



# LIBERTAS SCHOLARS

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Semper Discens, Semper Crescens, Pro Gloria Dei

*“Always Learning, Always Growing, For the Glory of God”*

## **STANDARDS OF EXCELLENCE HANDBOOK 2020-2021**

Enrollment at Libertas and attendance of campus classes is primarily based on a covenant relationship between Libertas and the families and students it serves. This covenant relationship is pivotal in order to provide an exceptional academic environment, ensure the safety of its students, and preserve the integrity of Libertas’ campus. The Student Covenant Protocols aim to identify the boundaries and conduct expectations of students attending classes at Libertas. While the Student Covenant Protocols and the Policy Handbook outline the expectations and boundaries, our framework to support both the Student Covenant Protocols and Policy Handbook is the Bible, which will be our governing document to provide guidance and direction in all matters including those noted and directly detailed by either the Student Covenant Protocol OR the Policy Handbook.

### **WHO WE ARE**

Libertas Scholars is not a school and it is more than a co-op. Libertas Scholars is a Homeschool tutoring program, which functions in a covenant relationship with the student’s parents, offering classes and resources to come alongside homeschooling families to assist them in their academic endeavors. We strive to be a supportive Christian community and will be offering both social opportunities and educational programs for students as well as parents.

### **OUR PERSPECTIVE**

We are a community of grace and learning. We seek to encourage and inspire students towards excellence, integrity, and truth. Everything we teach is from a Christian perspective and Biblical worldview. Tutors are Christians and are required to sign our statement of faith. Families who attend classes at Libertas are also required to sign our statement of faith declaring that at least one parent/guardian is Christian and has a personal relationship with Jesus Christ as his/her savior. Bible reading and prayer will be a regular part of student activities. We seek to encourage all students to develop a true love of learning and inspire them to discover and develop their God appointed gifts and talents. In the early years, we value fun and learning through games, reading out loud, developing fine motor skills, having outdoor gross motor experiences, and providing creative outlets. In the later years, we strive to foster a love of learning through enjoyable class activities such as experiments and demonstrations, discussion and interaction with classmates, reading and researching various topics, and exploring God’s hand in all disciplines. We endeavor to model and develop important character traits in our students such as godliness, responsibility, self-governance, and integrity.

## **LIBERTAS SCHOLARS COVID PROTOCOL**

Keeping our Libertas Family safe and free from illness is our number one priority and as such we have altered our normal schedule for classes. We began planning our COVID Protocol with the mindset that we are going to serve ALL members of our community. There are families who need an option we are erring on the side of caution that allows them the FREEDOM to be part of a Christian community of home educators. Our goal is to serve our entire community, including individuals with health considerations. We are willing to do this for the good of those in our care who feel this is the best option for them to be included and we thank you for your willingness to support this decision.

For the 2020 - 2021 academic year, we will provide 75 % of our class time via virtual classes using ZOOM. Two Tuesdays per month we will offer face-to-face instruction during On Campus Days. Our K-3 program will be offered as an online only program during the 2020-2021 academic year. We have also added one Community Day per month on a Monday. This Community Day will also be held on campus at Delaney Street Baptist Church and will give students and families the opportunity to fellowship and build community through fun interactions and homeschooling support.

**COVID attestation:** Each morning before coming onto campus a parent from each family will need to complete a google form titled “COVID Attestation” attesting that no one in the family has COVID-like symptoms and that no one has been around someone who has tested positive for COVID within 14 days.

**Personal Protective Equipment:** Anyone who attends a Libertas Scholars “On Campus Learning Day” or “Community Day” will be required to wear a mask and social distance from unrelated peers. Only tutors may wear a face shield when teaching from the front of the class. Social distancing will be observed by all. Hand washing will be encouraged throughout the day. We will also be helping students navigate the varying comfort levels of social contact during these times by giving the students a wristband that will indicate their level of social contact, indicating to others how to engage in social interaction with the student.

