Liberty Traditional School
Student Handbook

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Kindergarten through 8th Grade

This handbook provides information specific to Liberty Traditional School. Districtwide policies, procedures, student rights, and expectations are outlined in the HUSD Student Support & Expectations Guide. Families are encouraged to review both documents each school year.

LIBERTY
TRADITIONAL SCHOOL

Welcome to Liberty Traditional School! We are honored that you have chosen to be part of our school community.

At Liberty Traditional School, we believe every student has the potential to achieve at high levels through dedication, perseverance, and a commitment to excellence. Our traditional educational model emphasizes strong academics, personal responsibility, respect, and character development while fostering a deep appreciation for our nation and its values.

We are proud to provide a structured learning environment where students are challenged to think critically, develop self-discipline, and take ownership of their learning. High expectations for both academic achievement and behavior create a culture where students are empowered to grow into confident, responsible citizens and positive leaders within our school and community.

The partnership between school and home is essential to student success. We encourage open communication and collaboration with our families as we work together to support each child's academic, social, and personal growth. By maintaining consistent expectations and working as a team, we can provide every student with the foundation needed for lifelong success.

Thank you for entrusting us with your child's education. We look forward to partnering with your family for a rewarding and successful school year.

ABOUT LIBERTY TRADITIONAL

We create and uphold a challenging, patriotic environment that encourages our students to own their academic successes. Our highly structured, academic culture prioritizes basic, traditional skills and values so our students learn to become positive role models in the community.

Mission Statement: Liberty Traditional School is a cooperative effort of parents and staff working together to create and uphold a positive, patriotic, highly structured, and challenging core academic learning environment for every student. As partners, we challenge all of our children to reach their full potential as life-long learners and responsible citizens.

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Purpose: Liberty Traditional School is a school of choice within Humboldt Unified School District, dedicated to providing a high-quality education for every student. Through a rigorous, back-to-basics curriculum, protected instructional time, and strong partnerships with families, we challenge students to achieve high academic standards while developing the knowledge, skills, and character needed for lifelong success.

Bell Schedule

Our campus opens at 7:25 a.m., when staff supervision begins. To help ensure student safety, please plan for students to arrive between 7:25 a.m. and 7:40 a.m.

Arrival

7:25 a.m. – Campus opens

7:40 a.m. – Warning bell

7:45 a.m. – Classes begin

Please note that the student drop-off gate closes at 7:40 a.m. Students arriving after 7:40 a.m. must be signed in by a parent/guardian in the front office. **Students arriving after 7:45 a.m. will be marked tardy.**

Dismissal

2:30 p.m. – Monday, Tuesday, Thursday, and Fridays

1:30 p.m. – Wednesdays

12:30 p.m. – Last Friday of each quarter, and Parent-Teacher Conferences

Two-Hour Delay Schedule

In the event of a two-hour weather delay, school begins at 9:45 a.m. and dismisses at the regular time. Buses operate two hours later than their normal morning schedule. Breakfast is not served during delayed starts; lunch will be served as scheduled.

Enrollment

Liberty Traditional School is a school of choice within Humboldt Unified School District. Resident and nonresident students may enroll in accordance with the District's Open Enrollment Policy (5-105).

Families enrolling a student in Humboldt Unified School District for the first time must provide:

- A certified copy of the student's birth certificate
- Current immunization records
- Proof of residency

To enroll in Kindergarten, a child must be five years old on or before September 1. To enroll in First Grade, a child must be six years old on or before September 1.

Calendar

Liberty Traditional School 2026-2027 School Calendar-
***Most Events take place from 5:30-6:30PM**

August 4	Back to School Night Kinder - 4th grade (4-6 pm)
August 5	Back to School Night 5th - 8th grade (4-6 pm)
August 6	1st Day of School
September 4	No School Teacher PD day
September 7	Labor Day No School
September 14-18	Book Fair
September 16-18	Parent/Teacher Conferences
September 17-18	2-hour early release
September 22	Picture Day (Dress code only)
October 9	Walk-A-Thon
October 9	End of 1st Qtr/2 hour early release
October 12-16	Fall Break
October 20	ELL Family Engagement Night (5:30-7:00)
October 22	Q1 Report cards in ParentVue
November 4	Picture Retake Day
November 10	Liberty Days Performance (5:30-6:30)
November 11	No School Veterans Day
November 19	5th grade History Night
November 25-27	Thanksgiving Holiday
December 8	1st & 2nd grade Christmas Program (5:30-6:30)
December 9	3rd & 4th grade Christmas Program (5:30-6:30)
December 10	Kindergarten Christmas Program (5:30-6:30)
December 18	End of 2nd Qtr/2-hour early release
December 21-Jan 1	Christmas Break
January 4	Return to School
January 7	Q2 Reports card in ParentVue
January 15	PD–No students
January 18	No School Martin Luther King Jr. Holiday
February 10-12	Parent/Teacher Conferences
February 11-12	2 hour early release
February 15	No School Presidents Day
February 23	Spring Pictures (free dress)
March 2	MS & Kindergarten Open House (5:30-6:30)
March 11	Literacy Night
March 12	Read Across America
March 12	End of 3rd Qtr/2-hour early release
March 15-19	Spring Break
March 25	Q3 Report cards in ParentVue
March 26	Good Friday/Spring recess
March 31	Kinder cap and gown/8th grade promotion pictures
April 1-30	AASA testing
April 22	6th grade Country Report Night
April 26	PD day–No students
April 29	LTS Science Fair
May 6	Middle School Holocaust Night
May 27	Last Day of School/2 hour Early Release/4th Qtr. Report Cards in Parent VUE

HUMBOLDT UNIFIED SCHOOL DISTRICT

School Year 2026/27

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Staff	Students
3	Independence Day Holiday	
30-31	New Teacher In-service	

