students. Each House is overseen by two “House Deans.” Each House may be divided further into “Mentor Groups” consisting of approximately 30-35 students. Each Mentor Group is staffed by a faculty/staff member. These groups remain together throughout the students’ high-school experience.

### Unique Outcomes for LCHS

- Enhanced school-family spirit spanning freshman through senior class divisions.
- More robust opportunities for all LCHS seniors to be trained as leaders through hands-on service gaining meaningful valuable leadership experience.
- More robust leadership opportunities for LCHS underclassmen.
- Stronger interpersonal relationship skills for each LCHS student.
- More focused support internalizing LCHS character development.

### House System Terminology

House Captains – Students (seniors and juniors only) in each House elected by their housemates to lead, convene, and organize the House while representing it at all school-wide student governance meetings.

House Dean – A faculty member chosen to oversee the effective development of a House.

House Director – The faculty member who directs the day-to-day operations of the House System.

House – A group of approximately 60-70 students, freshmen through seniors.

House names – To be stated in Latin:

- *Domus Fortitudinis* (House of Fortitude)

- *Domus Gratitude*: (House of Gratitude)
- *Domus Justitiae*: (House of Justice)
- *Domus Prudentiae*: (House of Prudence)
- *Domus Temperantiae*: (House of Temperance)

Mentor – A faculty member assigned to oversee the effective development of a Mentor Group.

Mentor Group – A multidivisional group of approximately 20 - 25 students within each House (similar in operation to “homerooms”).

School Captains – Seniors elected by the school to help lead all the Houses.

### House Activities

Each House will be expected to organize various House events such as cookouts, service projects, teambuilding activities, outings (games, bowling, etc.), tournaments, donuts, etc. Additionally, each House will develop its own traditions, customs, symbols and crests, a website, and historical awareness of the House’s name and its significance to LCS/LCHS history.

Each House will be expected to organize various school-wide events such as social activities (dances, proms, etc.), competitions, guest lectures, spirit rallies, and service projects.

### House Competitions

Each year the Houses compete for the Neenan (David & Sharon) Cup Award. This award is given to the House that accumulates the most points in various diverse competitions that accentuate academic, athletic, leadership, character and school-spirit excellence.

Each quarter, Houses earn points by earning the highest cumulative grade point averages, achieving best attendance, fewest school detentions, best dressed, and other extraordinary achievements. Points can also be earned by student attendance at athletic events, house song competitions, and other incentive opportunities offered by the LCHS administration.

The goal of the Neenan Cup is to promote healthy competition that boosts spirit and encourages student participation and interaction.

### House Assignments

Students are placed into each House by the Administration. Placements are made with an intention to balance talents, skills, and personalities in a way that best strengthens the positive characteristics, qualities, and interpersonal strength of each House. Attention will be paid to such individual strengths as aptitude, geography, confidence, athletic abilities, demonstrated leadership, and any other appropriate qualities of distinction. Siblings will be placed in the same House.

### Recruitment

Toward the end of each school year, 8<sup>th</sup> grade students at The Liberty Common School will be assigned to an LCHS House. School administrators, the House Director, House Deans, and Mentors will identify appropriate activities and strategies, through the House system, to ease 8<sup>th</sup> grade students into a smooth transition to high school and eventual LCHS enrollment.

### Alumni Relations

Each House will work with the LCHS administration and the Director of Alumni Relations to maintain contact and long-term relationships with LCHS graduates. A graduate's House will be his primary point of LCHS contact.

\*Plan approved by the Liberty BOD on 01.21.10

### **4.13. Athletics**

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Liberty Common School offers several opportunities for students to participate in a variety of sports. The primary focus of the extra-curricular athletics program is to develop both the values of competition and sportsmanship. Liberty Common is also committed to its philosophy of enriching the students' lives through the development of sports that students can continue to play as adults in their communities.

### **Jr. High School Athletics**

Junior High athletics are available to students beginning in the sixth grade. Liberty Common School is a member of Northern Plain Middle-school League Association. Students in grades 6-8 participate in sports offered through NPMLA, which is comprised from the following schools:

- Eaton Middle School
- Estes Park Middle School
- Frontier Academy (Greeley)
- Highland Middle School (Ault)
- Liberty Common
- Milliken Middle School
- Ft. Lupton Middle School
- Platte Valley Middle School (Kersey)
- North Valley Middle School (LaSalle)
- University Middle School (Greeley)
- South Valley Middle School Platteville)
- Turner Middle School (Berthoud)
- Weld Central Middle School (Keenesburg)

Currently LCS fields teams in cross country (6-8), volleyball (7-8), boys and girl's soccer (6-8), boys and girls basketball (7-8), track and field (7-8).

