



Hamilton Liberty Academy

*Serving Students Around The Nation
in Foundational Education*

2021 - 2022

HANDBOOK

Hamilton Liberty Academy

STAFF

Headmaster, Dean of English and Art: Moira Hamilton
Human and Resources Director, Dean of Health: Patrick Hamilton
Dean of Math and Science: Ricardo Smart
Dean of History and Social Studies: Mya Lee
Professor: Jerobiam Julies

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Office Hours:
Monday - Thursday: 9am - 4pm EST
Friday: 9am – Noon EST
Headmaster: M-F 1pm-5pm

Notice of Nondiscriminatory Policy as to Students

Hamilton Liberty Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Mission

MISSION STATEMENT:

At Hamilton Liberty Academy:

- We understand how *The Arts* are integrated into everyday life; therefore, it must be an essential part of learning.
- We believe in providing integrated courses, which aspires to ground breaking curriculum, dedicated teaching, and student engagement; that encourages respect for our families, our communities, and our country.
- We believe that being part of a virtuous society means honesty and integrity must be nurtured and guided with a spiritual conception that develops outstanding leaders of tomorrow.

Vision

VISION STATEMENT: Hamilton Liberty Academy provides an integrated and full encompassing education that will enrich the academic, economic, and professional lives of our youth as they begin their futures.

Code of Ethics

In the pursuit of academic excellence Hamilton Liberty Academy (HLA) strives to uphold a Code of Ethics based on personal integrity, honesty, self-respect and moral character. This code expects each student to diligently monitor and manage their attitude and activities in such a way so as to preclude the occurrence of cheating on schoolwork, fabrication of work performed, plagiarism, unauthorized use of resources, and receiving or accepting improper assistance in the performance of their studies and school responsibilities. Any activity which compromises the academic integrity or reputation of HLA and undermines the educational process will be grounds for dismissal. After due process, as outlined in the Conflict Resolution Policy, and grounds for dismissal have been established, Hamilton Liberty Academy reserves the right to dismiss a student for personal and/or academic misconduct, without recourse or appeal.

Statement of Faith

- We believe in the Creator of All things.
- We believe in Faith and the principles of Faith-Building.
- We believe in our Freedoms; freedom of speech, religion and our country's foundations.
- We believe that all are created equal and have the opportunities of life, liberty and the pursuit of happiness.

Philosophy of Education

At Hamilton Liberty Academy , the core of our private school is the belief that every person has unique gifts and talents, and has a specific purpose for their life. We believe that the purpose of education is to assist each student to actually learn the foundations that are needed to be a successful adult and to fulfill that purpose, whatever the dream. At HLA, that means preparing students for the next step in their journey, as an transitioning adult, whether that be college, a vocation, military service or ministry. We believe that a “good education” has several key components:

Academic Excellence

As a Foundational private school, we believe that a faith-building life means striving to be excellent in all things. When it comes to academics, that means striving to have the best curriculum and the best Professors possible. It means encouraging our students to take their academic requirements seriously, and not only to meet, but exceed, the requirements mandated by the state. Academic excellence drives our **mastery-based approach** to education, whereby we strive to have all students attain mastery in all subjects to the best of their abilities.

Whole Life Approach To Learning

At HLA, as a Foundational private school, we believe that learning is more than just academics. We believe that good education involves the whole person – not just the mind and academics, but all other aspects as well – character development, social skills, and physical training. While much of our direct effort is focused on academics, we also recognize that character, social and other aspects are equally as important. We strive to model good behavior through our Professors , and to assist our students learn to overcome barriers and obstacles.

Learning As A Lifelong Process

At HLA, we believe that education is a lifelong process, one that requires freedom and creativity, and that allows for individuality. We don't believe that learning stops at graduation, but that we each need to continually learn and adapt. We constantly seek to learn from our experiences and to improve our program wherever possible, and we hope to teach our students to adopt the same attitude towards their learning.

Administrative School Calendar



WE ACCEPT ENROLLMENTS THROUGHOUT THE YEAR

Progress Report Schedule

NOTE: This calendar is for term reporting purposes. Upon enrollment, you have 12 months to complete courses.

First Term:

Begins Sep 13
Ends Nov 18th
Reports due Nov 19th

Third Term:

Begins Feb 22nd
Ends May 12th
Reports due May 13th

Second Term:

Begins Nov 19th
Ends Feb 21st
Reports due Feb 25th

Fourth Term:

Begins May 13th
Ends July 28th
Reports due July 29th

School Holiday Schedule

School offices will be closed on these days.

