

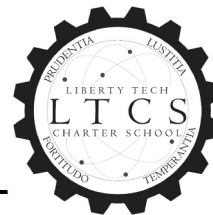
# Policy Manual

Liberty Tech Charter School

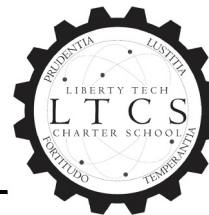
Rev 2.6

# Liberty Tech Charter School Policy Manual

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# Liberty Tech Charter School Policy Manual



## Document History

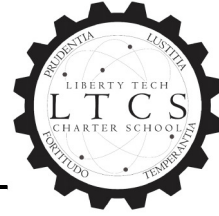
Section	Date	Entity	Changes
3.1.2	08/24/20	Governance Board	<ol style="list-style-type: none"> <li>1. Removed new hire documentation due to none of our employees have ever been screened/examined for active tuberculosis.</li> <li>2. Page 78, "Accrual of PTO Policy," the first policy states that PTO time can be accrued at a rate of up to 30 days per year for F/T employees. Our staff handbook states 20 days.</li> </ol>

### Distribution

Name	Title	Review/Approval	Date
Todd Levin, Tony Tringale, Esther Goss, Kenneth Hamner, Jametria Floyd, Melissa King, Andrea Ferguson	School Board	Approved	08/24/20

# Liberty Tech Charter School Policy Manual

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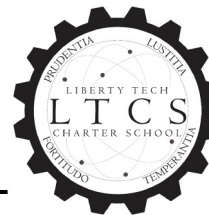


## Contents

Board Meeting – Executive Session	15
AFFIDAVIT	16
Special Board Meeting Policy	18
Public Participation in Board Meetings Policy	19
Transportation Policy	22
1. General Criteria	22
2. Other Guidelines	23
3. Funding	24
4. Transportation	24
5. Insurance	24
Wellness, Physical Activity, and Nutrition Policy	25
1. Nutritional Quality of Foods and Beverages Sold and Served on Campus	25
2. Free and Reduced-priced Meals.	26
3. Packing lunches from home.	26
4. Meal Times and Scheduling	27
5. School Food Service Staff.	27
6. Sharing of Foods and Beverages.	27

# Liberty Tech Charter School Policy Manual

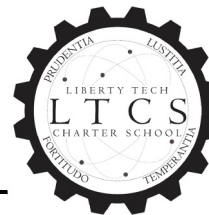
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7. Beverages	28
8. Foods	28
9. Portion Sizes	29
10. Snacks	29
11. Rewards	29
12. Celebrations	30
13. Physical Activity	30
14. Food Marketing in Schools	31
15. Physical Activity Opportunities and Physical Education	31
16. Monitoring and Policy Review	31
17. Policy Review	32
Student Health Policy	33
Physical Examination of Students	33
Communicable Diseases and Immunization of Students	33
Bloodborne Pathogens	33
Illness and Injury at School	33
Chronic or Serious Conditions	34
Administering Medication to Students	34
Treatment and Control of Head Lice	34
Scoliosis Screening	34
Infectious Disease Policy	35
1. PURPOSE	35
Interscholastic Activities	41
1. Purpose	41
2. Scope	41
3. Definition	41
4. Policy Statement	41
5. Equitable Participation	41
6. General Eligibility Requirements for Extracurricular and Interscholastic Athletic Activities	42
7. Eligibility for Participation in Interscholastic Athletic Activities	43
8. Recruiting for Extracurricular Activities Prohibited	44

# Liberty Tech Charter School Policy Manual

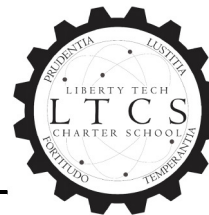
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9. Responsibility	44
Gifted Students	45
Media Center Services Policy	46
COLLECTION DEVELOPMENT POLICY	46
Gifts and Donations	48
Weeding Purpose	48
Procedure for Handling Challenged or Questioned Books and Materials	49
Sex Education Policy	50
Internet Safety	52
1. Introduction	52
2. Definitions	52
3. Access to Inappropriate Material	52
4. Inappropriate Network Usage	52
5. Education, Supervision and Monitoring	52
6. Adoption	53
Weapons and Dangerous Instruments Policy	54
Bullying Policy	55
1. Behaviors/Expressions	55
2. Training	56
3. Prevention	56
4. Interventions	56
5. Retaliation/False Allegations	56
6. Definitions	56
7. Relationship to Other Laws	57
8. Prevention Dissemination	57
9. Education Annually	58
10. Prevention Strategies	58
11. Staff Intervention	58
12. Filing an Incident Reporting Form	58
13. Addressing Bullying	58
Nepotism	68

# Liberty Tech Charter School Policy Manual

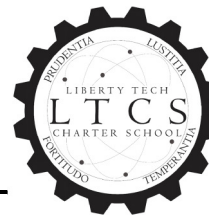
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1. PURPOSE	68
2. GENERAL STATEMENT OF POLICY	68
3. DEFINITIONS	68
Equal Employment Policy	69
Professional Learning Policy	70
Drug Free Workplace Policy	71
PURPOSE	71
POLICY STATEMENT	71
POLICY	71
DEFINITIONS	71
MANDATORY REPORTING	72
ENFORCEMENT	72
DISTRIBUTION OF POLICY	72
Employee Weapon Policy	73
Pay For Performance	74
Professional Personnel Workloads	75
Employee Benefits Policy	76
1. Benefits	76
2. LEAVE BENEFITS	77
Accrual of PTO Policy	78
Sick Leave Bank	78
1. Purpose	78
1. Eligibility	78
2. Sick Leave Days	78
3. Guidelines	79
4. Procedure	79
5. Approval	80
6. Record Keeping	80
Grievance & Complaint Policy & Procedure	83
PART ONE: STUDENT/PARENT/3RD PARTY	83
SECTION I - INFORMAL COMPLAINTS PROCEDURE	83

