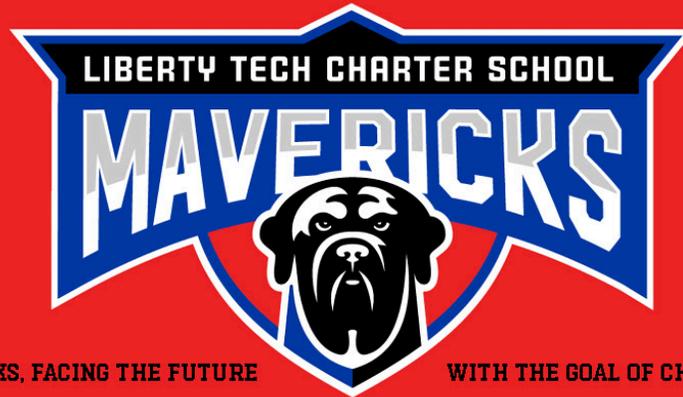


# 2023-2024 Liberty Tech Charter School Student Family Handbook



WE ARE MAVERICKS, FACING THE FUTURE

WITH THE GOAL OF CHANGING THE WORLD.

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## **I. INTRODUCTION**

Welcome to Liberty Tech! We are excited that you are part of what we believe is one of the best educational programs in the country. The Liberty Tech academic program is committed to teaching virtues and providing a project-based learning model with the use of a blend of classical education and STEAM (Science Technology, Engineering, Art, and Math) methodologies to create the next generation of leaders. In order to achieve this, we have developed a number of school policies and practices designed to help you succeed at Liberty Tech Charter School (LTCS). LTCS administration reserves the right to update the handbook, at any time, if necessary. Parents will be informed of updates to the handbook by school-wide email and a copy of the most recent handbook will be maintained on the school website. If, at any time, you have questions regarding these, please feel free to contact us.

### **Our Cardinal Virtues:**

Liberty Tech students are encouraged to embrace our honor code, one taken to heart and intended to drive their future life choices. That code is based on the four cardinal virtues derived from classical philosophy and then woven into the very fabric of our being. The goal of a Liberty Tech education is to create a virtuous world leader and the honor code is the first, and most important, step.

#### **Prudence (Wisdom)**

At Liberty Tech Charter School, we strive to execute good judgment at all times. We are careful to reflect upon how our current actions will impact future outcomes. We prepare ourselves with the knowledge necessary to make wise decisions that lead to future success.

#### **Temperance (Self-Control)**

Temperance is the ability to show moderation or self restraint. At Liberty Tech Charter School, we strive to govern our behavior with self-control in a manner in which what we say and do always represents the best of who we are as individuals.

#### **Justice (Fairness)**

A commonly accepted definition of Justice is a moral standard of all people to one another requiring them to perform their social and moral, as well as legal obligations to each other, and to grant to each other all that is fairly granted. It is through the practice of justice that we ensure a safe environment for learning. At Liberty Tech Charter

School, we hold justice as a key virtue because the safety and well-being of all our community members is of utmost importance.

**Fortitude (Courage, Perseverance)**

Fortitude is a willingness to freely go beyond the call of duty, to make sacrifices, to act on your convictions. Fortitude includes the courage to confront our personal weaknesses and attraction to vice. Fortitude allows us to push through difficulty. Fortitude helps us to resist fear. At Liberty Tech Charter School, we realize that it takes fortitude in order to stand up for what is right. We realize that it takes fortitude to face challenges head on. We realize it takes fortitude in order to chart new paths. At Liberty Tech Charter School, living with fortitude is a way of life.

**Honor Code:**

As a student at Liberty Tech,  
I dedicate myself to the pursuit of virtue, knowledge, and wisdom.

On my honor I pledge to:

Exercise Prudence: That I will do what is right.

Commit to Justice: That I will treat others fairly.

Demonstrate Fortitude: That I will be strong in mind and body.

Respond with Temperance: That I will be responsible for my thoughts and actions.

In doing so, I will have integrity in my dealings and expect the same of those around me. As a tiny spark can become a mighty blaze,

So too my adherence to these values can change the world around me for the better.

**II. DAILY PROCEDURES**

**School Hours:**

Our school hours do differ from the traditional school system’s hours. The school hours for the current school year are as follows.

Pre-K

8:00 am – 2:30 pm M-F

Grades K – 5

8:00 – 3:05 pm M–F

Grades 6 - 8

8:00 am - 3:30 pm M-F

**Arrival & Dismissal Procedures:**

School doors will open at 7:30; however, it is suggested that students arrive no later than 7:45. Class begins for all students promptly at 8:00 am. **Students will be marked tardy who are not in their homerooms at 8:00 am.**

For the beginning of the 2023-2024 school year, dismissal times will be as follows until further notice:

- Pre-K will dismiss from 2:30-2:45  
(All Pre-K students must be picked up by 2:45 to avoid late fee charges.)
- K-5 will dismiss from 3:05-3:30
- 6-8 will dismiss from 3:30-3:50
- If there are multiple children in your family or carpool, please follow the dismissal time for the oldest child. The only exception to this policy is Pre-K.
- Cars must display the provided current dismissal card for staff to scan outside the driver's side window as you enter the parking lot. Once your card is scanned please hang the card from your rearview mirror for staff to identify your car to load your student(s) safely.
  - Carpooling tags will be provided for families who carpool on a consistent basis.
  - All families will be provided a maximum of three laminated dismissal passes; each additional pass may be purchased for \$5. If you are in need of a temporary dismissal pass, you may visit the front office to obtain one.  
Temporary passes are only valid for the date noted on the pass. A maximum of three temporary passes will be provided before a fee of \$5 will be applied for a replacement pass.
- **The dismissal parking lot opens at 2:25 pm for Pre-K, 3:00 pm for K-5 grades, and 3:20 pm for 6-8 grades.** Parking on the street at any time could result in a citation from the local sheriff's department. LTCS can not be held responsible for any citations issued by the local sheriff's department.
- Parents of students who arrive at dismissal prior to their scheduled time will be directed to the back of the line until that dismissal cycle begins.
- **If a student is not picked up by 3:50 pm, the student will be placed in the YMCA's After School Program and fees will be charged.**

### Late Pick-Up Fees

- Parents may not presume the school will supervise their student(s) after the completion of dismissal.
- All Student K-8th grade must be picked up no later than 3:50pm
- All Pre-K Students must be picked no later than 2:45pm
- There is no ASP drop-in available. All students attending ASP must be pre-registered with the YMCA ([andreab@ymcaatlanta.org](mailto:andreab@ymcaatlanta.org))

**If student is picked up between 3:50-4:00 the following charges will apply:**

\$5.00/per student for 1st time

\$10.00/per student for 2nd time

\$15.00/per student for 3rd time

**If student is picked up after 4:00pm the following charges will apply:**

\$15/per student for the first five minutes and then;

\$1/per minute per student for each minute afterwards

**Fees are due at the time of pick-up by cash or card. Refusal to pay fees will result in the disqualification of students to participate in various school activities.**

**If a parent continues to be late, their child(ren) will be considered abandoned and the proper authorities will be contacted.**

### **Transportation Changes:**

Whenever possible, parents are requested to send in a signed note indicating any changes in transportation. For unexpected same day transportation changes, the parent must email or call the front office no later than 1:00 pm. **Temporary car rider passes will be provided for transportation changes. These temporary passes will need to be picked up in the front office prior to entering the dismissal parking lot.**

**Note\* A written note or email from a parent/guardian must be provided if a student is to leave school with someone not listed on their emergency contact form. A phone call will not suffice.**

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### **Attendance:**

The Official Code of Georgia Annotated (O.C.G.A) statute section 20-2-690.1, titled "Compulsory School Attendance Law," mandates, under the penalty of criminal punishment, that all children age 6 through their 16th birthday attend school daily. School success is defined as the ability of all students to perform at high levels of proficiency, graduate from high school, and obtain post-secondary education and training. The amount of time spent in the classroom is an indicator of student success. Every time a student is tardy or absent, they lose an opportunity to learn. Because of the rigor and pace of classroom work, it is imperative that students attend school with fidelity.

We want to remind parents that a particularly important part of our Charter Contract is the Comprehensive Performance Framework and Performance Expectations. Under the Mission-Specific Goals section (d,iii) relates to attendance stating: **During each year of the charter term, the Charter School will increase the percentage of students absent 5 or**

**fewer days per year by 2% each year over its baseline rate.** This goal must be met on a yearly basis for us to maintain our charter as well as for our charter to be continued at the end of each 5-year period. This is unlike the regular public system. A charter school cannot operate without a charter, and student attendance is one part of the criteria for continuing to have our charter. Also, when we report our student attendance to GaDOE each year, we must have less than 10% of our students missing 15 days or more throughout the school.

LTCS parents will have access to their child’s attendance information online via Infinite Campus. We ask that parents check the information for their child routinely to ensure accuracy. If an error is found, please report that to the school registrar immediately. It becomes difficult to correct errors in attendance after several grading periods have passed.

**ABSENCE FROM SCHOOL:**

- The child must return to school with documentation as to why that student missed school.
- The documentation must have the child’s name, grade level, homeroom teacher, and name of parent and phone number, reason for absence and parent signature.
- Automotive issues will not be considered an excused absence.