Labor Day Sept. 6th
Veteran's Day Nov. 11th
Thanksgiving Week Nov. 22-26th
Christmas Week Dec. 20- Jan.2nd

New Year's Eve Dec. 31st
New Year's Day Jan 1st
MLK, Jr. Day Jan. 17th
Easter Week April 15-22nd

Memorial Day May 30th
Independence Day July 4th
Nat. Women's Day Aug. 9th
President's Day Feb. 21st

Enrolling in Hamilton Liberty Academy

In Hamilton Liberty Academy, we try to keep our enrollment process as simple and easy as possible.

Just follow these easy steps to enroll your child:

1. Through Twine

The enrollment process will be complete when we receive the following required documents:

- Parent - Student Agreement
- Financial Agreement
- Records Transfer Request
- One picture of each student for ID card and student file
- Birth Certificate (need not be a certified copy)
- Schedule of Immunization Records (original copy) or Exemption Form
- Health Certificate (physical exam within the last 12 months)



Documents should be completed, signed and mailed to

Hamilton Liberty Academy
Virginia, USA

Documents may be scanned and emailed to: Hamiltonlibertyacademy@gmail.com
Cell phone photos of documents are not acceptable.

Academic Validation

Hamilton Liberty Academy requires that you:

1. Read the Parent - Student Handbook completely during the enrollment process.
2. Sign the Parent - Student Agreement including the Honor Code.
3. Provide a minimum of 160 school days within a calendar year.
4. Suggested daily hours of study:
 - a. Grades 9-12 = 6 hours daily
5. STUDENTS: Attendance, Progress, and Work are recorded via the curriculum platform.
6. Agree to annual standardized achievement once a year (usually in the Spring of the year). This testing is completed online and proctored by the staff of HLA. Details of testing procedures will be provided in the weeks before the testing dates.
7. Pay registration and tuition as outlined in the Financial Agreement.
8. Uphold a standard of behavior by student(s) that will not detract from the reputation of Hamilton Liberty Academy .
9. Allow the staff at HLA to be of service to you and your child!

NOTE: If transcript or achievement test scores are not available for prior school years, a diagnostic evaluation may be required to assess your child's current educational level before the enrollment process can be completed. The diagnostic evaluation may be given to your child under your supervision with review by HLA staff.

NOTE: Parents must assume full responsibility for compliance with any special or unique state requirements for home educators (see HLA website under HLA service, "State Laws").



Curriculum Choices

We strongly encourage parents to be involved in selecting the best program of study and delivery method for their child. Experienced administrators and Professors, along with parents, review the student's academic history, diagnostic results, IEP plans, learning style, and educational goals to determine the best course of study and best method of lesson delivery for each child. For high school students, this determination includes a decision about the diploma choice the student wishes to pursue: Honors (28 credits) and Standard (24 credits).

HLA HONORS, fully online educational program for grades 9-12. With this highly rigorous program which may include Honors courses, students are assigned honors credits in their individual courses. Students will meet with their Professors to make arrangements for the extra credit. More Professors will be hired as necessary to accommodate future honors only courses. This high school program will prepare your student to meet the challenging entrance requirements of top colleges and universities.

Grading System

For 9th through 12th grade, the following grading system should be used:

Letter Grade Numerical Grade GPA

A+	=	98 - 100	4.00
A	=	94 - 97	4.00
A-	=	90 - 93	4.00
B+	=	88 - 89	3.00
B	=	84 - 87	3.00
B-	=	80 - 83	3.00
C+	=	78 - 79	2.00
C	=	74 - 77	2.00
C-	=	70 - 73	2.00
D+	=	68 - 69	1.00
D	=	64 - 67	1.00
D-	=	60 - 63	1.00



High school CORE courses with grades F must be repeated under our **Credit Recovery Policy**. The lesser grade will appear on the transcript but will not be calculated into GPA. We strongly recommend that core courses with grades of D be repeated, especially in mathematics.

Freshmen (9th):	1-6 credits
Sophomores (10th):	7-12 credits
Juniors (11th):	13-18 credits
Seniors (12th):	19-24 credits

Diplomas and Acknowledgements



Honors-College Preparatory Diploma

The Honors-College Preparatory Diploma is designed for those students possessing outstanding academic skills in most areas. The student who earns this diploma should be ready to attend any top-ranking colleges and universities. The pursuit of this diploma indicates a very high level of ambition and a desire for a high level of academic achievement.

1. Requires **26** credits, 6 of which must be Honors credits
2. Requires 3.5 or higher GPA
3. Requires a score of 1330 on SAT or 29 on ACT (2020-2021 graduates)

NOTE: Students who wish to qualify for scholarships must fulfill specific requirements. Talk with HLA counselors for requirements based on your graduation year.

