

2021-2022 Liberty Tech Charter School Student Family Handbook

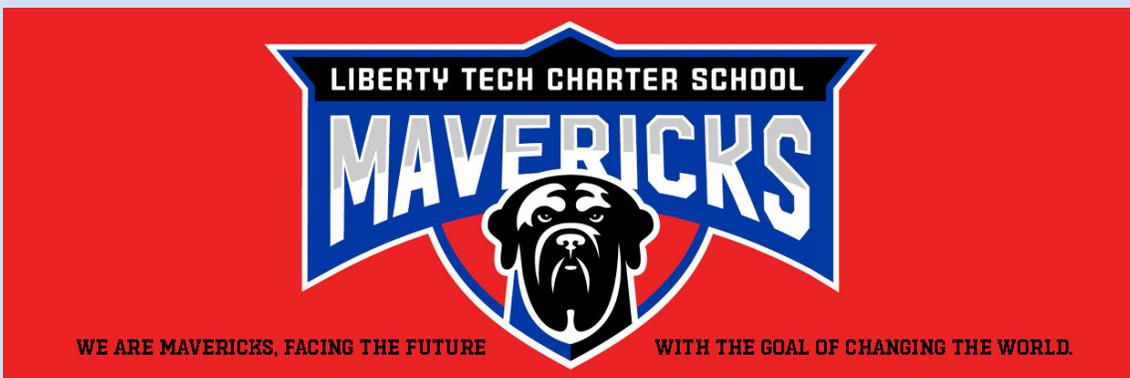


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I. INTRODUCTION

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 strong 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.

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 Aristotle's Cardinal Virtues 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.

Grades K – 2

8:00am – 3:00 pm M – F

Grades 3 – 5

8:00am – 3:15 pm M – F

Grades 6 - 8

8:00am - 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.

For the beginning of the 2021-2022 school year, dismissal times will be as follows until further notice:

- K-2 will dismiss from 3:00-3:15
- 3-5 will dismiss from 3:15-3:30
- 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.
- Cars must display the provided dismissal placard in the window.
- The dismissal parking lot opens at 2:45 pm. Parking on the street at any time could result in a citation from the local sheriff's department.
- Parents of grades 3-8 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 LTCS After School Program and a one-time registration fee and daily drop in fee will be charged.**

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. **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.**

Tardiness:

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.** All tardies are recorded in the student's attendance records. Please provide documentation for any excused tardies.

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.**

Attendance:

Compulsory Education Law (O.C.G.A. 20-2-690.1) requires that every parent/guardian or other person who has control of any child between the ages of 6 and 16 shall enroll and send such child to school. All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law. Liberty Tech defines the calendar year as 180 days.

EXCUSED ABSENCES:

As permitted under the state law and State Board of Education policies, students may be excused lawfully for the following reasons: illness, death in immediate family, religious holiday, instances in which attendance could be hazardous, services as page in legislature, a court order, absence to vote in an election, and up to five (5) days excused absences per year to students where parents are in the military and are being deployed or are on leave. Parents must provide a dated and signed written explanation (via note or email) to the Front Office no later than 3 days following the student's return to school to have an absence recorded as excused. After five personal notes written by the parent/guardian during any one school year, the school administration may request additional documentation for the purpose of validating excused absences.

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 year via first class mail and will include a copy of the summary of consequences.
- Liberty Tech will notify parents/guardians of students who have accumulated seven (7), eight (8) and nine (9) unexcused absences per year via certified mail and include a summary of 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. This may result in formal interventions and/or penalties according to current state law.

Pledge of Allegiance and Moment of Silence

Each morning, the Pledge of Allegiance along with a shared moment of silence is announced over the PA system. 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 at school. 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 bookfairs, 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, ASP, lost 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

Dress Code:

K-5TH GRADES

The uniform at our Lower School 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. **In addition, students may wear a Liberty Tech Spirit Wear T-shirt along with dress code bottoms any day of the week.** This uniform should be worn every day Monday through Thursday. The bottoms may include pants, shorts, or skorts. Skirts without the attached shorts underneath are not allowed in Lower School. Socks should be a solid color. Shoes should be closed-toe. 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 in student bookbags throughout the school day. On Fridays students may wear college themed shirts (no jerseys). Jeans passes or Free Dress passes can be earned for a variety of rewards.

6th – 8th GRADES

The basic uniform combination is khaki or navy bottoms, the solid white, navy, or red (primary) or light/powder blue polo or long-sleeved, button-down oxford shirt, belt, socks, and closed toe shoes. **Additionally, students may wear a Liberty Tech Spirit Wear T-shirt along with dress code bottoms any day of the week.** Bottoms include pants, shorts, or skirts. **Skirts and dresses should be knee length.** In addition, students may choose to add a layer for cold weather days. In this case, students may wear the navy fleece, cardigan, navy hoodie, sweater vest, or sweater. Students must wear socks and closed toe shoes. On Fridays, students may wear college themed shirts (no jerseys) with uniform bottoms. Jeans or Free Dress passes can be earned for a variety of rewards.

