

Liberty Tech Charter School

## Student & Family Handbook

2019-2020

119 Price Rd.  
Brooks, GA 30205  
770-461-0005  
[www.libertytech.org](http://www.libertytech.org)

### Mission:

The mission of Liberty Tech is to engage students in a rigorous, relevant Classical/STEAM based learning environment to foster the acquisition of knowledge, wisdom, and virtue to positively impact the world around them.

# Table of Contents

## I. INTRODUCTION

- Welcome
- School Design
- Cardinal Virtues
- Honor Code
- School Calendar

## II. DAILY PROCEDURES

- School Hours
- Sample Schedule
- Arrival & Dismissal Procedures
- Early Dismissal
- Transportation Changes
- Tardiness
- Attendance
- Pledge of Allegiance
- Moment of Silence
- Lunch & Snacks
- Recess
- Visitors
- Parent/Guardian Involvement
- Parental Observation & Classroom Assistance
- Fees

## III. ADMINISTRATIVE PROCEDURES

- Dress Code
- Hall Passes
- Student Records
- Student Internet Use
- Lost and Found
- Telephone Usage
- Student Abuse & Neglect
- Inclement Weather & School Closings
- Enrollment

#### IV. HEALTH AND SAFETY

- Clinic
- Contagious Condition
- Medication
- School Safety
- Alcohol, Tobacco, and Drug Free Zone
- Scoliosis Screenings

#### V. STUDENT AFFAIRS

- General Expectations
- Communication with Family
- Care of School Property
- Field Trips
- Dance Policy
- Financial Obligations
- Grading Policies
- Counseling
- Middle School Advisory
- Middle School Project and Supplementary Time
- Holiday and Birthday Celebrations
- Homework
- Personal Property
- Personal Electronic Devices
- Gum & Candy
- Student Support Services
- Gifted Services
- ESOL Services
- RTI Services
- EIP Services
- Special Education Services

#### VI. SCHOOL DISCIPLINE

- School Discipline Policy
  - K-3<sup>rd</sup> Grades
  - 4<sup>th</sup> - 8<sup>th</sup> Grades
- Code of Conduct

Discipline Involving Extracurricular Activities  
Authority of Principal

Involvement of Law Enforcement  
Detention  
In-School Suspension  
Out-of-School Suspension  
Disciplinary Hearing  
Conducting Interrogations and Searches  
Student Commitment to Excellence

#### **VII. VOLUNTEERING**

Volunteer Expectations  
PTO  
Serve on the Board  
Parent Commitment to Excellence

#### **VIII. ACADEMIC INFORMATION**

Conferences  
Report Cards & Progress Reports  
Standardized Testing  
Curriculum  
Teacher Requests for the Upcoming School Year