Math:

Algebra 1	1.0 credit
Geometry	1.0 credit
Algebra 2	1.0 credit
Higher Math – PreCalculus, Trig	<u>1.0 credit</u>
	4.0 credits

English:

English 1	1.0 credit
English 2	1.0 credit
English 3	1.0 credit
English 4	<u>1.0 credit</u>
	4.0 credits

Social Studies:

World Geography	1.0 credit
World History	1.0 credit
American History	1.0 credit
U.S. Civics & Economics	<u>1.0 credit</u>
	4.0 credits

Science:

Biology	1.0 credit
Physical Science	1.0 credit
Chemistry	1.0 credit
Physics or other higher science	<u>1.0 credit</u>
	4.0 credits

Other Requirements:

Health & Nutrition (PE)	2.0 credit
Foreign Language	2.0 credits
Financial Literacy	1.0 credit
Electives	<u>5.0 credits</u>
	10.0 credits

Diplomas (cont'd.)



Standard Diploma

The Standard Diploma is aligned with the Virginia Department of Education requirements for graduation. This diploma is accepted at most colleges and universities. World language is required for this program as it is strongly recommended if the student plans to attend college. Students who are unsure about college or career plans may prefer to pursue this Standard Diploma.

1. Requires 22 credits to earn this diploma
2. Requires no less than 2.0 GPA
3. Take the SAT or ACT or Achievement test administered by HLA each spring

NOTE: Students who wish to qualify for Scholarships must fulfill specific requirements. Talk with HLA counselors for requirements based on your graduation year.

Math:

Algebra 1	1.0 credit
Geometry	1.0 credit
Math Choice	1.0 credit
Math Choice	<u>1.0 credit</u>
	4.0 credits

English:

English 1	1.0 credit
English 2	1.0 credit
English 3	1.0 credit
English 4	<u>1.0 credit</u>
	4.0 credits

Social Studies:

World History and Geography	2.0 credit
American History	<u>1.0 credit</u>
	3.0 credits

Science: (2 credits must have Lab components)

Biology	1.0 credit
Physical Science	1.0 credit
Science Choice	<u>1.0 credit</u>
	3.0 credits

Other Requirements:

Health & Nutrition (PE)	2.0 credit
Foreign Language	2.0 credits
Financial Literacy	1.0 credit
Electives	<u>4.0 credits</u>
	8.0 credits

General High School Information

Academic Requirements

- Students are required to earn a grade of 70% or higher to receive a passing grade and credit in each course.
- Students who transfer to HLA during high school must repeat any core course in which a grade less than 70% was earned.
- Under our FORGIVENESS POLICY, a student enrolled in HLA who earns a “D” or lower in a course must repeat the course. The lower grade will be entered on transcript but not used in GPA calculation. The same course must be repeated... a different course cannot be substituted. Students who enroll in HLA with a D from a previous school are strongly encouraged to repeat the course.
Repeating classes-
 - 1st free
 - 2nd ½ priced
 - 3rd full priced Take your own class. HLA will tape our classes- make a *Take On Your Own* course for third repeats
- Graduating seniors must have a minimum GPA of 2.0 unweighted.
- Seniors seeking enrollment after the school year has started will have to be reviewed by our school administration team.

High School Planning

By the beginning of the ninth-grade students should begin considering which of the diplomas offered by HLA they want to pursue:

- Honors College-Prep
- Service Standard



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4 Year Individualized Student Plan

During the enrollment process, the Headmaster or counselor will prepare an Individualized Student Plan showing all the credits a student has earned to date and the credits needed to fulfill the desired diploma choice (Honors College-Prep or College-Prep)

High School Transfer Students

High school students transferring from a public or private school and seeking credit for completed work must request that their transcript be sent to Hamilton Liberty Academy in order to show satisfactory completion of coursework with a grade of 70% or better.

Students entering Hamilton Liberty Academy from a homeschool program must have each high school grade level work reviewed and converted into credits by a HLA guidance counselor. The Home School Credit Acceptance fee for this conversion is \$400 per grade level.

A portfolio for each course being reviewed and converted into credit must include:

1. A course outline, title of textbooks used, name of publisher and table of contents for each subject.
2. Proof of work completed for each subject – work samples, quizzes and chapter tests as well as other proofs of work completed.
3. A description of any projects, research, or labs required by the course.

Community Service and Volunteer Work



Students are required to complete 100 hours of community service or volunteer work as a component to graduate. Some scholarship programs require community and volunteer work to qualify to receive funding. This requirement will also serve as one-half elective credit (of Adult Transitioning) by completing 100 hours of service and submitting a Verification Letter.