LTCS Governing Board recognizes excused absences for the following reasons:

REASON	DOCUMENTATION REQUIRED
Illness	Doctor’s note or parent note (only 5 parent notes allowed per year)
Hospitalization	Doctor’s note or discharge papers
Serious illness or death in the immediate family, which would reasonably necessitate absence from school	Obituary, funeral program, or note from parent (this is included in the maximum of 5 parent notes per year)
Special and recognized religious holidays observed by the student’s faith	Administration must be notified two weeks prior to the holidays for this absence to be excused
Court appearance	Court order
Conditions rendering attendance impossible or hazardous to the student health or safety	As determined by administration
A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting.	Students will be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parents or legal guardians deployment or during such parents or legal guardian leave.

Any other reason approved by the Georgia State Board of Education	
Any participation in an activity or program sponsored by 4H shall be credited as present. <a href="#">GA Code 20-2-692.3</a>	Documentation from a 4H representative officially recognized by the University of Georgia's Extension Office
Students will be counted present when they are serving as pages of the Georgia General Assembly or Special Olympics.	Documentation is required from these organizations including dates of volunteer hours.

Please note after 5 parent written notes/emails or phone calls Liberty Tech will request a doctor's note or other pertinent documentation for further excused absence. This includes serious illness or death in the immediate family. It is the parents responsibility to notify the Attendance Office - [julie.herbert@libertytechcharter.org](mailto:julie.herbert@libertytechcharter.org) or 770-461-0005. Teachers are not responsible for notifying the attendance office of any students' attendance issues. Please inform us as soon as possible to keep Infinite Campus as current as possible. Documentation to excuse absences must be presented within three days upon the student returning to school. If the excuse is not presented within three days, the absence remains unexcused. **We will NOT accept documentation after 3 days.**

- Any absence in excess of 3 consecutive days must be accompanied by medical documentation. A parent note will not be considered as documentation to excuse this absence.

**Unexcused Absences:**

Unexcused absences will be subject to attendance investigation and can result in penalty as imposed by the Compulsory Education Law (O.C.G.A. 20-2-690.1) and Student Attendance Protocol Committee Law (O.C.G.A. 20-2-690.2);

- Liberty Tech will notify parents/guardians of students who have accumulated five (5) unexcused absences per semester and will include a copy of the summary of potential consequences.
- Liberty Tech will notify parents/guardians of students who have accumulated seven (7) unexcused absences per year via certified mail and include a summary of potential consequences.
- Liberty Tech will notify parents/guardians of students who have accumulated ten (10) unexcused absences per year via certified mail and will provide Child Protective Services with an attendance report for review. Parents will be required to come in for conferences with administrators within ten days of receipt of the letter. This may result in formal interventions and/or penalties according to current state law.
  - Students who accumulate more than 10 unexcused absences will be in danger of retention based on absences. Parents will be given the choice of withdrawing their students prior to promotion review meetings. LTCS will exercise its right to retain students who have excessive unexcused absences.

- Students who accrue additional unexcused absences after the parent meeting may be assigned to after school detention or Saturday school for one day for each subsequent unexcused absence. **These students will also be ineligible to participate in extracurricular activities such as field trips, after-school clubs and sports.**

### **FAMILY TRIPS:**

Family trips are NOT considered excused absences. There are several week-long holidays throughout the school year during which families can plan vacations.

### **MAKE-UP WORK DURING AN ABSENCE:**

- Students/Parents should check agendas/Google Classroom for daily work. If additional information is needed, email the teacher directly; do not call the main office.
- If a student is absent and misses a graded assignment, the teacher can enter the grade as “missing” which calculates as a zero (the zero remains until the work is completed and the absence is excused).
- LTCS policy on the date make up work is due is take the number of days excused absent plus one day. All work must be completed and turned in at the end of the plus one day. Make up quizzes/exams are left to the discretion of the teacher.
- Students may not receive credit for assignments completed if the absence was unexcused.
- Students who are absent due to a school activity (i.e. field trips and sporting events) should submit work upon their return to school.

### **ABSENCES RESULTING FROM DISCIPLINARY SUSPENSIONS:**

- Students who are suspended may refer to agendas/Google Classroom and complete assignments (just to keep up in class).
- Any project assigned prior to a suspension may be turned in immediately upon the student's return to school and any test scheduled prior to the suspension must be taken upon returning to school. Any assignments given during the student's suspension, will result in a grade of zero. Please remember, the student is responsible for initiating the conversation with the teacher about making up tests. Projects should be turned in on the day of returning from suspension.

### **Extracurriculars and Clubs:**

In order to participate in an extracurricular or after school activity, a student must be in attendance on the school day of the activity.

### **Tardy to School:**

When a student is late to school or class or is dismissed early from class, it creates an interruption in instruction and is disruptive to the entire class. We understand that students do have issues that will require them to be late periodically. **The traffic situation at LTCS will**

**not be accepted as an excuse for being tardy.** Students are expected to arrive at school on time. Students are considered tardy if they are not in their classroom by 8:00 am. **Students who are tardy for school must report to the school office with a parent/guardian to sign-in.**

A tardy is unexcused unless the child had a doctor or dental appointment and documentation is provided. We understand that sometimes families have car trouble or other things that can cause tardiness; that is why we are allowing three unexcused tardies with a warning. Anything beyond three tardies is excessive. DFACS will be notified of students who are habitually late or absent.

Absences and tardiness will be recorded on the student permanent record. A student must be present at school for at least one-half of the required instructional school day to be counted present for the day. Deans will contact parents after 5 unexcused tardies, a counselor will make contact after 10 unexcused tardies, and parents will be required to meet with a dean and/or a counselor in the event that 15 unexcused tardies are recorded.

#### **Early Dismissal:**

Whenever possible, parents are requested to send in a signed note for early dismissal plans. Students will be called to the office once the parent or approved designee arrives. Early dismissals conclude at 2:45 pm daily. Like tardies, early dismissals are recorded in the student's attendance records. Please provide documentation for any excused early dismissal.

**Note\* A written note or email from a parent/guardian must be provided if the adult designee is not previously listed on the student's emergency contact form.**

#### **Abandoned Attendance:**

Any student that has 10 consecutive unexcused absence days with no contact/explanation from a parent /guardian will be withdrawn for Lack of Attendance as per the Georgia Department of Education Rule [160-5-1-.28](#)

### **Attendance Committee Process**

The purpose of the LTCS attendance review committee is to maintain the integrity of our charter and reinforce our values and commitment to educational excellence.

#### **Pre-committee Meeting**

Prior to a review by the attendance committee, parents will be invited to a meeting to discuss attendance records before reaching 10 unexcused absences. Attendance policies will be

clearly re-communicated at this time and the purpose of this meeting will be to seek any support that the school may be able to provide to help improve attendance.

### **Committee Meeting**

Once a student has more than 10 unexcused absences, a panel, which will be made up of a dean, teacher, counselor, and parent, will review current and previous grades, attendance, and academic performance to determine if the student will be retained for the next academic school year. Parents will be presented with all the data that will be discussed during this meeting via email and certified mail. All parties will be invited to share their perspective on whether or not a student should be retained for violating our unexcused attendance policy. At the conclusion of the meeting, the panel will communicate the results of their determination within three business days after the meeting via email and certified letter.

### **Appeal Process**

A parent may appeal the decision of the attendance committee within five business days of receiving the committee's decision. It must be a written appeal addressed to the principal. Upon receiving this appeal, the principal shall convene a panel consisting of a different dean, teacher, counselor, and MTSS coordinator, to determine if a student will be retained the next academic school year. This committee's final decision shall be submitted via email and certified mail to the parent within ten business days of receiving the appeal.

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### **Pledge of Allegiance and Moment of Silence**

Each morning, the Pledge of Allegiance along with a shared moment of silence is announced through our morning broadcast. Students may choose to refrain from participating but are expected to remain respectful and non-disruptive throughout.

### **Lunch & Snacks:**

Students may bring lunch from home or purchase lunch at school. Candy, sweets, caffeinated drinks, and sugary drinks are not allowed for lunch or snacks. Students may bring a small dessert to be eaten with their lunch. **Negative lunch account balances may prevent students from participating in events such as extra curricular clubs, book fairs, field trips, etc.**

**Students may bring a healthy, nut-free snack to eat each day.** Students will be allowed to eat the snack at specific times during the day. Other than those specific times, food or drink (exception is water) is not allowed in the classroom. Candy, sugary treats, sodas, energy drinks, and juices high in sugar do not constitute healthy snacks.

**Visitors:**

For the protection of the students and the security of the school, visitors and parents on campus must check in at the school office first and present an ID for scanning into the Raptor Visitor Management System. For the purpose of campus wide security, visitors and parents who will be visiting any other part of the school must wear the provided identification while on campus. **PLEASE NOTE: There are no exceptions to this rule, including individuals on campus for volunteer service, PTO/Board members, substitute teachers, or outside contractors.**

**Parent/Guardian Involvement:**

Parent involvement is a key component to the success of Liberty Tech Charter School. We welcome parents and guardians to help out in classrooms or in the office, provided they are following Board policy, as well as school policy, regarding parental observation and volunteering. (Please see section 7 regarding qualifications to volunteer at LTCS.)

**Fees:**

Fees may be collected for a variety of reasons, including lunch payments, lost/damaged school property, and more. **Fee balances unpaid may result in the loss of privileges for the student, including not being able to participate in book fairs, dances, and extracurricular activities.** Payments made for school events may be applied to outstanding fees prior to going toward the event.

**III. ADMINISTRATIVE PROCEDURES****LTCS Dress Code:**

Students will be expected to meet our daily dress code and uniform standards. A warning will be given for the first violation with a communication home. The second violation will require a student to call home and request a change of clothing. For any additional violations, an office referral will be written and an administrative consequence will be given.