Students participating in extra-curricular sports must maintain the grade of C or better in each class and participate at the discretion of the Principal or Athletic Director.

### **High School Athletics**

Liberty Common is a 3A classification member school of the Colorado High School Activities Association and competes in the Patriot League, which is comprised from the following schools:

- Brush High School
- Eaton High School
- Estes Park High School
- Frontier Academy (Greeley)
- Liberty Common
- Platte Valley (Kersey)
- Resurrection Christian (Loveland)
- Sterling High School
- Strasburg High School
- University High School (Greeley)
- Valley High School (Gilcrest)

The following extra-curricular athletics are available grades 9 – 12: women’s volleyball, men’s soccer, men and women’s cross country, men’s and women’s basketball, baseball, women’s soccer and men’s and women’s track.

Students participating in extra-curricular sports must maintain the grade of C or better in each class and participate at the discretion of the Principal. Additionally, students will be required to adhere to rules prescribed by CHSAA for athletes.

#### **4.14. Fieldtrips**

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The Liberty Common School recognizes the importance of out-of-classroom experiences for students. Each of our classes may take fieldtrips during the year. In this discussion, “fieldtrip” means a journey or excursion away from school grounds, involving two or more persons that is organized and/or sponsored by the school or by an authorized employee of the school, for curricular relevance. Insurance can be purchased for individual fieldtrips by contacting the front office.

#### **Guidelines for Fieldtrips**

- All fieldtrips must be approved by the Principal.
- All fieldtrips must have curricular relevance and are considered part of the school day.
- The school faculty or staff member (i.e. the “trip director”) designated to be in charge of a fieldtrip has the responsibility to enforce compliance with school policy by all persons participating in the fieldtrip.



- The trip director must obtain assurance, prior to the commencement of the fieldtrip, that any personal vehicle used on the fieldtrip will be covered by liability insurance.
- The trip director is responsible for ensuring that all students are accounted for on departure, arrival at destination(s) and on return, except those brought by their own parents.
- The parent or guardian of each student participant must sign a Fieldtrip Permission Slip.
- No student is allowed to leave before the termination of the fieldtrip without notifying the director first.
- A bus must be used for all out-of-town fieldtrips that are approximately 10 miles beyond the city limits of Fort Collins. A bus may also be required for a closer area at the teacher's discretion.\*
- When a bus is required, all students must ride on the school bus or with their own parent.
- Siblings will not be allowed to ride on a bus. It is up to the teacher's discretion to determine the number of chaperones allowed on each fieldtrip.
- All drivers must provide proof of current insurance and valid Colorado driver's license.

#### **4.15. Health Services**

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Limited health services are available at school. Please do not bring sick children to school. Liberty's front office is staffed during school hours by a health technician. Office staff occasionally supervises and assists students with health care needs. Please note that it is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school. Keep school records up-to-date; especially phone numbers and emergency contact information. Immunization records must be current for students to remain in school.

Poudre School District policy requires that no medication, prescription, or over-the-counter medication (including aspirin, cough drops, vitamins, herbal remedies etc.), shall be given to a student by any school personnel except on written orders of the parents and the physician or dentist. Students may not self-medicate at the school. When medication is to be given at school, physician or dentist instructions are required to accompany the medication. All medications must be in the original pharmacy-labeled container including the student's name, name of drug, dosage, name of physician, and current date. Medical Request Forms are available from the LCHS Health Office or online at <http://www.libertycommon.org/high-school/forms-resources>.

Parents will be informed when a student has been injured seriously. If a parent cannot be reached, school personnel will determine what action needs to be taken. Any child with a fever of 100 or above, vomiting or having diarrhea will not be allowed to remain at school. Please also see PSD's recommended stay home policy [here](#). If a head injury is sustained, the parent will be contacted. In case of more serious injuries, or if the parent

cannot be contacted, the school will immediately call 911 for emergency assistance. LCHS follows the Poudre School District Health Service policies.

In compliance with state law, all children in Colorado schools must have a complete up-to-date immunization record on file in the health office. This record includes vaccinations against measles, mumps, rubella, diphtheria-pertussis-tetanus (DPT), polio, and varicella (chicken-pox). Parent-signed personal or religious exemptions should be submitted each school year. Medical exemptions only need to be submitted once. (See C.R.S. 25-4-903 (4)). Students may not continue enrollment without up-to-date immunization records.