## **ROLE OF TUTORS**

The tutors at Libertas Scholars function as lead learners and guides who have experience in their given subjects. They are available to assist parents by tutoring students and supporting parents. ***The parents are the primary educators of the students.*** Parents are required to register their homeschooled students with the county or a private school covering. If you need help with any of the items listed above, please contact a member of our Academic Advisory Board.

## **PARENT PARTICIPATION**

Most importantly, parents are the primary educators of their children. We require that parents stay involved with all aspects of educating their students at Libertas. Families are required to volunteer 10 hours each month. The time spent in classrooms by families with children in grades K-6 during on campus classes, assisting tutor or as Zoom moderator during online instruction will count towards this requirement. In our Zoom classrooms we will need a parent moderator to monitor

chat, admit students and facilitate questions, so the tutor can focus on instruction. As part of the 10 hours, a **minimum of 3 hours** must be spent in support of the Libertas community (i.e.: study hall proctor, recess monitor, etc.) Families may volunteer OR pay \$10 per hour (or \$100 a month) in lieu of volunteering. In addition to serving on campus as a tutor sub, study hall proctor, lunch / playground supervisor or classroom assistant, there are many roles that can be completed remotely or during other times of the year to fulfill this requirement. These include registrar, finance (payroll/tutor sub paperwork/reimbursement paperwork), administration (helping with the necessities of the non-profit) volunteer coordinator (fill, track, report hours) or hours spent serving on the Community Growth Committee. These volunteer hours serve many purposes. First, it creates an opportunity for you to be an active participant in your child(ren)'s education. Second, it builds community and enables you to get acquainted with your child(ren)'s friends, tutors, and with other parents. Third, it helps us maintain our good standing with liability insurance. An important consideration for a student's enrollment is a parent's willingness to be involved in their child's education, which includes serving at Libertas on a regular basis. It takes cooperation from all Libertas Scholars families to carry the responsibilities of the program, ensure safety, and support the effectiveness of the program. A dedicated volunteer coordinator will organize and recruit individuals to fulfill campus volunteer openings.

### **BEHAVIOR EXPECTATIONS**

Students are to always conduct themselves with decorum. Libertas students will treat others with respect. Your child is expected to participate in class, cooperate with tutors and administration, and be respectful to all adults and fellow students. Excessive talking in class, disruptions to class, and rudeness to tutors or students will not be tolerated. Students are always expected to address adults, tutors, and those in authority with an appropriate title such as "Mr.," "Mrs.," or "Dr." These ideals will be covered in more detail in the student covenant protocol.

### **IMPLEMENTATION OF CLASSROOM INSTRUCTION**

***Parents/guardians: Please place your initials by each statement to indicate your agreement.***

As part of the covenantal relationship and partnership with parents, Libertas values the importance of sharing and setting expectations for each school year. This encourages collaboration and provides an environment where all parties can successfully meet their desired educational goals. Parents are expected, as primary educators, to:

- \_\_\_\_\_ Help your child(ren) develop healthy attitudes towards learning. We believe learning does not stop with formal school instruction. Realizing that learning is a lifelong process is essential to growth and maturity. Attitudes towards learning are important!
- \_\_\_\_\_ Encourage excellence from all students keeping in mind that there is a different standard suitable to each student's respective grade level and God-given personal ability.
- \_\_\_\_\_ Support Libertas Scholars as a place of accountability for the student's academic progress.

- \_\_\_\_\_ Assist with daily homework assignments, preparing for tests, and completing projects. Of course, the objective is to increasingly let go and encourage the students to take on more responsibility for their homework and projects as they get older. This will happen in varying degrees and different times for each individual child. No standards or benchmarks can as accurately dictate what is best for each child. We believe God has chosen you as parents for a reason and that you will know what is best for your child.
- \_\_\_\_\_ Encourage and develop an attitude of respect, kindness, and problem solving through prayer and conversation.
- \_\_\_\_\_ Cooperate in the educational activities of Libertas. Commit to your responsibilities, as parents, to ensure the formal education that begins at Libertas is continued at home.
- \_\_\_\_\_ Assist your child in the learning process. Scaling or adjusting assignments is at the parent discretion. Any adjustments in assignments must be communicated to the tutor via email prior to the assignments due date.
- \_\_\_\_\_ Review all assignments sent home on a weekly basis, using the material sent home to help teach your child throughout the week.
- \_\_\_\_\_ Review completed work to ensure our child is working to the best of their abilities.
- \_\_\_\_\_ Assist your child in organizing his/her work to be submitted.
- \_\_\_\_\_ Review all graded work. This can be accomplished through the PowerSchool Learning website.