#### **IX. FEDERAL PROGRAMS & PARENTAL RIGHTS**

Federal Program Participation  
Parents Right to Know  
Parental Rights

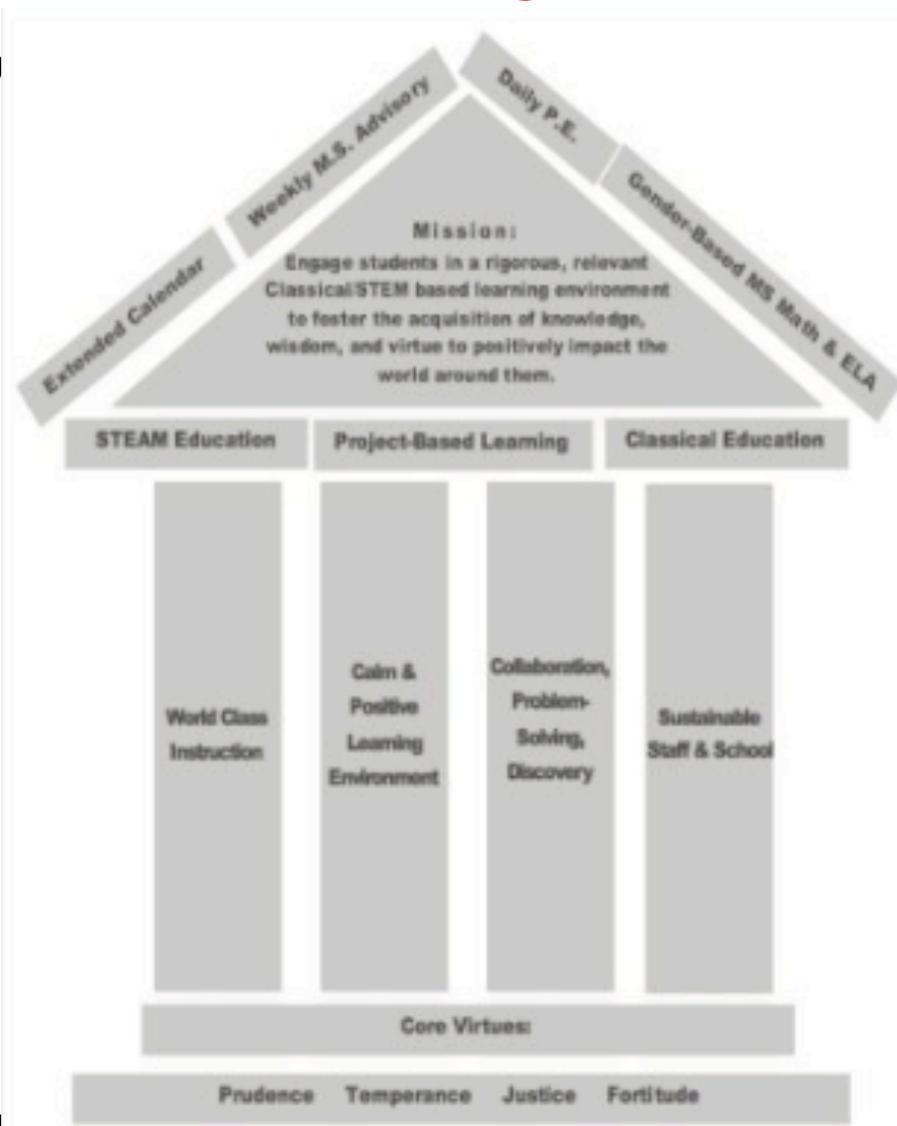
## I. INTRODUCTION

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 (LT). LT 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.

**Vision:**

**Virtue + Knowledge = Wisdom**

**School Design**



## **Cardinal Virtues:**

Liberty Tech Students live their lives according to an 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)**

1. Careful or wise in handling practical matters; exercising good judgment or common sense.
2. Characterized by or resulting from care or wisdom in practical matters or in planning for the future.

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)**

1. Moderation or self-restraint; self-control.
2. Habitual moderation in any indulgence.

Temperance means to be self-controlled; it is to give yourself to something, but with restraint. It's an active, thoughtful resolve to restrain our wills, minds, actions, and tongues; in a word, our whole self. 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)**

1. The quality of being just; fairness.
  - a. The principle of moral rightness; decency.
  - b. Conformity to moral rightness in action or attitude; righteousness.
2.
  - a. The attainment of what is just, especially that which is fair, moral, right, merited, or in accordance with law.
  - b. The upholding of what is just, especially fair treatment and due reward in accordance with honor, standards, or law.
  - c. The administration, system, methods, or procedures of law.

A commonly accepted definition of Justice is that it is a moral standard of all men 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 fairly be 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 of all our community members is of utmost importance.



## Fortitude (Courage)

1. Mental and emotional strength in facing adversity, danger, or temptation courageously. 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 - 5

8:00 am - 3:15 pm Monday - Friday

#### Grades 6 - 8

8:00 am - 3:30 pm Monday - Friday

### Sample Schedule:

	K	1st	2nd	3rd	4th	5th	6th/7th	7th/8th	K-5 Minimum Requirements:	
7:30 - 8:00	Arrival/Homeroom - Independent Reading Time								K	Reading Workshop - 60 min Math Workshop - 60 min Writing Workshop - 45 min Unit - 45 min Phonics & Word Study - 30 min Free Choice Stations - 30 min
8:00 - 8:30	8:00 - 8:20 Morning Circle									
8:30 - 9:00	8:25 - 8:55 P.E.						8:05 - 9:05 Electives	8:05 - 9:05 Block 1	1st	Reading Workshop - 60 min Math Workshop - 60 min Writing Workshop - 60 min Unit - 45 min Phonics & Word Study - 30 min
9:00 - 9:30			9:00 - 9:30 P.E.							
9:30 - 10:00				9:35 - 10:05 P.E.			9:08 - 10:08 Block 1	9:08 - 10:08 Electives	2nd/3rd	Reading Workshop - 75 min Math Workshop - 75 min Writing Workshop - 75 min Unit - 45 min
10:00-10:30					10:10 - 10:40 P.E.					
10:30 - 11:00	10:50 - 11:00 Recess	10:50 - 11:00 Recess				10:45 - 11:15 P.E.	10:11 - 11:11 Block 2	10:11 - 11:11 Block 2	4th/5th	Reading Workshop - 60 min Math Workshop - 60 min Science - 45 min History - 45 min Writing Workshop - 45 min
11:00 - 11:30	11:05 - 11:30 Lunch	11:05 - 11:30 Lunch	11:15 - 11:30 Recess	11:15 - 11:30 Recess						
11:30 - 12:00			11:35 - 12:00 Lunch	11:35 - 12:00 Lunch	11:45 - 12:00 Recess	11:45 - 12:00 Recess	11:14 - 12:14 Block 3	11:14 - 12:14 Block 3	*totals 270 minutes	
12:00 - 12:30					12:05 - 12:30 Lunch	12:05 - 12:30 Lunch	12:17 - 12:32 Recess	12:17 - 12:32 Recess		
12:30 - 1:00		12:25 - 12:55 P.E.	12:35 - 1:15 Specials	12:35 - 1:15 Specials						
1:00 - 1:30							12:35 - 1:00 Lunch	12:35 - 1:00 Lunch		
1:30 - 2:00					1:25 - 2:05 Specials	1:25 - 2:05 Specials				
2:00 - 2:30							1:03 - 2:03 Block 4	1:03 - 2:03 P.E./ Supplements		
2:30 - 3:00	2:15 - 2:55 Specials	2:15 - 2:55 Specials					2:06 - 3:06 P.E./ Supplements	2:06 - 3:06 Block 4		
3:00 - 3:30	3:15 Dismissal	3:15 Dismissal	3:15 Dismissal	3:15 Dismissal	3:15 Dismissal	3:15 Dismissal	3:09 - 3:30 Afternoon Circle	3:09 - 3:30 Afternoon Circle		
3:30 - 4:00							3:30 Dismissal	3:30 Dismissal		

### Arrival & Dismissal Procedures:

Class begins for all K-8 students at 8:00 a.m. on Monday through Friday. School doors will open at 7:30; however, it is suggested that students arrive no later than 7:45. If students are

not in their desks at 8:01, they are considered tardy. Please be aware that according to state law the only tardies which can be “excused” are doctor appointments or religious obligations.