Bottoms – Khaki or Navy pants, shorts, capris, skorts, jumpers, or polo dresses. Cargo style is not allowed. Shorts, skorts, jumpers, and dresses should be knee length.



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 (6th-8th) Students Only – Light/Powder Blue



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



On days when uniforms are not required, students should wear clothing that is clean and suitable for school activities. Always keep in mind weather conditions and good taste. Shoes must be worn at all times. Pants are to be worn at the waist and fastened securely. Skirts or dresses must be knee length.

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.

- Bicycle pants or shorts.
- Yoga pants or shorts.
- Clothing with open slits or holes above the knee.
- 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.
- Caps, hats, visors, any other headgear, and sunglasses.

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, 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.

Student Abuse & Neglect:

Under Georgia law, school employees are 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.

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 both an Elementary (K-5th) and a Middle School (6th-8th). Continuing students shall have first priority for re-enrollment and their siblings shall have preference. Enrollment for siblings depends on space availability.

- 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 (99 degrees F or higher)
2. Vomiting (Within the past 24 hours)
3. Diarrhea (Within the past 24 hours)
4. Rash (Body rash with itching or fever)
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:

- The clinic does not provide medication for students except in the case of an emergency.
- A Medication 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. The school also features a 24-hour monitored alarm system.

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:

Each year the school shall perform scoliosis screenings to two grade levels of students between the ages of 10 – 15 years old. The Georgia Department of Health identifies the middle school ages as the time when scoliosis usually becomes evident; therefore, Liberty Tech will screen all 6th and 8th grade students annually. It is important to note that this is just a screening and not a diagnosis. 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 may access the Infinite Campus parent portal to check on student progress. A letter will be sent home at the beginning of the year providing information for how to login.

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. Student records will not be released until all outstanding fees are paid.

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 trimester as well as a mid-term progress report.

Students in grades K-1 will receive a Satisfactory (S), Needs Improvement (N) or Unsatisfactory (U) indicating the level of mastery for state standards taught. 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

Effort grades “E”, “S”, “N”, “U” will be issued for support classes and work habit categories in grades K- 5:

- E Excellent
- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

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

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 to a small dessert that may be eaten during lunch only.

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. 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:

Liberty Tech 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.

Sexual Abuse or Sexual Misconduct Involving Students

No staff member shall harass a student through conduct or communication of a sexual nature.

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

1. Verbal harassment or abuse
 2. Pressure for sexual activity.
 3. Repeated remarks to a person with sexual or demeaning implications.
 4. Unwelcome touching.
 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, jobs, etc.
- 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 by a teacher, administrator, volunteer, or other school employee shall make an oral report of the incident immediately by telephone or

otherwise to the Principal or Operations Manager. A written report of the incident must be submitted to the Principal or Operations Manager within 24 hours of the report by the student. If the Principal is the person accused of the sexual abuse or misconduct, the oral and written reports should be made to the Operations Manager.

- When the Principal or Operations Manager receive a report of sexual abuse or misconduct, they shall make an oral report 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.
- 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 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.

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.

Code of Conduct:

At Liberty Tech, we strive to encourage virtuous behavior that will result in fruitful growth and a strong character. Our teachers will establish safe and orderly classroom environments in order to maximize these goals. If poor decisions are made by students, these are viewed as learning and growth opportunities to be handled in the classroom. Teachers, in partnership with parents, will hold the students accountable for their actions and provide consequences to ensure that learning and an opportunity to grow is not lost. If behaviors and/or choices require a referral to administration due to chronic occurrence or severity, they will follow our Code of Conduct.

Student behavior is expected to reflect the Liberty Tech commitment to virtuous citizenship and wisdom. It is the responsibility of every Liberty Tech parent, student, and staff to know the Code of Conduct and for students to follow this Code. Students who choose to make poor decisions need to be held accountable through various methods of reconciliation consistently with a focus on growth and learning.

Important Note: This matrix lists the most common violations, but is not all-inclusive. Other forms of behavior may also result in disciplinary action.

| Level 1 Offenses | | | |
|--|---|--|--|
| <p><u>Level 1 Offenses:</u> Are those offenses that are repeated actions against self or the general population that fall under the reasonable expectation that a teacher may handle in the classroom, but because of the frequency of occurrence, an administrator has gotten involved.</p> <p><u>Examples:</u> Excessive classroom disruptions, Tardiness, Gum/Candy, Electronic devices, etc.</p> | | | |
| 1 st Referral | 2 nd Referral | 3 rd Referral | 4 th Referral |
| Possible Consequences | | | |
| <p>In School Option:</p> <ul style="list-style-type: none"> • Time out of class • Walking Recess • Silent Lunch • After School Detention | <p>In School Option:</p> <ul style="list-style-type: none"> • Time out of class • Walking Recess • Silent Lunch • After School Detention Up to 2 Days • Saturday Detention • ISS Up to 2 Days | <p>In School Option:</p> <ul style="list-style-type: none"> • Time out of class • Walking Recess • Silent Lunch • After School Detention Up to 4 Days • Saturday Detention Up to 2 Days • ISS Up to 5 Days | <p>Out of School Option:</p> <ul style="list-style-type: none"> • OSS up to 3 Days |
| <i>Consequences are up to the discretion of the administration.</i> | | | |
| Restorative Action | | | |
| <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> | <p>Restorative Circle between the Administrator, Student, Teacher, and Student's Parents to set up expectations moving forward and ongoing support provided.</p> |

Level 2 Offenses

Level 2 Offenses: Level 2 Offenses are actions against others 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 occurred four previous times and has now escalated to the consequence congruent with a Level 2 Offense.