### **CLASSROOM EXPECTATIONS**

While the following classroom expectations are designed for high school, middle school, and upper elementary students, the formative lower elementary years, are the perfect time to start training students towards these behaviors and attitudes.

Be PREPARED – Do your homework and remember to bring it to class.

Be PROMPT – Be on time. That means come early to settle in and be ready to go.

Be a PARTICIPANT – Take an active part in class discussion and answer questions.

Be PRUDENT – Your parents are paying good money for this class – don't waste it!

Be POLITE – Treat others with kindness and courtesy – watch your words.

Be POSITIVE – Have a good positive attitude towards others – and YOURSELF!

Be PRODUCTIVE – Take personal ownership of your work – be organized – set goals.

Be PERSISTENT – If at first you don't succeed, try, try, try again.

Be in PRAYER and PRAISE – We are here to give God the glory in all we do and say.

## **ZOOM CLASSROOM EXPECTATIONS**

1. Students should have all class materials ready BEFORE class begins.
2. Students should have a working headset and a fully charged device BEFORE class begins.
3. Students should log on to ZOOM 5 minutes BEFORE the class starts and remain in waiting room until admitted into class by the tutor.
4. Class will start promptly at the assigned time, text class assistant if you are late to be admitted into the zoom classroom.
5. Please no eating or cell phone use during class this will be monitored by class assistant.
6. Have your microphone muted at all times until you are ready to speak (once you speak, mute the mic again).
7. Your camera must be turned ON during class at all times and your face showing (no profile photos, blank screens or moving graphics in the background).
8. Dress appropriately (no pajamas) modest attire.
9. Students should be seated at a table or desk and sit up at all times, as if you were in the actual classroom.
10. If you need to step away during class, send the tutor a message through Zoom chat. DO NOT leave class during session, unless you have made prior arrangements with the tutor.

## **GRADES**

Students in Middle School and High School will receive grades for various assignments including but not limited to labs, quizzes, tests, papers, and presentations. Assignments are generally graded within one weeks of the due date. All grades are posted in the PowerSchool Learning “Gradebook” for each class. Parents are encouraged to view the “Gradebook” regularly. Students will receive a final grade at the end of both the first and second semester. At any time during the school year, and especially at the end of each semester and at the end of the year, parents are encouraged to print their students “Gradebook” for each class. This along with the corresponding completed work may be used as part of a student portfolio and for transcript purposes, which the parent’s responsibility to prepare. Libertas Scholars does not produce any kind of transcript for students as we are not a school, but a homeschool tutoring program.

## **MISUNDERSTANDINGS OR CONFLICT**

If you have a concern about your child(ren)’s class or tutor, please speak with the tutor first. They are here to serve you and your family. The parties should engage in the process of resolving conflicts as part of their partnership with Libertas. If needed, and in keeping with Biblical teaching, the involvement of other parties may be necessary to facilitate a resolution to the conflict. (Matthew 18:15-17, 5:23-24). The Academic Advisory Board must be alerted of any needs for conflict resolution within the same semester as any occurrence. If a situation arises that cannot be mediated or resolved with the help of the Academic Advisory Board, grievances can then be submitted to the Board of Directors in writing and the resulting resolution shall be deemed conclusive.

## **SCHOOL CLOSINGS**

Generally, we will follow Orange County Public School (OCPS) closings. If there is extreme inclement weather such as a hurricane, please listen to the radio, watch the television, or check [www.ocps.net](http://www.ocps.net). We will update the Facebook page as soon as we make a change to our Libertas Schedule for any of our in-person days affected by unexpected closures. If OCPS are closed, so are we. Rescheduling days are at the discretion of the Board of Directors and Academic Advisory Board.