Dismissal of grades K-5 begins at 3:15 pm on Monday through Friday. Dismissal of grades 6-8 begins at 3:30 pm. Cars must display the blue dismissal placard in the window at dismissal. Failure to do so, will result in asking the car to pull around and come into the front office to retrieve the student.

- Siblings in grades K-5 of students in 6-8 should be picked up with the grades 6-8 student at the 3:30 dismissal time
- Parents may not presume the school will supervise their student(s) after the completion of dismissal.
- If a student is not picked up by 3:45 PM, the student will go to after school with Connect. Parents will be responsible for paying Connect the drop in rate.
- If a parent continues to be late, their child(ren) will be considered abandoned and the proper authorities will be contacted.
- Parents of grades 6-8 students who arrive at dismissal prior to 3:30 pm will be directed through the parking lot to join the back of the line at the 3:30 time.
- The parking lot for dismissal opens at 3:00 pm. Parking on the street prior to 3:00 pm is highly discouraged and can result in a citation from the local sheriff's department.

### **Early Dismissal:**

If it is necessary to have your child released early from school, please email or call the front office by 1:00 pm. A pass will be issued and sent directly to your student(s) with the dismissal time you are requesting. If you do not indicate ahead of time, we cannot guarantee that your student will be ready for dismissal at the desired time. Advance notice allows staff to locate a student and have them packed and ready to leave prior to your arrival. Students are not allowed to be checked-out for early dismissal after 3:00 in the afternoon. After five (5) personal notes written by the parent/guardian for early dismissal, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the early releases. Excessive early dismissals fall under educational neglect and will be reported to the Department of Child Protective Services.

### **Transportation Changes:**

If there are any same day temporary transportation changes, the parent must email or call the front office as well as the student's teacher. All notifications should be sent no later than 1:00 pm. Note\* Written permission from a parent/guardian must be provided if a student is to leave school with someone not listed on their emergency contact form.

Each family will be provided two blue dismissal placards. Additional will be available in the front office. If you know that multiple cars may be picking up students at dismissal, it may be beneficial to get placards for each vehicle.

**Tardiness:**

Students are expected to arrive at school on time. Students are considered tardy if they are not in their classroom by 8:01 am. Students who are tardy for school must go to the school office to sign-in before going to class. The school will notify by first class mail parents/guardians of students ages 6-16 who have accumulated six (6) unexcused tardies per trimester.

**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 210 days.

**FULL DAY ATTENDANCE**

Students are expected to be in attendance for the full school day. Students who check-in late or check-out early should submit a written note from their parent/guardian explaining their absence. To be counted present for a full day, students must remain in school until at least 11:45 am.

**STUDENT ABSENCES:**

Whenever students are absent, for any reason, their parent/guardian must send a signed and dated written explanation of the absence to their child's teacher no later than the Third Day following the students return to school after their absence. After five (5) personal notes written by the parent/guardian for excused absences, the school administration may request appropriate medical documentation upon return to school for the purpose of validating the absences.

All students are expected to attend daily unless they are ill or a family emergency occurs. A call to the office regarding an absence should be placed as soon as the parent is aware of the absence. The state does not provide funding for your child's education when he or she is not in school for any reason including illness, religious purposes or health appointments. It is the responsibility of the student or parent to retrieve missed schoolwork upon their return to school. Please do not request homework on the day that your child is absent as it is very difficult for teachers to get together schoolwork the same day. The days allowed for makeup work for excused absences will equal the number of days absent. Work must be made up within that time period or the student will receive a zero, unless an extended due date is approved by the school principal.

If a student misses more than 20 days of school during the year, regardless of the semester in which the absences occur, his or her promotion for the next year may be questionable.

## 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.

## 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);

- Schools will notify by first class mail parents/guardians of students ages 6-16 who have accumulated five (5) unexcused absences per year and will include a copy of the summary of consequences.
- School Operations will notify by letter parents/guardians of students ages 14-17 who have accumulated seven (7) unexcused absences per school year and will include a copy of (O.C.G.A. 40-4-22) the attendance-drivers license law and a summary of consequences.
- School Operations will notify by letter parents/guardians of students ages 6-16 who have accumulated ten (10) unexcused absences per year and will report violations to Child Protective Services to determine if court action will be pursued for formal intervention.
- State law requires an unemancipated minor over sixteen (16) years of age must have written permission from his or her parent/guardian prior to withdrawing from school.

## CONSEQUENCES FOR UNEXCUSED ABSENCES:

Any parent/guardian, or other person who has control of any child who on the tenth unexcused day of absence per school year, and after the child's school system has notified the parent/guardian, or other person who has control of any child, of each day's absence from school, shall be guilty of a misdemeanor, and court action may be pursued for formal intervention.