The uniform consists of khaki or navy bottoms combined with a solid white, navy, or red (primary) polo (short or long-sleeved) or long-sleeved, button-down oxford shirt. Middle school students can wear light/powder blue uniform shirts. **In addition, students may wear a Liberty Tech Spirit Wear T-shirt along with dress code bottoms any day of the week.** The bottoms may include pants, shorts, skorts, skirts, or dresses. **The length of shorts, skirts, or dresses must fall below the end of the student's fingertips with arms fully extended by their sides.** Shoes should be closed-toe. **No crocs are allowed.** For layering

on cold days, students may wear a navy fleece, cardigan, navy hoodie, sweater, or sweater vest. However, all other jackets worn to school will be kept with student bookbags throughout the school day. Students may wear leggings underneath their skirts. Their leggings need to be solid in color (neutral or uniform colors) and material (nothing sheer or containing holes). On Fridays, students may wear college themed shirts (no jerseys). Jeans passes or Free Dress passes can be earned for a variety of rewards.

**Bottoms** – Khaki or Navy pants, shorts, capris, skirts, or jumpers. Polo dresses may be navy, khaki, or primary red. Cargo style is not allowed. Shorts, skirts, jumpers, and dresses should be knee length. Middle school students may wear leggings underneath their skirts. Their leggings need to be solid in color and material (nothing sheer or containing holes). The leggings color needs to be neutral or a uniform color.



**Tops** – White, Navy, or Red (Primary) or Light/Powder Blue short or long-sleeved polo, short or long-sleeved button-down oxford. LTCS spirit wear T-shirts (previous and/or new style)



**Additional Color Top Or Polo Dress for Middle School (6<sup>th</sup>-8<sup>th</sup>) Students Only** – Light/Powder Blue



**Optional Layer** – Solid Navy cardigan, sweater, sweater vest, fleece, or hoodie.



On a free dress days, the following **are not** to be worn at school:

- Halter-tops, tank tops, fishnet tops and midriff blouses.
- Excessively large or baggy clothing.
- Tops and dresses with spaghetti straps.
- Muscle shirts.
- Shirts that advertise alcohol, tobacco, or drugs.
- Short shorts and skirts (Skirts or dresses must be knee length).
- Shorts covered by a full length shirt.
- Yoga pants, or leggings, or shorts.
- Clothing with holes. (No jeans with holes or tears.)
- Clothing that is suggestive, advocates disobedience to society or causes a possible disruption to the school.
- Clothing or attire with statements or symbols which might be deemed offensive to others, violent or of a threatening nature.
- Hoodies worn with the hood up is an immediate dress code violation.
- Shoes with cleats and/or wheels. Glyders, flip-flops, house shoes, house slippers, or crocs.
- Caps, hats, visors, any other headgear, and sunglasses.

Free dress passes are a privilege and can be earned for a variety of rewards. If a student is wearing free dress, they **MUST** have a dated dress code pass. A free dress pass from a previous date is not valid.

### **Exceptions to the Dress Code**

**1. If a medical, religious objection, or other emergency hardship exists, parents may submit a request for exemption from the LTCS Dress Code, by e-mail to our principal or deans.**

**2. After submitting a request for exemption, parents will meet with a designated administrator to discuss the LTCS Dress Code and the nature of the parent's hardship or objection.**

**Student Records:**

Student records include all materials directly related to a student, which the school maintains. Liberty Tech Charter School will maintain student records in a confidential manner and will comply with all state and federal laws, including the Family Educational Rights and Privacy Act (FERPA), concerning the publication and dissemination of student records. Access to a student's educational record shall be given to natural or adoptive parents, legal guardians, or individuals acting as a parent or guardian in the absence of the parent or persons with a Consent Form for Non-Parent to Receive and Review Educational Records and Information signed by the legal guardians of the student.

**Open Records Request:**

Under the Georgia Open Records Act (OCGA §50-18-70 to §50-18-77) all public records are available for inspection and copying unless they are specifically exempted from disclosure under the law. If a government agency or custodian of public records withholds a public document from production under an Open Records Request, they will cite the provision of Georgia law that exempts the record from being produced.

All Open Record Requests to inspect or copy records must be made in writing by completing an Open Records Request form to the LTCS Records Keeper. The school will provide information relating to the request, as permissible and applicable by law, within three (3) business days after it has been received by the Open Records Officer. If the production of the information is not possible within that time frame, the Open Records Officer will issue correspondence with an explanation.

Please direct open records requests to Ms. Julie Herbert by completing the form and returning it to her in person at the school, via email, or mail. The form may be accessed on the school's website or requested by email.

**Open Records Request**  
c/o Julie Herbert  
Liberty Tech Charter School  
119 Price Rd.  
Brooks, GA 30205  
julie.herbert@libertytechcharter.org

**Student Abuse & Neglect:**

Under Georgia law, O.C.G.A. § 19-7-5 and State Board of Education Rule 160-4-8-.04, all school employees are mandated reporters and required to report suspected cases of student abuse or neglect to the Department of Social Services. This law, which was designed for the protection of the student, provides immunity from civil or criminal liability in connection to reports, unless malicious intent is proven. Reports must be made within 24 hours after abuse is suspected.

**Inclement Weather & School Closings:**

In the event that school needs to be closed for an emergency or weather related reason, parents will be notified by postings to the school website, the school social media pages, Channel 2 News, and by email or text through Infinite Campus Messenger. In the event school needs to be closed while school is currently in session, the above notifications will be posted in addition to the emergency contacts of each student being contacted by phone.

**Enrollment:**

Liberty Tech is a public charter school with a Pre-K, an Elementary (K-5th), and a Middle School (6th-8th). Continuing K-8 students shall have first priority for re-enrollment and their siblings shall have preference. Enrollment for siblings depends on space availability. This does not apply to our state Pre-K students. Pre-K students will need to reapply as Kindergarten students during our lottery.

**ENROLLMENT PRIORITIES**

Enrollment priorities are outlined below:

**Priority 1:** Currently enrolled LT students.

**Priority 2:** Children of permanent staff and board members at LT; siblings of currently enrolled LT students

**Priority 3:** Residents of the state of Georgia

In the event that there are not enough openings to accommodate all of the priorities, a random selection process by category shall determine which students shall be enrolled for the following year. The first group to be pulled will be from Priority 2, then Priority 3.

After the random selection process, a waiting list for future openings will be established recording students' names in the same order in which they were drawn during the LT lottery. The LT lottery will take place in the month of February. Parents will be notified by phone and email of their child's admission.

#### **IV. HEALTH AND SAFETY**

**Clinic:** The purpose of the school clinic is to provide first aid for minor injuries and illnesses, administer medication, and notify parents if specific symptoms appear serious. Parents are expected to arrange for their student to go home immediately if the clinic personnel determine the illness to be contagious or if a fever persists. Clinic personnel will notify the parent/guardian of all clinic visits via written correspondence unless the student's illness/injury warrants immediate notification via phone. In the event of a health emergency, clinic personnel will reserve the right to utilize emergency services/911.

Students should remain at home under the following circumstances/conditions:

1. Fever (100 degrees F or higher)
2. Vomiting (Within the past 24 hours)
3. Diarrhea (Within the past 24 hours)
4. Rash (Body rash with itching, fever, or drainage)
5. Head Lice
6. Eye Infection (Redness, itching and/or pus draining from eye)
7. Hospital Stay and/or Emergency Room Visit

Students may return to school following illness/injury under the following conditions:

1. Fever free without the assistance of medication for 24 hours. (i.e., Tylenol/Acetaminophen, Motrin/Advil/Ibuprofen)
2. Free from vomiting for 24 hours.
3. Free from diarrhea for 24 hours.
4. Free from rash, itching or fever or with a physician's order to return to school.
5. Treated with appropriate lice treatment at home or with a physician's order to return to school.
6. Free from drainage, redness, itching, pus or with a physician's order to return to school.
7. Released by a physician to return to school.

If your child has an illness/infection that requires use of antibiotics, he/she should stay home until the antibiotic has been administered for at least 24 hours. Also, please provide the clinic with a physician's order stating the date that the student may return to school.

When a student becomes ill or injured during the school day, the clinic will determine continued attendance for the day. Clinic personnel will provide guidance of when the student may safely return to school in compliance with guidelines provided in The Student/Family Handbook. We encourage you to seek medical attention when your child is sick and always follow your healthcare provider's recommendations.

#### **Contagious Conditions:**

As a courtesy to the other students, parents are asked to contact the school when their student contracts a contagious condition. This includes, but is not limited to, strep throat, head lice, and pink eye. Parents in the affected classroom can then be notified and classrooms/shared supplies can be disinfected. Please be advised, certain conditions/illnesses may require a physician's order before the student can return to school. If you are unsure, please contact the School Health Office.

### **Chronic Conditions:**

Please be advised that certain conditions/illnesses may require student specific health plans and/or emergency action plans to be completed by a healthcare provider. These forms can be obtained from the School Health Office and are available on our school website under the parent resources tab.

### **Medication:**

- A consent form must be filled out for any student to receive either prescription or over the counter medication.
- All prescription and non-prescription medications will be retained in the clinic to be administered by, or in the presence of, school personnel.
- All prescription medications must be in the original container with the student's name, physician's name, name of the drug, and dosage instructions. **ALL PRESCRIPTION MEDICATIONS WILL REQUIRE A PHYSICIAN'S SIGNATURE ON THE MEDICATION CONSENT FORM.**
- All over-the-counter medications must be the original/unopened containers, labeled with the student's name and dosage.
- Medications are not to remain with the student, except in cases of students who require prescription asthma inhalers or Epi-pens and have permission to self-medicate. In order for a student to self-carry a medication, A Self-Carry Authorization form must be completed by the parent and physician. A meeting with the student and clinic personnel will be scheduled to review medication safety and the responsibilities of self-carrying medication.
- Hospital/homebound services for students are only applicable when a medical reason has been established by a licensed doctor in the state of Georgia. A specific diagnosis and required time of home schooling will be required.

