

# Allen County Schools

## Patriot Academy

### Philosophy & Programs

#### Staff:

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Mrs. Lorrie Clarkson, Liberty Virtual Coordinator

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# Patriot Academy

## Vision

Our vision is to graduate engaged, resilient citizens who pursue their passions, maximize their strengths, contribute to their community, and achieve meaningful purpose in life in a non-traditional setting that is tailored to their needs and circumstances.

## Mission

Our mission is to help students create meaningful educational experiences via virtual learning, small-group in-person learning, and to manage behavior successfully while preparing for their role in an ever-changing world.

# PROFILE OF A Patriot

- Resilient Learner**
  - Demonstrates mastery of academic skills
  - Perseveres through difficulties
  - Assumes risks as a natural part of learning
  - Demonstrates initiative by setting goals for individual learning
  - Invites and receives feedback in order to grow
  - Demonstrates a growth mindset
- Effective Communicator**
  - Speaks and writes intentionally and clearly with well-supported ideas
  - Utilizes active listening techniques, summarizes, and asks clarifying questions
  - Demonstrates awareness of audience and atmosphere and demonstrates the ability to adapt to the situation
  - Utilizes multimedia or digital tools as appropriate
  - Creates a purposeful and respectful response to the audience that demonstrates an understanding of proper ethics
- Creative Problem Solver**
  - Recognizes a problem as simple or complex
  - Deconstructs the problem into manageable parts and creates a plan
  - Generates questions and ideas to explore
  - Utilizes various innovative strategies to explore solutions
  - Evaluates multiple perspectives
  - Determines and analyzes the solution
- Engaged Global Citizen**
  - Demonstrates respect and empathy for differences
  - Recognizes how contributions and choices impact self and others
  - Identifies and advocates for issues important to self and community
  - Impacts the community and the world in a positive way
  - Implements safe, legal, and ethical decision-making
- Accountant Collaborator**
  - Values individual contributions
  - Seeks diverse perspectives and listens with empathy
  - Gives, receives, and implements constructive feedback
  - Contributes in such a way to support common goals and holds self and others accountable
  - Works effectively in a team, challenging and encouraging team members

## **Programs**

Patriot Academy offers three unique programs for our students under one roof. There are services that transcend all three programs to assist students with needs that are educational, emotional, and social. Certified teachers and mental health counselors stand at the ready to help students navigate new experiences, grow their capacity for learning, and help them reflect in challenging situations. Programs are available in house for mental health and social skill development.

### **★ Liberty**

This program is the virtual learning program for K-12. A certified teacher is the virtual coordinator and will be available to answer questions, monitor progress, and conduct in-person tutoring as needed. The coordinator will also host opportunities for field trips and group activities in our STEM lab.

### **★ Freedom**

This program is a small in-person setting in Patriot Academy for students in 9th-12th grade who are in the virtual program, but need the day-to-day in-person experience for their success. It is often referred to as a ‘homeschool program’ within Allen County Schools. This program is capped at 12 students at a time for the one on one interaction with their teacher.

### **★ Rise**

This program is the discipline program for students in 6th-12th grade who have been assigned to 35 or more days in this setting where students continue their learning online upon being removed from the regular classroom. The students are under the supervision of a certified teacher who facilitates their coursework and conducts programs on behavioral management, social skills, and relationship building in coordination with the mental health specialists on staff.

# **Patriot Academy Dress Code**

## **(All in person learning experiences)**

Patriot Academy feels a responsibility to educate students socially as well as academically, and student dress is an important component of social education. Schools are educational institutions, and students are expected to dress responsibly in preparation for adult business. Modesty and avoiding distracting influences are to be strongly considered in our dress code. Students should feel a responsibility to present a suitable appearance to reflect credit upon themselves, their family, Patriot Academy, and the community. The wearing of clothing that might interrupt the school's order, safety, or decorum is prohibited. All students shall be decently dressed and practice personal hygiene.

### **Students must adhere to the following guidelines:**

- No blankets allowed
- Students must wear shoes at all times.
- No tank tops, tube tops, single strap tops, no exposed midriff (belly), no shirts exposing underarms, no exposed cleavage, no visible undergarments or a lack thereof, and no see-through material.
- Shorts, skirts, and holes in pants must be below fingertip length (while standing), sit at the natural waist, and have no exposure of the behind.
- No hats, caps, hoods, or sunglasses may be worn inside the building. Rise program students will turn in their hats, phones, and backpacks upon entry each day.
- No heavy chains, studded bracelets, dog collars and other articles that may be deemed to be potentially harmful to the students and/or could be used as weapons.
- Offensive items on clothing, patches, emblems, or other accessories will NOT be permitted. Offensive items include but are not limited to the following: obscenities, references to alcoholic beverages, tobacco products, illegal drugs, sexual and or racial innuendo, or explicit sexual content.

### **Gang/Satanic Activity or Association:**

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang/satanic related and would disrupt or interfere with school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff, and other employees;
- Create an atmosphere in which students or staff feel intimidated or threatened.
- Imply gang/satanic membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person. Failure to observe the Dress Code may result in students being sent to YSC to borrow proper attire and he/she will receive consequences appropriate to their program.



# **LIBERTY**

# **Program**

**Program Coordinator: Lorrie Clarkson**  
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**Phone: 270.237.4141 Ext. 5308**

## **LIBERTY VIRTUAL LEARNING PROGRAM STUDENT/PARENT HANDBOOK**

The contents of this handbook are intended to provide an overview of the guidelines, procedures, and expectations for both the prospective Liberty Program student and his/her parent(s)/guardian(s). All parties are expected to carefully read the information contained in this document, and if the student is enrolled into Liberty Program, strictly comply with program requirements.

### **Enrollment Process**

Liberty Virtual Learning Program is Allen County Public Schools' online K-12 program, serving students from grades Kindergarten (K) through twelve (12). The enrollment process includes.