## Penalties:

- 1) Fine - not less than \$25 and not greater than \$100.00
- 2) Imprisonment - not to exceed 30 days
- 3) Community Service, Or any combination of such penalties, at the discretion of the court.

## Pledge of Allegiance:

At the beginning of each day, students shall be afforded the opportunity to recite the Pledge of Allegiance. Students participating in the recitation of the Pledge will be expected to stand, face the flag, place their hand over their heart and recite the Pledge in unison. Students not participating in the recitation of the Pledge may stand and refrain from reciting the Pledge.

**Moment of Silence:**

In compliance with Georgia law, at the opening of school on every school day in each classroom, the Principal or his/her designee shall announce a brief period of quiet reflection for not more than sixty seconds with the participation of all the pupils. This moment of silence is not intended to be a religious service or exercise, but shall be considered as an opportunity for a moment of silent reflection on the anticipated activities of the day. Teachers and administration shall not suggest or imply that students should or should not use the moment of reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and/or staff may not under any circumstances use the moment of silence to audibly pray, singly or in unison.

**Lunch & Snacks:**

Students will have a 25-minute lunch break daily. Students may bring lunch from home or purchase a 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. School lunch is available at a cost of \$4. A monthly menu will be posted. Student accounts will be charged as they go through the line. Negative 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.

**Recess:**

All students, K - 8<sup>th</sup> grades, will have a 15-minute recess daily. Recess is monitored by teachers, but is not a designated structured play. Recess is a free play time where students may make use of the playground and field area surrounding the playground under the supervision of the teacher.

**Visitors:**

For the protection of the students and the security of the school, visitors and parents on campus must check in with the school office first. For the purpose of campus wide security, visitors and parents who will be visiting any other part of the school will be given appropriate identification while on campus. It is against our school policy for visitors or parents to go directly to classrooms before, during, or after school without checking through the office first. PLEASE NOTE: There are no exceptions to this rule, including individuals on campus for volunteer service.

**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 the classroom or in the office, provided they are following Board policy as well as school policy, regarding parental observation and volunteering.

**Parental Observation & Classroom Assistance:**

Parents shall obtain approval from the teacher at least one day in advance if they wish to observe or assist in their student's class during instructional time as agreed upon by the teacher. Parents may be allowed to observe in a classroom only with teacher and administrator approval and not to exceed one 45-minute period per year. If a parent does not provide notice, the teacher does have the right to refuse them entry into the classroom. Further, the teacher (or appropriate staff) will have the discretion to remove a parent from the classroom if the parent causes a disruption to students or staff, ignores the teacher's instructions, countermands the teacher or if the teacher feels that the parent is hindering the learning process. Parents not abiding by these request face the possibility of removal from the premises by law enforcement.

**Fees:**

Fees may be collected for a variety of reasons, including lunch payments, lake pick-up, lost school property, and more. Fee charges will be reflected in the Infinite Campus portal. Fee balances unpaid may result in the loss of privileges for the student, including not being able to participate in book fairs, dances, and extra-curricular activities. Payments made for school events may be applied to outstanding fees prior to going toward the event.

### III. ADMINISTRATION PROCEDURES

**Dress Code:**

LT is a school of choice. In order to facilitate and maintain an effective, healthy and safe learning environment, the principal, staff, and parents have developed this uniform dress code policy. The purpose of this dress code policy is to prepare students for the business world, and prevent distractions in class and on campus. All students are expected to wear clothes that comply with this uniform dress code policy to school each day, and on field lessons. Students or parents requesting an exemption from any provision of this Uniform Dress Code policy for religious or other reasons should contact the School Principal directly.

**K-5<sup>TH</sup> 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. 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 either solid white or blue in color. Shoes should be closed-toe. For layering on cold days, students may wear a navy fleece, cardigan, sweater, or sweater vest. However, all other jackets worn to school will be kept in student cubbies 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.

### 6<sup>th</sup> - 8<sup>th</sup> GRADES

The basic uniform combination is khaki or navy bottoms, the solid white, navy, red (primary), or light/powder blue polo or long-sleeved, button-down oxford shirt, belt, socks, and closed toe shoes. Bottoms include pants, shorts, or skirts. In addition, students may choose to add a layer for cold weather days. In this case, students may wear the navy fleece, cardigan, sweater vest, or sweater. Students must wear a belt, socks, and either solid brown, black, white, or gray closed toe shoes. While attending any off-campus events such as field lessons, students must wear the khaki bottoms and white top dress code combination. On Fridays students may wear college themed shirts (no jerseys). Jeans or Free Dress passes can be earned for a variety of rewards.

Shirts with the Liberty Tech logo are not required; however, may be purchased online at [www.frenchtoast.com](http://www.frenchtoast.com) or at J & R Clothing located at 1307 Hwy 85 N., Fayetteville, GA 30214.

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.

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 (your index finger should touch the hem of the shorts).
- Shorts covered by a full length shirt.
- Bicycle pants or shorts.
- Yoga pants or shorts.
- Clothing with open 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.

## Uniform and Dress Code

**Bottoms** – Khaki or Navy pants, shorts, capris, skirts, jumpers, or polo dresses. Cargo style are not allowed. Shorts, skirts, jumpers, and dresses should be no more than three inches above the knee.