### **Community Health Emergencies:**

In the event of viral outbreaks/health issues within our state/community, Liberty Tech Charter School will work closely with The Georgia Department of Public Health, Centers for Disease Control, The Georgia Department of Education, and the local health department. Please be advised that during times of community outbreaks, policies/procedures may be modified under the guidance of the above mentioned agencies.

**School Safety:**

School safety is of the utmost importance at Liberty Tech Charter School. During the school day, there is only one entrance to the school to be used – the front door by the office. There is a phone intercom system at the school window by the front door which will be utilized when parents arrive at the school. The door includes an electronic lock that remains closed during the school day and you must be signed in on the computer system and buzzed in through the security door. A sticker will be given to all visitors entering the building. Please wear your sticker at all times. All staff members have been trained to stop individuals who do not have a visible sticker. A parent with no sticker will be asked to return to the office to receive another.

**Alcohol, Tobacco, and Drug Free Zone:**

An individual shall not possess, sell, use, transmit, or be under the influence of any alcohol, narcotic drug, hallucinogenic drug, amphetamines, barbiturates, cocaine, marijuana, controlled substances, look-alike drugs, intoxicants, or tobacco products of any kind:

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by any school group.
3. Off the school grounds at a school activity, function, or event.
4. In-route to and from school or school activity on buses acquired for school activities.

**Scoliosis Screenings:**

The Georgia Department of Health identifies the middle school ages as the time when scoliosis usually becomes evident; therefore, Liberty Tech will request that all 6<sup>th</sup> and 8<sup>th</sup> grade students be screened annually. Please send in a #4400 form completed by your child's healthcare provider or schedule a screening with LTCS School Health. Parents may opt out of the screening by completing the appropriate form provided by the front office.

**V. STUDENT AFFAIRS****Communication with Family:**

Families receive information through a variety of avenues. Each week a school newsletter is emailed to families from the school principal. Additionally, each grade level sends out a weekly newsletter to families. A weekly folder is sent home on Tuesdays that includes information and letters for parents. Parents have access to grades and attendance via Infinite Campus 24 hours a day.

Additionally, please make sure you read all communication sent to you. If you change your email and do not notify LTCS, we can no longer ensure that you will receive emails.

- Our teachers have a school email address. Parents are asked to use email to communicate with teachers rather than calling the school. Keep in mind however that teachers will NOT be checking email or voicemail continually throughout the school day. If it is an EMERGENCY, do NOT rely on email; call the front office and speak with school personnel.
- Make sure the school has current contact information on file for your child: address, home phone number, cell phone numbers, work number, and email addresses, If any information changes, you will need to inform our registrar.
- We have a school messenger system that allows us to make phone calls and send mass emails to all of our parents/guardians. In the event of an emergency, you will receive a phone call and email. If you receive a phone call and do not answer the call, please check your email or voicemail before calling the school. In the past, parents have flooded our system to inquire about the call that was missed. If it is an emergency, we can't field all those calls as our focus will be on ensuring that students are safe.
- Parents will always have access to their child's attendance and grades through the Parent Portal on Infinite Campus. It is recommended that parents download the Infinite Campus App for timely updates. A letter will be sent home at the beginning of the year providing information for how to login.
- We encourage constant communication between LTCS and our parents and will do whatever we can to make this possible. If you would like to schedule a meeting with your child's teacher, please email that teacher directly so that a meeting date and time can be scheduled. We ask that parents not engage teachers in discussion about their child while in the presence of other parents or children.
- Parents should not expect an immediate response to an email. Many teachers do not have time to check email until the end of the school day. We have instructed teachers to not feel obligated to respond to emails or messages after 5:00pm because we believe that teachers should have family time as well.

### **Care of School Property:**

Students are responsible for all school materials (library and classroom books, and all other school property) issued to them during the school year. All lost or damaged books or other school property must be paid for replacement purposes. Replacement books are not acceptable if a student loses or damages a library book, all of our library books are now library bound books. If the lost library book is found and returned in good condition within 30 days of paying the fine, a refund will be issued. Student records will not be released until all outstanding fees are paid.

Chromebooks issued to students are considered school property. It is not required, but is highly recommended that insurance is purchased for school-issued chromebooks to cover the cost of repairs/damage. Once a new computer has been issued, a new insurance policy would need to be purchased to cover the new computer. Repairs on uninsured computers can range from \$75-\$400 dollars.

### **Financial Obligations:**

Returned Checks: Any check returned for Non-Sufficient Funds, Stopped Payment, Account Closed or any other reason, will be assessed a fee of \$25 in addition to the amount of the check. LT reserves the right to refuse checks from any family who has more than one check returned.

Release of Transcripts and Student Records: All financial obligations to the school must be met prior to the release of student records. The school will provide two (2) official transcripts per student at no charge. Additional copies of official transcripts will be assessed the actual cost of duplication, up to a maximum of \$5. All unofficial copies are at no charge.

### **Grading Policies:**

Grades K-8: For all grades, students will be issued a modified standards-based report card at the end of each quarter as well as a mid-term progress report.

LTCS students in grades K-1 will receive a standards-based report card with performance levels ranging from 1-4. Students will work toward mastering the standards consistently and independently by the end of the year in order to earn a 3 (meets proficiency of the standard) or a 4 (exceeds proficiency of the standard where possible). In specials classes, K-1 students will receive a conduct score as well as a grade of S (satisfactory) or NI (needs improvement).

Students in grades 2-8 will receive letter grades for all standards covered during that time frame. Those scores are then compiled into one final score for the subject area.

The grading scale is:

- 90-100: A – Advanced Proficiency: Consistently and independently performs the standard or skill
- 80-89: B – Proficiency: Routinely meets the standard or performs the skill independently or with little assistance from the teacher
- 70-79: C - Partial Proficiency: Can meet the standard or perform the skill with teacher assistance/support BUT often does not meet the standard when working independently
- 69 and Below: F – Novice: Not yet meeting the standard or able to perform the skill

For middle school students, the letter grades also carry a point weight that is used to calculate their GPA. The point conversion is as follows:

- A – 4.0    B – 3.0    C – 2.0    F – 1.0

PRINCIPAL'S LIST AND HONOR ROLL: Grades 2 – 5

Principal's List – Students must achieve straight A's in all subjects.

Honor Roll – Students must achieve all A's or B's in all subjects.

PRINCIPAL'S LIST AND HONOR ROLL: Grades 6 – 8

Principal's List – Student must achieve a GPA of a 4.0

Honor Roll – Student must achieve a GPA between 3.5 to 3.9

### **Promotion Standards K-2**

Students in grades K-2 must meet the following criteria

Kindergarten to 1st grade:

- Mastery of the GSE Priority Standards and the Georgia Kindergarten Inventory Developing Skills (GKIDS)/ for language arts.
- Mastery of the GSE Priority Standards and the Georgia Kindergarten Inventory Developing Skills (GKIDS)/ for mathematics.
- Meet all attendance requirements
- Teacher recommendation

1st grade to 2nd and 2nd to 3rd grade:

- Mastery of the GSE Priority Standards for language arts.
- Mastery of the GSE Priority Standards for mathematics.
- Meet all attendance requirements
- Teacher recommendation

### **Promotion Standards 3-5**

Students in grades 3-5 must meet the following criteria:

- Pass ELA and mathematics, plus one additional academic courses (science or social studies) with an average of 70 or higher in each course
- Meet all attendance requirements
- Teacher recommendation

### **Promotion Standards 6-8**

Students in grades 6-8 must meet the following criteria

- Pass mathematics, ELA, and one additional academic course (science or social studies) and at least one connection/exploratory course rotation with an average of 70
- Meet all attendance requirements

### **Holiday and Birthday Celebrations:**

For student birthdays, we welcome parents to come eat lunch with their students; however, bringing sweets (cupcakes, etc.) and snacks for the class is not allowed. Many students may

have allergies to various foods that may be present in those snacks. It is safer for our students to eat only those items that have been sent by their parents with their lunch or their parents have approved by purchasing a school lunch. For this reason, sharing food will also not be allowed. At Liberty Tech, we also want to foster healthy eating habits, so sweet items are limited. For teacher sponsored celebrations, a permission form will be sent home with a list of specific items that will be provided.

**Homework:**

Teachers often assign purposeful homework to be completed daily, over the course of several days, or over a week to practice foundational skills. It is the school's belief that this assists students with time management and planning which is an essential life skill. Parents are advised to monitor assignments to prevent last-minute frustration. Providing a quiet environment and regular time for completing homework is essential. Reading is essential to learning and is not to be counted as part of the homework minutes.

**Personal Property:**

Lost or Stolen Items: Liberty Tech is NOT responsible for lost or stolen items. Keep this in mind when assisting your child(ren) with the selection of personal property he or she chooses to bring to school and/or keep in their locker. It is recommended to label your child's belongings to assist with returning found items. Middle school lockers are to be kept locked at all times.

**Personal Electronic Devices:**

Personal electronic devices such as laptops, iPads, tablets, and E-readers are not allowed in the classroom. Smartwatches are not allowed to be worn by students while they are in school. This policy is put in place to protect the internet safety of all students. If these devices are brought to school (though highly unadvised), they must be turned off and kept in the student's cubbie, backpack, or locker the remainder of the school day. Devices found during the school day will be collected by the teacher.