College and Career Guidance Assistance

It is the desire of Hamilton Liberty Academy that each student achieve the highest level of preparation possible for their life's dream. To that end, we begin college and career planning as early as the ninth grade and continue guiding each student toward his or her choice of diploma with regular conferences and advisories. The 4 Year Individualized Student Plan mentioned under High School Planning Conferences is part of this process.

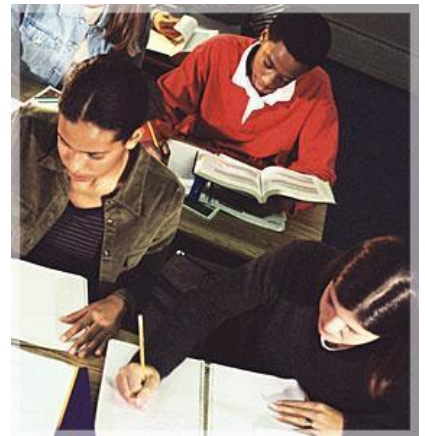
Testing Information

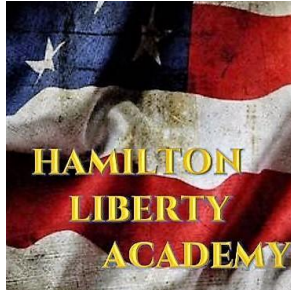
Annual Alternative Testing:

1. Students in grades 9-12 must take an annual alternative achievement test in the spring of each year. HLA uses the Measure of Academic Progress.
2. Because HLA is an online distance-learning private school, the staff of HLA will proctor via computer monitoring while the student tests in his/her home.
3. Students who have IEPs or 504 accommodations may be tested under the recommendations of those plans.
4. Tests will be administered in the spring of each year with other months scheduled as necessary for individual student accommodation.

PSAT, SAT, ACT Testing:

1. High school students who intend to pursue a college education are highly encouraged to take the SAT as practice for the 11th and take the 12th grade SAT exam. These tests are given at local high schools and testing sites. Detailed information will be provided to high school students during career planning conferences.
2. Students should consider registering for both ACT and SAT testing in the 11th grade and continue testing until the required scores are earned.





Hamilton Liberty Academy

ADDENDUM (A)

Hamilton Liberty Academy Tuition & Fees Payment Agreement 2021-2022

Father's Name: _____ Work or Cell: _____

Mother's Name: _____ Work or Cell: _____

Home Address: _____

City and Zip: Home Phone: _____

Email Address: _____

LIST CHILDREN REGISTERED FOR 2021-2022

Name (Last, First)	Grade for 2017 - 2018
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

PAYMENT OPTIONS

Grade Levels	Quarterly	Semester	Annually 3% Discount
9 th – 10 th			
11 th			
12 th			

ALL Tuition, Fees, and ASC payments require an automatic draft/credit card form

Hamilton Liberty Academy Tuition & Fees Payment Agreement 2021-2022

TUITION & FEES PAYMENT AGREEMENT

New Registration and Application Fee: \$100.00

I agree to pay \$ _____ for tuition/fees each month for _____ months for the School year 2021-2022 beginning _____ . I understand that ALL tuition, Fees, and ASC payments require an automatic draft/credit card form. I also understand that any/all NSF Bank Drafts or Credit Card transactions will result in a \$35 fee. I understand that my child can be withdrawn from Hamilton Liberty Academy the first day of the second month that tuition is not paid unless a formal written payment agreement has been approved by the Principal or designee. I agree to pay and be held responsible for any other financial obligations (e.g., fines, damaged and/or lost property charge, etc.) will be paid in a timely manner.

ALL Tuition & Fees are Non- Refundable.

Parent/Guardian Signature Date

Relationship to student(s) Social Security Number of Responsible Party

ADDENDUM (B)

Hamilton Liberty Academy Student Laptop Loan Agreement

Providing Laptop computers for instructional use is an exciting venture. Certain guidelines are necessary to protect the Laptop and the school network and ensure that this technology serves as an effective instructional tool. By accepting possession of a Hamilton Liberty A Laptop, student and his/her parents/guardians agree to the following responsibilities for the use and care of this device:

1. The student agrees to follow all HLA policies and regulations governing the use of computers, including, but not limited to, the Expectations for Responsible Laptop Use printed on the back of this form.
2. The computer is the property of HLA. If a student withdraws from the school prior to the end of the loan period, the Laptop must be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any HLA identification labels attached to or displayed on the computer, nor shall the student change identification within the computer, such as the computer name.
4. The student agrees to keep the computer secure and safe. The parent will assume the risk of loss by theft, destruction, or damage caused by intentional misuse. If, during the loan period, the computer is damaged or returned with any accessories missing, HLA may charge the parent the lesser of the repair or the replacement cost.
5. The student must report theft (or suspected theft) of the computer, loss of the computer, damage to the computer, or malfunctioning of the computer to school personnel immediately.
6. Upon request, the student agrees to deliver the computer to HLA staff for technical inspection, to verify inventory or other information, or for random screening.
7. The Laptop cannot be loaned, sold, bartered, traded, leased, rented or given to any other person or persons without the express written consent of HLA.