- Enrollment periods are only twice a year. The beginning of school and mid school year only. Applications are due by July 15th for a beginning of school enrollment or by December 1st for a January mid-year enrollment.
- School Administrator/Counselor referral to the DPP if the student is enrolled in a Allen County Schools;
- A student and parent/guardian meeting with the DPP to discuss the option of Patriot Academy.
- Liberty Virtual Learning Program applications are completed with the DPP
  - \*\*If ECE student has to be approved by DOSE prior to moving forward
    - DPP reviews records
      - No more than 20 unexcused absences
      - Passing all classes
      - No excessive behavioral events
      - Parent access to email/parent square etc.
      - Proof of internet access
    - If criteria is met, application and memorandum of understanding is completed with DPP, student and parent/guardian
    - Application submitted to Patriot Academy director
    - Parent will receive call from Patriot Academy director with a meeting date for application review within 7 business days
    - All enrollment documents to be submitted by parent/guardian
- Application Review Meeting:
  - Meeting with parent/guardian, Patriot Academy Director, Counselor & Program Coordinator
  - \*Application Agreement and contact sheet for parent/guardian (must stay current)
  - \*Within 3 days of acceptance meeting with the Program Coordinator to have an

orientation to programming and online work, technology assignment, etc.

- The Director of Patriot Academy along with the Liberty Virtual Coordinator has final authority over any enrollments into Patriot Academy- Liberty Virtual Learning Program.
- The committee may give special consideration on a case-by-case basis depending on the needs of each student.
- Max Cap of Liberty 120 students

**Checklist for Enrollment Documents-** (\* items *may* be requested)

District-required documents:

- Allen County Schools enrollment form
- Student contact and emergency information sheet
- Proof of residency- must have two (if not transitioning from current Allen County school enrollment) such as: utility bill, lease agreement, or notarized “proof of residence” form (required if recently moved into Allen County School District)
- Birth certificate (if one is not already on file with ACS)
- Physical examination form completed by a physician\*
- Current immunization certificate (if one is not already on file with ACS); must be on KY form
- Home language survey
- Vision examination\*
- Dental screening\*
- Copy of current custody documents (if applicable, and if not already on file with ACS)
- Copy of Social Security Card (if one is not already on file with ACS).
- Electronic User Agreement on file

**Liberty Virtual Learning Program Specific Enrollment Documents To Complete and Submit to Coordinator**

- Signed Memorandum of Understanding Document
- ILPA Document
- Mental Health Disclosure Form
- Statement Form (Parent/Guardian *and* student indicate why enrollment into Liberty Virtual Learning Program is being sought)



**THE DIRECTOR WILL INDICATE SPECIFIC DOCUMENTS  
NEEDING TO BE COMPLETED AS PART OF THE  
ENROLLMENT PROCESS**

**Statement on Commitments and Expectations**

Liberty Virtual Learning Program students must meet program requirements and expectations to remain enrolled. Students failing to meet these requirements will be removed from the program.

Parents/Guardians are expected to ensure students are meeting their commitments at all times; active involvement on the part of the parent/guardian is an essential component for promoting student success.

**Student Commitments and Expectations**

Students are expected to:

- Complete all assignments and tasks without copying the work of other students or copying from other sources; all submitted work must be of the student's own creation; cheating may be grounds for dismissal from the program
- Complete all assignments and tasks no later than the scheduled due date; a daily (M-F) school work/study routine is essential to promoting student success (completing assignments during traditional school hours is preferable)
- Maintain 70% or higher grades in all courses at all times
- If not making progress or maintaining grades, the Liberty Coordinator, parent/guardian, and student will have a meeting for intervention. If the issue is not corrected, placement back to the "home" school will be decided upon.
- Communicating with teachers as requested in a timely manner (within 24 hours) and with a respectful tone
- Full and immediate compliance with teacher/coordinator directives, including but not limited to directives to complete tasks by specific timelines
- Maintaining flexibility when it is necessary to come in to the Patriot Academy office for tutoring, testing, or any other purposes
- Any inappropriate conduct may be grounds for dismissal from Liberty Virtual Learning Program, and/or may result in disciplinary action in accordance with the Allen County School District discipline matrix

**Parent/Guardian Commitments and Expectations**

Parents/Guardians are expected to:

- For students in grades K-5 there will be a required check in twice daily. One AM and one PM check in is required by the state for attendance

purposes.

- For 6-12 students - continuously (daily) monitor student progress to ensure students are A) completing assignments on schedule, and B) maintaining passing grades at all times
- Communicate with coordinator/teachers as requested in a timely manner (within 12 hours)
- Ensure students have a school schedule (routine) that is adhered to
- Ensure Liberty Virtual Learning Program school work is a top priority for their student
- Ensure students have continuous access to technology (computer with keyboard, internet access). Phones are not sufficient work devices.
- Ensure students are properly supervised and in a safe environment at all times
- Communicate with teacher/coordinator IMMEDIATELY if any of the following changes occur:
  - Change of address
  - Change of contact information (phone number, e-mail address)
  - Custodial changes
- Enroll in ParentSquare
- Check your email daily (M-F) in the event the teacher/coordinator is attempting to contact you
- Ensure safe and reliable transportation is available at times the student may be required to come in to the Patriot Academy offices for tutoring, testing, or other purposes
- Accommodate Coordinator/Teacher requests for meetings during traditional school hours
- Review the student weekly progress report sent to parent/guardian via email

**\*Please review these items again before signing the Memorandum of Understanding Document**

### **Student Removal from Liberty Virtual Learning Program Due to Academic Reasons**

Liberty Virtual Learning Program students must complete all assignments/tasks on schedule, and must be passing ALL their courses at ALL times **with a 70% or higher** to remain a Liberty Virtual Learning Program student.

Within the first 30 days after the student's first coursework due dates are activated, students will be monitored closely. At any time, including up to the 30th day a student fails to meet the required criteria for assignment completion or maintaining passing grades at all times, the student will be removed from Liberty Virtual Learning Program and placed into their attendance-area brick and mortar school. The student grades at the time of removal will be transferred to the receiving school. If, at any time beyond the 30th day the student fails to meet the required criteria, the program coordinator will consider alternative placement options and notify the parent/guardian accordingly. If a student is removed from Liberty Virtual Learning Program, he/she will not be eligible to return during the calendar school year. If a student is returned to their brick and mortar school at the end of the school year, the student will not be eligible to return to Liberty Virtual Learning Program for the next school year. Re-enrollment will only occur once and eligibility will be determined by good attendance, grades (70% or higher) and satisfactory discipline.