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Staff	Students
	21	18
3-5	All Teacher In-Service	
6	**First Day of School**	

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Staff	Students
	21	20
4	PD Day - No Students	
7	Labor Day Holiday	
17-18	Parent-Teacher Conf; 2-hr early release (K-8 only)	

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

	Staff	Students
	17	17
9	End Qtr 1, 2 Hr Early Rls	
12-16	Fall Break, No School	

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	Staff	Students
	17	17
11	Veterans Day Holiday	
25-27	Thanksgiving Holiday	

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Staff	Students
	14	14
17	2 Hr Early Release (9-12 grades)	
18	End of 2nd Quarter, 2 Hr Early Release (K-12 grades)	
21-31	Winter Break, No School	

Semester 1 Attendance Days for Students 86

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Staff	Students
	19	18
1	Winter Break, No School	
4	Classes Resume	
15	PD Day - No Students	
18	Martin Luther King, Jr. Holiday	

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

	Staff	Students
	19	19
11-12	Parent-Teacher Conf, 2-hr early release (K-8 only)	
15	President's Day Holiday	

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

	Staff	Students
	17	17
12	End of 3rd Quarter, 2 Hr Early Release	
15-19	Spring Break, No School	
26	Spring Recess Holiday	

April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

	Staff	Students
	22	21
26	PD Day - No Students	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

	Staff	Students
	15	19
26	2 Hr Early Release (9-12 grades)	
27	- Student's Last Day - 2 Hr Early Release (K-12 grades) - High School Graduation	
28	Teacher Check-out	
31	Memorial Day Holiday	

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

	Staff	Students
	0	0
18	Juneteenth Holiday	

Semester 2 Attendance Days for Students 94

Testing Dates: State Testing - TBD

Denotes First and Last Day of School
Denotes 2 Hour Early Release
Denotes 1 Hour Early Release
Denotes End of Quarter

Make Up Snow Days (If needed): April 26 (1st), May 21 (2nd)

Denotes Teacher In-service for New Teachers (No Students)
Denotes Teacher Professional Development Day (No Students)
Denotes Observed Holidays/Breaks

TOTAL DAYS STUDENT CONTACT 180

TOTAL DAYS TEACHERS 187

ACADEMICS

Our Academic Program

Liberty maintains a challenging traditional curriculum and is committed to upholding and reinforcing traditional principles of responsibility, respect, honesty, discipline, and patriotism. Our school provides a partnership among parents, staff, and administration. We strive to provide an educational climate that encourages and motivates each student to achieve academic excellence within the scope of his/her abilities. High academic standards and expectations are consistently maintained. The school fosters and values positive, regular communication with parents.

To support the success of every learner, we offer a variety of academic support programs, including Title I services, special education, gifted education, and English Lanugage Learner services. We also encourage students to participate in the many extracurricular and enrichment opportunities offered before and after school.

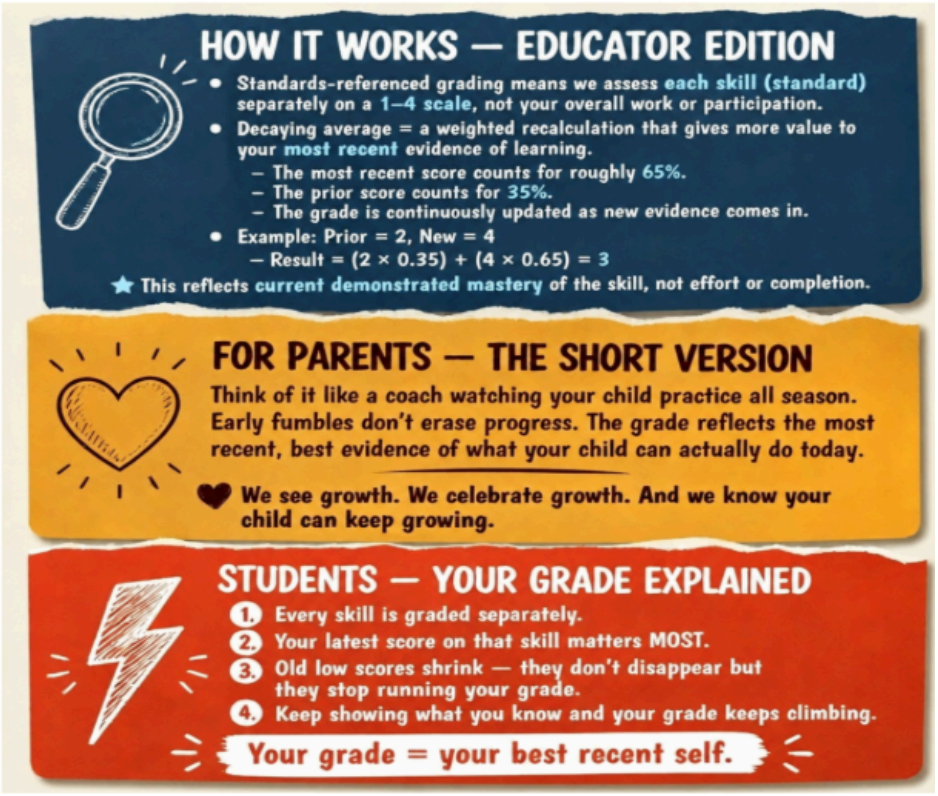
Standards Referenced Grading

Humboldt Unified School District uses Standards-Referenced Grading (SRG) to communicate student progress toward the Arizona Academic Standards.

Rather than averaging points from assignments, homework, and tests into a single grade, SRG measures a student's level of proficiency on specific Arizona State Academic standards. This provides families with clear information about what students know, what they are still learning, and where additional support may be needed.