# Liberty Tech Charter School Policy Manual

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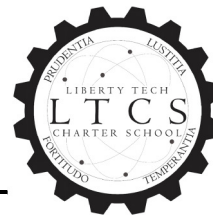


SECTION II - FORMAL GRIEVANCES PROCEDURE	84
SECTION III - ROLE OF THE GOVERNING BOARD	85
SECTION IV - LTCS DISPUTE RESOLUTION DOCTRINE	86
PART TWO: EMPLOYEES (CERTIFIED & UNCERTIFIED) & INDEPENDENT CONTRACTORS	86
SECTION I - PROFESSIONAL PERFORMANCE, CONDUCT AND JOB DESCRIBED COMPLAINTS & GRIEVANCES	86
SECTION II - NON-PROFESSIONAL PERFORMANCE & CONDUCT COMPLAINTS & GRIEVANCES	87
SECTION III - GOVERNING BOARD HEARING PROCEDURE	88
Background Check Policy	90
1. Volunteer Criminal Background Checks	90
1. Exceptions	91
2. Expectations of Volunteers	91
3. Qualification of Volunteers	92
4. Disqualification of Volunteers	92
5. Access to Student Information	92
Hiring Policy	93
1. Employment Process	93
2. Equal Opportunity Employer	93
3. New Hire Documentation	94
4. Employee Renewal	94
5. Outside Employment	94
Family Medical Leave Act	96
1. Employee Eligibility	96
2. Conditions Triggering Leave	96
3. Duration of Leave	96
4. Intermittent Leave	96
5. Notice and Medical Certification	97
6. Maintenance of Benefits	97
7. Reinstatement	97
8. Definitions	97



# Liberty Tech Charter School Policy Manual

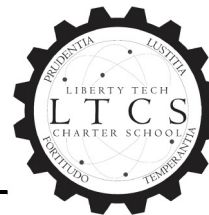
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Gender Equality in Sports	99
Complaint Procedure	100
Gender Equity in Sports Grievance Form	101
Overtime Policy	103
1. Employee Classifications	103
2. Safe Harbor Policy for Exempt Employees	103
3. Working Hours and Schedule	105
4. Timekeeping Procedures	105
Scheduling for Instruction Policy	106
Unstructured break Time for Students	108
Promotion and Retention	109
Definitions	109
1. PROMOTION STANDARDS	110
2. REQUIREMENTS IN THIS SECTION SHALL APPLY TO STUDENTS IN GRADES 3, 5 and 8	112
3. SUPPORT STANDARDS	114
4. SPECIAL EDUCATION	115
School Ceremonies & Observations Policy	116
1. PLEDGE OF ALLEGIANCE	116
2. CEREMONIES AND OBSERVANCES	116
Homeless Policy	117
1. Definitions	117
2. School Selection	118
3. Enrollment	118
4. Guardianship and Caregivers	119
5. Disputes to McKinney-Vento Act under 42 U.S.C. § 11432 (g)(3)(E)].	119
6. Transportation	119
7. Comparable Services	120
8. Homeless Education Liaison	120
Unsafe School Choice Option	121
Corporal Punishment Policy	122
Disciplinary Removal from Classroom Policy	123

# Liberty Tech Charter School Policy Manual

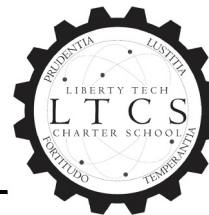
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1. Informal removal to the principal's office	123
2. Formal removal from class	123
3. Procedures to be followed for formally removing a student from class	124
4. Notice to parent/guardian	124
5. Placement procedures	125
6. Behavior plan	125
7. Removal for remainder of term	125
8. Review by Principal	126
Student Disciplinary Hearing	127
Record Retention Policy	129
Student Activity Funds Policy	130
Emergency Closings & Inclement Weather	131
Reduction in Force Policy	132
School Renting or Leasing Policy	133
Board Approval of Activities Policy	134
Social Security Number Policy	138
1. Background	138
2. Collection and Release of the Social Security Number	138
3. Regulations	139
Volunteer Policy	140
1. Definitions	140
2. Parent Partnership Hours	140
3. Volunteers	140
Enrollment Policy	142
Lottery Rules and Procedures	142
1. General:	142
2. Preferences:	143
3. Process:	144
4. Procedure	144
5. LTCS Lottery Process	145
Sexual Harassment Policy	147

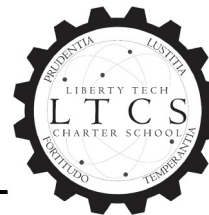
# Liberty Tech Charter School Policy Manual

---



Sexual Harassment Complaint Form	149
Student Records Policy	152
1. Definitions	152
2. Adjudications	154
3. Petitions	154
4. Annual Notification	155
5. Procedure to Inspect Education Records	155
6. Fees for Copies of Records	156
7. Types, Locations and Custodians of Education Records	156
8. Disclosure of Education Records	156
9. Military Recruiters and Institutions of Higher Learning	158
10. Record of Disclosure	158
11. Directory Information	158
12. Correction of Education Records	159
13. Confidentiality of HIV and Drug and Alcohol Treatment Records	160
14. Release of Student Data/Records	160
15. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	160
CONSENT FOR RELEASE OF STUDENT DATA/RECORDS	161
Fiscal Policy	163
100 INTRODUCTION	163
200 INTERNAL CONTROL POLICIES	163
201 COMPLIANCE WITH LAWS	164
203 Organizational Conflict of Interest or Self-Dealing (Related Parties)	165
204 Board of Trustees Authorities	167
205 Signature Authorities	167
206 Government Access to Records	168
207 Security of Financial Data	168
208 Security of School Documents	168
209 Use of School Assets	169
210 Credit/Debit Card Procedures	169
211 <b>Cash and Income Management</b>	170