#### **4.16. Dogs on Campus and at School Events**

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With the exception of service dogs, dogs are not allowed on Liberty Common School (LCS) property or at any LCS event.

LCS cannot guarantee that a dog-owner will maintain full control over their dogs, and therefore cannot guarantee the safety of any individual in the vicinity of any dog at an LCS event. Even well-adjusted and trained dogs can become unpredictable, and pose a health and safety risk.

LCS is committed to the safety and security of students, faculty, families, and community members on LCS campuses and at LCS-sanctioned events. The adoption and enforcement of the provisions of this Policy are in keeping with that commitment.

This Policy applies to any LCS property, or property at any LCS-sanctioned events, such as fieldtrips, internship programs, athletic activities, or service projects.

#### **4.17. Safety Procedures**

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The Liberty Common School has a Crisis Response Team and emergency safety procedures. An Emergency Management Plan is available for review in the front office. In order to ensure the safe management of your child, each family must complete an Emergency Contact Form. This form must be updated whenever there is a change in address, home or work phone numbers, or emergency contacts. It is vital that parents keep the school office up-to-date with this information in case of personal or school emergencies.

#### **4.18. Lockers**

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The Liberty Common School provides lockers for all LCHS students. **THE LOCKERS ARE SCHOOL PROPERTY** and not the individual's. Students will be held responsible for any excessive damage to their lockers. Liberty has the authority to search lockers when deemed necessary even if it requires removal of a lock. Problems with lockers

should be reported to the office. The Liberty Common School is not responsible for lost, damaged, or stolen items.

1. Students are not allowed to decorate the inside of lockers with posters, pictures, or anything else which advertises sex, drugs, suicide, cults, alcohol, or promotes other negative or derogatory messages as determined by LCHS staff.
2. Lockers must be kept neat and orderly at all times. Locker checks may occur each quarter.
3. Lockers must be kept closed when not in use to maintain the integrity of the fire corridors and avoid careless accidents. Items outside lockers, or on the floor, may be removed or disposed of.
4. It is the students' responsibility to keep their lockers secured. The Liberty Common School cannot be held responsible for valuables that are taken from lockers.

#### **4.19. Lost and found items**

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Lost clothing, lunch boxes, and other items will be placed in the "Lost and Found" located in the primary hallway. Lost and found is cleaned out on an as needed basis throughout the school year. Any unclaimed items are donated or disposed of at this time. Jewelry, glasses, and items of value will be placed in the Front Office for safekeeping. Identification will be required for their return.

Any items left will be donated to a local charity, added to the school clothes closet, or discarded. All items left at the end of the school year will be donated or disposed of ONE WEEK AFTER THE LAST DAY.

#### **4.20. Student information release**

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Certain "directory information" including the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parent notifies the school in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent. Please complete the Non-Permission Form if you **DO NOT** want your name, address, and phone number published in our school directory. Otherwise it will be assumed that you have given your approval. The Directory Form is available on the school website under Forms & Resources.

In addition, classroom activities and events sponsored by schools occasionally are photographed or videotaped by representatives of the news media for publication in newspapers or broadcast on television. If for any reason you **DO NOT** wish to have your student(s) photographed or videotaped for these purposes, please complete the Non-Permission Form. If this form is not completed and returned to the school, it will be

assumed that you have given your approval. The non-permission form does not include the filming at The Liberty Common School musicals, plays, or special events.

#### **4.21. Student fees**

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Student fees are used to provide additional educational opportunities for specific courses. In some courses, students will be required to purchase books. Actual fees and the courses that require such fees will be communicated in the newsletter. All students taking band courses or orchestra will be required to purchase music books. Certain elective classes may also require a fee. Fees should be paid-in-full to the teacher during the first week of school.

Students in grades 7-12 who will be taking PE are required to purchase a PE uniform from the school. The uniform consists of a t-shirt and athletic shorts, both imprinted with the Liberty emblem and a place to put their name. The uniform will be issued upon payment to the PE teachers.

#### **4.22. Lunch Program**

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Students may bring a lunch from home or parents may purchase lunches online through the school's contracted provider, Wholesome Food Services, when the service is available. To create an account, inquire on cost, and review policies related to the timeline for ordering and canceling lunches, please go to [www.wholesomefoodservices.com](http://www.wholesomefoodservices.com).

If parents need to drop off a lunch for their child, please stop into the front office, sign in as a volunteer, and then deliver the lunch to the student's locker.