What My Grades Mean: A Helpful Chart	
Level	**Standard Mastery**
4	**Above Mastery/Highly Proficient** The student demonstrates an in-depth understanding of the material by completing advanced applications of the material above the grade level expectations.
3	**At Mastery/Proficient** The student has independently mastered the complex, targeted knowledge and skills for the class.
2	**Approaching Mastery/Partially Proficient** The student understands the foundational material that supports the targeted learning, but is still working to master the complex material for the class.
1	**Below Mastery/Minimally Proficient** The student is able to demonstrate an understanding of the foundational material for the class with help from the teacher, but still struggles when working independently.

Please note: Some standards are taught throughout the school year. Students may not reach a level 3 (Proficient) until instruction on that standard has been completed.



Instructional Materials

Students are provided with textbooks, library books, technology, and other instructional materials needed for learning. Students are expected to care for these materials and return them in good condition. Families may be responsible for the cost of materials that are lost or damaged beyond normal wear. Teachers may occasionally request additional classroom supplies to support student learning.

Academic Integrity

At Liberty Traditional School, honesty and integrity are essential to academic success. Cheating and plagiarism are considered serious violations of the trust between students and teachers.

Students who cheat or plagiarize on an assignment, assessment, or project will receive a zero for that work, with no opportunity to make up the assignment or assessment.
The teacher will notify the student's parent or guardian and work collaboratively with the family to address the behavior and reinforce the importance of academic honesty.

Homework

Students in Kindergarten through Grade 8 receive homework Monday through Thursday. Homework is directly related to classroom instruction and is designed to reinforce learning.

Unfinished classwork and makeup work are not considered homework and are expected to be completed in addition to assigned homework. Long-term projects and reports may also require additional time outside of the daily homework expectations.

Students are expected to complete assignments neatly, accurately, and on time. Incomplete homework may result in school disciplinary consequences.

Homework Guidelines

Grade	Daily Time
Kindergarten	10-15 minutes
Grade 1	15-30 minutes
Grade 2	20-45 minutes
Grade 3	30-60 minutes
Grade 4	30-75 minutes
Grades 5-6	30-90 minutes
Grades 7-8	45-90 minutes

If a student completes assigned homework before reaching the suggested daily time, families are encouraged to have their child spend the remaining time reading or participating in another academic activity.

Gifted

Humboldt Unified School District supports advanced learners through enrichment opportunities and flexible learning groups designed to meet students' academic needs.

Students in Kindergarten and 1st grade may be identified for advanced learning opportunities through academic performance and teacher recommendation. All 2nd grade students participate in universal gifted screening. Students in grades 3–5 may also be identified through gifted screening and other academic measures.

Families with questions about gifted and advanced learning opportunities are encouraged to contact their child's teacher or the school office.

Media Center / Library

Humboldt Unified School District partners with the Yavapai Library Network (YLN) to provide students with access to an expanded collection of books and library resources. Students may check out materials from their school library or request books from other participating YLN libraries. Requested items are typically delivered to the school within 1–3 business days, giving students access to a much broader collection than any single school library can offer. School library staff work with students to ensure requested materials are appropriate for their grade level and educational needs.

ARRIVAL, DISMISSAL & TRANSPORTATION

To help ensure the safety of every student, Liberty Traditional School follows these procedures.

Arrival Procedures (Grades 1-8)

Morning drop-off for students in **Grades 1–8** takes place on the **south side of campus**. Please enter from **Lake Valley Road** and follow the designated traffic pattern through the drop-off lane.

To ensure the safety of all students and keep traffic moving efficiently, please follow these procedures:

- **Campus supervision begins at 7:25 a.m.** Students may not arrive before this time, as there is no adult supervision prior to the gates opening.
- **Form two lanes** as you enter the drop-off area and continue in your assigned lane throughout the entire drop-off zone.
- **Do not change lanes** within the drop-off area. Lane changes create unnecessary safety hazards for students and other vehicles.
- Students exiting vehicles from the **outside lane** must use the **designated crosswalk**. Crossing guards are on duty from **7:25–7:40 a.m.**
- **Remain in your vehicle** at all times during drop-off.
- **Pull forward as far as possible** before allowing your student(s) to exit. This helps maximize the loading area and keeps traffic flowing smoothly.
- Students arriving **after 7:40 a.m.** are considered tardy and must be signed in by a parent or guardian at the front office. Students may not be dropped off after this time without being signed in.

Arrival Procedures (Kindergarten ONLY)

Morning drop-off for **Kindergarten** students takes place on the **north side of campus**.

To ensure a safe and smooth arrival, please follow these procedures:

- Campus supervision begins at **7:25 a.m.** Students may not arrive before this time, as there is no adult supervision prior to the gates opening.
- Enter the **north parking lot** and park in a **designated parking space**. **Do not enter or stop in the bus lane** at any time.
- Walk your student to the **designated crosswalk** and say goodbye at the **Kindergarten gate**.
- If you choose to use the **Grades 1–8 drop-off area on the south side of campus**, you must follow all standard drop-off procedures for that location.
- Parents using the south drop-off area **may not exit their vehicle** or assist students. Students must be able to independently exit the vehicle and walk safely to campus.

Dismissal Procedures

Afternoon parent pick-up takes place on the **south side of campus**. Every student **must have the appropriate safety tag attached to their backpack** indicating their dismissal method (Parent Pickup, Bus, or Walk/Bike). Students will only be released according to the information on their safety tag unless a change has been approved through the front office.

To ensure a safe, efficient dismissal for all students, please follow the procedures below.