### **Re-Enrollment to Liberty Virtual Learning Program From Brick and Mortar School**

If a student who leaves Liberty Virtual Learning Program in good standing elects to return to their brick and mortar school may re-enroll only once per Director discretion. Eligibility will be determined by good attendance, grades (70% or higher) and satisfactory discipline.

### **Participation in school Extracurricular Activities; NAIA/NCAA Eligibility**

Patriot Academy is a stand-alone school, separate and apart from the Allen County School District's brick-and-mortar school(s) students would otherwise attend.

Therefore, Liberty Virtual Learning Program students ARE NOT eligible to participate in brick and mortar school extracurricular activities of any sort (athletics, clubs, etc.). Liberty Virtual Learning Program students are permitted to attend prom and other dances at ACSHS as a guest with the proper permission forms approved prior to having an ACSHS student purchase a ticket for them.

Furthermore, Liberty Virtual Learning Program is NOT recognized as a participating NAIA/NCAA eligible school. Students who may seek to participate in post secondary athletic activities at a college or university are encouraged to remain enrolled in an NAIA/NCAA recognized institution.

## **Course Progression Guidelines**

There are two progression plans for high school students who are classified as Juniors or Seniors. All students in grades 9 - 10 follow Plan 1; Juniors or Seniors have the option of choosing Plan 2 (only if requested by parent/guardian and the student meets Plan 2 prerequisites).

**Plan 1: Regular Progression** - Mandatory plan for grades 9 - 10, default plan for Juniors/ Seniors. Students must NOT complete courses at a rate that propels them ahead of their peers attending traditional brick and mortar schools. Peers are defined as: students who started at the same time as the Liberty Virtual Learning Program enrollee, who have since progressed continuously at the rate of one (1) grade per school year.

- Plan 1 HS Course Completion Progression Rate:
  - Full Credit (1.0 credit) core course - up to Sixteen (18) weeks
  - Half Credit (.5 credit) core course - up to Eight (9) weeks
  - Full Credit (1.0 credit) elective course - up to Sixteen (18) weeks
  - Unless the Liberty Virtual Learning Program Coordinator makes an exception due to late student enrollment, Plan 1 students will not be permitted to work ahead of the pace above; however students must remain on pace, unless there is a documented medical reason (or other bonafide educational plan) for a student to work at a reduced pace.
- Students shall complete courses at the pace necessary to be promoted to the next grade classification level for the following school year; this shall, in most cases be six - eight (6-8) credits per school year.
- If a student completes a Fall term course ahead of schedule, he or she (with parent/guardian approval if under age 18) may be considered to be approved to begin a Spring term class without delay, IF the student currently has all "A's" or "B's" in all their other courses and made either an "A" or "B" in the course completed ahead of schedule. Once the student has completed the required number of courses for the year, he/she will be finished for the school year (unless he/she is eligible to switch to Plan 2 and does so, whereupon additional courses may be completed).
- Students cleared by medical and/or mental health professionals and/or approved by Allen County School district officials to return to a brick-and-mortar school may be re-enrolled into that school on the first day of the next school year (typically an August date).
- At the conclusion of the school year, parents/guardians may choose for their student to return to their attendance-area brick and mortar school as long as the student has not advanced ahead of their peers in terms of grade classification. If a student transitions from Liberty Virtual Learning Program back to their brick and mortar attendance-area school, they will be expected to graduate from their brick and mortar high school.

**Plan 2: Unrestricted Progression - *Optional* for:**

Liberty Virtual Learning Program enrollees who are behind their peers in grade level may be allowed to complete work to catch up with their peers; for students in this circumstance and are under the age of 18, parent/guardian approval to accelerate to catch up to their peer's classification level is required.

- A) Liberty Virtual Learning Program High school students with at least 6 high school credits completed, *and* who have maintained all "A's" or "B's" in *all* their Liberty Virtual Learning Program High School courses;
- B) Liberty Virtual Learning Program enrolled High school students who have completed eleven (11) or more high school credits who have maintained a "B" (3.0 GPA) average in their Liberty Virtual Learning Program courses;
- C) High school transferees into Liberty Virtual Learning Program who have already been awarded eleven (11) or more credits; to *remain* in unrestricted progression, these students must maintain a "B" (3.0 GPA) in their Liberty Virtual Learning Program courses.

Students on the Unrestricted Progression Plan will be permanently placed onto the Regular Progression Plan if they are unable to maintain at least a "B" (3.0 GPA) average in their courses.

For all students under 18, a parent/guardian must complete and submit a "Unrestricted Course Progression Request" application for their student. The Coordinator will review the request and ensure the student has met all requirements prior to approving this request.

**Overview of Processes**

- Enrollment into Liberty Virtual Learning Program - once a student is enrolled, the Liberty Virtual Learning Program Coordinator will ensure the student is enrolled in the needed courses. Liberty Virtual Learning Program students will only be enrolled in courses necessary for promotion/graduation requirements. If a student enrolls into Liberty Virtual Learning Program from another school, it is very likely that there will be some courses the student was taking at the previous school that will not be necessary to complete in Liberty Virtual Learning Program.

**Teacher Support**

- The Liberty Virtual Learning Program Coordinator assigns a teacher to each student. While independent student learning skills are essential, additional teacher support is available to the student.
- The teacher will monitor student progress (assessment scores as well as ensuring the student completes assignments on schedule) and will be available to provide instructional guidance to support the student's continued academic progress
- The teacher will serve as the primary point of contact for the student and the parent/guardian

regarding academic questions or concerns.

- The teacher will serve as the primary point of contact for the student and the parent/guardian regarding questions or concerns involving the learning management system (the Acellus program).
- The teacher will hand grade student-submitted work for those assignments not automatically graded by the Acellus program; regarding these assignments, the teacher will provide feedback to the student as needed.
- The teacher will follow the Allen County Schools calendar and will only be available to assist students on scheduled work days, during traditional school hours; for any activity requiring teacher assistance (such as tutoring, testing, etc.), arrangements must be made to ensure the assistance can be provided during traditional school hours.
- Students are strongly encouraged to work during the traditional school day timeframe; this promotes improved teacher response times to help assist students. Students can send teachers emails any time they need help or have questions, however if emails are sent in the late afternoon or evening, the teacher will likely respond the morning of the next work day.
- Tutoring sessions are available upon request;
- Phone calls and email exchanges are the primary means of support communication and can occur as often as needed to help the student.