If a student has forgotten his or her lunch, the school will provide a pre-packaged lunch to the student. The student's PowerSchool account will be charged \$4.50 to cover the cost of the forgotten lunch.

Liberty Common School provides free or reduced-price meals for students of low-income families that qualify. Funds to cover these meals are donated by other Liberty families as needed. Liberty does not participate in any government-sponsored "free-or-reduced lunch" welfare programs. Applications are available at the front office upon request or by emailing [ghanawalt@libertycommon.org](mailto:ghanawalt@libertycommon.org).

#### **4.23. Summary of School Policies and Procedures to be Posted**

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Student enrollment at LCHS is a statement of agreement in and of itself with school-wide policies ([found on the school's website](#)), this Handbook, and the following summary, which will be updated and posted throughout the school each year. In addition, students

and parents will sign a statement each year acknowledging an understanding of, and agreement with these policies.

## **Summary of LCHS Policies and Procedures**

**Dress Code:** Liberty has a dress code, and students are expected to adhere to it. For complete guidelines, refer to the Student-Parent Handbook or the website.

**Parking:** All students and parents are expected to adhere to the Traffic Procedures found on the website, under the "School Information" heading on the "Forms and Resources" page. The administration reserves the right to search any vehicle parked on school grounds at any time for any reason. See the LCHS Student-Parent Handbook for a list of banned items on campus and at school-sponsored events.

**Early Arrival:** Students must remain in the Stoa in the morning and may not go to other parts of the building without a pre-planned, zero-hour destination and pass until 7:30AM.

**Late Arrival:** Students arriving to class after the 7:45AM bell rings must check in at the front desk. Students will be given a pass to give to their teacher when they arrive at class.

**Appointments and Early Dismissal:** If a student needs to leave class for an appointment that cannot be scheduled outside of the school day, it is his/her responsibility to inform the front office, which will then issue the student a pass. It is then up to the student to depart class on time. A parent will need to come to the front office to sign his/her student out, regardless of the student's age. Student drivers may sign themselves out ONLY if a parent has notified the front office beforehand, regardless of the student's age. If a student must leave at the same time every day, parents must complete the Student Leaving School Early for an Established Activity Form.

**Messages:** All messages will be communicated to students during passing periods. It is the students' responsibility to follow up on messages. Parents are discouraged from sending messages. Please assist LCHS in teaching responsibility.

**Lockers:** The administration reserves the right to search any locker at any time for any reason. Students are only allowed to use their own assigned locker. Students are expected to keep their lockers in good order. Locker doors must close completely at all times.

**Locker Rooms:** The girls' and boys' locker rooms are to be used for PE and athletic purposes only. Backpacks and food, including lunches, are not to be stored in the locker rooms. Students are not permitted in the locker rooms between classes or during lunch. To guarantee student privacy and security, any device that has the capacity to take recordings (pictures, video, audio) is strictly prohibited in all bathrooms and locker rooms at any time, for any reason. Such violations will result in an automatic out-of-school suspension and device confiscation.

**Ransom Corner:** When students leave their academic materials where they do not belong, the items will be brought to the Ransom Corner in the Acropolis. Only faculty and staff may collect items for ransom. Students must reclaim their items from the Acropolis during a passing period. Students will receive two warnings per semester, after which they must serve ransom duty during lunch. Non-academic materials, such as clothing and lunches, will be placed in the lost and found (near the elevator on the first floor), which is regularly emptied.

**Planners:** All students MUST have a planner. Students are expected to keep track of all of their homework assignments, projects, and tests. Planners are available for purchase in the front office.

**Backpacks:** Backpacks, briefcases, and/or book bags are to be used only for transporting books and materials to and from school. From 7:45AM to 3:15PM, backpacks must remain in the students'

lockers or hanging from the designated backpack hooks. Backpacks that are left on the hallway floor will be removed.

**Hallway Passes:** Students may not leave their classroom without a hall pass from a teacher or administrator. All paper hall passes must be filled out and signed entirely in pen.

**Food/Snacks:** During passing periods, students are allowed to eat snacks ONLY at their lockers. Absolutely no food or drink (except water), including leftover food from lunch, is allowed in any classrooms or hallways, unless given specific permission by the teacher. Gum is never allowed inside the school under any circumstances.