I have read and agree to comply with these guidelines and all HLA policies and regulations for the use of equipment, including the attached Rules, the Acceptable Use Policy, and the Student Conduct Code. I understand that the School Division may access, monitor and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I accept responsibility for damage to or loss of the equipment delineated below while assigned to me. I understand that if the computer or any accessory is lost, damaged or stolen, student and his/her parents are responsible for the repair or replacement cost. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested. Parents wishing to Opt Out of the Laptop program must contact the school and an Opt Out form will be provided for signature.

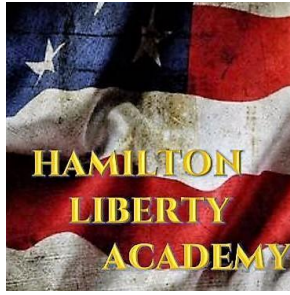
HLA grants permission to the student to have limited use of the Laptop described in this continuing agreement. The school system insurance AND the permission granted to the student ceases on the LAST CALENDAR DAY OF THE SCHOOL YEAR (unless terminated earlier by HLA) and failure to return the Laptop on or before that date to the building principal or his/her designee could result in criminal charges against the student and/or the person who has the Laptop. HLA reserves the right to demand the return of the Laptop at any time.

School	Grade	Homeroom Teacher

Students Full Name and Address
Signature of Student and Date
Signature of Parent or Guardian and Date

Expectations for Responsible Laptop Use

1. I understand that as HLA property, the Laptop is subject to inspection and search at any time and without cause.
2. I understand that I am not to remove or alter any part of the computer, that only authorized educational programs installed by HLA staff may be used on the computer, and that I am not to download, install or play games, video, music or pictures unless they are directly related to classroom instruction.
3. I understand that I am accountable for knowing where my Laptop is at all times.
4. I understand that I am responsible for the proper care of my Laptop and that the Laptop must be in the case provided by HLA when not in use, and that damage to the Laptop when it is not in the protective case may be considered intentional.
5. I understand that I am not to add or remove labels to the Laptop, that I am not allowed to personalize it with stickers, decals, markers or any type of decorative materials, and that no paint, glue or other substance is to be placed on the Laptop.
6. I understand I am responsible for keeping food and beverages away from my Laptop and that I am not to leave my Laptop outside, unattended in a vehicle, in an unsecure location, or near water.
7. I understand that I am to avoid using objects that may scratch or damage any part of the device.
8. I understand that I am not to loan my Laptop or charger to other individuals.
9. I understand my Laptop's serial number and manufacturer/district labels are not to be defaced.
10. I understand I am not to delete any school-installed software.
11. I understand that I am only to use my Laptop in ways that are educational and appropriate.
12. I understand that I represent the school division in all my online activities while using the Laptop. I understand that what I do online should not reflect negatively on my fellow students, teachers or on Hamilton Liberty Academy.
13. I understand that my personal username and password should not be shared with any individual.
14. I understand at all times I am to follow the HLA Acceptable Use Policy.
15. I agree to return the Laptop, case and power cord in good working order at the end of the school year, upon leaving HLA or when my user privilege is revoked.
16. I understand that I am to bring my Laptop to school each day fully charged.

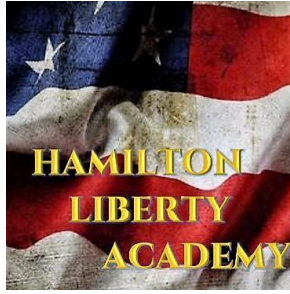


Hamilton Liberty Academy

Attendance Policy

Parents and students of Hamilton Liberty Academy are free to determine their own schedule of attendance and schoolwork within these few guidelines:

1. Students must attend school for 180 days a 12-month school year.
2. Students who complete their full year's coursework in less than the required 180 day minimum may begin the next year's work or fulfill the remaining days with Unit Studies.
3. If a student misses 5 consecutive days of school, a reason should be noted on the Attendance Form: family trip, illness, holiday, etc.
4. Students will have their attendance at their prior school or homeschool credited to the 180 day requirement. The remainder of the required days must be completed by the end of the student's established school year.
5. Students who do not fulfill the 180 day attendance requirement by the end of the student's established school year will be asked to meet with the school administrator to determine a plan for attendance. This meeting will include an evaluation of coursework progress and whether the absences affected the completion of the coursework.
6. When a student experiences a severe situation due to tragedy or serious, long-term illness, the parent should contact Hamilton Liberty Academy as soon as possible for a conference to determine a Plan of Action for the continuance of schoolwork during the extent of the situation. Failure to inform the school will cause a breakdown in communications and may be grounds for academic suspension.
7. Students who do not fulfill the 180 day attendance requirement for two consecutive years and whose progress in their coursework is hindered by the absences may be dismissed from Hamilton Liberty Academy.