### **Credits/Grade Classification/Promotion**

Liberty Virtual Learning Program Middle School students will be placed in the core courses necessary to meet grade-level academic requirements; middle school students will be working at a pace that will ensure that at the conclusion of the school year, they will be promoted to the next grade level. The Liberty Virtual Learning Program Coordinator will determine the student's schedule to ensure the necessary courses are successfully completed. Liberty Virtual Learning Program Middle School students will only be placed in the courses necessary for promotion at the end of the school year.

Liberty Virtual Learning Program High School students will be placed in courses to ensure that they meet the minimum graduation requirements as defined by the Kentucky Department of Education. In addition to meeting the graduation requirements of the Kentucky Department of Education, all Liberty Virtual Learning Program graduates will have met the graduation requirements established by Allen County Public Schools. The Liberty Virtual Learning Program Coordinator will determine the student's schedule to ensure the necessary courses are successfully completed. Liberty Virtual Learning Program High School students will only be placed in the courses necessary for promotion at the end of the school year. Upon high school graduation, each Liberty Virtual Learning Program student will receive a diploma from Allen County Schools. Liberty Virtual Learning Program graduates will be eligible to attend any postsecondary educational institution just the same as any other student who graduates from Allen Co.-Scottsville High School.

Liberty Virtual Learning Program High School students are promoted during the school year at the time

they have met the credit requirements to be promoted to the next grade level.

**Liberty Virtual Learning Program High School Grade Classification**  
**Credits Earned Classification**

0 - 5	Freshman
6 - 12	Sophomore
13 - 18	Junior
19+	Senior

**Testing**

Liberty Virtual Learning Program students will be required to participate in any mandatory district or state assessments. Parents/guardians will need to accommodate these requirements by ensuring students are able to participate in person to take these assessments. Liberty Virtual Learning Program staff will notify parents/guardians well in advance of any district or state testing so there will be adequate time for making the necessary arrangements to accommodate this requirement.

Students will take Acellus unit exams from home. Students may be required to come in and take their final exams.

**Cheating/Plagiarism**

Honesty and integrity are core values of an academic institution. Academic dishonesty infringes on these values and is unacceptable behavior of Liberty Virtual Learning Program that cannot be justified. Academic dishonesty includes, but is not limited to, cheating and plagiarism. Any student found demonstrating academic dishonesty will be at risk of administrative consequences. Academic dishonesty is a serious offense and will be treated as such by both the teacher and administration. Liberty Virtual Learning Program strives to help students grow, not only academically, but also as moral and ethical citizens of our community.

Plagiarism occurs when students take ideas or words from another and present or claim them as their own. Plagiarism includes using work from a source (e.g. the Internet, an encyclopedia, a textbook, any other published or unpublished work, or an oral interview) without proper citation or reference. Plagiarism includes the unauthorized use of images, music, and video that are not original creations; these must also be cited to avoid copyright infringement. Plagiarism is not acceptable. Teachers may use Plagiarism Software which checks students' documents for plagiarism. If a student is caught plagiarizing, they will be at risk of being removed from Liberty Virtual Learning Program.

### **KEES Scholarship Eligibility (High School Students)**

Liberty Virtual Learning Program High School students are participants in the KEES Scholarship program (financial calculations based on GPA/ACT scores). If a student completes his/her junior and senior year in one year, only the senior year will be awarded. The student will lose one year of KEES money. This is a state rule.

In order to be eligible for a KEES award in any academic year, a student must meet the KEES curriculum requirements in that academic year. Kentucky statute defines “KEES curriculum” as five courses of study in an academic year [KRS 164.7874(7)(b); KRS 164.7874(16)]. The only exception is for students who are enrolled for the fall term of their senior year and graduate at the end of the fall term—these students are eligible for a KEES award if they take less than five classes.

### **Commencement Exercise for Liberty Virtual Learning Program Graduates**

Liberty Virtual Learning Program graduates are eligible to participate in the Patriot Academy commencement ceremony. Patriot Academy staff will announce cap and gown order placement information in advance to ensure that any student participating in commencement has ample time to order and receive his/her cap and gown.



**PATRIOT ACADEMY**

**Liberty Virtual Learning Program**

**UNDERSTANDING AND AGREEMENT OF HANDBOOK GUIDELINES**

(Request for consideration of enrollment into Liberty Virtual Learning Program)

Our signatures below indicate that we have read and understand the information, terms, and conditions stated in the Liberty Virtual Learning Program Student and Parent Handbook. We understand that remaining enrolled in Liberty Virtual Learning Program is dependent upon meeting program requirements. Furthermore, our signatures signify that we accept the terms and conditions as stated in the handbook, and that we agree to fully comply with them.

We further understand that removal from Liberty Virtual Learning Program while having failing grades may possibly result in the student being retained at the conclusion of the school year by the school they transfer to.

Lastly, our signatures below indicate that we wish for the following student(s) to be considered for enrollment into Liberty Virtual Learning Program.