## **SICKNESS**

If you are sick, **STAY HOME!** If your student is sick, have them **STAY HOME!** If everyone in your house is sick except for one child, please do not send them to class. Sending them to class with a friend is **NOT** friendly! This policy is essential for the health and protection of all our tutors, students, and families. Please do not bring your children if they have experienced any of the following symptoms:

1. Colored mucus
2. Diarrhea vomiting or nausea (within last 24 hours)
3. Eye drainage
4. Virus or infection (known to be contagious)
5. Rashes (contagious)
6. Head Lice
7. Fever (within last 24 hours)
8. Severe lethargy, excessive sleeping, or extreme exhaustion
9. Hospitalization or emergency room visit within the last 24 hours (other than bone break)

## **ATTENDANCE / MISSING CLASS**

We do not keep attendance. The parent is the primary educator and is responsible for keeping track of days their student does school. If you are going to be late to class for any reason, send an email to [libertasscholars@gmail.com](mailto:libertasscholars@gmail.com). If your family is going on a vacation, no matter how long, and you will be missing class, please contact your student's tutor(s) directly. Also, please consider scaling, limiting, changing, or eliminating some assignments in order to allow your student a stress-free return from valuable family time and/or incredible outside-the-classroom learning opportunities. We especially want to support and encourage travel. That is an extremely valuable educational experience! Again, please just inform the tutor so they know what assignments to modify in their grading structure.

All students must be in a classroom or study hall during the school day. If they are not scheduled for either class or study hall, or at lunch they should leave campus. Students are not allowed to loiter in the parking lot, on campus or in a car on campus during the school day.

## **STUDENT DRIVERS**

Families that have student drivers must complete and submit a student driver form giving your child permission to leave campus during school hours and absolving Libertas of any liability. The student will be required to sign out when they leave campus and sign in when they return to campus. The student driver also will NOT be permitted to take anyone off campus during lunch time unless they are also 16yrs of age or older, this includes siblings. Libertas will not monitor who is leaving campus with student drivers. It is the parents' responsibility to discuss their family rules about leaving campus with other student drivers.

## **DIGITAL MEDIA POLICY**

*Digital Media includes all cell phones, tablets, digital readers, smart watches, laptops, air pods or any other device that has related features.*

### **DIGITAL MEDIA CODE**

**Digital media is only to be used for educational purposes on Libertas campus. Cell phone use, including texting, is restricted to lunchtime.** (See study hall exception below)

**“Disciplinary Action” is defined as:**

- **First offense:** student will be asked to put electronic device away
  - **Second offense:** student will be asked to give electronic device or adult until end of day
  - **Third offense:** parent will receive written notification of disregard for policy and student will be no longer allowed to bring any electronic devices on campus
  - **Fourth offense:** student and parent meeting to determine resolution
1. Libertas students are **allowed** to have cell phones, laptops, tablets and other digital media on campus. Digital media use is allowed **ONLY** at lunchtime **NOT** between class periods. Permission may be revoked at any time for violation of the Digital Media Code, or for any other activity considered by the campus staff to be disruptive to the campus environment.
  2. **Inappropriate use of digital media** (inappropriate texts, postings, games, websites, videos, images, or music, as determined by the site administration) **may result in disciplinary action, a meeting with parents, and/or immediate dismissal from campus classes.**
  3. Digital media use (including cell phones and texting) is **NOT permitted during any class periods. This includes in the classroom, in the hallway or the restrooms**, (see study hall exceptions below) without the express permission of the tutor, staff, or administration. **Cell phones and other digital media must be powered off and placed in rolling carts, backpacks, or purses while in the classroom. Cell phones may not be in student hands while in the classroom unless under tutor direction.**
  4. Pictures or videos may not be taken on campus at any time unless a student has the express permission of administration.