On the first two offenses the device will be returned at the end of the school day. Beyond that point, the device will be turned into an administrator, and a parent/guardian will be required to come collect the device on their time.

**Gum & Candy:**

Students may bring a healthy snack to eat each day. Students will be allowed to eat the snack at specific times during the day. Other than those specific times, food or drink

(exception is water) is not allowed in the classroom. **Gum, candy, sugary treats, sodas, energy drinks, and juices high in sugar do not constitute healthy snacks.**

### **Student Support Services:**

Liberty Tech provides special education programs utilizing a continuum of delivery models to all students who meet the eligibility requirements as mandated by federal and state laws.

### **Gifted Services:**

Liberty Tech's emphasis on project-based learning benefits all students, including those identified as gifted. Problem-solving and higher-order thinking skills are emphasized in project-based learning, which are key components in gifted education. Students take responsibility for their own learning, increasing student motivation, which is an important goal in educating gifted children.

Liberty Tech specifically meets the needs of identified gifted learners and high achievers in compliance with state law and regulations. Gifted education is provided through approved delivery models, including advanced content classes, core classes taught by gifted certified teachers and collaborative instruction and planning with gifted coordinator, classroom teachers, and outside personnel.

### **ESOL Services:**

The goal of the English Language Learner (ELL) program is to improve the academic achievement of all ELL learners. The ELL teacher provides language support for the student through push-in (in classroom) and pull-out (outside of the classroom) models. The ELL teacher works with the classroom teacher to help students become more successful in the classroom.

### **Multi-tiered System of Supports (MTSS):**

LT implements the Multi-tiered System of Supports process to ensure that timely assistance is given to learners based on their needs. The MTSS process is a multi-step approach to identifying the specific needs of all of our students in order to help them become successful. Data will be collected to determine the level of support needed.

### **Early Intervention Program (EIP) Services:**

LT specifically meets the needs of identified learners that qualify for early intervention services with state law and regulations. Early intervention services are provided through approved delivery models, including both pull-out and push-in services.

### **Special Education Services:**

Liberty Tech serves students who are currently enrolled in the Special Education program and implements a process to ensure all pre-identified students receive services at the school as soon as possible. In addition, those students in need of RTI or SST interventions or psychological evaluations are provided with the necessary resources and support. As required, all students are provided with a free appropriate public education. Students are served based on their ability and in the least restrictive environment possible.

### **Child Find:**

In accordance with the Georgia State rule for Child Find Procedures [160-4-7.03], LTCS has implemented procedures for identifying, locating, and evaluating students suspected of having a disability. If parents are suspecting their child is experiencing a disability, they should contact one of our deans.

## **VI. SCHOOL DISCIPLINE**

### **School Discipline Policy:**

A primary goal of Liberty Tech is to create a space for students to become self-disciplined and responsible by challenging students to understand the need for virtue and character, and to possess the knowledge necessary to positively impact the world around them. Vital to the success of this goal, LT's discipline policy has been designed to provide an atmosphere of civility in which due respect is given to teachers, staff, and individual students as well as institutional and private property. Thus, students are expected to adhere to the general rules of the school as well as those established by each teacher within his or her classroom.

It is the responsibility of every Liberty Tech parent and student to know the Code of Conduct and for students to follow the expectations of the school. By doing so, students will be productive and successful members of the learning environment. Student behavior is expected to reflect the Liberty Tech commitment to virtuous citizenship and wisdom. Students who choose to make poor decisions will be held accountable.

Important Note: This matrix lists the most common violations, but other forms of misconduct may also result in disciplinary action. This matrix is also intended to provide examples of possible consequences, not a comprehensive list of consequences. Consequences are issued to students taking the level of the offense, the frequency of the offense, and the individual student into consideration.

Elementary Code of Conduct (See Below)  
[Middle Grades Code of Conduct](#) (Separate Document)

<b>Level 1 Offenses</b>		
<p><b>Level 1 Offenses:</b> Those offenses that fall under the reasonable expectation that a teacher may handle in the classroom. Those offenses might include Dishonesty, Destruction, Disruption of the Learning Environment, Defiance, Verbal Harm and/or Physical harm while during school hours or at school-related functions.</p> <p><u>Examples:</u> Intentional classroom disruptions (virtual or in-person), misuse of electronic devices, disrespect - verbal and non-verbal toward other students, teachers, administrators, and/or other school personnel, cheating, minor theft, misuse of materials, refusing to follow directions, play fighting, etc.</p>		
<b>Possible Consequences</b>		
<ul style="list-style-type: none"> <li>● teacher/student conference to reteach or redirect behavior</li> <li>● parent/teacher/child conference</li> <li>● written reflection signed by parent</li> <li>● goal setting</li> <li>● apology letter</li> </ul>	<ul style="list-style-type: none"> <li>● personal workplace</li> <li>● special seating arrangement</li> <li>● loss of privilege</li> <li>● restitution strategies</li> </ul>	<ul style="list-style-type: none"> <li>● parent notification</li> <li>● zero for the assignment</li> <li>● re-doing the assignment alone</li> <li>● behavior plan (action plan)</li> </ul>
<p><b><i>Consequences are up to the discretion of the classroom teacher. Deans may be consulted.</i></b></p>		
<b>Restorative Action may be used in some cases</b>		
<p>Accountability Reflection Sheet or Think Sheet - Self reflection conversation with Teacher and/or Dean</p>	<p>Restorative Circle between the Administrator, Student, and Teacher to set up expectations moving forward and ongoing support provided.</p>	<p>Restorative Circle between the Administrator, Student, Teacher, and Entire Class to set up expectations moving forward and ongoing support provided.</p>

<b>Level 2 Offenses</b>
<p><u>Level 2 Offenses:</u> Actions that consist of misconduct beyond what is within a reasonable expectation that a teacher may handle in the classroom, or when a Level 1 Offense has</p>

occurred four times and has now escalated to consequence(s) congruent with Level 2 Offenses.

Examples: Physical Aggression & Fighting Towards other students, teachers, administrators, and/or other school personnel, Bullying, Cyber-Bullying - on and/or off campus, Hazing, Harassment, Academic Dishonesty, Theft under \$100, Vandalization - willful or malicious damage to school property, Defiance, Lewd Conduct, Verbal Assault - threats of violence towards other students, teachers, administrators, and/or other school personnel, Coercion, etc....

Examples: Physical Aggression & Fighting, Bullying & Cyberbullying (See the Note below.), Hazing, Harassment, Academic Dishonesty, Theft under \$100, Vandalization, Defiance (non-compliance), Lewd Conduct, Threats, etc....

**Possible Consequences**

<p>In School Option:</p> <ul style="list-style-type: none"> <li>● Time out of class</li> <li>● Reflective Recess</li> <li>● Silent-Reflective Lunch</li> <li>● After School Detention Up to 2 Days</li> <li>● Saturday Detention</li> <li>● ISS Up to 2 Days</li> </ul>	<p>In School Option:</p> <ul style="list-style-type: none"> <li>● Time out of class</li> <li>● Reflective Recess</li> <li>● Silent Lunch</li> <li>● After School Detention Up to 4 Days</li> <li>● Saturday Detention Up to 2 Days</li> <li>● ISS Up to 5 Days</li> </ul>	<p>Out of School Option:</p> <ul style="list-style-type: none"> <li>● OSS Up to 2 Days</li> <li>● OSS Up to 5 Days</li> </ul>
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***Consequences are up to the discretion of the administration. Office Referral must be completed and turned into the dean.***

**Restorative Action may be used in some cases**

<p>Restorative Circle between Administrator, Student, and Teacher to set up expectations moving forward and ongoing support provided.</p>	<p>Restorative Circle between the Administrator, Student, Teacher, and Student's Parent to set up expectations moving forward and ongoing support provided.</p>	<p>Restorative Circle between the Administrator, Student, Teacher, and all Impacted Parties to set up expectations moving forward and ongoing support provided.</p>
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**Level 3 Offenses**

Level 3 Offenses: Level 3 Offenses are extreme endangerment of self or others that warrant immediate removal from the school premises.

Examples: Weapons, Drugs, Tobacco, Alcohol, Theft over \$100, Threat to the safety of the building, Sexual Harassment, Bullying & Cyberbullying (See the Note below) etc...

<b>Possible Consequences</b>	
<ul style="list-style-type: none"> <li>● SRO Notification and documentation</li> <li>● Mandatory Parent Conference</li> </ul> Out of School Option: <ul style="list-style-type: none"> <li>● OSS Up to 10 Days</li> <li>● Disciplinary Hearing and Possible Expulsion</li> </ul>	Disciplinary Hearing: <ul style="list-style-type: none"> <li>● Expulsion</li> </ul>
<b><i>Consequences are up to the discretion of the administration. Office Referral must be completed and turned into the dean.</i></b>	
<b>Restorative Action may be used in some cases</b>	
Restorative Circle between the Administrator, Student, Teacher, and all Impacted Parties to set up expectations moving forward and ongoing support provided. -or- Dismissal from School and Possible Police Involvement	Dismissal from School -and- Possible Police Involvement

Georgia State law says that a student may be disciplined, suspended, or recommended for expulsion based on "reasonable cause", which includes on and off campus school related activities. Students with poor academic standing, disciplinary issues or unsettled attendance issues will be placed on a "NO ACTIVITIES ALLOWED LIST". Administration reserves the right to monitor student activity privileges.