**Electronics:** Mobile electronic communication devices of any kind including cellphones, smart watches, tablets, laptops, and gaming devices may be used outside the building only before or after school hours. During school hours, such devices must be kept in lockers or in backpacks if hanging on designated hallway hooks. Devices should be turned off or silenced. If a device is seen or heard inside the building during school hours (7:30AM-3:20PM), it will be confiscated immediately and given to an administrator. To guarantee student privacy and security, any device that has the capacity to take recordings (pictures, video, audio) is strictly prohibited in all bathrooms and locker rooms at any time, for any reason. Such violations will result in an automatic out-of-school suspension and device confiscation.

**Assignments/Late Work:** Each department has its own homework policy. Students are expected to know the policy for each of their classes. Students who are absent are expected, immediately upon return, to turn in work assigned before the absence. Students have the total number of days they were absent plus one extra day to turn in any work assigned while they were gone. It is the student's responsibility to ask for work missed, and it is the teacher's discretion to decide due dates for missed work.

**Extra Credit:** Extra credit is offered at the teacher's discretion. Teachers are in no way required or obligated to offer extra credit opportunities at any time.

**Cheating/Copying/Plagiarism:** Cheating, copying, and plagiarism (presenting someone else's words or ideas as though they were your own) are serious offenses that violate the mutual trust that is essential to the educational process. They will not be tolerated, excused, or overlooked. Students caught cheating, copying, or plagiarizing will be referred to the administration for disciplinary action.

**Bullying:** Bullying in any form (written, verbal, physical, or electronic) is not tolerated. Students who observe bullying have responsibilities. These responsibilities include refraining from participating or becoming an audience for the bully, reporting the incident, and privately reaching out to the victim with friendship and support. Victims of bullying are encouraged to first speak to the alleged bully and insist the behavior be stopped. If the behavior continues, the alleged victim will report the bullying to any LCHS faculty or administrator. The complete Anti-Bullying Policy can be found in the LCHS Student-Parent Handbook.

**Public Displays of Affection:** Behavior that simulates or otherwise suggests sexual situations is not to be tolerated. Brief hugging normally associated with an amicable greeting is acceptable. Visible space must be maintained between bodies of students at all times throughout the school day and at school-sponsored events/activities.

**Tardiness, Dress Code, Gum, and Skiving Violations:** All LCHS students, grades 7-12, will have a "clean slate" for conduct violations at the start of every new academic quarter. Thereafter, each student will be graded three (3) recorded warnings for violations of the school's policies on any combination of the following conduct expectations: punctuality (being on time); Dress Code; refraining from gum-chewing; and skiving. Students falling behind in their grades may be required by their instructors to attend 9<sup>th</sup> hour study clubs or zero-hour (morning) study sessions. Such

students, who are required to attend but fail to show up for these sessions, will be given a conduct violation. The proper term for skipping these supplemental study sessions is skiving. "Skiving" also applies to failures to show up for lunchtime ransom duty and detentions, attending a non-assigned House/Order meeting, or sitting with a non-assigned House/Order during a Lyceum. Any subsequent violation of these policies will result in an offending student serving a 1-hour after-school detention. An accumulation of eight (8) or more violations per student per quarter may result in loss of student privileges which include: Dress Code incentive days (blue jean Mondays, T-shirt days, etc.), attendance at school-sponsored social functions, participation in extracurricular clubs, participation in school sports, participation in "open-campus" privileges, and eligibility for House or Order leadership positions.

**9<sup>th</sup> Hour/End of the Day:** The LCHS school day ends at 3:15 PM. Students are encouraged to attend 9<sup>th</sup>-hour clubs, obtain extra help from teachers, or utilize the study hall time from 2:45–3:15 PM. Attendance is required for those students that are not in good academic standing (one or more grades below 70% or at a teacher's discretion), and they will be required to submit weekly reports of their 9<sup>th</sup>-period attendance. Students leaving early must be off the premises by 2:50 PM. They may not loiter across the street, in cars, or on school property. Students leaving at 2:45 PM may not return to LCHS to reenter the school or obtain rides anywhere near school property. Students that act inappropriately while departing early will forfeit this privilege. All students must be out of the main school building by 3:30 PM unless they are participating in an adult-sponsored activity or are waiting in the Stoa to be picked up

## **Computer Student Use Policy**

The students agree to abide by the following rules when using the computer lab or any Liberty Common High School computer. If a student disagrees with these rules, that student may not use a Liberty Common High School computer.