**Tops** – White, Navy, or Red (Primary) short or long-sleeved polo, short or long-sleeved button-down oxford.



**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.



**Hall Passes:**

All students are required to sign out and carry a hall pass when leaving the classroom during school hours without the teacher or his/her designee. This includes trips to the office, restroom, library, or any other reason why the student is not in the classroom. Students without a hall pass are subject to receiving disciplinary consequences.

**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 Internet Use:**

Each student is required to have a signed Terms and Conditions for use of the Internet form on file in the office before the beginning of the school year. A copy of that consent form can be found at the front office.

**Lost and Found:**

Lost and found clothing items are kept in homerooms for scholars to look through. Valuable items will be kept in the vault. All items not collected by the end of the last day of each trimester will be donated to charity.

Any items brought to school from home are the responsibility of the student. Liberty Tech is not responsible for lost or stolen items. Lost or stolen items will not be replaced or reimbursed.

**Telephone Usage:**

The phones in the school are for business use only. In an emergency, students may request permission to come to the office to use the phone. A parent wishing to speak with a teacher may leave a message during the school day.

**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, the decision to close will be made by the governing board president in conjunction with the school principal. Parents will be notified by a variety of ways, including postings to the school website, the school social media pages, Channel 2 News, and the email messaging system. 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 a Lower School (K-5th) and a Middle School (6th-8th). According to our charter, there is no academic requirement for admission. However, to ensure proper class placement, assessments may be administered to new students as applicable (grades k-8) prior to the beginning of the school year. Continuing students shall have first priority for reenrollment 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 and will be expected to make an appointment for a family interview within the month.

## **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.

If a student has a fever above medical normal (99 F) or vomits during the night, the student should be kept home a full 24 hours before returning to school.

When a student becomes ill or injured during the school day, the clinic will determine continued attendance for the day.

### **Contagious Condition:**

As a courtesy to the other students, parents are asked to contact the school when their student contracts a contagious condition. This includes strep throat, head lice, and pink eye. Parents in the affected classroom can then be notified.

### **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 over-the-counter medications must be the original 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.
- Home Schooling of students is 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.

### **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. 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. There is a phone intercom system at the school, and all teachers use walkie-talkies to enhance communication. 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 6<sup>th</sup> and 8<sup>th</sup> 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****General Expectations:**

We believe that all students want to enjoy school and learn, want to be respected and treated with dignity, and want to be loyal to teachers and classmates. We also believe that all teachers care about their students, expect students to achieve, desire success, strive to be effective, and want students to enjoy learning.

Students will maintain virtuous behavior at all times and in all places:

1. Respect all others and respect their property.
2. Observe the dress code.
3. Come to class prepared.
4. Be attentive at all times.
5. No food or drink allowed in class (except water). No gum allowed on campus.
6. Remain seated during class time unless otherwise instructed.

**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 school folder is sent home each Tuesday that includes information and letters for parents. Parents may access the Infinite Campus parent portal to

check on student progress. Communication may also include regular emails and phone calls. Periodically parents may be asked to complete surveys for a variety of reasons.

Parents who are concerned about a specific classroom situation should first speak to the teacher. If the issue is not resolved, the student/parent should then approach the principal of the school. Parents should inquire with the front desk about scheduling appointments with the appropriate parties.

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

Students are responsible for all textbooks, library and classroom books, athletic uniform and equipment, 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.

### **Field Trips:**

Whenever students are traveling away from school, they are subject to the same rules, regulations, and virtues observed on campus. As in the classrooms, the teacher(s) will judge what acceptable or unacceptable behavior is. Students must have a permission slip signed by a parent or guardian to participate on the field lesson. Parents who are chaperoning must have completed a parent volunteer packet, obtained through the school and must be cleared to participate. The classroom teacher will assign the needed number of parent volunteers depending upon the needs of the class and restrictions from the venue.

### **Dances:**

All Liberty Tech students in grades K-8 are eligible to attend school dances for their specific grade level as long as they are in good standing with school policies. Students who attend a dance are expected to follow all school rules, dance behavior guidelines, and dance dress. No students will be admitted to the dance after the first hour. Once at the dance, all students must remain until the published time for the end of the dance. To ensure that students understand and comply with these rules, a "Dance Contract" will need to be signed by each student prior to the dance. Only current Liberty Tech students are allowed to attend school dances.

### **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. Request for official copies will be made through and paid for via an online service.

### **Grading Policies:**

Grades K-8: For all grades, students will be issued a modified standards based report card at the end of each trimester.

Students 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
- 80-89: B - Proficiency: Routinely meets the standard independently or with little assistance from the teacher
- 70-79: C - Partial Proficiency: Can meet the standard with teacher assistance/support BUT often does not meet the standard when working independently
- 69 and Below: F - Novice: Not yet meeting the standard

Effort grades “E”, “P”, “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 Upper 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 - Student must achieve straight A’s in all subjects.

Honor Roll - Student 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

### **Counseling:**

Liberty Tech employs a full-time counselor at the school. The purpose of these counseling services is to provide students support with emotional, behavioral, and academic needs. The counselor does monthly lessons with each class in grades K - 5, coordinates the middle school advisory program, conducts college and career lessons for all grades, and supports the RTI and SST processes.