Note: Bullying (OCGA 20-2-751.4) An act, that is:

- a. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- b. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- c. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - (1) Causes another person substantial physical harm within the meaning of Code Section 16-5- 23.1; or visible bodily harm as such term is defined in Code Section 16-5-23-.1;
  - (2) Has the effect of substantially interfering with a student's education;
  - (3) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - (4) Has the effect of substantially disrupting the orderly operation of the school.
- d. The term applies to acts which occur on school property or at school related functions or activities or by the use of data or software that is accessed through a computer system, computer network, or other electronic technology of a local school system. e. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment, if the electronic communication: (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of this specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

**Upon a finding by the disciplinary hearing officer, panel, or tribunal of school officials that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, such student shall be assigned to an alternative school, as required by O.C.G.A 20-2-751-4.**

# How does bullying differ from other forms of conflict?

## Other Conflict/ Fighting \*

Between friends/equals/peers  
Spontaneous/occasional  
Accidental/not planned  
No serious or lasting harm  
Equal emotional reaction  
Not for domination/control  
Often a sense of remorse  
May try to solve problem

## Bullying\*

Not friends/imbalance of power  
Repeated over time  
Intentional Physical/emotional harm  
Unequal emotional reaction  
Seeking control/possession  
No remorse-blames target  
No effort to solve problem

### **Authority of the Principal:**

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct, the principal or his/her designee will implement corrective measures he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures. Corrective measures may range from silent lunch to out-of-school suspension and may include recommendation for expulsion. Some procedures for these forms of corrective measures are listed below:

### **In-School Solutions (ISS):**

Students who display continued disruptive behavior or serious forms of misbehavior within the classroom and/or the school shall be removed from the situation and subject to an In-School Solutions period. The decision to implement In-School Solutions rests with the principal and the two deans and the length of ISS will be their discretion. During In-School Solutions, students will have no contact with other students and are required to do self-reflection and complete the classwork they miss from not being in class. The purpose of In-School Solutions is to isolate the disruptive student from the regular classroom activities, continue the student's progress with classroom assignments, and, most importantly, provide the student an opportunity to self-reflect and identify contributing factors that led to this consequence and possible solutions.

### **Detention:**

Students may be placed in detention where they are instructed to sit for chronic classroom infractions. Detention can be during portions of the school day (i.e. lunch, recess, or class time) or after school hours. Students will sit alone during detention and may be given written assignments or other tasks assigned by the teacher or administrator.

### **Out-of-School Suspension (OSS):**

An Out-of-School Suspension is the denial of a student's right to attend school or take part in any school function for any period of time. The Principal or Dean has the discretionary power to initiate an Out-of-School Suspension upon receipt of information of a violation by the student of any of the disciplinary rules. Out-of-School Suspension usually follows In-School Solutions (ISS); however, some offenses are serious enough in nature to warrant immediate Out-of-School Suspension. Students will be responsible for making up the work they missed during their suspension upon their return to school.

### **Extracurricular Activities:**

In addition to the regular discipline plan, students involved in extracurricular activities (including band, chorus, athletics, etc.) are subject to the following additional rules:

- Academic Guidelines – Students must maintain passing grades in all content areas for each of the 4 1/2-week grading periods. Students who are not passing at progress report or report card time will be suspended from extra-curricular activities (clubs, sports, etc) for the following grading period and will be reevaluated at the next report card or progress report. The academic guidelines do not apply to PTO sponsored events.
- Administrative Involvement – Teachers/coaches/sponsors are responsible for the ongoing behavior of their students while participating in the extra-curricular activities and the regular school day. When a student's behavior is consistently disruptive or becomes unsafe, the responsible adult may refer the student to the school administration. Student behavior incidents resulting in a suspension will cause students to be suspended from a club for one to two grading periods depending on the date and severity of the incident.

### **Involvement of Law Enforcement:**

At times, Liberty Tech administrators may involve our SRO and/or contact local law enforcement due to the nature of a discipline situation. This will occur when a state or federal law may have been broken. In those situations, the school will attempt to contact the parents of the students involved prior to law enforcement speaking with them; however, once law enforcement arrives on the scene, they take over the investigation from the school and Liberty Tech personnel will follow the directives of law enforcement regarding the situation.

### **Disciplinary Hearing:**

Any recommendation of long-term suspension or expulsion will result in a hearing being scheduled for a student. The hearing should be held within ten (10) school days after the first day of suspension.

Expulsion is an action that may be taken as a result of the disciplinary hearing for severe or prolonged breaches of discipline by a student as set forth in the charter. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

**Delivery of Hearing Notification:**

Students and parents/guardians will be notified by the principal and/or principal designee to set up the hearing. Notification of students and/or families concerning the hearing can be made by, but is not limited to, the following:

- Regular Mail
- Email notification
- Certified Mail Return Receipt Requested
- In person – If notice of the hearing is delivered in person, a written confirmation of delivery should be obtained by the person delivering the notice to the parent/guardian.

**Hearing Officer:**

Disciplinary hearings will be conducted by a Student Discipline Hearing Officer. The Hearing Officer will rule on issues of procedures and admissibility of evidence presented during the hearing. The hearing panel may be made up of current Liberty Tech Charter School staff and board members.

At the outset of the hearing, a brief synopsis of why the hearing has been called will be provided to the panel by the hearing officer. The student and parent/guardian will also be given an opportunity to share their thoughts regarding the issue for which the panel has been convened. In order to ascertain a complete set of facts, the panel members may ask questions of all parties present.

Following the student presentation, the panel may request to hear from other witnesses of the incident in question. Other witnesses may include other students, staff members, or other adults on- campus at the time of the incident. Panel members may ask questions of witnesses in order to ascertain a complete set of facts from the incident.

After conducting the hearing and receiving all evidence, the Hearing Officer shall render a decision based solely on the evidence received at the hearing and shall determine what, if any, disciplinary action shall be taken. Actions may include, but are not limited to, short-term suspension, long-term suspension, or expulsion.

### **Hearing Appeals:**

If any party wishes to appeal the hearing decision they may do so by submitting a request in writing to the school's Governing Board President. The appeal must be received in writing by the Governing Board President no later than 10 school days after the hearing decision is made. The Governing Board President will review the panel decision and either affirm the decision or send the decision back to the panel for review.

### **Conducting Interrogations and Searches:**

Before a student is searched, the school official must have a reason to believe that the student has in his or her possession an article or substance which is illegal, prohibited by school rules, or dangerous. This reason may be something the school official has seen, heard from the student involved, heard from another student, or observed about the student. School officials should not base their search on a hunch or belief unless the reason for that belief can be articulated and supported.

Student searches must be witnessed by another employee of the school system. This is primarily for the protection of the employees and students involved, but also may provide additional testimony and evidence if such is ever needed in a board proceeding or otherwise.

Students must be searched in as unobtrusive a place and manner as possible under the circumstances. Generally, searches should be in private and reasonable efforts should be made to avoid humiliating or embarrassing the student involved.

Before any action is taken by the school officials to physically search a student, the school official must explain to the student his/her suspicion.

The student must be given the opportunity to voluntarily empty his or her pockets, pocketbook, or otherwise produce the item sought.

If a physical search of the student is to be conducted, it should be conducted by a school official of the same sex, and generally, the witness should be of the same sex as well.

## **VII. VOLUNTEERING**

**Volunteer Expectations:**

Liberty Tech does not require volunteer hours from our parents; however, volunteering is strongly encouraged. Charter schools depend on high parent or guardian involvement in the form of volunteering. Opportunities are plentiful for volunteering. All volunteer activities should be scheduled ahead of time on the volunteer calendar with the classroom teacher for which you are volunteering.

There are three requirements that volunteers must complete prior to being allowed to serve as a volunteer. Potential volunteers will be required to complete an online Mandated Reporter training and submit the Mandated Reporter Certificate provided at the end of that training. Additionally, volunteers must submit a background check (available at your local sheriff's department). **The Background Check is good for 2 years.** Lastly, a Volunteer Agreement Packet will be provided and must be signed by the volunteer. Once all three items are on file, the individual may then volunteer at Liberty Tech. The Mandated Reporter Certificate, the background check, and the volunteer agreement signature page will be kept in a locked, secure location by the Business Manager.

**\*NOTE\* Georgia Law § 42-1-15. Restriction on registered offenders residing, working, or loitering within a certain distance of child care facilities, churches, schools, or areas where minors congregate; penalty for violations; civil causes of action.**

(c) (1) On and after July 1, 2008, no individual shall be employed by or volunteer at any child care facility, school, or church or by or at any business or entity that is located within 1,000 feet of a child care facility, a school, or a church if the commission of the act for which such individual is required to register occurred on or after July 1, 2008. Such distance shall be determined by measuring from the outer boundary of the property of the location at which such individual is employed or volunteers to the outer boundary of the child care facility, school, or church at their closest points.

**PTO:**

A great way for parents to get involved in the school and volunteer services is through the Liberty Tech Parent Teacher Organization (PTO). The PTO is a separate entity from the school, maintaining their own (501c3) status; however, the PTO board works closely with the school board and principal. PTO meets each month and is generally responsible for adding fun and excitement to the school and taking care of Liberty Tech teachers and staff.

## **VIII. ACADEMIC INFORMATION**

### **Report Cards & Progress Reports:**

A progress report will be sent mid-way through each quarter in the Tuesday folder and is available in Infinite Campus. The progress report will only outline student performance in academic subjects. Report cards will go home at the end of each of the four quarters.

### **Standardized Testing:**

As a public school, Liberty Tech administers in grades 3 – 8 the Georgia Milestones assessment each spring. Additionally, Liberty Tech administers the Georgia Milestones End of Course Assessment for any high school credit courses offered during the year. Printed copies of these reports will be sent home as well as placed in the student's permanent records.