- Students must use their own login id on the computer they were assigned.
- When finished, the student must log out (except when using a laptop on the mobile cart where the student must shut down).
- All students must be supervised when using a computer.
- All student work must be saved to the network (H:) drive or their Google Drive, not the (C:) drive.
- Students are responsible for all costs associated with damage done to equipment and/or software.
- Eating and drinking are not allowed near a computer.
- Students are only permitted to run programs that they were instructed to use.
- Browsing the Internet, streaming media, installing applications, running unauthorized programs, playing video games, or downloading files is not permitted without permission.
- Students may only use LCHS computers at LCHS.
- Students may not intentionally disable or impair the function of any machine in any manner.
- Students may not change any computer settings without permission.
- Students may not download, store, submit, publish, print, or display any defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or deliberately inaccurate material.
- Social networking on the computer is not permitted.
- Students may not use the webcam without instructor authorization.
- Students may not bypass any of the security including login information or administrative type tasks.
- Students are not allowed to check out equipment.

- Student network (including e-mail) access is provided for specific school-related purposes only.
- Students understand that all school rules of conduct will apply when using the school network and that there are no expectations of privacy for any electronic communications, including email, conducted through the school network. All network communications will be subject to disclosure. Failure to abide by these policies may result in disciplinary action, the suspension of the student's account and network privileges.

#### **4.24. Grievances**

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The Liberty Common School recognizes the value of the observations, perspectives, and ideas of the parents of students at the school, as well as the importance of being accountable to the parents for the educational program for their children.

An important element of the accountability process is to provide an avenue for parent suggestions and grievances that both satisfies the parents and improves the operation of the school. A procedure for soliciting and responding to the parent suggestions and grievances is outlined below.

##### Avenues for Expression

The first element of the parent grievance process is to establish appropriate avenues for expression to allow the right people to respond and deal with the issues that may be raised. These avenues should also be satisfactory to those with a concern, so that they know that their concerns will be addressed. The following avenues for submitting a complaint or suggestion will be provided:

1. Teacher appointments—If the concern is regarding specifics of the classroom, the teacher or staff member may be contacted directly for an appointment. We recommend that parents work directly with the teacher to resolve issues teachers are responsible for. Parents choosing this avenue should be careful to respect the time and privacy of the teacher they need to contact: Please do not interrupt teacher lunch or grading time.
2. Principal appointments—If the concern is regarding a specific area of the school or if the parent has been unable to address the concern by working directly with the teacher regarding classroom issues, the Principal may be contacted directly for an appointment. Parents choosing this avenue should be careful to respect the time and privacy of the Principal.
3. Personal Appointments—If the concern is of a personal nature involving a particular member of the LCS staff of BOD, the individual may be contacted directly for an appointment. Parents choosing this avenue should be careful to respect the time and privacy of those they need to contact.
4. Parent Grievance/Suggestion Box—Concerns of a general nature may be written on parent grievance/suggestion forms and deposited in a box that will be provided for this purpose in the front office. A member of the Site Improvement Team will be assigned to follow up on each item placed in the box.



5. Site Improvement Team Contact—A concern may also be directed to designated individuals on the Site Improvement Team for personal contact and follow up. They will initiate the process using the parent grievance form and assign follow up on the committee.
6. If a parent has pursued other options and still has issues, the grievance can be summarized for the Board in writing. The Board will review the summary and will make one of the following determinations: The Board may decide to support the previous decision; the Board may appoint up to two Board members to address the issue; the Board may address the issue in an open Board format; or the Board may address the issue in an executive session.
7. BOD Meeting—Parent concerns and grievances may also be raised during the community comment portion of the BOD meeting. It is recommended that the concern or grievance be addressed in one of the aforementioned steps before using this option. A designated representative of the Site Improvement Team may facilitate the discussion if present (based on prior information that an issue may be addressed) and follow up using the parent grievance/suggestion form.

Proposed Action to BOD—The following excerpt from the Bylaws of Liberty Common School, Article 2, Section 13, outlines a specific avenue for parents to propose formal action by the BOD: *“The BOD believes that parents and staff should have a means to be heard by the BOD; to propose action to the BOD; in matters of sufficient community concern, to compel BOD action. To that end, the BOD adopts the following procedure; any parent or staff member may present a proposed action to the BOD or any BOD member in writing at any time. If it is moved and seconded at the next meeting of the BOD at which a quorum is present, the BOD will vote on it.”*

#### Resolution of Grievances

All grievances involving the Site Improvement Team will be tracked using the parent grievance form. Resolution of each issue will be assigned to a member of the committee. Assignments will be made when grievances are discussed at each committee meeting. If an item is deemed to require action prior to a committee meeting, an assignment may be made without waiting for the next meeting.