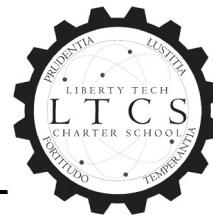
# Liberty Tech Charter School Policy Manual



Purpose	<b>Error! Bookmark not defined.</b>
212. Definitions	<b>Error! Bookmark not defined.</b>
213 Petty Cash	<b>Error! Bookmark not defined.</b>
214. Depository Criteria	<b>Error! Bookmark not defined.</b>
300 FINANCIAL MANAGEMENT POLICIES	176
301 Basis of Accounting	177
302 Accounting Policies	177
303 Basis of Presentation	177
304 Revenues	177
305 Expenditures	177
306 In-Kind Expenses	177
307 Incurred Costs	178
308 Cash Management	178
309 Accounts Receivable Aging Criteria	178
310 Grant/Contract Invoicing	178
311 Investments	178
312 Budgets	179
313 Insurance and Bonding	180
31 Georgia Teacher Retirement System	180
315 Record Retention and Disposal	180
316 Financial Reporting	181
317 Audit	182
318 Audit/Finance Committee	182
319 Chart Of Accounts	183
400 POLICIES RELATED TO ASSETS, LIABILITIES, AND NET ASSETS	183
401 Assets	183
402 Bank Accounts	183
403 Petty Cash Payments	183
404 Criteria for Capitalizing and Depreciating for Property and Equipment	184
405 Impairment of Assets	184
406 Betterments	184

# Liberty Tech Charter School Policy Manual

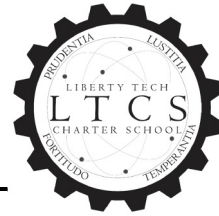
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407	Liabilities	184
408	Accounts Payable	184
409	Accounts Payable Payment Policy	184
410	Accrued Liabilities	185
411	Liability for Compensated Absences	185
412	Accrued Teacher Salary	185
413	Debt	185
414	Net Assets	186
500	COST ACCOUNTING POLICIES	186
501	Consistency in Cost Accounting	186
502	Unallowable Costs	186
503	Separate Records of Unallowable Costs	186
504	Cost Accounting Period	186
505	Gain or Loss on Disposition of Assets	187
600	PROPERTY MANAGEMENT POLICIES	188
601	Property and Equipment	188
602	Identification of Property	188
603	Recording and Reporting of Property	188
604	Physical Inventories	188
605	Disposal of Property and Equipment	189
700	PROCUREMENT POLICIES	189
701	Procurement – Goods and Services	189
702	Emergency Purchases	191
703	Procurement – Construction	192
704	Procurement – Educational Services	192
800	PAYROLL AND TRAVEL POLICIES	192
801	Payroll Policies	192
802	Travel Reimbursement	193
900	CONSULTANTS AND CONTRACTORS POLICIES	193
901	Consultant Utilization	193
902	Independent Contractors	194

# Liberty Tech Charter School Policy Manual

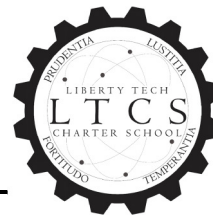
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English Learner Policy	195
Home Language Survey	195
Screening	195
English for Speakers of Other Language Program - ESOL	195
Parental Rights in the Child Find Process	195
Child Find Policy	196
Enrollment Survey	196
Screening	196
General Education Intervention – RTI Process	196
Parental Rights in the Child Find Process	197

# Liberty Tech Charter School Policy Manual

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## Board Meeting – Executive Session

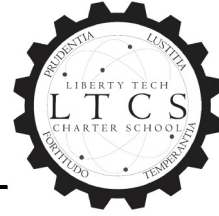
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All Liberty Tech Board meetings, as defined in the Open Meetings Act of Georgia ("the Act"), shall be conducted in accordance with the Act.

When any Board meeting is closed to the public pursuant to the Act, each Board member attending the meeting shall execute a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception. This affidavit shall be filed with the official minutes of the meeting.

# Liberty Tech Charter School Policy Manual

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## AFFIDAVIT

The undersigned chair or presiding officer, under oath, certifies that at an executive session meeting of the Liberty Tech Charter School Governing Board was held on \_\_\_\_\_, was closed as permitted by the Open Meetings Act of Georgia. The only matters considered or discussed during the closed portion or executive session of this meeting are as checked below:

- \_\_\_\_\_ To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee or to interview applicants for the position of superintendent; (O.C.G.A. § 50-14-3(b)(2)).
- \_\_\_\_\_ To discuss or vote to authorize negotiations to purchase, dispose of, or lease property; authorize ordering an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of or lease real estate subject to approval in a subsequent public vote; (O.C.G.A. § 50-14-3(b)(1)).
- \_\_\_\_\_ To review an appeal from a Student Disciplinary Tribunal [or use one of these names as applicable, Hearing Officer, Panel]; (O.C.G.A. § 20-2-757).
- \_\_\_\_\_ To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 USC § 1232g; O.C.G.A. § 50-14-3(b)(4)).
- \_\_\_\_\_ To discuss records that are otherwise protected from disclosure under the Open Records Act and there is no reasonable means to consider the records without closing the meeting; (O.C.G.A. § 50-14-3(b)(4)).
- \_\_\_\_\_ To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (O.C.G.A § 50-14-2(1)).