### **Middle School Advisory:**

All middle school students meet in an advisory group weekly for 30-minutes. Each trimester the advisory groups focus on a different topic area: Trimester 1 is etiquette, Trimester 2 is health, and Trimester 3 is college and career counseling. Advisory groups are gender based.

### **Middle School Project and Supplementary Time:**

Each Wednesday middle school students meet in their project time groups for project time. The project time block is where the middle school students take on a service learning project each year.

Supplementary time is built into the academic schedule each Monday, Tuesday, Thursday, and Friday. The middle school students see each one of their subject teachers for a 30-minute period of time one day of the week for remediation or extension activities to support a full learning plan.

### **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:**

The amount of "homework" each student is expected to complete each evening varies according to grade level. The term "homework" refers to the following:

- any and all assignments
- any and all project preparation

- any and all pencil to paper work
- any and all computer work

The term “homework” does not refer to any additional reading, reviewing, studying, and quiz/test preparation that students are assigned. Students should manage their after school time so that an appropriate amount of time is allotted for students to comfortably accomplish all work.

The following are general guidelines regarding the daily homework assignments:

The sum total of time students should be spending on “homework” is as follows:

*Kindergarten:*

-Occasional assignments of 10 minutes/nightly reading of 15 minutes

*1st Grade:*

-Nightly assignments of 10 minutes/nightly reading of 15 minutes

*2nd Grade:*

-Nightly assignments of 15 minutes/nightly reading of 15 minutes

*3rd Grade:*

-Nightly assignments of 25 minutes/nightly reading of 20 minutes

*4th Grade::*

-Nightly assignments of 30 minutes/nightly reading of 25 minutes

*5th Grade:*

-Nightly assignments of 40 minutes/nightly reading of 30 minutes

*6th - 8th Grades:*

-Nightly assignments 60 minutes/nightly reading of 30 minutes

It is the philosophy of Liberty Tech to require homework from students throughout the school year, up to five nights a week.

Teachers often assign homework to be completed over the course of several days or over a week. It is the school’s belief that this assists students with time management and planning. 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.

No homework shall be assigned over the Thanksgiving, Winter, and Spring breaks or during Mini- Breaks unless approved by the Principal in advance.

**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. Lockers are to be kept locked at all times.

**Lost and Found:** Please label everything that is sent to school. Unmarked items not claimed will be placed in lost and found for a short period of time. If they are not claimed, they may be discarded, sold at campus “recycle” sales, or donated to charity.

**Personal Electronic Devices:**

Personal electronic devices such as laptops, iPads, tablets, E-readers, and phones are not allowed in the classroom, except for specific reasons or events as teachers may indicate. This policy is put in place to protect the internet safety of all students. If these devices are brought to school (though highly unadvised with the exception of a phone), they must be turned off and kept in the student’s cubbie 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 the front office, 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 specialists, classroom teachers, and outside personnel.

**ESOL Services:**

The English Language Learner (ELL) program at Liberty Tech attends to the needs of our ELL students as our program continues to grow. Liberty Tech's goal 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.

**RTI Services:**

LT implements the Response to Intervention process to ensure that timely assistance is given to learners based on their needs. The RTI process is a multi-step approach to providing services and interventions to students who struggle with learning at increasing levels of intensity. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, in special education or both.

The RTI process has the potential to limit the amount of academic failure that any student experiences and to increase the accuracy of special education evaluations. Its use could also reduce the number of children who are mistakenly identified as having learning disabilities when their learning problems are actually due to cultural differences or lack of adequate instruction. Information and data gathered by an RTI process can lead to earlier identification of children who have true disabilities and are in need of special education services.

**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.

## VI. SCHOOL DISCIPLINE

### School Discipline Policy:

The primary goal of Liberty Tech is to create a heritage of students who understand the need for virtue, are of discerning character, and 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:

It is the responsibility of every Liberty Tech parent and student to know the code of conduct and for students to follow this code. 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 wrong or poor decisions will be held accountable.

Important Note: This matrix lists the most common violations, but other forms of behavior may also result in discipline.

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.

Level 1 Offenses			
Level 1 Offenses: Are those offenses that are repeated actions against self or the general population that does 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.			
Examples: Excessive Classroom disruptions, Tardiness, Gum/Candy, Electronic devices, etc.			
1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral
Possible Consequences			
In School Option: <ul style="list-style-type: none"> <li>• Time out of class</li> <li>• Walking Recess</li> <li>• Silent Lunch</li> <li>• After School</li> </ul>	In School Option: <ul style="list-style-type: none"> <li>• Time out of class</li> <li>• Walking Recess</li> <li>• Silent Lunch</li> <li>• After School Detention Up to</li> </ul>	In School Option: <ul style="list-style-type: none"> <li>• Time out of class</li> <li>• Walking Recess</li> <li>• Silent Lunch</li> <li>• After School Detention Up to 4</li> </ul>	Out of School Option: <ul style="list-style-type: none"> <li>• OSS up to 3 Days</li> </ul>

Detention	2 Days <ul style="list-style-type: none"> <li>• Saturday Detention</li> <li>• ISS Up to 2 Days</li> </ul>	Days <ul style="list-style-type: none"> <li>• Saturday Detention Up to 2 Days</li> <li>• ISS Up to 5 Days</li> </ul>	
<b><i>Consequences are up to the discretion of the administration.</i></b>			
<b>Restorative Action</b>			
Student Circle between Administrator, Student, and Teacher to set up expectations moving forward and ongoing supports provided.	Student/Teacher Circle between the Administrator, Student, and Teacher to set up expectations moving forward and ongoing supports provided.	Community Circle between the Administrator, Student, Teacher, and Entire Class to set up expectations moving forward and ongoing supports provided.	Community Circle between the Administrator, Student, Teacher, and Student's Parents to set up expectations moving forward and ongoing supports provided.