- **Display your Liberty Traditional Parent Pick-Up Tag** from your rearview mirror as you enter the pick-up area. This allows staff to quickly and safely identify students.
- **Drivers without a pick-up tag** must go to the office and will be required to present a valid photo ID before a student can be released.
- **Remain in your vehicle** at all times during dismissal.
- Traffic cones will be placed to indicate where vehicles should wait until dismissal begins.
- Teachers will escort students to the designated pick-up area beginning at **2:30 p.m.** (**1:30 p.m. on Wednesdays**).
- Parent pick-up is organized into **four loading lanes** based on your student's pick-up tag number (see diagram below):
    - **Zone 1:** Tags **002-080**
    - **Zone 2:** Tags **081-160**
    - **Zone 3:** Tags **161-299** (two loading lanes)
- **Pull forward as far as possible** before loading your student. This helps keep traffic moving efficiently and reduces wait times for all families.
- For the safety of students and staff, please follow all directions provided by school personnel during dismissal.

Thank you for your patience and cooperation as we work together to ensure a safe and efficient dismissal for all students.

Bus Transportation

Bus transportation is a privilege and is available to eligible students in accordance with District transportation guidelines.

- **Students must be assigned to a bus route before riding the bus.**
- Requests to ride a different bus or to ride home with another student require prior approval from the Transportation Department and are subject to available seating.
- Students are expected to follow all bus safety rules and driver directions.

For all transportation related questions or to confirm your student's bus stop, please call (928) 759-5191. For complete transportation policies, bus safety expectations, and student conduct requirements, please refer to the HUSD Student Support & Expectations Guide.

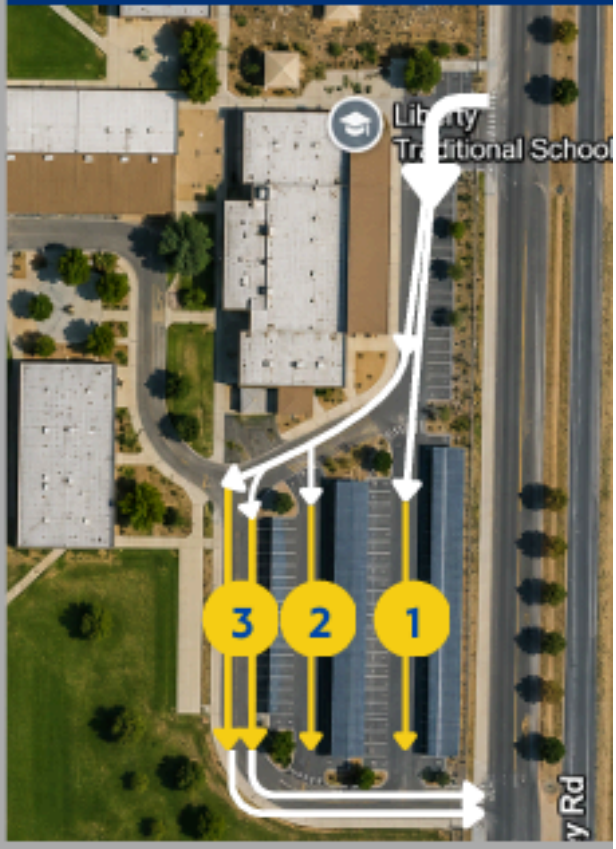
LIBERTY
TRADITIONAL SCHOOL

DROP OFF

- Campus opens at 7:25 a.m.
- Form two lines as you enter the drop off zone (DZ)
- Pull forward as far as possible before allowing your student(s) to exit
- Do not change lanes until outside the DZ
- Remain in your vehicle at all times
- Students arriving after 7:40 a.m. must be signed in by a parent in the front office

DZ Drop Zone

PICK UP



- Dismissal begins at 2:30 p.m. (1:30 p.m. on Wednesdays)
- Every student MUST have the appropriate safety tag attached to their backpack to be released
- Safety Tags must be displayed from the rearview mirror for staff to identify students
- Remain in your vehicle at all times

1 Zone 1: Tags 002-080

2 Zone 2: Tags 081-160

3 Zone 3: Tags 161-299 (two loading lanes)

Transportation Changes

To help ensure a safe and efficient dismissal, transportation changes must be communicated before the start of the school day.

Send a written note with your student to notify the school of any change in transportation.
Students going home with another student must have written permission.

Early Student Check-Out

Students may only be checked out by a parent, legal guardian, or an individual authorized in the student's records and must be checked out **before 2:00 p.m.** (or **1:00 p.m. on Wednesdays**). To ensure a safe and orderly dismissal, students will not be released during the final 30 minutes of the school day, and transportation changes will not be made during this time.

When checking out a student early:

- Check in at the front office and sign your student out.
- **Be prepared to present a photo ID.**

ATTENDANCE

Regular attendance is essential to student success. Families are encouraged to schedule appointments and vacations outside of school hours whenever possible.

If your child will be absent, please notify the school office by calling the 24-hour Attendance Line at (928) 759-4303 on the day of the absence. Please include:

- Student's name
- Teacher or grade level
- Reason for the absence
- Name and relationship of the person reporting
- Whether the absence is expected to extend beyond one day

Absences should be reported within 24 hours to be considered for excusal.

<u>Attendance Support</u>
When attendance concerns arise, Liberty Traditional partners with families to improve student attendance. Families may receive attendance notifications through ParentVUE or be contacted by school staff to discuss support strategies.

For complete information regarding attendance requirements, excused and unexcused absences, chronic absenteeism, truancy, and District attendance procedures, please refer to the HUSD Student Support & Expectations Guide.

STUDENT EXPECTATIONS

At Liberty Traditional School, students are expected to demonstrate responsibility, integrity, and respect in everything they do. As Liberty Patriots, we take pride in creating a safe, positive, and academically focused learning environment. Our students understand that their words, actions, and attitudes reflect not only themselves, but also their school and community.

Because Liberty students have a special responsibility to uphold high standards of behavior and character, we strive to live these expectations each day.

We Respect Our Teachers By:

- Paying attention and staying engaged.
- Following directions the first time they are given.
- Coming to class prepared with required materials.
- Listening carefully and actively participating.
- Speaking at appropriate times and raising our hand to contribute.
- Arriving on time and ready to learn.
- Using polite words and demonstrating respectful behavior.