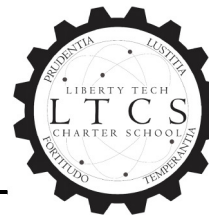
This \_\_\_\_\_ day of \_\_\_\_\_ ,

\_\_\_\_\_  
Chair  
or Presiding Officer



# Liberty Tech Charter School Policy Manual

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Member Board

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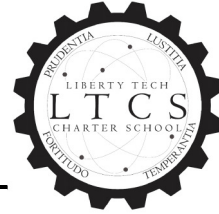
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Member Board

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\_\_\_\_\_  
on the above indicated date: Board Member Sworn to and subscribed before me  
Notary Public, State of Georgia  
Commission Expires\_\_\_\_\_

# Liberty Tech Charter School Policy Manual

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[NOTARY SEAL]

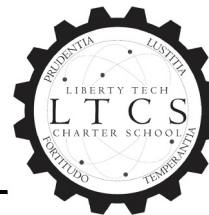
## Special Board Meeting Policy

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A majority of the Liberty Tech Charter School Board of Directors or its presiding officer may call a special meeting for any time and at any place by following legal requirements for notice. Final disposition shall be limited to the business stated in the notice. Notices of a special meeting may be dispensed with if it has been called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage. Special meetings are open to the public.

# Liberty Tech Charter School Policy Manual

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## Governing Board Meeting Public Comment Policy

**Purpose:** This policy outlines the public comment policy for Board meetings.

**Duration:** This policy is permanent.

### Policy

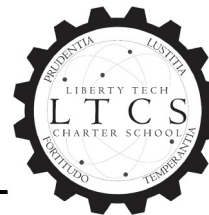
The Governing Board welcomes the public to its meetings and asks that citizens follow the guidelines below when addressing the Board. When it is time for public comment, as listed on the agenda, the President will call forth each individual who has signed up to speak. For in-person meetings, speakers must sign in with the Governing Board Secretary before the meeting begins. For all meetings (virtual or in-person), an email may be sent to the [Board@libertytechcharter.org](mailto:Board@libertytechcharter.org) by 8am the day of the meeting OR by indicating in the chat window during the Public comment sign-up time 30 minutes prior to the Board meeting.

### Guidelines

- A. The public is encouraged to address the Governing Board under Public Comment. Individuals and/or organizations wishing to speak during Public Comment are encouraged to sign in with the Secretary (at in-person meetings) or via the chat window for virtual meetings. During the time set aside for public comment on the agenda, the President will call forth individuals who signed up. Public testimony guidelines are as follows:
1. Thirty minutes before the start of the meeting there will be a sign-up sheet (chat window sign-up for virtual meetings) for members of the public to sign up if they wish to speak before the Governing Board. At the start of the meeting only those individuals that have signed in to speak will be able to speak during Public Comment.
  2. Speakers should adhere to the following protocol:
    1. Sign in with the Secretary, or appointment person, before the meeting based on the above instructions.
    2. At the speakers' podium, please state your name and affiliation with the school (e.g. parent, grandparent, concerned citizen, etc.).
    3. Address comments to the Governing Board as a whole.
    4. Give written statements, if any, and other supporting material to the Secretary. Please note that written statements are made a part of the permanent records of the Governing Board. In addition, if the speaker is unable to complete the presentation in the time allotted, a copy of supporting materials will be provided to Governing Board

# Liberty Tech Charter School Policy Manual

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members.

5. Individuals can only sign up for themselves or for a minor(s) to speak.
3. Three minutes will be allowed for each presenter to speak. A color-coded card system will be used to time presentations (for in-person meetings). However, the President may, with consensus of the Governing Board, reduce the time allocated for all individuals to speak depending on how many individuals have signed up to speak.
4. The yellow card means the speaker is 2 minutes into the presentation, and the red card means the speaker is at the three-minute limit of the presentation and must wrap up. If a speaker represents a group, he/she may want to have others in agreement stand while he/she speaks, rather than having all speak on the same issue.
5. In order to maintain respect for all points of view, the Governing Board requests no clapping, booing or any other form of support or nonsupport be used.
6. When multiple comments on the same topic have been presented, the Chair may request additional comments on the topic be limited to those who have new information to present.
7. Debate and dialogue with the Governing Board is not allowed during public comment.

In lieu of having a large number of individual speakers, organized groups can request up to five minutes to speak during public comment, as long as the request is received two days prior to the scheduled meeting. The Chair will then either grant the request or deny the request, and the Secretary will notify the group.

When an individual and/or organization would like to be formally scheduled on the Governing Board agenda, the individual and/or organization must submit the request in writing to the President. The President will determine if the request should be granted and determine placement on an agenda. The individual and/or community organization will be notified of the decision.

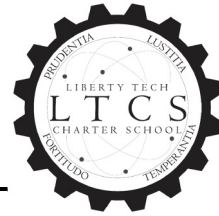
In the event you are unable to speak during public comment or if you wish to write the Board instead, you may use the following contact information:

**Email:** [Board@libertytechcharter.org](mailto:Board@libertytechcharter.org)

**Mailing Address:** Liberty Tech Charter Governing Board, 119 Price Road, Brooks, Georgia 30205

# Liberty Tech Charter School Policy Manual

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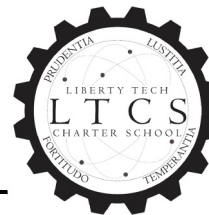


## Related Policies

## Resources

## Approval

<b>Policy implementation date:</b>	<b>Current policy approval date:</b>	<b>Policy review date:</b>
07/15/2016	06/22/2020	06/2021



## Transportation Policy

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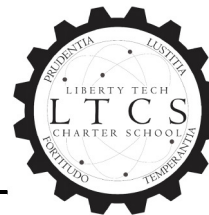
Liberty Tech Charter School (“LTCS”) recognizes that a well-planned, carefully executed field trip can be valuable as a means of reinforcing instructional objectives and enriching the overall educational experience. To that end, the Board supports field trips for instructional and extracurricular purposes subject to the conditions outlined herein. This policy applies to all school sanctioned field trips, regardless of the mode of transportation or the time, including walking trips, to include those sponsored by a school or by parent groups for, or on behalf of, a school or students.