In addition to state assessments, Liberty Tech also administers the NWEA Measures of Academic Progress (MAP) assessment three times a year to our 6th - 8th graders. The MAP assessment is a nationally norm-referenced assessment that provides valuable information regarding how the student performs to a national comparison and how much progress the student has made in Math, Reading, and ELA. Printed copies of these reports will be sent home as well as placed in the student's permanent records.

## **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:

Jon Schoening  
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.

### **Teacher and Paraprofessional Qualifications**

In compliance with the requirements of Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher

- Has met State Qualification and licensing criteria for the grade level(s) and subject areas in which the teacher provides instruction
- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived
- Is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications. Please contact Melissa King at [melissa.king@libertytechcharter.org](mailto:melissa.king@libertytechcharter.org) to request this information.

### **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.

### **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 seeks 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 out 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 or the Federal Programs manager 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 re-evaluations, 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>)

## **Discrimination, Sexual Abuse or Sexual Misconduct Involving Students**

### **PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT**

It is the policy of the Liberty Tech Charter School Board of Education (the “Board”) that any form of sex discrimination or sexual harassment is prohibited in the Board’s education programs and activities, whether by students, Board employees, or third parties subject to substantial control by the Board. It is the policy of the Board to maintain a working environment free from harassment, insults or intimidation on the basis of an employee's sex and free from discrimination based on sex. Verbal or physical conduct by a supervisor or co-worker relating to an employee's sex that has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with the employee's work performance, or adversely affecting the employee's employment opportunities is prohibited.

Any employee or student who engages in conduct prohibited by the Board’s Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) shall be subject to disciplinary action. Any third party who engages in conduct prohibited by the Board’s Policy regarding the Prohibition of Sex Discrimination and Sexual Harassment (Personnel) shall be subject to remedial measures, which may include exclusion from school property.

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct (i.e., *quid pro quo*); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education programs or activities; or (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

## NOTICE OF THE TITLE IX COORDINATOR

The District's Title IX Coordinator is Jon Schoening. Our Human Resources director is Tonya Bryant. Any individual may make a report of sex discrimination and/or sexual harassment directly to the Title IX Coordinator or HR Director using any one, or multiple, of the following points of contact:

Jon Schoening or Tonya Bryant  
119 Price Road  
Brooks, GA 30205  
Phone: (770) 461-0005

Email: [jon.schoening@libertytechcharter.org](mailto:jon.schoening@libertytechcharter.org) or [tonya.bryant@libertytechcharter.org](mailto:tonya.bryant@libertytechcharter.org)

The Title IX Coordinator manages the District's compliance with Title IX, Title VII and Georgia law with respect to sexual harassment and/or sex discrimination and is an available resource to anyone seeking information or wishing to file a formal complaint of same. When a student, District employee, or other participant in the District's programs and activities feels that such person has been subjected to discrimination on the basis of sex in any District program or activity, including without limitation being subjected to sexual harassment, such person may contact the Title IX Coordinator or utilize the Title IX, Title VII and Georgia law grievance systems set forth herein to bring concerns forward for the purpose of obtaining a prompt and equitable resolution.

[Report Form](#) for Complaints of Discrimination or Harassment

Sexual abuse or misconduct can include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome touching.
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.

### **Student Reporting of Alleged Sexually Inappropriate Behavior**

- Any student (or parent or friend of student) who has been the victim of any sexual abuse or sexual misconduct by a teacher, administrator, or other school employee, or school volunteer is urged to make an oral report of the act to any teacher, counselor, or administrator at his/her school. This will not prohibit the ability of the student to report the incident to law enforcement authorities.
- Any teacher, administrator, or other school employee receiving a report of sexual abuse or misconduct of a student as defined in [O.C.G.A. 19-7-5](#) by a teacher, administrator, volunteer, or other school employee shall make an oral report of the incident immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused by telephone or otherwise to the

principal or Title IX Coordinator. A written report of the incident must be submitted to the principal or Title IX Coordinator within 24 hours of the report by the student. If the principal or Title IX Coordinator is the person accused of the sexual abuse or misconduct, the oral and written reports should be made to the Business Manager, Operations Manager, or Human Resources Coordinator.

- When the principal, Business Manager, Operations Manager, Title IX Coordinator, or Human Resources Coordinator receives a report of sexual abuse or misconduct an oral report shall be made immediately to CPS Central Intake Center at 1-855-422-4453 within 24 hours from the time there is reasonable cause to believe a child has been abused. After the telephone report, a written report should be provided, if requested, to a child welfare agency providing protective services as designated by the Department of Human Resources, or in the absence of such agency, to an appropriate police authority or district attorney.
- If it is determined through the state mandated process that a complaint against a teacher, administrator, or other school employee **indicates a reasonable cause**, the principal or Title IX Coordinator shall make an immediate written report to the Chief Officer of Public Safety. The Professional Standards Commission Ethics Division will also be notified of any validated acts of sexual abuse or misconduct.
- If it is determined through the state mandated process that a complaint against a teacher, administrator, or other school employee is **unsubstantiated and without merit**, the school system shall, at the request of the aggrieved party, submit a written statement to that effect to all local print and television media outlets that published any articles or reported any news relating to such complaint against the teacher, administrator, or employee.

## Section 504 Grievance Procedures

It is the policy of *Liberty Tech Charter School* not to discriminate on the basis of disability. LTCS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the office of Mrs. *Gina Tonnis*, who is our designated Section 504 Coordinator or reviewed online, [Parent and Educator Section 504 Guide](#).

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for *LTCS* to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within *30 days* of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to submit evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of *LTCS* relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the *Superintendent* within 15 days of receiving the Section 504 Coordinator's decision. The *Superintendent* shall issue a written decision in response to the appeal no later than 30 days after its filing.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

*LTCS* will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

## **X. BRIGHT FROM THE START PRE-K PROGRAM**

### **Staff**

Project Director: Melissa King

Site Director: Gina Tonnis

Lead Teacher: Shandi Clay

Teacher's Assistant: Ashley Huddleston

### **Enrollment:**

To enroll in Pre-K, a child must be four years of age on September 1, 2022 for the 22/23 school year. The class size will be 22 children. Enrollment is based on a first come, first

served basis. Once we have 22 students enrolled, all subsequent applications will go on a waitlist to be maintained by our registrar, Julie Herbert.

**Enrollment Packet:**

1. [Pre-K Registration Form.pdf](#) - Please click here for the registration form. Please complete all three pages including a parent/guardian signature on page 3.

2. Age Requirement Documentation - A child must be four years of age on September 1, 2023.

a. One of the documents below is acceptable to verify a child's age:

- i. Birth certificate
- ii. Passport
- iii. Official medical documents
- iv. Legal documents
- v. Official documents from other countries

3. Residency Documentation

a. Two of the documents below are acceptable for proof of residency:

- i. Current lease
- ii. Property tax notice
- iii. Homeowner's insurance bill
- iv. Mortgage statement
- v. Current vehicle registration form
- vi. Letter from shelter
- vii. Letter from employer if employer provides housing
- viii. Utility bill listing the residence as the service address
- ix. Current PeachCare eligibility documents for a child
- x. If you are not able to provide the two residency documents, please contact Julie Herbert at 770-461-0005 or [julie.herbert@libertytechcharter.org](mailto:julie.herbert@libertytechcharter.org).

b. Note: A cell phone bill or a driver's license are NOT acceptable proof of residency.

4. Certificate of Vision, Hearing, Dental, and Nutrition Screening (GA Department of Public Health Form 3300) Due within 30 days from the first day of school.

5. Immunization Certificate (GA Department of Public Health Form 3231) Due within 30 days from the first day of school.

- a. There are two possible exemptions:
  - i. Medical: It is medically necessary for the health of your child NOT to receive immunizations. A letter from a medical professional will NOT be accepted. This exemption is valid for one year AND must be marked on Form 3231. OR
  - ii. Religious: Your child may be exempt based on religious grounds. This exemption does NOT expire and must be documented AND notarized on Department of Public Health (DPH) Form 2208.

### **Curriculum and Standards**

The LTCS Pre-K Program will implement the FrogStreet Pre-K curriculum. It is a research-based, high quality curriculum that is organized into nine themes that build connections across multiple domains of learning. The curriculum provides teachers with developmentally appropriate lesson plan ideas under a flexible framework aligned to standards. It offers a strong foundation in math and literacy, an emphasis on essential social/emotional skills, and differentiated instruction to support the needs of all learners.

Georgia Pre-K has adopted a set of high-quality, research-based early learning standards for children from birth to age five called the Georgia Early Learning and Development Standards (GELDS). The purpose of the GELDS is to promote quality learning experiences for children and address the question, *What should children from birth to age five know and be able to do?* They are appropriate and attainable standards for Georgia's youngest learners and are designed to be flexible enough to support children's individual rates of development, approaches to learning, and cultural context.

The standards (GELDS) are written as a continuum of skills, behaviors, and concepts that children develop throughout this time of life. They are divided into age groups for convenience and serve as a framework for learning. The GELDS are aligned with the Head Start Early Learning Outcomes Framework, the Georgia Standards of Excellence (GSE) and CCGPS for K-12.

GA Pre-K students are assessed with the Work Sampling Online (WSO) assessment system which is aligned to the GELDS. The WSO system is an electronic portfolio collection of evidence of student performance with which teachers rate and describe student progress.