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....

| 1 st Referral | 2 nd Referral | 3 rd Referral | 4 th Referral |
|---|--|--|---|
| Possible Consequences | | | |
| In School Option: <ul style="list-style-type: none"> • Time out of class • Walking Recess • Silent Lunch • After School Detention Up to 2 Days • Saturday Detention • ISS Up to 2 Days Out of School Option: <ul style="list-style-type: none"> • OSS Up to 2 Days | In School Option: <ul style="list-style-type: none"> • Time out of class • Walking Recess • Silent Lunch • After School Detention Up to 4 Days • Saturday Detention Up to 2 Days • ISS Up to 5 Days Out of School Option: <ul style="list-style-type: none"> • OSS Up to 2 Days | Out of School Option: <ul style="list-style-type: none"> • OSS Up to 5 Days | Out of School Option: <ul style="list-style-type: none"> • OSS Up to 10 Days • Disciplinary Hearing and Possible Expulsion |
| <i>Consequences are up to the discretion of the administration.</i> | | | |
| Restorative Action | | | |
| Restorative Circle between Administrator, Student, and Teacher to set up expectations moving forward and ongoing support provided. | Restorative Circle between the Administrator, Student, Teacher, and Student’s Parent to set up expectations moving forward and ongoing support provided. | Restorative Circle between the Administrator, Student, Teacher, and all Impacted Parties to set up expectations moving forward and ongoing support provided. | 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 |

| Level 3 Offenses | |
|--|---|
| <p><u>Level 3 Offenses:</u> Level 3 Offenses are extreme endangerment of self or others that warrant immediate removal from the school premises.</p> <p><u>Examples:</u> Weapons, Drugs, Tobacco, Alcohol, Theft over \$100, Threat to the safety of the building, Sexual Harassment, Bullying & Cyberbullying (See the Note below) etc...</p> | |
| 1st Referral | 2nd Referral |
| Possible Consequences | |
| Out of School Option: <ul style="list-style-type: none"> • OSS Up to 10 Days • Disciplinary Hearing and Possible Expulsion | Disciplinary Hearing: <ul style="list-style-type: none"> • Expulsion |
| <i>Consequences are up to the discretion of the administration.</i> | |
| Restorative Action | |
| 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.

According to State Board of Education (SBOE) Rule 160-4-8.15, any student in grade 6-12 must be assigned to an alternative school after the third offense of bullying.

Please sign and return the last page of this handbook to your child(ren)'s homeroom teacher!

Discipline Involving 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 a passing grade in all academic subjects for the trimester period. Students not passing for the trimester will be suspended from the sport or activity for the following trimester grading period.
- Administrative Involvement – Teachers/Coaches/Sponsors are responsible for the ongoing behavior of their students while participating in the extra-curricular activities. When a student's behavior is consistently disruptive or becomes unsafe, the responsible adult may refer the student to the school administration. At this point, the school administration can suspend the student from participating in the sport or activity for a period of time or indefinitely.

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. The 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 not to extend ten (10) days. 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.

Involvement of Law Enforcement:

At times, Liberty Tech administrators may contact local law enforcement due to the nature of a discipline situation. Typically, this occurs 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.

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.

I understand the failure to adhere to these commitments could result in consequences and/or the loss of privileges. My teacher has reviewed these and I have asked questions to clarify my understanding as needed.

Student Name & Date

Teacher's signature & Date

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). 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.

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.

Serve on the Board:

According to the by-laws, the governing board is made up of up to thirteen voting members, consisting of parents, instructional staff, and interested members of the community. Board membership is the result of a rigorous application process and includes serving on a committee prior to service on the board. Each board member serves a specified term.

The board meets monthly and has the overall responsibility for setting and writing policy for the school and ensuring its continued financial solvency. For more information, see the school website.

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.

VIII. ACADEMIC INFORMATION

Report Cards & Progress Reports:

A progress report will be sent mid-way through each trimester 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 three trimesters.

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 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.

OPEN RECORDS REQUEST

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own educational records. Parents or eligible students should submit to the principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the scholar's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students

should write the principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the principal decides not to amend the record, he/she will notify the parents or eligible students of the decision and inform them of the right to a hearing.

3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student 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 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>)



Parent/Guardian Family Handbook & Code of Conduct Signature Page

I have read and discussed with my child/children the 2021-2022 LTCS Family Handbook and Code of Conduct. I understand that the Code of Conduct is located in the 2021-2022 LTCS Family Handbook. I also 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 return to your child's homeroom teacher by Friday, August 13, 2021.