### 1. General Criteria

- 1.1. The principal of the local school affords the leadership in the instructional program of that school. All trips must have a clear educational purpose that relates directly to the approved curriculum and instructional program. The principal shall work with staff in planning activities that provide educational benefits for students and ensure that all students have an equal opportunity to participate. When feasible, virtual/on-line field trips should be utilized.
- 1.2. All applicable district policies and regulations apply during field trips, to include the Student Code of Conduct.
- 1.3. The principal shall insure that all school staff are familiar with policies and regulations concerning field trips and excursions.
- 1.4. Time should be provided for adequate planning of all field trips. For all trips, that planning shall include the development of a tentative itinerary complete with such details as the number of participating personnel (students, staff, volunteers), the purpose/value of the trip, anticipated departure/arrival times, transportation arrangements, lodging arrangements (if any), costs estimates and funding details, that include sources of trip funds, and descriptions of the activities in which students are expected to participated.
- 1.5. Principals and schools shall ensure that adequate supervision is provided and all precautions are taken to ensure the safety of students. At least one school district employee shall be present and there should be an appropriate student/supervisor ratio for all field trips.
- 1.6. The principal or principal's designee has the right to deny a student participation in a field trip or excursion due to the student's behavior, absences or achievement.
- 1.7. Written parental/guardian permission shall be obtained in order for any student to leave school campus to participate in any field trip. Such permission shall include authority for the accompanying school official to seek medical attention, at the expense of the parent/guardian, in the event of any illness or medical emergency.

# Liberty Tech Charter School Policy Manual

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- 1.8. Any non-district personnel who participate in any overnight field trip shall have successfully completed and passed a local background check, as required by LTCS volunteer policies.
- 1.9. No out-of-county trip shall be permitted to any country or area for which the US Department of State has issued a travel warning ([www.travel.state.gov](http://www.travel.state.gov)).
- 1.10. No out-of-state trip shall be permitted to areas for which the US Department of Homeland Security has assigned threat condition SEVERE (Red), indicating a severe risk of terrorist attack.
- 1.11. Field trips shall not be permitted during the first or last week of the regular school year, nor during state mandated testing windows, and other times as specified by the Principal.

## 2. Other Guidelines

### 2.1. Extracurricular and Interscholastic Activities

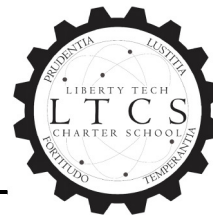
- 2.1.1. Trips for extracurricular and interscholastic activities may be taken provided such activities are an integral part of the total school program as supported by Georgia Performance Standards (GPS) or the Georgia High School Association (GHSA).
- 2.1.2. The principal shall make every reasonable effort to prevent these trips from causing any loss of instructional time. The principal shall ensure that opportunities occur for students to make up any instruction lost as a result of an extracurricular trip. Trips that would result in loss of instructional time shall not be permitted unless supported by GPS or GHSA.
- 2.1.3. The principal shall meet with the Board prior to requesting any trip that does not clearly fall within this policy and all related guidelines.

### 2.2. Approval Authority

- 2.2.1. All out-of-state or overnight excursions require Board approval and must be submitted through to the Board no less than 90 days prior to the date of the proposed trip. Exceptions to the 90 day requirement are permitted when trips are required as a result of advancement in academic/athletic competitions/tournaments.
- 2.2.2. Authority for approval of all out-of-state or overnight GHSA athletic, Junior Reserve Officer Training Corps (JROTC), or out-of-state or overnight interscholastic academic/athletic/competitive tournament advancement trips is delegated to the Principal. Such trips must be submitted to the Principal, along with supporting documents, no less than 20 calendar days from date of departure.
- 2.2.3. Requests shall include details developed in the planning process

# Liberty Tech Charter School Policy Manual

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2.2.4. Trips shall not be advertised until approval has been granted.

## 3. Funding

- 3.1. The cost of the field trip shall include mileage and driver pay and shall be sufficient to offset all operating costs, as established by the Principal.
- 3.2. Field trip and excursion fees may be charged to students, but shall cover costs only, and care shall be taken not to set fees which will exceed actual costs of trips or that would exclude eligible participants. No student will be denied participation because of economic limitations.

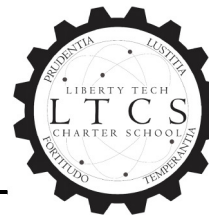
## 4. Transportation

Volunteer vehicles may be used. All volunteers are required to undergo a background check in accordance with the volunteer background check policy. In addition, all Volunteer drivers must have a valid driver's license.

## 5. Insurance

- 5.1. For all out-of-state trips, student medical and accidental death and dismemberment insurance shall be secured by the school or sponsoring organization for all students and non-employee chaperones involved in the trip.
- 5.2. For all out-of-country trips, the school shall acquire and shall fund such additional liability insurance as may be determined to be required by the LTCS Board.
- 5.3. LTCS shall not be responsible for claims resulting from a cancelled or disapproved trip.





## Wellness, Physical Activity, and Nutrition Policy

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Liberty Tech Charter School (“LTCS”) is committed to providing school environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of LTCS that:

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- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Approved vendors will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; religious, ethnic, and cultural diversity of the student body in meal planning, will accommodate allergy awareness: and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- LTCS will provide designated “Nut free” spaces for students with nut allergies
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- LTCS will foster lifelong habits of healthy eating and physical activity for faculty and staff and will provide the mechanisms to accomplish these goals.