Evidence of student performance is collected across the various segments of instruction in the school day such as in the sample schedule below. Each classroom, however, will have its own unique daily schedule. A certified lead teacher and an assistant teacher are employed for our Pre-K classroom. Both staff members help with instructional delivery and evidence

collection as appropriate, as well as with planning and supervision. The lead teacher is responsible for assessing the students and conducting the parent conferences to discuss progress. Each Pre-K family will participate in at least two parent conferences to discuss student progress as assessed by the WSO assessment system. Additional communication through newsletters, emails, telephone conversations, and other means will be ongoing.

The school year will be 180 days, and the school day will be from 8:00 AM-2:30 PM.

**\*\*Sample Pre-K Daily Schedule at LTCS:**

7:30-8:00 Arrival/Unpack/Tabletop  
8:00-8:30 Opening Circle Time  
8:30-8:40 Music with Movement  
8:40-9:00 Large Group Literacy  
9:00-9:30 Small Group  
9:30-9:40 Clean up/Story Time 1  
9:40-9:50 Outdoor Transition  
9:50-10:20 Outdoor Play  
10:20-10:30 Restroom/Transition  
10:30-10:45 Phonological Awareness Activity  
10:45-10:50 Music with Movement  
10:50-11:20 Lunch Time  
11:20-11:25 Clean Up/Restroom  
11:25-11:35 Story time 2/Transition to nap  
11:35-12:35 Nap Time  
12:35-1:35 Centers  
1:35-1:45 Clean Up  
1:45-2:00 Snack Time  
2:00-2:15 Additional Instructional Activity  
2:15-2:30 Afternoon Routines/Closing  
2:30 Departure

\*\*This represents a sample and is subject to change.

**Attendance**

Completed and current DPH Certificate of Immunizations Form 3231, and DPH Certificate of Vision, Hearing, Dental, and Nutrition Screening Form 3300 are required within the first 30 and 90 calendar days for continued enrollment.

Regular attendance in LTCS Pre-K is expected and is in accordance with standard procedures of the LTCS attendance and tardiness rules, with the LTCS student calendar, and with the time schedule of the school enrolled (ex: 8:00 AM – 2:30 PM).

Absence

- Parent contact will be made after 5 unexcused absences.
- A parent conference and an attendance contract will be required after 10 unexcused absences.
- A parent conference with the Pre-K Project Director will be required after 15 unexcused absences.
- A request for disenrollment will be submitted after 20 unexcused absences.

#### Tardies/Early Dismissals

- A parent contact will be made after 10 unexcused tardies/early dismissals.
- A parent conference and attendance contract will be required after 15 unexcused tardies/early dismissals.
- A parent conference with the Pre-K Project Director will be required after 20 unexcused tardies/early dismissals.
- A request for disenrollment will be submitted after 25 unexcused tardies/early dismissals.

A parent must agree to send the child to the Pre-K program for 6.5 hours of instructional time for the full 180 day school year or the equivalent 1170 hours. A child who is chronically tardy or absent can be disenrolled from the program.

Pre-K students who do not attend school for 10 consecutive days without a medical or other reasonable explanation will be referred to GA BFTS: DECAL for disenrollment from the program.

Parents should submit documentation from physicians' visits that require an absence or tardy to occur. Parent notes should be provided for general illnesses which cause absences or tardies to occur. All notes should include specific dates and times (as applicable) and signatures. Advanced notice to teachers regarding appointments is strongly encouraged to help teachers plan for the student's return to class.

\*\*Please note exceptions for ½ school days as established by the school calendar.

#### **Rest Time**

Part of the Pre-K routine includes a daily rest time. Students are not required to sleep but must rest quietly on their cots. Cots will be provided. Children need to bring a small blanket or towel to school for rest time. Teachers will send these covers home weekly to be washed. This helps to keep a more sanitary classroom environment.

## **Wetting/Accidents**

Pre-K students are expected to use school restrooms without their teachers' assistance; however, accidents do happen. Parents are asked to send a change of clothing, including underwear and socks that can remain in the classroom for their child in a large plastic ziplock bag that is labeled with the student's name. The clothing should be updated as the child grows and as seasons change and returned following an accident. Students will be encouraged to change themselves if an accident occurs. If the accident is such that the student cannot change himself/herself, a parent may be called to assist. If a parent(s) cannot be reached, school personnel may assist in directing the student in cleaning up.

For more information and program specifics, please visit the **Bright from the Start** handbook link listed below:

<http://www.decal.ga.gov/documents/attachments/PreKFamilyHandbook.pdf>

## **Student's Commitment to Excellence**

*I fully commit to Liberty Tech Charter School by upholding the four cardinal virtues of our program as outlined below:*

**Prudence** – I will exercise good judgment, being careful and wise in my approach to my studies.

- I will respect the rights and interests of all members of our school community.
- I will follow my teacher's directions and the school rules.
- I will follow the dress code at all times.
- I will not complain about things; instead I will look for solutions.
- I will be a good neighbor by participating in community service projects.

**Temperance** – I will execute self-control and self-restraint, making sure that I am respectful to those around me.

- I will take charge of my own learning and growth as a student.
- I will be respectful towards all members of my school community at all times.
- I will be nice and bring a positive attitude.
- I will lift up, encourage, and celebrate the achievement of others.
- I will take responsibility for my actions.
- I will be present, on time, and prepared for school each day.
- I will leave spaces cleaner than I found them.

**Justice** – I will commit to being just and fair, and conform to moral rightness in action and attitude.

- I will be truthful and honest at all times.
- I will tell the truth even when I make a mistake.
- I will work, think, and behave in the best way that I know how.
- I will review and follow the compact agreement in its entirety.

**Fortitude** – I will execute mental and emotional strength when faced with adversity.

- I will never give up, no matter how difficult the challenge is ahead of me.
- I will take advantage of every moment to learn something new, constantly looking for ways to challenge myself academically and behaviorally.
- I will commit to completing top quality work on all of my assignments.

- I will complete all of my homework each night.
- I will be strong in the face of temptation and not succumb to inappropriate peer pressure and negative influences.
- I will appropriately stand up for and assist members of my community who are mistreated by involving adults who can help.
- I will be a leader and set an example for others to follow.

### ***Parent's Commitment to Excellence***

*I fully commit to Liberty Tech Charter School by upholding the four cardinal virtues of our program as outlined below:*

**Prudence** – I will exercise good judgment, being careful and wise in my approach to my work.

- I will encourage my child to respect all members of our school community.
- I will be solutions oriented and give constructive feedback in order to help find solutions to improve the school.

**Temperance** – I will execute self-control and self-restraint, making sure that I am respectful to those around me.

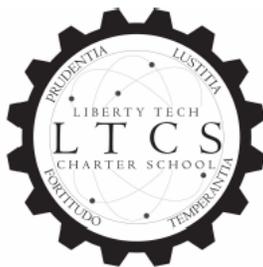
- I will act in a professional manner when speaking with all people in our school community: staff members, fellow parents, and students.
- I will model respectful behavior for my child by lifting up others and using words that are appropriate and respectful at all times.
- I will be nice and bring a positive attitude. I will encourage my child to treat others with respect.
- I will encourage my child to lift up, encourage, and celebrate the achievement of others.
- I will encourage my child to take responsibility for his or her actions.
- I will ensure that my child is present, on time, and prepared for school each day.
- I will leave spaces cleaner than I found them and teach my child to do the same.

**Justice** – I will commit to being just and fair, and conform to moral rightness in action and attitude.

- I will encourage my child to be truthful and honest at all times and will support the school in holding him/her accountable if this is not the case.
- I will review the compact agreement with my child and encourage him/her to follow it at all times. I will support the school in holding him/her accountable if this is not the case.

**Fortitude** – I will execute mental and emotional strength when faced with adversity.

- I will never give up in supporting my child's education.
- I will help my child to take advantage of every moment to learn something new, constantly looking for ways to challenge them academically and behaviorally.
- I will do my best to keep a consistent message and support the decisions of the school, even when it gets hard.
- I will work with my child in the best way I know how, and I will do whatever it takes to help him/her learn, including checking homework every night and reading and signing all the necessary paperwork that comes home.
- I will encourage my child to participate in school activities and will do my part to make Liberty Tech a fun place to learn.
- ***I understand my responsibility as a parent in helping to create the best learning environment possible at Liberty Tech Charter School.***



## 2023-2024 Parent/Guardian Family Handbook & Code of Conduct Signature Page

I have read and discussed with my child/children the 2023-2024 LTCS Family Handbook and Code of Conduct. I realize that it is my responsibility to check the Family Handbook and Code of Conduct periodically as they may be subject to change. I understand the Code of Conduct and agree to join in assuring my child's/children's compliance with the policies and procedures set forth by Liberty Tech Charter School.

### Student Honor Code:

As a student at Liberty Tech,

I dedicate myself to the pursuit of virtue, knowledge, and wisdom.

On my honor I pledge to:

Exercise Prudence: That I will do what is right.

Commit to Justice: That I will treat others fairly.

Demonstrate Fortitude: That I will be strong in mind and body.

Respond with Temperance: That I will be responsible for my thoughts and actions.

In doing so, I will have integrity in my dealings and expect the same of those around me. As a tiny spark can become a mighty blaze,  
so too my adherence to these values can change the world around me for the better.

\_\_\_\_\_  
**Student's Homeroom Teacher**

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

\_\_\_\_\_  
**Student First & Last Name**

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

\_\_\_\_\_  
**Parent First & Last Name (Print)**

\_\_\_\_\_  
**Parent Signature**

**Please complete and return to your child's homeroom teacher by the end of the first week of school.**