<b>Level 2 Offenses</b>			
<p>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 – 3<sup>rd</sup> Referral.</p> <p>Examples: Physical Aggression &amp; Fighting, Bullying, Hazing, Harassment, Academic Dishonesty, Theft under \$100, Vandalization, Defiance, Lewd Conduct, Threats, etc....</p>			
1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral
<b>Possible Consequences</b>			
In School Option: <ul style="list-style-type: none"> <li>• Time out of class</li> <li>• Walking Recess</li> <li>• Silent Lunch</li> <li>• After School Detention Up to 2 Days</li> <li>• Saturday Detention</li> <li>• ISS Up to 2 Days</li> </ul> Out of School Option: <ul style="list-style-type: none"> <li>• OSS Up to 2 Days</li> </ul>	In School Option: <ul style="list-style-type: none"> <li>• Time out of class</li> <li>• Walking 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> Out of School Option: <ul style="list-style-type: none"> <li>• OSS Up to 2 Days</li> </ul>	Out of School Option: <ul style="list-style-type: none"> <li>• OSS Up to 5 Days</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>
<b><i>Consequences are up to the discretion of the administration.</i></b>			
<b>Restorative Action</b>			
Student/Teacher	Student/Teacher/Parent	Community Circle	Community Circle

Circle between Administrator, Student, and Teacher to set up expectations moving forward and ongoing supports provided.	Circle between the Administrator, Student, Teacher, and Student's Parent to set up expectations moving forward and ongoing supports provided.	between the Administrator, Student, Teacher, and all Impacted Parties to set up expectations moving forward and ongoing supports provided.	between the Administrator, Student, Teacher, and all Impacted Parties to set up expectations moving forward and ongoing supports provided. -Or- Dismissal from School
---	---	--	---

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, etc...			
1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral	4 <sup>th</sup> Referral
Possible Consequences			
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.</i></b>			
Restorative Action			
Community Circle between the Administrator, Student, Teacher, and all Impacted Parties to set up expectations moving forward and ongoing supports provided. -Or- Dismissal from School and Possible Police Involvement	Dismissal from School -and- Possible Police Involvement		

### 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 are responsible for the ongoing behavior of their students. When a student's behavior is consistently disruptive or becomes unsafe, the teacher 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 suspensions and may include recommendation for expulsion. The procedures for these forms of corrective measures are listed below.

**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.

**Detention:**

Students may be placed in detention where they are instructed to sit for consistent classroom infractions. Detention can be during portions of the school day (i.e. lunch, recess, or class time) or after school hours. Students and the teacher are not allowed to speak to the offending student. Students will sit alone during detention and may be given written assignments or physical tasks such as cleaning various parts of the school campus. During after school detention, students must stay after school until 5:30 pm. During which time they will report to a classroom where they will not be allowed to socialize with other students. They will be allowed to work on homework or may be given other written assignments.

**In-School Solutions:**

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. The decision to implement in-school solutions rests with the principal and the deans, although a teacher may make the referral and be questioned prior to the decision. During in-school solutions, students will have no contact with other students and are required to complete the classwork that they are missing 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 identify possible obstacles that may contribute to the student's adjustment problems.

**Out-of-School Suspension:**

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 assistant principal have 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 suspension; however, some offenses are serious enough in nature to warrant immediate out-of-school suspensions. Students will be responsible for making up the work they missed during their suspension upon their return to school.

**Disciplinary Hearing:**

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.

Students that fail to adhere to one or more items contained in the Liberty Tech Student & Family Handbook may be summoned to appear before a Liberty Tech disciplinary hearing. The hearing panel may be made up of current Liberty Tech Charter School staff and board members. Students and/or families 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:

- Telephone call
- Regular Mail
- Certified Mail
- E-mail
- In person

At the outset of the hearing a brief synopsis of why the hearing has been called will be provided to the panel by the principal or principal designee. The student and/or family 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 witness 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 all information is presented, the panel will debrief in order to render a decision recommendation regarding the disciplinary action resulting from the hearing.

Once the hearing concludes the Principal may choose to do the following:

1. Support the mutually agreed upon decision that is made during the hearing by the panel
2. Choose another form of discipline supporting the integrity of the student family handbook
3. Call the parties back for an additional hearing

The decision of the principal as a result of the Liberty Tech disciplinary hearing is final and may include disciplinary measures up to school suspension and expulsion from the school. If one party wishes to appeal the panel's 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.

All student searches must be witnessed by another professional employee of the school system. This is primarily for the protection of the employees 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 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.***

## VII. VOLUNTEERING

### **Volunteer Expectations:**

Liberty Tech does not require volunteer hours from our parents; however, volunteering is strongly encouraged. Charter schools depend on the 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 or with the classroom teacher for which you are volunteering.