\_\_\_\_\_  
**Signature Parent/Guardian #1**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Parent/Guardian #2 (if applicable)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**\*If separated/divorced parents have joint custody, both parents must sign this document prior to its submission to Liberty Virtual Learning Program staff. Also, both parents must be listed on the contact information sheet if they have joint custody of the prospective Liberty enrollee.**

**In addition to submitting this document, the following documents must also be completed and submitted to Liberty Virtual Learning Program staff:**

- Contact information sheet
- ILPA (high school students only)
- Liberty Virtual Learning Program student emotional support disclosure form
- Reason(s) for seeking enrolment into Liberty Virtual Learning Program document
- Any other document specified by Liberty Virtual Learning Program staff (will be sent separately)

**LIBERTY VIRTUAL PROGRAM CONTACT INFORMATION**

**STUDENT FULL NAME:** \_\_\_\_\_

**CALLED NAME:** \_\_\_\_\_

**CURRENTLY ATTENDED SCHOOL:** \_\_\_\_\_

**STUDENT DOB:** \_\_\_\_\_

**CURRENT GRADE LEVEL:** K 1 2 3 4 5 6 7 8 9 10 11 12

**STUDENT I.D.#** \_\_\_\_\_

**PARENT/GUARDIAN #1:**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Does this phone text? Y or N**

**E-MAIL:** \_\_\_\_\_

**Best contact method:** Phone Email Text All

**PARENT/GUARDIAN #2 (if applicable):**

**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Does this phone text? Y or N**

**E-MAIL:** \_\_\_\_\_

**Best contact method:** Phone Email Text All

**STUDENT INFORMATION**

**STUDENT PHYSICAL ADDRESS:**

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**STUDENT SCHOOL E-MAIL ADDRESS:**

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**STUDENT PHONE #:** \_\_\_\_\_

**My/our signature(s) below indicates my consent to allow my child’s teacher(s) to communicate with him/her via e-mail and/or phone text messages to share information that will facilitate teaching, learning, and success in the Liberty Virtual Learning Program.**

**\*If separated/divorced parents have *joint custody* rights over the student, *BOTH* parents must sign below authorizing/requesting Liberty enrollment *PRIOR* to actual enrollment. By signing below, parent(s)/guardians(s) agree(s) to notify the Coordinator *immediately* if any contact information and/or physical address changes occur.**

**My/our signature below also certifies that I/we request my/our child to be enrolled into Liberty Virtual Learning Program. If my/our child is enrolled into Liberty Virtual Learning Program, I/we will closely monitor his/her work quality and work completion to ensure my/our student is successful in fulfilling all Liberty Virtual Learning Program requirements. I/we assume all supervision and safety responsibilities for my/our student at all times they are not under the direct (in-person) supervision of Allen County School District’s staff.**

\_\_\_\_\_  
Signature Parent/Guardian #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian #2 (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**ILPA- Liberty Virtual Learning Program High School**  
**(To be completed by prospective students in grades 9 - 12 only)**

These are some key components pertaining to Liberty students' Individual Learning Plan Addendum. We would like to work with your students on these goals while they attend Liberty Virtual Learning Program. We will be sending home progress updates toward these goals concurrent with grade reports and progress reports. At any time you have a question, please feel free to contact the school.

Thank you for your time in reading over this information, checking off the applicable goals, signing and dating this document, and submitting this document to Liberty Virtual Learning Program staff--- we look forward to working with your student!

**Long Term Student Goal(s)** (*check all that apply*):

\_\_\_\_\_ #1 Post-secondary education (college or vocational school)

\_\_\_\_\_ #2 Entering the workforce

\_\_\_\_\_ #3 Enlisting into a service branch of the United States military

**Student ILPA steps / goals**

**Short Term Goal #1:**

Student will be knowledgeable of career interest, career clusters, skills needed, and education requirements for careers that best match their abilities and interest through Matchmaker, My Skills, Ability Profiler, and the Learning Styles Inventory on by completing the ILP Explore Assessment to a score of 100%.

**Short Term Goal #2:**

Student will use their high school transcript, ILP, IEP (if applicable), ACT, current report card, KYOTE scores, and assessment scores to determine if they are on the right track toward graduation and post-secondary goals to 100%.

**Short Term Goal #3:**

Student will identify different types of funding sources, be knowledgeable of a FAFSA, and be aware of how to interpret SAR, EFC, special circumstances, KEES money and other funding available for their post secondary goals to 85%.

**Short Term Goal #4:**

Student will in written format reflect on their philosophy of education and the importance of alternate routes in education, as well as how Liberty Virtual Learning Program may have made a difference in their education and future goals.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Liberty Virtual Learning Program Student Emotional Support Disclosure Form

Our highest priorities for our students are to help ensure their physical safety and their social-emotional well-being. It is very important for all students to be enrolled in an educational environment in which their needs can best be met.

As you consider enrolling your student into Liberty Virtual Learning Program, please keep in mind that your student will have fewer teachers, administrators, and other support staff available to them when compared to a brick and mortar school. Due to the nature of online school programs, these resources and potential intervention opportunities are not present to the same extent.

If a student is receiving counseling to assist with social and/or emotional issues through school personnel, it is very important to consider the impact enrolling into an online program will have on the accessibility to those school resources---again, student safety and well-being are our highest priorities.

Each student receiving counseling services will have his/her own unique needs that call for an individual level of support. When considering enrolling into an online school program, the parent/guardian and school personnel need to consider the needs of each student. In addition, it is important to recognize that simply changing the learning environment may introduce some stress for some students--change of any sort tends to create stress, even if only temporary. The impact of leaving a traditional school setting to enroll into an online program will vary from student to student; however, prior to enrollment, the potential impact of this change should be considered.

The teachers and administrators in Liberty Virtual Learning Program are committed to striving to meet the social and emotional needs of their students. However, all parties must understand that the structure of online programs will impact the ability of faculty and staff to identify student socio-emotional issues, to assess the extent of those issues, and will impact the ability to implement certain interventions due to limited interactions between the student and school personnel.

Your signature below indicates that you have carefully read and understand the above information, and that you have given serious thought about the social and emotional needs of your student while keeping the above information in mind. Please provide the following information for your student.

Student Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current School: \_\_\_\_\_ Grade: \_\_\_\_\_

Is your student **currently** receiving counseling services through Allen County Schools? **Yes** **No**

**If yes**, what is the counselor's name? \_\_\_\_\_

**If yes**, for what reason is the counseling taking place? (Please describe) \_\_\_\_\_

**If yes**, have you discussed enrolling your student into Liberty with the school counselor? **Yes** **No**

Is your student **currently** receiving counseling services through a non-Allen County Schools agency? **Yes** **No**

**If yes**, what is the counselor's name? \_\_\_\_\_ Agency: \_\_\_\_\_

Counselor phone number: \_\_\_\_\_; E-mail: \_\_\_\_\_



# **FREEDOM**

# **Program**

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# **FREEDOM PROGRAM**

## **STUDENT/PARENT HANDBOOK**

### **MISSION**

The primary purpose of our program is to support each student and identify the needs of the student, and understand their strengths in the home, school and community. Using this information will help us better respond to issues at school, in the home, and in the community. The program strives to create and maintain a safe learning environment for all students so that they may excel and gain skills needed to become a productive citizen.