5. **Study hall is considered class time. All codes, including the conduct and digital media codes apply.**

- Laptop or tablet is allowed **for educational purposes only** and may not be used for texting, watching non-educational videos online, or accessing non-school-work related content or sites.
- Cell phones may be used for personal study music with individual earbuds **in the STUDY HALL ONLY. Earbuds MAY NOT remain in ears in the hallway or during other classes.** This privilege may be revoked at any time by administration
- Unless cell phones are clearly being used for appropriate personal study music, they should NOT be out or in hands or clothing while in the study hall classroom.
- If a student needs to text parents during study hall, the student requests permission from the study hall monitor who will either allow it or send the student's parent a text with the necessary information.
- Tutors, staff, lunchroom and study hall monitors have the right to collect cell phones for inappropriate use and to turn them into the study hall monitor for parent pick-up at the end of the day. Study hall is also considered a **"quiet zone"** distractions should be kept to a minimum.
- Students may not leave during the study hall period without the knowledge and consent of the study hall monitor.

6. Libertas is not responsible for the loss or damage to digital media components brought to campus.

7. Libertas provides Internet access for **educational purposes only. Libertas does not provide a filter or a secured network.** Misuse of the Internet to access social media or other non-school related sites may result in disciplinary action. Students will be held responsible for misuse of the internet including but not limited to copyright laws, cyberbullying, and/or sending threatening messages.

8. Repeat violations of the Digital Media Code may result in disciplinary action (see definition of 'disciplinary action' above) and/or complete loss of an individual's digital media privilege on campus.

9. All relevant digital media may be subject to observation and monitoring by Libertas personnel at any time while on campus.

### **SUPPLIES**

The families are responsible for purchasing their student's books and basic supplies (such as binders, paper, pens, pencils, erasers, etc.) needed for the classroom. From time to time we may ask if anyone has a specific or rare item that we could borrow or use. Some classes will require an additional supply fee which will be listed in the syllabus.

### **FOOD AND ALLERGIES**

Parents are responsible for informing Libertas Scholars of any food or other allergies within the community. Reasonable accommodations will attempt to be made if at all possible.



## **DRESS CODE**

1. Tops such as T-shirts, long-sleeved shirts, sweaters, or polos must be worn in a solid color without print or images (small logo on shirt corner is allowed).
2. School Spirit t-shirts and polo shirts with the Libertas Scholars logo are also available and can be purchased from Hot Pink Lime.
3. Bottoms such as pants, Bermuda shorts, capris, or skirts must be no more than 2.5” above the knee when the person is standing.

We strive to dress with decorum and modesty. If the dress code is violated, we will ask the student to change into dress code appropriate attire. If the student does not have appropriate clothes, a parent will be called to assist. Students will wait in the study hall until their parents arrive. Tutors and adult volunteers are asked to be modestly and appropriately dressed.

## **CLEAN UP**

At the end of the day, all students and their parents will be expected to help clean the facility and hopefully leave it in even better condition than when we arrive in the morning. This is one way we can train up our children to be responsible stewards as well as be a blessing to the church. Students will be dismissed after they ask their tutor, “Is there anything else I can do for you?”.

In light of the necessity to disinfect after each Community Day and On Campus Learning Day (two Tuesdays per month), Libertas Scholars is paying Delaney Baptist Church to conduct a thorough cleaning before our visits and take care of cleaning after each day on campus.

## **PAYMENT**

Please see our documents titled Tuition and Fee Schedule for new and returning families. These documents include information on fees for classes, administrative fees, COVID impact fee, and the community fee.

## **DROP/ADD**

Add/drop/or change of class may occur within the first two weeks of the program year. During this period families may request a pro-rated refund. Beyond this period registration is considered binding for the entirety of the school year. Classes dropped beyond this period will not receive any tuition considerations. Requests to add a class beyond this period is at the discretion of the tutor, availability, and a \$100 change fee.

## **FPEA**

To join the Florida Parent Educator Association, go to [www.fpea.com/join](http://www.fpea.com/join) and provide the coupon code below in the coupon code field on the check-out page. This will reduce the membership to the discounted group rate of \$36.00 per family.