We Respect Our School By:

- Keeping our campus clean and orderly.
- Caring for school property, materials, and equipment.
- Following school procedures and safety expectations.
- Taking pride in our school and helping maintain a positive learning environment.

We Respect One Another By:

- Being kind, courteous, and helpful.
- Treating classmates, staff, volunteers, and visitors with respect.
- Listening to and encouraging our peers.
- Speaking respectfully and resolving conflicts appropriately.
- Valuing the differences and contributions of others.

We Respect Ourselves By:

- Dressing appropriately and taking pride in our appearance.
- Coming to school prepared and ready to learn.
- Doing our best work every day.
- Completing assignments on time.
- Demonstrating honesty, responsibility, and good character in all we do.

Dress for Success

Liberty Traditional School believes that a standardized dress code promotes school pride, unity, and an environment focused on learning. As a **school of choice** within Humboldt Unified School District, families who enroll at Liberty agree to support and follow the school's uniform dress code.

The school administration reserves the right to determine whether any clothing or accessory is appropriate for the school environment. Clothing that creates a safety concern, disrupts the educational process, or is otherwise inconsistent with the intent of the dress code may not be permitted. The principal or designee will make the final determination regarding any attire not specifically addressed in this handbook.

Students are expected to arrive at school in compliance with the dress code each day. If a student is not dressed appropriately, they will be asked to correct the issue immediately. If the issue cannot be resolved, the student will be referred to the office, a parent or guardian will be contacted, and the student may not return to class until the dress code requirements are met. Additional consequences are outlined in the **Dress Code Violations** section of this handbook.

Please note: All clothing must be clean, in good condition, and free of holes, tears, or excessive wear.

Shirts

- Plain polo shirts, T-shirts, dress shirts, or blouses are permitted.
- Shirts must be solid red, white, navy, or royal blue.
- No logos, graphics, writing, or stripes are permitted, except official Liberty Traditional School shirts.
- Current-year Liberty sports and club shirts may be worn by participating students.
- Shirts must:
    - Have sleeves (cap sleeves are not permitted).
    - Be tucked in at all times.
    - Be long enough to remain tucked in.
    - Fit appropriately (not low-cut, tight, oversized, or see-through).
- Layered shirts are permitted if all layers meet dress code requirements.

Sweatshirts, Sweaters & Outerwear

- Sweatshirts, sweaters, hoodies, and jackets worn indoors must be **solid red, white, navy, or royal blue** with **no logos**.
- Outerwear worn inside buildings must comply with the dress code.
- Layers are permitted if each item meets dress code requirements.

Pants

- Uniform-style slacks or plain, modest jeans are permitted.
- Pants must be **solid navy or tan**. Dark blue denim is acceptable; light or bleached denim is not.
- No logos, graphics, stripes, or writing.
- Pants must:
    - Sit at or above the hips.
    - Be ankle length.
    - Fit appropriately (no sagging or skin-tight styles).
- Cargo pants, sweatpants, joggers, knit pants, leggings, jeggings, yoga pants, and overalls are not permitted.

Shorts

- Uniform-style shorts are permitted.
- Shorts must be **solid navy blue or tan** with no logos, graphics, or decorative embellishments.
- Shorts must fit appropriately, sit at or above the hips, and be **no shorter than three inches above the knee**.
- Baggie shorts, jean shorts, and cargo shorts are not permitted.
- For **Middle School Physical Education**, students may wear basketball or athletic-style shorts. Spandex shorts and leggings are not permitted for P.E.

Skirts, Skorts, Jumpers & Dresses

- Uniform-style skirts, skorts, jumpers, and dresses are permitted.
- **Dresses and jumpers** must be **solid red, navy blue, or tan**.
- **Skirts and skorts** must be **solid navy blue or tan**.
- Skirts, skorts, jumpers, and dresses must be **no shorter than three inches above the knee**.
- **Solid navy blue, red, or white leggings** may be worn only under skirts, skorts, or dresses.
- Shorts, tights, or leggings must be worn underneath skirts, skorts, and dresses to ensure undergarments remain covered.
- Cargo skirts and denim skirts are not permitted.

Shoes & Socks

- Students must wear a **matching pair of shoes** at all times while on campus.
- Shoes must have **closed toes** and **closed heels or heel straps**. For safety reasons, shoe soles or heels may not exceed **one inch** in height.
- Wheeled or roller-style shoes are not permitted, even if the wheels have been removed.
- Shoes must be worn with socks or tights. Tights must be **solid navy blue, red, or white**.

Hair

- To maintain the traditional appearance of Liberty Traditional School, students are expected to keep their hair neat, clean, and appropriate for the school environment.
- Extreme hairstyles, including those involving unusual color, length, or style, are not permitted.
- Bangs must be worn at or above the eyebrows or secured away from the eyes.
- Boys' hair must not extend below the top of the collar of a dress code polo shirt.
- Hairstyles such as mullets, tails, mohawks, faux hawks, man buns, and ponytails for boys are not permitted.
- Hair may not be dyed or highlighted in colors that differ significantly from the student's natural hair color.
- Designs or shaved patterns in the hair or eyebrows are not permitted.

Accessories

Belts

- Belts must fit appropriately around the waist. Excess belt length may not hang below the waist.

Hats & Headwear

- Hats, caps, stocking caps, and scarves may be worn **outdoors during cold weather only**.
- Baseball caps and cowboy hats are not permitted.
- Students who require a hat for sun protection must have prior approval from the school administration.
- Teachers may allow hats to be worn during approved field trips.

Jewelry

- Jewelry should be minimal, non-distracting, and appropriate for the school environment.
- Students may wear **one necklace** and **one bracelet on each wrist**.
- Girls may wear **one small stud earring in each ear**. Hoop earrings and dangling earrings are not permitted for safety reasons.
- Boys may not wear earrings.
- Gauges, nose rings, and other facial piercings are not permitted.