### **GENERAL OVERVIEW OF PROGRAM**

The Patriot Academy Freedom Program is a voluntary alternative setting inside of the Patriot Academy. Students in the Freedom Program will have one teacher for most of their school day. That teacher will use a highly qualified prepared curriculum. Students will be “self-paced” on their core curriculum but will have specific timelines to complete required credits or jeopardize their placement in the program. Students may have the same teacher for up to four years in a “one room schoolhouse” atmosphere. Teacher-led classes may be a part of the curriculum as well as possible “coop” opportunities in the community. Additional programmatic options will be made available to students through additional virtual coursework and open seats at Allen County-Scottsville High School.

### **REFERRAL AND ADMISSION**

#### **I. Referral Procedures**

\*Students who are accepted into the program may start at the beginning of the school year or mid-school year only. Applications for the beginning of the school year are due by July 15th, and applications for a mid-year transition are due by December 1st.

1. Students to be served: Students who are in grades 9-12 that previously attended Allen County-Scottsville High School (ACSHS), the Freedom Program at Patriot Academy or other area schools.
2. Referral Process:
  - The parent/guardian contacts the Patriot Academy Director for an application.
  - Once complete, the application is returned to the Patriot Academy Director.
  - Once the application is received, the Patriot Academy Director reviews for completeness. If the student is ECE, the DOSE must approve of the application moving forward.
  - The application is sent to the Patriot Academy counselor, a district administrator, and the Freedom Teacher.
  - 3 of the 4 committee members of the team must approve the application for acceptance into the Freedom Program.
  - If the application is approved the student is accepted into the program. If there are no slots the student will be placed on a waiting list.
3. The committee may give special consideration on a case-by-case basis depending on the needs of each student.

## II. Admission Procedures

- The student may begin the Freedom Program at the beginning of the school year or mid-school year.
- Prior to beginning, a meeting with the parent/guardian, student, mental health therapist, Patriot Academy Director, Patriot Academy counselor, and the program coordinator will occur.
  - Interview of student, application/agreement review, contact sheet for parent/guardian that must stay current
  - Online classes setup, login given, and the PA Counselor provides a semester by semester plan for the student's coursework.

## **PROGRAM RULES**

### I. Daily Program Schedule:

The Allen County Board of Education sets the start and ending time of the school day. The class schedule is set by the principal with the input from the teachers and staff. For the 2024-2025 school year, the times will be from 7:40 a.m. to 2:50 p.m. Breakfast and lunch will be available for students (typical meal costs will apply.) Transportation will be available for Allen County Students through the Allen County Schools' bussing program. Freedom students who are a Junior and/or Senior are allowed to attend ACSHS Prom and purchase an individual ticket for themselves from the Prom sponsor as long as they meet the same requirements for attendance, credits, and passing grades as ACSHS students.

II. Students will participate in experiences and programming at the Freedom Program Coordinator's design and discretion in addition to online coursework. This programming is required and will often be tailored to individual needs and interests, but will also sometimes be whole-group focused. These opportunities are mandatory.

### II. Dress Code and Authorized Materials to be brought to School:

Patriot Academy Freedom Program will follow the stated school dress code at the beginning of this handbook (p.3). Cell phones will be permitted, but turned in to the instructor each morning if sufficient progress is not made on the curriculum or it becomes a distraction to the class.

III. Technology devices will be provided by the district for each student.

### IV. Counseling

Students in the Patriot Academy Freedom Program will receive group counseling. Individual counseling will be provided on an as needed basis with parent/guardian permission.

### V District Policies

All rules set by the Allen County Board of Education will also be enforced through the student handbook signed by every Allen County Schools student.

VI. If a student chooses to leave the program, re-entry at a later time during the student's academic career will not be accepted.

## **BEHAVIOR MANAGEMENT**

Patriot Academy Freedom Program is a voluntary program, and minimal behavior issues are to be expected. Students will agree to and follow the rules and regulations as outlined in the Student Handbook approved by



the Allen County Board of Education. If behavioral issues do arise, the student may lose the opportunity to continue in the program. The teacher may refer a student for exit to the Patriot Academy Voluntary committee at any time, due to behavioral issues and that student will be placed back in their "home" school in Allen County Schools.

### **ACADEMIC EXPECTATIONS**

Students are expected to work to maintain a 70% average or above in all of their courses. If a student falls below a 70% average or is not on target with their courses, then the Patriot Academy Freedom Program teacher will meet with the student to integrate strategies for improving academic success. A parent-teacher conference may be called if the student continues to show poor progress on attaining their academic goals. For students who do not show academic improvement, the Patriot Academy Freedom Program teacher may refer the student to the committee for possible alternatives or exiting the program.

I, \_\_\_\_\_, hereby agree to abide by the guidelines set forth by the Allen County Board of Education in the Student Handbook and Discipline Code, along with the expectations outlined in the Patriot Academy Freedom Program Standard Operating Procedures manual. In addition, I agree to the terms of the Allen County Schools Patriot Academy Freedom Program Contract, Out of District Contract (if applicable), and the Training Plan Agreement. Furthermore, I also understand that any violations of the program guidelines may be subject to dismissal from the Patriot Academy Freedom Program.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

## Freedom Program Application

This application is not a guarantee of admission to the program. The application will be reviewed by a four-person committee that will include the two representatives from Patriot Academy, with one of those being the Freedom Program teacher, an administrator from the school (if the student is transferring internally) the student currently attends, and a central office administrator. Three out of four of the reviewers will have to agree that the student is a good candidate for the program. Students are responsible for completing this application. Please be as honest as possible in your responses.

Students transferring in from another district or placement will be required to complete an interview as part of the application process.

Today's Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Grade of Student: \_\_\_\_\_

Current School: \_\_\_\_\_

Does the student receive supplemental supports/services in school?