Hamilton Liberty Academy

Integrity Agreement and Policies

Personal Behavior:

Attendance at Hamilton Liberty Academy is considered a privilege and requires a serious commitment. Therefore, students must agree to abide by a strict code of conduct that encourages them to continually seek to follow God's example in what they think, say, and do.

Should it come to the attention of Hamilton Liberty Academy that a student is engaging in behavior that would reflect badly on the reputation of the school, the staff shall contact the parents of the student to discuss the specifics of the unacceptable behaviors. Hamilton Liberty Academy will then mail a letter to the parents and student naming the unacceptable behavior and the plan for remediation. The student and parents must agree by signature on the letter that the student will refrain from the unacceptable behavior while enrolled in Hamilton Liberty Academy. The letter must be mailed back to Hamilton Liberty Academy and will be retained in the student's permanent file.

Should there be a second occurrence of the unacceptable behavior, the parents will be contacted and the student shall be dismissed from Hamilton Liberty Academy.

Academic Behavior:

Our mission at HLA is to provide quality education with personalized, customized graduation plans and curriculum choices for all students. We strive to maintain a relationship between academic excellence and the dynamics of Foundational life, with the highest quality of educational materials, grounded in Foundational values and beliefs. We strive for excellence in the academic process, and hold our students to the highest academic standards.

INTENT:

We strive to develop honesty, integrity, respect and character in our students. According to the Foundational philosophy of Hamilton Liberty Academy, we are committed to maintaining the highest quality of personal, professional and ethical conduct. All students have a responsibility to maintain the highest standards of academic integrity in all work completed at Hamilton Liberty Academy.

PURPOSE:

While a student at Hamilton Liberty Academy, a student must agree to abide by our principles of Academic Integrity Policy. The purpose of this policy is to set forth the terms of how academic work must be performed. Students will be held responsible for its contents, and must sign the Honor Pledge. The Pledge is included in our Parent-Student Agreement.

DEFINITION OF ACADEMIC INTEGRITY:

Academic integrity is defined as the student completing all academic work on their own, as assigned for each class. This includes, but is not limited to the following:

- A. Reading all lesson materials
- B. Taking evaluations independently
- C. Completing essays, practices, journals, and other coursework
- D. Gathering research and writing research papers/projects

OUR STANDARDS:

To protect the value of your accredited academic record with Hamilton Liberty Academy, we maintain the highest standards of integrity and honor in all academic work. The essence of these standards is a respect for individual achievement and an intolerance of any form of lying, cheating, fabrication, all forms of plagiarism, unauthorized use of resources, assisting other students in academic dishonesty, or anything that threatens to devalue academic achievement with integrity and honesty.

ACADEMIC DISHONESTY:

Academic dishonesty is the deliberate attempt to misrepresent your individual efforts, whether in attendance, lesson reading and review, writing, taking tests and quizzes or presentations. There are five major categories:

1. CHEATING: using unauthorized notes, study aides, altering a grade, allowing someone else to do your work, submitting identical or similar work for credit.
2. PLAGIARISM: submitting material that in part or whole is NOT entirely your own work without attributing the written work or portions to the correct source.
3. FABRICATION: falsifying or inventing any information, data, or presenting data not gathered in accordance to guidelines set forth by the teacher.
4. UNFAIR ADVANTAGE: stealing, reproducing, or circulating course materials prior to authorization by faculty. Unauthorized collaborating on an assignment.
5. FALSIFICATION: Altering documents that affect academic records, forging signatures or falsifying information on an official academic document, letter, transcript ID card or any other school document.