Sunglasses

- Sunglasses may not be worn at school.
- An exception may be made for students with a documented medical need. A doctor's note indicating that sun protection is medically necessary must be provided to the school.

Purses

- Purses must be small enough to fit inside the student's backpack.

Make-up

- Makeup is not permitted, including false eyelashes and eyelash enhancements.
- Clear, untinted lip balm is permitted for all students. Students in **Grades 6–8** may also wear clear lip gloss. Lipstick is not permitted.
- Fingernails must be kept at an appropriate length for school activities and athletics.
- Only clear or untinted nail polish is permitted. Nail decals, decorations, and designs are not allowed.

Tattoos, Piercings & Symbols

- Visible permanent or temporary tattoos are not permitted.
- Students may not write or draw on their skin.
- Facial and body piercings are not permitted, with the exception of earrings allowed under the Jewelry guidelines.
- Clothing, backpacks, binders, shoes, or other personal items may not display symbols, images, or messages that are inappropriate for the school environment (e.g., skulls, swastikas, or similar imagery).
- Shaved designs or patterns in the eyebrows are not permitted.

Special Dress Days & Uniform Exceptions

Scout & Organizational Uniforms

- Official uniforms for organizations such as Cub Scouts, Boy Scouts, Brownies, Girl Scouts, and similar groups may be worn to school, provided they meet the school's dress code requirements.
- Uniform caps may not be worn inside school buildings during the school day.

Athletic Uniforms & Game Days

- Students participating on a school or district athletic team may wear their team jersey over their dress code shirt on game days.
- On game days, student athletes may wear dress clothes that meet Liberty Traditional School's standards for modesty, fit, and length.
- All athletic attire must comply with the school's dress code unless otherwise approved by the administration.

Picture Day & Reward Dress Days

- On designated Picture Days and approved Reward Dress Days, students may wear attire that differs from the standard uniform requirements.
- Clothing must continue to meet school expectations for modesty, appropriate fit, length, and safety.
- **Dollar Shirt Days are not free dress days**. Students may wear an appropriate T-shirt of their choice; however, all other dress code requirements remain in effect.

Dress Code Violations

All dress code violations require a parent signature.

Date	Dress Code Violation	Teacher	Parent Signature

3rd Violation = BIP

Date	Dress Code Violation	Teacher	Parent Signature

6th Violation = Referral and After School Detention

Date	Dress Code Violation	Teacher	Parent Signature

9th Violation = Referral and In School Suspension

Technology Violations

Date	Teacher	BIP/Referral	Parent Signature

Personal Electronic Devices

To support student learning and minimize distractions, personal electronic devices—including **cell phones, smart watches, earbuds, and gaming devices**—must remain **turned off and stored in students' backpacks** throughout the school day unless authorized by a staff member for instructional purposes.

Students may not access or use personal electronic devices during the school day. Devices may be used only **after the student has left campus** at the end of the school day.

Personal electronic devices used without permission will be confiscated and handled according to the following procedures:

- **First offense:** The device will be held in the office and may be picked up by the student after school. A Behavior Intervention Paper (BIP) will be completed.
- **Second and subsequent offenses:** The device will be held in the office and must be picked up by a parent or guardian. A disciplinary referral may also be issued.

Emergency Safety Drills

The safety of our students and staff is our highest priority. Throughout the school year, Bradshaw Mountain Middle School conducts Avoid, Deny, Defend (ADD) drills as part of our comprehensive school safety program.

These drills are designed to help students think critically and make the safest possible decisions during an emergency. While students should always follow the directions of school staff, emergencies can be unpredictable. The ADD model teaches students age-appropriate decision-making skills so they are prepared to respond appropriately if they are ever separated from an adult during a crisis.

During all safety drills, students are expected to:

- Follow staff directions immediately.
- Remain quiet and attentive.
- Stay with their assigned class unless directed otherwise.
- Treat every drill seriously.

Recess & Playground Expectations

Recess is an important part of the school day. Students are expected to:

- Follow adult directions.
- Use playground equipment safely and as intended.
- Keep hands, feet, and objects to themselves.
- Include others, demonstrate kindness, and practice good sportsmanship.
- Stay within designated playground areas.
- Help care for school equipment and facilities.

When students misuse equipment or need support in meeting these expectations, staff will provide reminders, reteach expected behaviors, and work with students to make safe and responsible choices. If unsafe or inappropriate behavior continues, staff will implement appropriate interventions and restorative problem-solving strategies consistent with school and district expectations to maintain a safe, positive learning environment for everyone.

Positive Behavior Support

At Liberty Traditional School, we believe that strong character is the foundation of student success. Through the **Character Counts!** program, students learn and practice ethical decision-making by demonstrating the **Six Pillars of Character**:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Students are expected to model these character traits both on and off campus as they strive to be exemplary Liberty Eagles.

When making decisions, students are encouraged to ask themselves:

- Is it trustworthy?
- Is it respectful?
- Is it responsible?
- Is it fair?
- Is it caring?
- Does it demonstrate good citizenship

Student Support & Discipline

At Liberty Traditional, we believe that learning and behavior go hand in hand. Our goal is to teach, reinforce, and support positive behaviors while helping students learn from mistakes and make responsible choices.

When behavior concerns arise, school staff work with students and families to provide appropriate support and interventions. Depending on the situation, responses may include restorative conversations, parent communication, loss of privileges, after-school detention, in-school suspension, or other disciplinary actions consistent with District policy.

Families will be notified when disciplinary action beyond the classroom is necessary. Parents and guardians are responsible for transportation following after-school detention.

For complete information regarding student conduct, discipline procedures, student rights, and consequences, please refer to the HUSD Student Support & Expectations Guide.

