

As a public school of the state of Georgia, Liberty Tech is required to cover the Georgia Standards of Excellence.

**Teacher Request for the Upcoming School Year:**

All class placements for the upcoming school year are completed by a team of staff members and are completed during the week of post-planning. Any requests for student placement must be received no later than May 1<sup>st</sup> of each school year. While Liberty Tech will accept a request for student placement, this does not guarantee placement. Placements are completed by various factors and all Liberty Tech staff members want to make sure scholars are in the best environment for potential success.

## IX. FEDERAL PROGRAMS & PARENTAL RIGHTS

**Federal Programs Participation:**

As a public school Liberty Tech may participate in a variety of federal programs to support the learning of our students. This portion of the handbook is to provide parents information on the programs in which we participate and the processes to be taken if it is believed that Liberty Tech has violated any rights associated with these programs.

A. Any individual, organization or agency may file a complaint with Liberty Tech Charter School if that individual, organization or agency believes and alleges that Liberty Tech is violating a Federal statute or regulation that applies to a program under the Elementary and Secondary Education Act. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

**B. Federal Programs for Which Complaints Can Be Filed**

- Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies (Liberty Tech does not receive these funds)
- Title I, Part C: Education of Migrant Children (Liberty Tech does not receive these funds)
- Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk (Liberty Tech does not receive these funds)
- Title II, Part A: Teacher and Principal Training and Recruiting Fund
- Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement (Liberty Tech does not receive these funds)
- Title IV, Part A, Subpart 1: Safe and Drug Free Schools and Communities (Liberty Tech does not receive these funds) 7. Title VI, Part B, Subpart 2: Rural and Low-Income Schools (Liberty Tech does not receive these funds)

- Title X, Part C - McKinney-Vento Homeless Assistance Act (Liberty Tech does not receive these funds)

### C. Filing a Complaint

A complaint must be made in writing to Liberty Tech Charter School's Principal. The federal complaint form is available in the front office.

The complaint must be addressed to:

Mike Stewart  
Liberty Tech Charter School  
119 Price Rd.  
Brooks, GA 30205

### D. Investigation of Complaint

Within ten (10) days of receipt of the complaint, the principal will issue a Letter of Acknowledgement to the complainant that contains the following information:

1. The date the Local Educational Agency (LEA) received the complaint;
2. How the complainant may provide additional information;
3. A statement of the ways in which the LEA may investigate or address the complaint; and
4. Any other pertinent information.

If the complaint involves other entities, the LEA will also send a copy of the Letter of Acknowledgement to the other entity, along with a copy of the complaint. The LEA will contact the other entity to clarify the issues and review the complaint process. If the complaint cannot be resolved through this contact, the LEA will invite the entity to submit a written response to the LEA, and to provide a copy of the response to the complainant.

Appropriate LEA staff will review the information and determine whether:

1. Additional information is needed;
2. An on-site investigation must be conducted;
3. Other measures must be taken to resolve the issues raised in the complaint; or
4. A Letter of Findings can be issued.

If additional information or an investigation is necessary, the LEA will have sixty (60) days from receipt of the information or completion of the investigation to issue a Letter of Findings.

If the Letter of Findings indicates that a violation has been found, corrective action will be required and timelines for completion will be included. Either the 30-day or the 60-day timelines outlined above may be extended, if exceptional circumstances exist. The Letter of Findings will be sent directly to the complainant, as well as the other parties involved.

### E. Right of Appeal

If the complaint cannot be resolved at the local level, the complainant has the right to request review of the decision by the Georgia Department of Education. The appeal must be accompanied by a copy of the LEA's decision and include a complete statement of the reasons supporting the appeal.

The complaint must be addressed to:

Georgia Department of Education, Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 30334

You may access the Complaint Form for Federal Programs under the Elementary and Secondary Education Act (ESEA) in the following ways:

- Obtain the form from the front office of Liberty Tech Charter School
- Call the front office and request a form be mailed to you.