\_\_\_ No      \_\_\_ Yes (If yes, please choose from the services listed below)

- |   |  |
|---|--|
| <input type="checkbox"/> IEP/ECE              | <input type="checkbox"/> Interventions (academic or behavior)        |
| <input type="checkbox"/> Gifted and Talented  | <input type="checkbox"/> Mental health/emotional/behavioral concerns |
| <input type="checkbox"/> 504 Plan             | <input type="checkbox"/> Counseling services for _____               |
| <input type="checkbox"/> Private Service Plan | <input type="checkbox"/> Other: _____                                |

Please state the reason you would like to attend this program.

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Is there any additional information you believe would be helpful for the committee as they consider you for this placement? This may include current medical or mental health treatment:

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Does the student have a probation officer, court designated worker or is there court involvement? If yes, please describe (drug use, trouble with police, truancy, etc.):

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*If applicable, interview questions found below will be asked by a teacher and or staff member of Patriot Academy.*

1. What would make you a good candidate for the Freedom program?
2. What do you consider your academic strengths and weaknesses?
3. Are there things within the traditional school setting that you feel hindered your academic performance?
4. Are there any mental/behavioral health needs that I should be aware of that best support your academic success?
5. What are your personal goals?



# **RISE**

# **Program**

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## **RISE PROGRAM STUDENT/PARENT HANDBOOK**

### **MISSION**

The primary purpose of our program is to support each youth and their family in the identification and understanding of their strengths and the ways in which they respond to issues at school, in the home, and in the community. The program strives to create and maintain a safe learning environment for all youth so that the student may excel and gain skills needed to return to the traditional school setting and become a productive citizen.

### **REFERRAL AND ADMISSION**

#### **I. Referral Procedures**

- Youth to be served: Students who are in grades 6th-12th that attend Allen County Scottsville High School, James E. Bazzell Middle School or the Allen County Intermediate Center.. All youth will be referred by a principal or assistant principal.
- A Behavior Resolution Council will be established to review the behavior issues presented. The Council will consist of the DPP, an administrator and counselor from the referring school, the Rise Program Coordinator, PA Director, a teacher from the referring school, mental health therapist//school psychologist/behavior specialist, DOSE for ECE students. The Deputy Superintendent and a Board Member will be added for cases that have potential to be referred for and expulsion hearing (ie. threats, safety, weapons, drug trafficking)
- The referring school must submit a Referral Packet and present data showing what has been tried for the student prior to the referral to the Rise Program. The data may include but is not limited to:
  - Interventions- (not consequences)
  - BIP, Mental health therapy, SEL lessons
  - MTSS Data
- The Behavior Resolution Council will make one of three recommendations upon reviewing the presentation:
  - Stay at the referring school for recommended interventions
  - Referral to the Board expulsion hearing (Deputy Superintendent and a Board Member added to the Council for this level of behavior)
  - Placement in Rise

#### **II. Admission Procedures**

- Those students placed in the Rise Program will participate in an Intake Meeting with the Director of Patriot Academy, the Rise Program Coordinator, a mental health therapist, the Patriot Academy counselor, and a parent/guardian.
- The student will set two goals in this meeting: 1 academic and 1 personal

- The student and parent/guardian will sign the agreement to the rules of the program, complete a contact sheet that must be kept current, and review their assigned online classes after receiving their login.
- The program will encourage family involvement in the youth's education to include parent/staff conferences and check-ins.

### III. Daily Program Schedule:

- The Allen County Board of Education sets the start and ending time of the school day. The class schedule is set by the Director with the input of Teachers and staff. Currently, the school times are 7:40 a.m. to 2:50 p.m.
- The Rise Program Coordinator and the student will construct a Student Growth Plan (SGP) that is tied to the goals set in the Intake meeting and will be used for the ILPA.
- The Level system outlined in this handbook will be enforced and used to encourage students to work to earn privileges.
- The Rise Program Coordinator will use a digital points sheet to keep track of daily progress and goals in the classroom. This digital points sheet will be shared with the PA Director, the Principals of ACSHS and JEBMS, the referring school and the PA mental health therapists, the DOSE and school psychologist for ECE students, the referring school counselor, behavior specialist, and others necessary as determined by the intake team.
- A 70% or above is required at all times in coursework. Students are required to make daily progress on coursework.
- Behavior issues that arise while the student is placed in Rise will be dealt with according to an adopted discipline matrix. The loss of points and movement of levels is the first point of correction for behavioral issues.
- Students are required to participate in classroom lessons as assigned and designed by the teacher. These include but are not limited to: workshops, PBLs, SEL courses, etc.)

IV. Dress Code and Authorized Materials to be brought to School: Patriot Academy Dress Code (p. 3) will apply to the Rise program. Hats, Cell Phones, and Backpacks will be turned in upon entry each day.

### V. All Unauthorized Items Will Be Confiscated

First Offense – Item returned to student at the end of the school day and schedule an individual session with a mental health therapist onsite.

Second Offense – Item returned to parent after conversation with the Director.

Third Offense– student support team meeting with District Leadership to determine appropriate consequences

\*Unauthorized items include but are not limited to: cell phones not turned in to staff upon entry, smart watches, electronic gaming devices, weapons of any kind, pocket knives, backpacks,

purses, makeup bags, extra clothes (without prior permission), chains, metal objects, blankets, toys, drugs, drug paraphernalia, tobacco products, alcohol, vapes, or vaping paraphernalia

#### VI. Assessment of Mental Health/Substances Abuse Services:

1. Youth who appear to be in need of mental health services will be referred to the Director. The Director will provide student and caregivers with a list of community services.

In the event a youth tells a staff person that they are having thoughts of hurting themselves or others (suicidal or homicidal) the following procedures are to be followed:

1. Staff is to notify the Director.
2. The Director is to contact the district school psychologists. If the Director is not available it will be the responsibility of the staff member to contact school psychologists.
3. School psychologists will complete the threat assessment.

#### VI. Counseling

1. In-district counseling support is available to all students. All students and legal guardians referred to Patriot Academy will be given a list of area counselors and mental health providers if requested.
2. The Director will counsel students with any acute mental health symptomatology until appropriate referrals can take place.
3. Group counseling/education will take place at least once a week with individual counseling referred when needed.