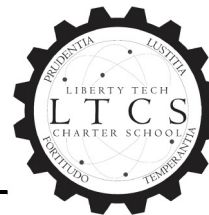
### **1. Nutritional Quality of Foods and Beverages Sold and Served on Campus**

1.1. Meals served through the School Lunch Program will:

- 1.1.1. be appealing and attractive to children;
- 1.1.2. be served in clean and pleasant settings;
- 1.1.3. meet, at a minimum, nutrition requirements for age (portion size)

# Liberty Tech Charter School Policy Manual

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- 1.1.4. established by local, state, and federal statutes and regulations;
- 1.1.5. offer a variety of fruits and vegetables;<sup>1</sup>
- 1.1.6. serve milk , fruit juice, and water
- 1.1.7. ensure that half of the served grains are whole grain.<sup>3</sup>

## 2. Free and Reduced-priced Meals.

LTCS will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals<sup>4</sup>. Toward this end, LTCS will utilize electronic identification and payment systems where necessary we will promote the availability of school meals to all students; and/or use nontraditional methods for serving school meals when necessary.

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<sup>1</sup> To the extent possible we will offer at least two non-fried vegetable and two fruit options each day and will offer five different fruits and five different vegetables over the course of a week. We will source fresh fruits and vegetables from local farmers when practicable.

<sup>2</sup> As recommended by the *Dietary Guidelines for Americans 2005*.

<sup>3</sup> A whole grain is one labeled as a “whole” grain product or with a whole grain listed as the primary grain ingredient in the ingredient statement. Examples include “whole” wheat flour, cracked wheat, brown rice, and oatmeal.

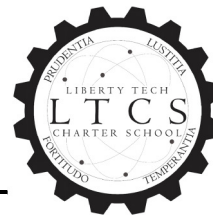
<sup>4</sup> It is against the law to make others in the cafeteria aware of the eligibility status of children for free, reduced-price, or "paid" meals.

## 3. Packing lunches from home.

3.1. LTCS respects the right and ability for parents to pack lunches from home. The school requests that the parent recognize that the food a child eats affects their ability to learn, to pay attention, to interact positively within their school community. The following citations can be viewed to support this premise.

# Liberty Tech Charter School Policy Manual

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3.2. In order that students reach their full academic and health potential, LTCS requests that when packing lunches parents honor the following guidelines:

- 3.2.1. Lunches brought from home should not contain candy, sugary snacks (Little Debbie snacks, etc.), or sugary drinks.
- 3.2.2. Students can bring healthy snacks from home to have at scheduled times during the school day. These snacks may not include candy, sugary snacks, or sugary drinks. A list of potential health options can be found at the end of this document.
- 3.2.3. Water is welcome in the classroom during non-scheduled snack times.
- 3.2.4. Several students have life-threatening nut allergies and we appreciate your consideration for these students. In order to protect the safety of these student, LTCS does not allow nuts to be brought for snacks and requires that all peanuts and nut products be prohibited in designated nut free zones in the cafeteria.

## **4. Meal Times and Scheduling**

- 4.1. will schedule meal periods at appropriate times, e.g., lunch should be scheduled beginning at 11 a.m. ending at 1 p.m.
- 4.2. will not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- 4.3. will provide students access to hand washing or hand sanitizing before they eat meals or snacks

## **5. School Food Service Staff.**

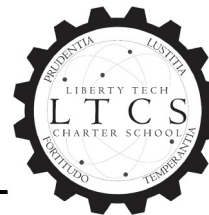
Liberty Tech will contract with a parent to handle the acceptance and administration of lunches from local restaurants and will be paid a stipend to do so.

## **6. Sharing of Foods and Beverages.**

LTCS will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Foods and Beverages Sold Individually (i.e., foods sold outside of reimbursable school meals, such as through cafeteria a la carte [snack] lines, fundraisers, school stores, etc.)

LTCS will not sell nut containing products in any format.



<sup>5</sup> School nutrition staff development programs are available through the USDA, School Nutrition Association, and National Food Service Management Institute Elementary School

The school principal or designee will approve and provide all food and beverage sales to students in elementary school. Given young children's limited nutrition skills, food should be sold as a balanced meal.

## 7. Beverages

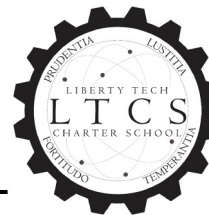
- 7.1. Allowed: water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored low-fat or fat-free fluid milk and nutritionally-equivalent nondairy beverages (to be defined by USDA);
- 7.2. Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine.

## 8. Foods

- 8.1. A food item sold individually:
  - 8.1.1. will have no more than 35% of its weight from added sugars;<sup>6</sup>
  - 8.1.2. will contain no more than 230 mg of sodium per serving for chips, cereals, crackers, baked fries, baked goods, and other snack items; will contain no more than 480 mg of sodium per serving for pastas, meats, and soups; and will contain no more than 600 mg of sodium for pizza, sandwiches, and main dishes.
  - 8.1.3. A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables;

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<sup>6</sup> If a food manufacturer fails to provide the *added* sugars content of a food item, use the percentage of weight from *total* sugars (in place of the percentage of weight from *added* sugars), and exempt fruits, vegetables, and dairy foods from this total sugars limit.



- 8.1.4. 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).<sup>7</sup>

## 9. Portion Sizes

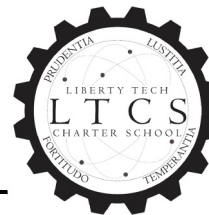
- 9.1. Limit portion sizes of foods and beverages sold individually to those listed below:
  - 9.1.1. One and one-quarter ounces for chips (baked), crackers, popcorn, cereal, trail mix (peanut and tree nut free), seeds, dried fruit, or jerky;
  - 9.1.2. Two ounces for cereal bars, granola bars, muffins, bagels, and other bakery items;
  - 9.1.3. Four fluid ounces for frozen desserts, including, but not limited to, low-fat or fat-free ice cream;
  - 9.1.4. Eight ounces for non-frozen yogurt;
  - 9.1.5. The portion size of a la carte entrees and side dishes, including potatoes, will not be greater than the size of comparable portions offered as part of school meals. Fruits and non-fried vegetables are exempt from portion-size limits.