Personal Property & Lost and Found

Students should bring only items needed for learning. Toys, sports equipment, personal electronics, and other valuables should be left at home unless requested by a teacher for a school activity. Items that are unsafe or not appropriate for school, including pocket knives or other prohibited items, are not permitted on campus.

The school is not responsible for lost, stolen, or damaged personal belongings.

Lost and found items, including clothing, lunch containers, and backpacks, are located in E building. Smaller valuables are kept in the front office. Unclaimed items are donated periodically throughout the school year.

COMMUNICATION

We encourage families to stay connected throughout the school year using our primary communication tools.

ParentVUE

ParentVUE is the primary tool for families to monitor their child's academic progress and school information. Parents and guardians can access grades, attendance, assignments, schedules, report cards, teacher communication, and other important student information anytime through the ParentVUE website or mobile app.

Families are encouraged to check ParentVUE regularly to stay informed and support their child's success. If you need assistance accessing your ParentVUE account, please contact the school office.

Classroom Communication

Families may also receive important updates through email, class dojo, phone calls, newsletters, and other District communication systems. Please keep your contact information current in ParentVUE to ensure you receive timely notifications.

Parent Conferences

Parent-teacher conferences are held each year in September and February to discuss student progress, celebrate successes, and identify goals for continued growth.

Families are encouraged to participate in these conferences and maintain regular communication with their child's teacher throughout the school year. Additional conferences may be scheduled at any time by contacting your child's teacher.

Website & Social Media

Visit the Liberty Traditional website for school news, calendars, staff information, forms, and important announcements. Follow Liberty Traditional on social media for school highlights, student celebrations, upcoming events, and reminders.

Student Photos & Media

Throughout the school year, students may be photographed or videotaped during classroom activities, school events, and special programs. These images may be used in school communications, including newsletters, the school website, social media, and other District publications.

Families who do not wish for their child's image to be used should notify the school in writing. For complete information regarding student privacy and directory information, please refer to the HUSD Student Support & Expectations Guide.

VISITORS & VOLUNTEERS

Campus Expectations

We welcome families and community members to Liberty Traditional School. To help maintain a safe and secure learning environment, all visitors are expected to:

- Enter through the main office.
- Present a valid photo ID and sign in upon arrival.
- Wear a visitor badge while on campus.
- Sign out and return the visitor badge before leaving.

To protect the privacy of all students and maintain an effective learning environment, campus visits must be scheduled and may be limited in duration or scope.

For information regarding student records and privacy rights, please refer to the HUSD Student Support & Expectations Guide.

To minimize disruptions to learning, students may not bring relatives, friends, or other guests to school during the instructional day.

Volunteer Opportunities

We love our volunteers! Families and community members play an important role in supporting students, staff, and school events.

Volunteer opportunities may include:

- Classroom support
- School events and activities
- Preparing classroom materials
- Guest presentations

- Field trips
- Tutoring or mentoring

Volunteer requirements vary depending on the type of activity:

- Parents or guardians of currently enrolled Liberty Traditional students may volunteer under the direct supervision of a certified staff member without fingerprint clearance.
- Fingerprint clearance is required for volunteers who work one-on-one with students, supervise students without direct staff supervision, attend field trips, or are not the parent or guardian of a currently enrolled Liberty Traditional student.

Families and community members interested in volunteering should contact the Liberty Traditional front office for current volunteer requirements, volunteer orientation, and next steps.

Refer to the HUSD Student Support & Expectations Guide for complete district policies and procedures.

HEALTH SERVICES

Refer to the HUSD Student Support & Expectations Guide located at the end of this for complete district policies and procedures.

School Nurse

The health and well-being of our students is a priority at Liberty Traditional. Our school nurse works with families and staff to support student health, respond to illnesses and injuries during the school day, administer medications in accordance with District procedures, and assist with health-related concerns.

Please notify the school nurse of any significant health conditions, allergies, or changes to your child's medical information. Keeping emergency contact information current helps us provide timely care when needed.

Medication at School

Whenever possible, medications should be given at home. When medication must be administered during the school day, parents or guardians must deliver the medication to the Health Office in its original, properly labeled container and complete the required District authorization forms.

Students may carry certain emergency medications, such as inhalers or epinephrine auto-injectors, when authorized by their healthcare provider and the school.

When Students Become Ill at School

If a student becomes ill or is injured during the school day, they will be evaluated by the school nurse or trained school staff. If it is determined that a student should go home, a parent, guardian, or emergency contact will be notified.

Please do not send your child to school if they have a fever, are vomiting, or have symptoms of a contagious illness. Students should remain home until they meet the District's return-to-school guidelines outlined in the HUSD Student Support & Expectations Guide.

Immunization Records

Arizona law requires students to meet all immunization requirements for school attendance. For complete information regarding immunization requirements, exemptions, and enrollment, please refer to the HUSD Student Support & Expectations Guide.

If your child receives additional immunizations during the school year, please provide an updated copy of the immunization record to the school nurse as soon as possible.

Student Accident Insurance

The District does not provide medical insurance for student injuries. Parents and guardians are responsible for any medical expenses resulting from accidents or injuries.

MEALS

Liberty Traditional is committed to supporting the health and well-being of every student. Students have access to nutritious breakfast and lunch options each school day.

To help maintain a safe and healthy learning environment, snacks and lunches brought from home should be individually portioned and not shared with other students.

Families may apply for free or reduced-price meal benefits by completing an application each school year. Current meal information, menus, pricing, online meal payments, and eligibility applications are available through the Humboldt Unified School District Food & Nutrition Services Department.

For questions regarding school meals or meal accounts, please contact the District Food & Nutrition Services Department at (928) 759-5013 or visit the HUSD website.

Classroom Celebrations and Food Items

To maintain a consistent instructional environment and minimize classroom disruptions, Liberty Traditional School limits classroom celebrations and the distribution of gifts and treats during the school day.