#### VII. Dismissal

- Transition Exit Meeting: Students will return to their “home” school after 30+ successful days in the Rise Program.  
\*A student may apply to the Freedom or Liberty program after a successful semester at their “home” school. (Applications and enrollment deadlines for those programs apply.)
- The return to referring school meetings are to be positive, encouraging, and supportive for all parties involved.
  - This meeting must occur within two days prior to the student returning to ACSHS, JEBMS, or ACIC.
  - Attendees: Rise Program Coordinator, parent/guardian, the student, mental health therapist, PA Director, PA counselor, a student-selected “home” school representative (or grade level counselor if the student does not choose someone), “Home” school Principal/AP
  - The Rise Program Coordinator and mental health therapist share the student’s successes and give recommendations for the “home” school for the Student Growth Plan.



- The student will present/read a letter of reflection they have written in their last week of placement in Rise.
- These meetings will occur at 7 AM or 3 PM.

## **BEHAVIOR MANAGEMENT**

### I. Program System Procedures:

The Patriot Academy shall use a level system. This system shall be designed to provide graduated access to more privileges.

Level One - Each youth shall be assigned to this phase upon entering the Patriot Academy RISE Program. Level One shall be characterized by an emphasis on the youth becoming aware of the program's expectations, services offered, the youth's rights, the level system, and the initial treatment planning. The youth shall also familiarize themselves with the staff. Students are expected to earn 80% of points possible for it to be considered a successful day. When they are able to do this for 10 school days without having three consecutive days below 60% they will rise to the next level.

Level Two - The youth shall process how and why certain behaviors are inappropriate and begin to learn new behaviors. The youth shall also focus on what issues caused them to be placed in the program completing mini-sessions related to their behavioral violations. Students will be expected to earn 85% of the points possible for it to be considered a successful day. When they are able to do this for 10 school days without having three consecutive days below 65% they rise to the next level.

Level Three - Movement into this phase shall be based on achieving goals. Students should show consistent improvement in their behavior. The youth may be given more responsibility and be expected to be a role model for others. The youth shall focus on practicing skills and behaviors being learned and work on preventing the return of behaviors that brought them to the program. Upon achieving this level, first time students will be able to choose to return to their home school. Repeating students will need to earn 90% of their points for 30 school days without having three consecutive days below 70% they will rise to the next level.

Level Four- When level four is achieved, repeat students will be eligible to return to their home school.

The point system will be as follows: From the time the youth enters either an Allen County bus or the building until the time they leave the building or exit the bus, they will have an opportunity to earn points. These points will be based on behavior and effort shown during all the parts of their day. Sufficient daily points will allow them to earn a daily break if the student has achieved level two or above. Points to earn a break will be increased depending on which phase the student has achieved. These points will match their phase advancement goal.

The Rise Program Leader will develop a Points System that will be shared with the student in the classroom and a tracking system will be maintained by the teacher and shared with individual students upon request at any time.

II: Discipline and Punishment: Used for violation of rules/policy that are unique to Patriot Academy or to the general guidelines set by the Allen County Board of Education.

1. Loss of points on point sheets
2. Loss of break
3. Loss of lunchroom/recreation area/labs privileges for a set time
4. Office referral to the Director
5. Restitution
6. Out of School suspension
7. Court Referral

## **SUPERVISION AND SECURITY**

### **I. Supervision Procedures**

The Patriot Academy will have adequate staff supervision at all times to ensure a secure and safe environment for youth and staff. At no time are youth permitted to be without supervision except for bathroom visits.

Upon arrival to the program the youth are to remain in the entrance area until staff has searched them. No youth is allowed in the classroom without staff supervision. After search, the youth go to the classroom and are supervised by the teachers. Video cameras and recording systems will also be utilized in supervising students. Students outside of their assigned areas may receive an discipline referral. A staff person shall be in charge at all times. Staff shall always make decisions in the best interest of student and staff safety.

### **II. Program Safety/Security**

Youth and visitor searches- The staff of the Patriot Academy reserves the right to inspect any and all desks, clothing, persons, and the school facility if facts exist which give reasonable belief that articles and materials might be stored there which could be a threat to the maintenance of the discipline and order and/or endanger any persons. The staff reserves the right to make the same inspection if the facts are reasonably certain that items which were stolen might be found.

A staff member may temporarily remove items which may be considered disruptive or which could interfere with the educational process from the student's possession. These items may be returned to the student by a staff member or through the Director. All illegal items that have been discovered or seized will be turned over to the proper authorities. In the event that a search is required of a youth, every effort will be made so that a youth is not embarrassed, and that their dignity is maintained. Should a youth not be cooperative with staff involving a search, law enforcement will be notified.

The staff shall use the hand held metal detector. Should the detector indicate that a person has some unauthorized object on their person, the student shall be removed from the presence of other students. The student shall then be asked to remove the object(s) and give to staff.

\*Definition of contraband- Contraband is considered to be any illegal or prohibited item found in youth's possession.

Prohibited items include:

- Any item considered illegal for a student to possess: Illegal drugs, tobacco products, weapons, prescriptions outside of the marked container
- Electronic devices not supplied by the school or if the student is given permission to bring the item. Cell phones may be brought to school but will be turned in upon entry and returned to the student at the end of the day.
- Backpacks, purses or bags, extra clothes (without prior permission), or containers of any kind.
- Outside food or drink is prohibited with the exception of clear water bottles that are unopened or empty.

Instances where the SRO or police may be called –

The following events may result in the SRO or police being called and possible charges being made against any youth involved in the event or act:

- Youth comes to school presumed under the influence of alcohol or drugs
- Youth is found in possession of alcohol, illegal substances, weapons, or medication not in proper container
- Youth's behavior becomes violent towards staff, another youth, or school property
- Program is notified that a pick up order has been issued for a youth by the police

This page should be signed by the student and guardian and given to the Program Director.

I have received a copy of the standard operating procedures for the Rise Program at Allen County Patriot Academy. All questions were answered that I have about the program and expectations for completing the program. I understand that I am responsible for following these guidelines and meeting the expectations of the district Code of Conduct.

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Student Signature and Date

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Legal Guardian Signature and Date