### Parents Right to Know:

At the beginning of each school year, school districts must notify parents that their student is attending a Title 1 school and that they can request information regarding their student's teachers, including, at a minimum, information on (1) completion of state requirements for licensure and certification; (2) emergency or other provisional status; (3) educational background; and (4) whether paraprofessionals are serving the student and if, so, the paraprofessionals' qualifications. If you have questions, please contact the principal at Liberty Tech Charter School.

### Parental Rights:

Under federal law, parents' and students' rights are protected through a variety of acts, amendments, and procedures. Following is a review of those parental rights.

### OPEN RECORDS REQUEST

Open records request may be made to Jennifer Mullinix, Data Registrar at Liberty Tech Charter School, 119 Price Rd., Brooks, GA 30205. Records may be redacted to exclude federally protected exemptions.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g)(the "Act"), you have a right to:

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own educational records. Parents or eligible students should submit to the principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the scholar's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the principal decides not to amend the record, he/she will notify the parents or eligible students of the decision and inform them of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seek or intends to enroll.
4. Liberty Tech Charter School has designated the following information as directory information:
  - a. Student's name, address, and telephone number; email address
  - b. Student's date and place of birth
  - c. Student's participation in official school clubs and sports
  - d. Dates of attendance at Liberty Tech Charter School
  - e. Awards received during the time enrolled in Liberty Tech Charter School

Unless you, as a parent/guardian or eligible student, request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to the public upon request. If you wish to exercise this right, you must notify the principal in writing within 5 days after officially enrolling in school.

5. You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or at school activity. If you, as a parent/guardian object to your student being photographed, videotaped or interviewed, you must opt on in the designated portion of the student registration form at the time of enrolling the student.

6. File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures of Liberty Tech Charter School to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington D.C. 20202-4605.

### NON-DISCRIMINATION

Federal law prohibits discrimination on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Vocational and Applied Technology Educational Act of 1990); or disability (Section 504 and the Americans with Disabilities Act (“ADA”) of programs or activities receiving federal financial assistance. To access coordinators for the above statutes and appropriate complaint procedures, please refer to the Title IX Compliance below: Title IX, VI, 504 and ADA Compliance. It shall be the policy of Liberty Tech Charter School that no person (student or employee) shall on the basis of sex, race, national origin, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity or in recruitment for employment, and related benefits. The Human Resources Manager will be the employee responsible for coordination of efforts to assure compliance with Title IX, VI, 504, and ADA mandates with regard to employed personnel. The principal of the school has been designated as the official responsible for coordination of efforts in his/her school to comply with requirements of Title IX, VI, 504, and ADA with regard to students.

### NOTICE OF RIGHTS OF SCHOLARS AND PARENTS UNDER SECTION 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

The implementing regulations for Section 504 provide the following rights:

1. Your student has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students.
2. Your student has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers are similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
3. Your student has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs.

4. Your student has a right to facilities, services, and activities that are comparable to those provided for non-disabled students.
5. Your student has a right to an evaluation prior to a Section 504 determination of eligibility. You have the right to not consent to the school system's request to evaluate your student.
6. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 504 regulations.
7. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations.
8. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your student, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
9. If your student is eligible under Section 504, your student has a right to periodic reevaluations, including prior to any subsequent significant change of placement.
10. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your student.
11. You have the right to examine your student's educational records.
12. You have the right to an impartial hearing with respect to the school system's actions regarding your student's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney.
13. You have the right to receive a copy of this notice and a copy of the school Student Parent Handbook.
14. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure.
15. You have the right to, at any time, file a complaint with the United States Department of Education's Office of Civil Rights.

#### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams.

The PPRA protects the rights of parents and eligible students to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"): if the survey is funded in whole or in part by a program of the US Department of Education: political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with

whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; activities involving collection, disclosure, or use of personal information to others.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum. As with FERPA rights, PPRA rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law. (For more information on the federal Protection of Pupil Rights Amendment (PPRA), visit <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>)