## 10. Snacks

- 10.1. Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. LTCS will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

## 11. Rewards

LTCS will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior,<sup>8</sup> and will not withhold food or beverages (including food served through school meals) as a punishment.



- 7 Schools that have vending machines are encouraged to include refrigerated snack vending machines, which can accommodate fruits, vegetables, yogurts, and other perishable items

## 12. Celebrations

LTCS will allow celebrations that involve food during the school day for special occasions such as classroom holiday parties, end of year celebrations with prior approval from the Principal or designated grade level Dean, etc.

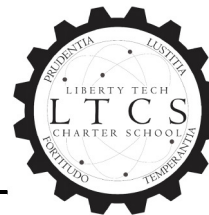
A listing of food to be shared during the party must be sent to all parents to allow discretion in noting food not to be served to their child.

Liberty Tech celebrates special days such as birthdays with its student population. The school does, however, place restrictions on bringing snacks, treats, or food to be shared with classmates. Because of the large population of food sensitivities and allergies, sharing food simply becomes too big of a risk for a student's immediate health. For this reason and others Parents are asked to celebrate birthdays with non-food items, i.e: a balloon for each child, a pencil, playing special games or making a craft.

## 13. Physical Activity

13.1. All LTCS students, K-8, will have 30-45 minutes of physical education activities, five days per week within the regular school calendar. To receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, elementary students will also have recess and the middle and high school will need opportunities for physical activity beyond physical education class. Toward that end:

- 13.1.1. classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- 13.1.2. opportunities for physical activity will be incorporated into other subject lessons; and
- 13.1.3. classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate. They shall not remove a student from either recess or PE as a punishment.



## 14. Food Marketing in Schools

School-based marketing will be consistent with nutrition education and health promotion. All foods marketed will be peanut and tree nut free products. As such, LTCS will limit food and beverage marketing (during sports and after school activities) to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).<sup>9</sup> School-based marketing of brands promoting predominantly low-nutrition foods and beverages<sup>10</sup> is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

- <sup>8</sup> Advertising of low-nutrition foods and beverages is permitted in supplementary classroom and library materials, such as newspapers, magazines, the Internet, and similar media, when such materials are used in a class lesson or activity, or as a research tool.

<sup>9</sup>

## 15. Physical Activity Opportunities and Physical Education

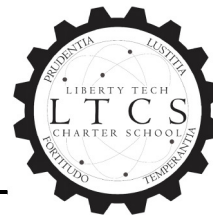
- 15.1. **Daily Physical Education (P.E.) K-12.** All students in grades K-8, including students with disabilities, and special health-care needs, will receive daily physical education (or its equivalent of 30-45 minutes/day for students for the entire school year.
- 15.2. **Daily Recess.** All students will have at least 20 minutes a day of supervised, unstructured recess, preferably outdoors.
- 15.3. **Physical Activity Opportunities Before and After School.** LTCS will offer extracurricular physical activity programs, such as physical activity teams or intramural programs as well as interscholastic sports programs. LTCS will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.
- 15.4. **Physical Activity and Punishment.** Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

## 16. Monitoring and Policy Review

- 16.1. **Monitoring.** The LTCS Board or designee will ensure compliance with established school wide nutrition and physical activity wellness policies.

# Liberty Tech Charter School Policy Manual

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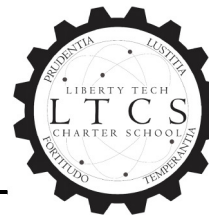
In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school board or designee.

## **17. Policy Review**

The governance committee will meet each school year at the beginning to determine current needs, meet if necessary during the school year and at the end to review and determine current compliance and future revision. The committee will also assess the current food service menus and contracts to assure compliance, taste, and timeliness in delivery.

Major assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, LTCS will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. LTCS will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation





## Student Health Policy

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It is the policy of the Liberty Tech Charter School (“LTCS”) Governing Board to comply with all state and federal laws and regulations addressing the relationship between school services and the health of school-aged children. The board also supports and, where applicable, follows all Georgia Department of Health guidelines for children enrolled in LTCS. The purpose of this policy is to encourage and facilitate the improvement of overall health in LTCS students. The board’s overarching goal is to make it possible for all students to attend school regularly and learn at an optimal level.

### **Physical Examination of Students**

The board recognizes that educators are not trained to identify or assess many chronic or acute health conditions that may adversely affect a student’s ability to learn and/or safely participate in school activities. LTCS will implement the health screening procedures as required by law. Further, the board directs all students who participate in competitive athletics, their coaches, trainers, and administrators responsible for oversight, to follow the written Health Examination Policy of the Georgia High School Activities Association.

### **Communicable Diseases and Immunization of Students**

In general, children with communicable diseases will not be permitted to remain in LTCS when their presence poses a documented and verifiable threat to the health of other students and LTCS employees. The board directs its employees to comply with all state laws regarding the immunization of students against communicable diseases, or exemptions from immunization, where applicable.

### **Bloodborne Pathogens**

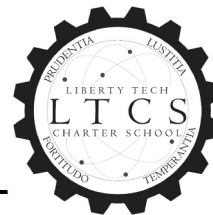
Medical evidence indicates that casual person-to-person contact, such as that which occurs in a school setting, poses no significant risk of transmitting Bloodborne Pathogens, including Hepatitis B and C, and Human Immunodeficiency Virus (HIV).