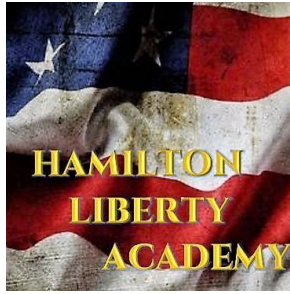
PLAGIARISM:

One of the most common forms of online learning academic dishonesty is plagiarism. **To claim work as your own**, without acknowledgement or citation is academic dishonesty. Plagiarism, either by copying or paraphrasing without citation, is a violation with serious consequences. Plagiarism is misrepresenting information and may be willful or negligent. In either case, this is a serious offense and students are subject to strict penalties. In accordance with accreditation standards, Hamilton Liberty Academy has instituted a professional plagiarism check, used by all Professors . If you copy work from another source, we will find it!

That being said, our desire is not to punish, but to use it as a teachable moment. Yes, there are real consequences for plagiarism issues, but there is also a desire on our part to work through it with a student and move forward. Suspected cases of academic dishonesty (any form of cheating) are immediately reported to the Dean or Headmaster. Students charged with academic dishonesty, in any form, will be informed of the infraction by the teacher. The Headmaster will notify the parents or legal guardian with proof of the infraction.

The process for dealing with instances of plagiarism will be:

1. Allow students to re-work with no penalty after getting acknowledgement from student AND parent.
2. Second instance, receive a zero for work
3. Third instance, fail course. (Students may be allowed to re-enroll in course with new payment – at the discretion of principal.)



Hamilton Liberty Academy

Confidentiality Policy

Concerning

RECORDS, DOCUMENTS, AND PROCEDURES

For the protection of both Hamilton Liberty Academy and the student and families, the following procedures will be followed:

As Hamilton Liberty Academy is a Non-Stock Corporation 501(c)3, the incorporation documents and accounting records may be accessed by the Administrators and selected members of the HLA staff.

Student cumulative records may be reviewed by:

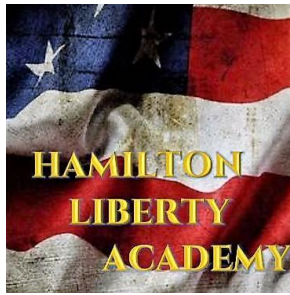
- Hamilton Liberty Academy Administrator
- Parents and responsible adults as designated by parent
- Staff directly involved with supervision of the student's coursework

Student medical records may be reviewed by:

- Hamilton Liberty Academy: Registered Nurse
- Parents and responsible adults as designated by parent on enrollment form

No government agency will be allowed access to cumulative or medical records, with the exception of:

- Review of health records by the county health department
- Verification of attendance by the superintendent's appointee
- Transcripts transferred to another school or college at the student/family's request

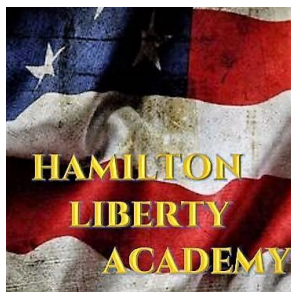


Hamilton Liberty Academy

Conflict Resolution Policy

For the protection of both Hamilton Liberty Academy and the student and families, the following procedures are to be followed in cases of conflict:

1. The policies and procedures of Hamilton Liberty Academy are clearly outlined and readily available in the Parent – Student Handbook.
2. Parents are required to read the handbook during the enrollment of their children and attest to that reading by signature on the Parent-Student Agreement Form before enrollment is considered complete.
3. Should a question or conflict arise regarding policies, the school policies will prevail.
4. Should an academic question or conflict arise between the student and parent that hinders student academic progress, the parent is encouraged to contact a school counselor to receive assistance in resolving the situation. Should the situation involve non-academic issues, the parent is encouraged to seek assistance from other counseling professionals.
5. If a conflict arises wherein there is no stated policy, the parents and the school administrator will attempt to resolve the situation amicably. If a solution cannot be reached, the school administrator or the parents may call for an arbitration meeting between school representatives, the parents and an unbiased mediator.
6. Failure to attend an arbitrated meeting or to abide by the arbitrated solution may result in the dismissal of a student/family from Hamilton Liberty Academy.



Hamilton Liberty Academy

Discipline and Dismissal Policies

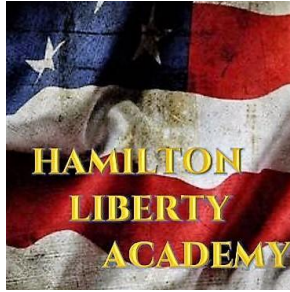
The need for discipline and/or dismissal from Hamilton Liberty Academy is rare. We endeavor to work with parents and students to resolve any deficiencies or problems which may arise before dismissal becomes a necessity.