Each year, volunteers will be requested to attend a mandatory volunteer orientation program before being allowed to volunteer within the school. In addition, a mandated reporting certificate must be obtained by all volunteers and chaperones prior to volunteering. This certificate may be earned by viewing the mandated reporter training video. A log of this certification will be kept on file by the school administration.

### **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 at the school and has the overall responsibility for setting and writing policy for the school and insuring 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 not complain about things; instead 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

### **Conferences:**

Liberty Tech Charter School supports both formal and informal conferences between teachers and parents/guardians as the need arises. Conferences allow a forum for both parties to address concerns, share information, and create an environment designed to enhance student success. It is strongly suggested that parents have at least one formal conference a year with their student's teacher. During the school year, teachers are required to hold the second and fourth Tuesday's of each month immediately after school available for parent conferences. Conferences should be scheduled with prior notice. Parents and/or teachers may also schedule informal conferences anytime throughout the year in order to address specific situations pertaining to their student.

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

Report cards will go home at the end of each of the three trimesters. The report card will outline student performance according the grading scale in each of his or her classes. The

report card may also include written comments from teachers concerning behavior or academic progress.

Progress reports will go home every three weeks in the Tuesday folder. The progress report will only outline student performance in academic subjects.

### **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. All results are recorded 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. The MAP assessment is a norm-referenced assessment that provides the school with valuable information regarding how the student performs to a national comparison and how much progress the student is making throughout a school year. All results are recorded in the student's permanent records.

### **Curriculum:**

Liberty Tech Charter School gives students learning opportunities through a project-based learning model that is supported by strong classical and STEAM methodologies. The program is focused on teaching students how to think, rather than what to think.

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

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

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

## **IX. FEDERAL PROGRAMS & PARENTAL RIGHTS**

### **Federal Programs Participation:**

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

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

B. Federal Programs for Which Complaints Can Be Filed

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

C. Filing a Complaint

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

The complaint must be addressed to:

Melissa King  
Liberty Tech Charter School  
119 Price Rd.  
Brooks, GA 30205

D. Investigation of Complaint

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

1. The date the Local Educational Agency (LEA) received the complaint;
2. How the complainant may provide additional information;

3. A statement of the ways in which the LEA may investigate or address the complaint; and
4. Any other pertinent information.

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

Appropriate LEA staff will review the information and determine whether:

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

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

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

#### E. Right of Appeal

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

The complaint must be addressed to:  
Georgia Department of Education, Office of Legal Services  
205 Jesse Hill Jr. Drive SE  
2052 Twin Tower East  
Atlanta, GA 30334

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

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

**Parents Right to Know:**

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

**Parental Rights:**

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

**OPEN RECORDS REQUEST**

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. Inspect and review, within 45 days of a request, the education records of a student who is your child, or in the case of a student who is eighteen (18) or older, or those who are emancipated, your own educational records. Parents or eligible students should submit to the principal a written request identifying the record(s) they wish to inspect. The principal will make arrangements for access and provide notice of such arrangements.
2. Request the amendment of the scholar's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. To request the school district to amend a record, parents or eligible students should write the principal, specify the part of the record they want changed, and specify why it is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the principal decides not to amend the record, he/she will notify the parents or eligible students of the decision and inform them of the right to a hearing.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that the Act and the regulations promulgated pursuant to the Act authorize disclosure without consent. One exception, which permits disclosure without consent, is to school officials with legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member; a member of the school board; a

person with whom the district has contracted to perform a specific task (such as attorney, auditor, or therapist); or a parent or student serving on an official committee (such as a disciplinary or grievance committee). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his/her professional responsibility. Upon request, the school district forwards educational records without prior consent to another school in which the student seek or intends to enroll.

4. Liberty Tech Charter School has designated the following information as directory information:
  - a. Student's name, address, and telephone number; email address
  - b. Student's date and place of birth
  - c. Student's participation in official school clubs and sports
  - d. Dates of attendance at Liberty Tech Charter School
  - e. Awards received during the time enrolled in Liberty Tech Charter School

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

5. You are also notified that from time to time students may be photographed, videotaped, or interviewed by the news media at school or at school activity. If you, as a parent/guardian object to your student being photographed, videotaped or interviewed, you must opt on in the designated portion of the student registration form at the time of enrolling the student.
6. File with the United States Department of Education a complaint under 20 C.F.R.99.64 concerning the alleged failures of Liberty Tech Charter School to comply with the requirements of the Act or the regulations promulgated thereunder. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington D.C. 20202-4605.

#### Notice of Rights of Students and Parents Under Section 504

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 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990) in educational 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.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact:

Melissa King  
Section 504 Coordinator  
119 Price Road  
Brooks, Georgia 30205  
(770) 461-0005  
[melissa.king@libertytechcharter.org](mailto:melissa.king@libertytechcharter.org)

#### 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>).

Please print and sign the page below. Return to your child's homeroom teacher.

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

I have read and discussed with my child/children the 2019-2020 LTCS Family Handbook and Code of Conduct. I understand that the Code of Conduct is located in the 2019-2020 LTCS Family Handbook. If I need to refer to the Family Handbook or the Code of Conduct, I realize that the link can be found in the Principal's Weekly Newsletter sent out each Friday. 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 Name (Please print.): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SIGN AND RETURN THIS PAGE TO YOUR CHILD'S HOMEROOM TEACHER THE FIRST WEEK OF SCHOOL!**