- Birthday treats, cupcakes, snacks, flowers, balloons, gift deliveries, and other celebratory items are not permitted at school.
- Holiday and birthday gifts may not be exchanged on campus.
- Party invitations may not be distributed at school.
- Classroom celebrations are limited to three school-sponsored events each year and will be coordinated by the classroom teacher in accordance with school guidelines:
    - Winter/Christmas Celebration
    - Valentine's Day/Spring Break Celebration
    - End-of-Year Celebration

We appreciate your support in helping us maintain a learning environment that is focused, equitable, and inclusive for all students.

STUDENT ACTIVITIES

Extracurricular Activities & Clubs

Liberty Traditional School offers a variety of extracurricular opportunities designed to enrich students' educational experience. Programs may include athletics, clubs, fine arts, academic enrichment, tutoring, and other activities as funding and staffing allow through the PTO, grants, Tax Credit funds, and other available resources. The Liberty Advisory Council advises the principal on the acceptance of extracurricular activity proposals.

Registration information and participation requirements will be provided by the sponsoring teacher, coach, or club advisor. A parent or guardian's signature is required on all applicable permission forms.

To remain eligible to participate in extracurricular activities, students must maintain satisfactory academic progress and remain current with their classroom assignments.

Participants are expected to follow Liberty Traditional School's standards for appropriate dress and appearance during all school-sponsored activities. While Liberty uniform colors are not required for before- and after-school activities, clothing must continue to meet the school's expectations for modesty and appropriateness.

Elementary intramural sports are offered after school and do not interfere with instructional time. Participation is subject to district eligibility requirements, and applicable participation fees are established by the District.

Student Leadership

Student Council

Liberty Traditional School is proud to offer an active Student Council that provides leadership opportunities and encourages students to serve their school community.

Students in Grades 5–8 elect class representatives, and students in Grades 5–8 also vote to elect Student Council officers. Participation in Student Council requires a parent or guardian's permission and a teacher recommendation.

Intramural Sports (4th & 5th Grades)

Liberty Traditional offers a variety of co-ed intramural sports throughout the school year, including:

- 1st Quarter: Soccer
- 2nd Quarter: Basketball
- 3rd Quarter: Volleyball
- 4th Quarter: Track

Humboldt Unified School District has approved a participation fee for elementary athletics and activities. The participation fee is **$70.00 per sport/activity**. Students who qualify for the Free and Reduced Lunch Program may participate with a reduced fee of **$35.00 per sport/activity**. Participation fees qualify for the Arizona State

Tax Credit for Education (ARS 43-1089). Families should refer to the Athletic Clearance Packet for additional information regarding payment options and requirements.

Participation in intramural sports is a privilege and an opportunity for students to represent their school, teammates, coaches, and families. Students are expected to demonstrate expectations by practicing safety, acting responsibly, working together, and showing respect during practices, competitions, and all athletic activities.

All student-athletes and families must complete the required **Humboldt Unified School District Athletic Clearance Packet** prior to participation. The packet includes required permission forms, emergency information, insurance acknowledgment, academic athletic expectations, student/parent/coach commitment agreements, uniform responsibilities, and applicable participation fees.

Student-athletes are expected to:

- Maintain passing grades and demonstrate effort toward academic success.
- Demonstrate positive citizenship and follow HUSD Student Discipline expectations.
- Show respect, responsibility, teamwork, and sportsmanship toward teammates, coaches, officials, opponents, and spectators.
- Positively represent Liberty Traditional School at all athletic events.

Participation eligibility and expectations will follow the guidelines established by Humboldt Unified School District and outlined in the Athletic Clearance Packet.

Parents/guardians are responsible for providing transportation to and from practices, competitions, and athletic events held off campus. Families are encouraged to support students by promoting positive sportsmanship, teamwork, and a positive experience for all participants.

FAMILY ENGAGEMENT

At Liberty Traditional, we believe that strong partnerships between families and school staff help students thrive. We encourage families to stay actively engaged in their child's education by:

- Communicating regularly with teachers.
- Ensuring students attend school consistently and arrive on time.
- Supporting learning at home by providing a consistent time and place for reading or homework.
- Participating in school events and family engagement activities.
- Volunteering at school when opportunities are available.
- Joining the Parent Teacher Organization (PTO) or School Improvement Team for Elementary (S.I.T.E.) Council.

Throughout the school year, Liberty Traditional offers a variety of family events designed to celebrate student learning, build relationships, and strengthen our school community. Whether attending a performance, curriculum night, PTO event, family engagement activity, or school celebration, we encourage all families to participate whenever possible.

Information about upcoming events will be shared through ParentVUE, the school website, social media, and other school communications.

Parent-Teacher Organization (PTO)

The Liberty Traditional PTO is a dedicated group of parents, guardians, staff, and community members who support our students through volunteerism, fundraising, and school events. PTO-sponsored activities help strengthen our school community and provide additional opportunities and resources that enhance the student experience.

Families are encouraged to attend PTO meetings, volunteer at events, and become involved throughout the school year. For more information, please contact the front office.

School Improvement Team for Elementary (S.I.T.E.) Council

The S.I.T.E. Council is a collaborative advisory group made up of parents, staff, and community members who work together to support continuous school improvement. Council members review school goals, discuss student achievement, and provide input on initiatives that strengthen teaching, learning, and the overall school environment.

Families interested in serving on the S.I.T.E. Council are encouraged to contact the school office for additional information.

OUR COMMITMENT TO FAMILIES

At Liberty Traditional, we are committed to creating a safe, welcoming, and engaging learning environment where every student is known, valued, and challenged to reach their full potential.

We believe that the strongest schools are built through meaningful partnerships with families. By working together, we can help every child grow academically, socially, and emotionally while creating memories and experiences that last a lifetime.

Thank you for partnering with us. We look forward to an amazing year of learning, growth, and success together!