However, continued deficiencies in any of the following areas could result in dismissal:

1. Failure to make appropriate progress in coursework:
 - a. Inadequate documentation submitted to show appropriate progress
 - b. Inadequate progress as evidenced by annual achievement testing for two years in a row
 - c. Non-compliance with Plan of Remediation as prescribed by Hamilton Liberty Academy to bring student to acceptable levels of progress and/or grade level according to student's ability
2. Failure to abide by Financial Agreement:
 - a. Monthly tuition 30 days late – Warning from Hamilton Liberty Academy
 - b. Monthly tuition 60 days late – Student placed on inactive status. Term Reports will be received from student but no report cards, transcripts, or diplomas will be issued by Hamilton Liberty Academy until account is up-to-date
 - c. Monthly tuition 90 day late – student dis-enrolled from Hamilton Liberty Academy
3. Failure of student to behave in an acceptable manner as outlined in Code of Conduct:
 - a. First offense – Conference with parent(s) and student and follow-up letter.
 - b. Second offense – Dismissal from school

NOTE: When a student less than 16 years old is dismissed from Hamilton Liberty Academy, the student must be re-enrolled in a public or private school or continue in homeschooling. Hamilton Liberty Academy must receive a request for Records Transfer from the new school where the student is enrolled within 45 days of dismissal or a copy of the Letter of Intent to the School which the parent submits to their local school district.

This is not meant to interfere with the parent's responsibility for their child's education and welfare, but rather to help Hamilton Liberty Academy close the files for the former student.



Hamilton Liberty Academy

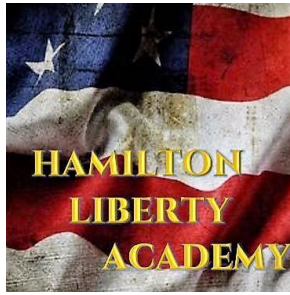
Grades Validation

In order to ensure that each student enrolled in Hamilton Liberty Academy receives the full benefit of their studies and their earned grades...

...and, in order to fully support each student enrolled and to fully attest to the work and grades earned by each student through Report Cards, Transcripts, and official Diplomas...

...Hamilton Liberty Academy will require the following information to validate the assignment of any test score and/or grade for work completed:

1. Students enrolled in HLA will have daily work and assessments reviewed by their Professors and parents weekly.
2. Students enrolled in HLA) will abide by the following guidelines:
 - a. Completed tests and projects shall be submitted at the end of each term or more often as requested by Professors and administration.
 - b. Samples of daily work and completed projects shall be submitted at the end of each term or more often as requested by Professors and administration.
 - c. When extra-curricular projects are assigned a letter grade, a copy of the project or a picture, or some other proof of work shall be submitted at the end of each term or more often as requested by Professors and administration.
 - d. Testing should clearly reflect the progress a student has achieved during the student's established school year. If a student's reported progress is substantially above the testing results, HLA will contact the parents for a review of work accomplished – to include additional documentation and work samples. Significant differences between reported progress and standardized testing results may require diagnostic testing before the student is allowed to move into the next grade level.
 - e. If annual testing results do not show sufficient progress in learning, a conference with parents, Professors, and administration will be held to determine a plan of remediation. If a student fails to show sufficient progress in testing results for two consecutive years, dismissal may result. Final determination will be at the discretion of the administrator.



Hamilton Liberty Academy

Academic Accountability and Progress

Parent and students are expected to show accountability and report student progress by:

1. Abiding by the Parental Agreement to submit end-of-term documentation of work accomplished and attendance.
2. Conducting school days in sufficient quantity each term to total 180 school days within one calendar year.
3. Completing sufficient lessons in grade level curriculum each term so that the full year's curriculum will be completed within one calendar year.
4. Maintaining passing scores of 'C' or better in each subject taken
5. Presenting all areas of required core curriculum: Math, English, Science, Social Studies.
6. Supplementing elementary and middle school core curriculum with electives such as P.E., Word Building, Bible, Literature, etc.
7. Choosing a sufficient number of high school electives to fulfill diploma requirements.

NOTE: This list is not considered inclusive of all areas where studies may be required.

If at any time a student falls below the standards outlined above, HLA will request a meeting to work out a Progress Plan of Action which may include but is not limited to:

1. Progress report submitted more frequently to HLA
2. Grades and Lesson Plans submitted weekly
3. Weekly phone conferences with parents and student
4. Diagnostic testing of student to determine a more appropriate grade level
5. Change of curriculum or delivery method to facilitate student's learning style and ability
6. Review of student's diploma choice and effort needed to achieve it
7. Discussion of WHY the family is educating their child through Hamilton Liberty Academy and a review of the dedication and effort which MUST be willingly given to the program

The student will have 3 months to show improvement in quality and quantity of work completed. A second review will be conducted at the end of 6 months and a determination made as to whether the student will be allowed to continue as a student of Hamilton Liberty Academy .