**Florida Parent Educator Association:** [www.fpea.com](http://www.fpea.com)

**Our Group Number: 1192**

**Our Group Coupon Code: GRP-1192**

**HSLDA**

We recommend that homeschooling families join HSLDA. Even if you never experience legal trouble yourself, your HSLDA membership will help enable other homeschooling families to get the legal help they need and will help defend our right to homeschool here in Florida. Membership in HSLDA also gives you personal access to the legal staff; HSLDA's experienced high school, special needs, and Toddlers to Tweens consultants; and discounts through HSLDA's PerX program. (For more information about HSLDA's many benefits, see [www.hslda.org](http://www.hslda.org).) Libertas Scholars members SAVE \$15 on the HSLDA membership price when you enter our Discount Group Code 211029 on the HSLDA membership form,

**Home School Legal Defense Association: [www.hslda.org](http://www.hslda.org)  
Our Discount Group Code: 211029**

**FLORIDA HOMESCHOOL LAW** (end of year reporting requirements are underlined)

Section 1002.01, Florida Statutes (F.S.), defines home education as the sequentially progressive instruction of a student directed by his or her parent or guardian in order to satisfy Florida's compulsory education requirements.

Florida Statute 1002.41 specifies the responsibilities of parents who establish a home education program. For the most updated Florida Statutes please visit <http://www.fldoe.org/schools/school-choice/other-school-choice-options/home-edu/requirements.stml>.

**ACKNOWLEDGEMENTS**

I as the undersigned parent have read this family and student handbook in its entirety and agree to abide by these policies.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT: \_\_\_\_\_

*Please make sure to submit this final page along with your registration fee(s), family application form, medical and emergency contact form, and photo release / liability release to a member of the Libertas Scholars Academic Advisory Board.*

**PHOTO RELEASE**

- I give permission for my student(s) to be photographed and/or videotaped in print or electronic media by Libertas Scholars. I acknowledge and agree that photographs and videos may be edited and used in whole or in part as desired for the purpose, which may be produced, duplicated, distributed and used for informational, promotional or other public purposes. I understand that photographs and video are not my property and there will be no compensation to me. I understand and authorize the use in writing or otherwise the name or identity of my student.
- I choose to opt out and do not want my child(ren) photographed or videotaped. In this instance, I understand it is my responsibility to communicate this to the administration, tutor, fellow class parents, and my child.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT: \_\_\_\_\_

**LIABILITY RELEASE**

- I realize that parents or volunteers in the classroom may take pictures and/or videos of students or classes without our knowledge. We have no control over what photos or videos may appear on individual social media or other platforms without our consent or knowledge. Signing below acknowledges that Libertas Scholars will not be held responsible for any photos or videos that appear on individual social media sites.

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT: \_\_\_\_\_

**COMMUNICATION**

How do you prefer to receive information from Libertas Scholars? (check all that apply)

- Email
- Telephone Call
- Text Message
- I have a Facebook account and will stay posted to the discussion page and program page.
- I will look for updates, announcements, and calendar changes on the Libertas Scholars website.
- Other: \_\_\_\_\_

**MEDICAL RELEASE AND EMERGENCY CONTACT FORM**

<b>Student's Name</b>	
<b>Mother's Information</b>	
Name	
Email	
Cell Phone	
<b>Father's Information</b>	
Name	
Email	
Cell Phone	
<b>Emergency Contact 1 (other than a parent)</b>	
Name	
Relationship	
Email	
Cell Phone	
<b>Emergency Contact 2 (other than a parent)</b>	
Name	
Relationship	
Email	
Cell Phone	
<b>Other adults authorized to drop off and pick up your children from Libertas Scholars</b>	
<b>INSURANCE Name</b>	
Phone Number	
Group	
ID #	
<b>Primary Care Doctor</b>	
Phone Number	

*In the event of an emergency, if a parent cannot be reached, I authorize Libertas Scholars and the academic staff to request emergency medical treatment for my child from any physician, EMT, or other medical provider as deemed necessary. I also agree not to hold Libertas Scholars responsible for the administration of any necessary emergency medical treatment.*

PARENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE PRINT: \_\_\_\_\_