### **Illness and Injury at School**

LTCS has neither staff nor provisions to care for sick children. If a child becomes ill or is injured at school, school personnel will act in the best interest of the child and make every effort to

# Liberty Tech Charter School Policy Manual

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contact parents or guardians. Parents or guardians will be expected to follow procedures to check the child out of school.

## **Chronic or Serious Conditions**

Parents or guardians are expected to inform school personnel immediately of any chronic conditions, such as diabetes, epilepsy, asthma, etc., which might require emergency treatment, being certain these conditions are noted on the child's registration card. If a child becomes seriously injured or ill at school, school personnel will act in the best interests of the child, make every effort to contact parents or guardians, and follow emergency instructions provided by parents or guardians.

## **Administering Medication to Students**

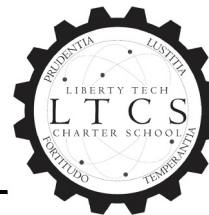
The board requires that school develop and implement a plan, consistent with state law, to administer medication to students when deemed necessary by a parent or guardian and the child's health care provider. School-level plans should be aimed at assisting students while they are under school supervision, consistent with district procedures, or as specified in a student's Individual Education Plan (IEP), Health Plan, or 504 Plan.

## **Treatment and Control of Head Lice**

The board directs its employees to cooperate with the Georgia Health Department in the implementation of guidelines addressing the issue of head lice, including the dissemination of information about transmission of head lice, proper treatment of an infestation, and notification of families likely to be affected by an infestation.

## **Scoliosis Screening**

In accordance with the requirements of O.C.G.A & 20-2-772 and Department of Public Health Rule 551-5-8, Liberty Tech Charter School shall conduct annual scoliosis screening for all students in grades 6 and 8.



## Infectious Disease Policy

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### **STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS**

#### **1. PURPOSE**

Public concern that students and staff of Liberty Tech Charter School (“LTCS”) be able to attend the schools without becoming infected with serious communicable or infectious diseases, including but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

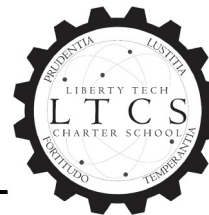
#### **2. GENERAL STATEMENT OF POLICY**

- 2.1. Students: It is the policy of the school board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of LTCS. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.
- 2.2. Employees: It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others at Liberty Tech Charter School. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school.
- 2.3. Circumstances and Conditions:
  - 2.3.1. Determinations of whether a contagious individual’s school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of LTCS will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties) and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is

# Liberty Tech Charter School

## Policy Manual

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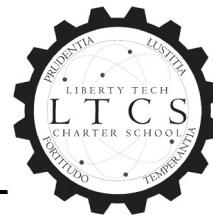
disabled, such a determination will be made in consultation with the educational planning team.

- 2.3.2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions or who have severe disorders, which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.
- 2.4. Students with Special Circumstances and Conditions: LTCS, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risk to the student shall be determined by the student's physician.
- 2.5. Extracurricular Student Participation: Student participation in nonacademic, extracurricular and non-educational programs of LTCS are subject to a requirement of equal access and comparable services. Student educational services are subject to FAPE/LRE standards.
- 2.6. Precautions: LTCS will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration guidelines of the Georgia Department of Education and the Georgia Department of Health. (These precautionary procedures shall be consistent with the school's procedures regarding blood-borne pathogens developed pursuant to the school's employee right to know policy.)
- 2.7. Information Sharing
  - 2.7.1. Employee and student health information shall be shared within the school only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.

# Liberty Tech Charter School

## Policy Manual

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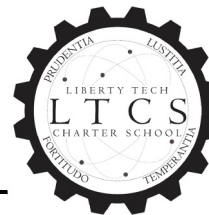


- 2.7.2. Employee and student health data shall be shared outside the school only in accordance with state and federal law and with the school's policies on employee and student records and data.
- 2.8. Reporting: If a medical condition of student or staff threatens public health, it must be reported to the Department of Health.
- 2.9. Infection Prevention and Control Procedures: LTCS shall, with the assistance of federal and state guidelines that govern the actions relating to health are based on the Rules of the Georgia Department of Human Resources Public Health and Georgia Society for Healthcare Risk Management (GSHRM) Chapter 4 that require "reporting a diagnosis or treatment" of infectious s to health authorities. Whenever it is necessary to handle or clean up anything contaminated with blood or other body fluids, the following simple and effective procedures should be observed. These measures can be adopted as standard procedure for every spill or wound involving blood or other body fluids to avoid potential transmission of any communicable disease.
- 2.9.1. Standard Precautions for Handling of Blood and Other Body Fluids
- 2.9.1.1. Many different infections may be spread from person to person through contact with blood and other body fluids.
- 2.9.1.2. Both students and staff members can transmit infections, even when there is no knowledge of or appearance of illness. Standard precautions are based on the premise that anyone may potentially transmit an infection.
- 2.9.1.3. Anticipating potential contact with infectious materials in routine and emergency situations is the first step in preventing exposure to and transmission of infections.
- 2.9.1.4. Essential techniques used to control infections are:
- 2.9.1.4.1. effective hand hygiene
- 2.9.1.4.2. using gloves and other barriers as needed
- 2.9.1.4.3. disposing of waste appropriately
- 2.9.1.4.4. cleaning spills promptly and carefully.
- 2.9.1.5. Standard precautions should be observed by anyone involved in handling blood or other body fluids such as vomit, fecal matter or urine; or cleaning facilities or equipment that may have been contaminated. Standard precautions are for the protection of everyone.
- 2.9.1.6. Observance of these guidelines will make the school a safer environment for students and staff:
- 2.9.1.7. When applying pressure to stop a bleeding wound, disposable gloves should always be worn.

# Liberty Tech Charter School

## Policy Manual

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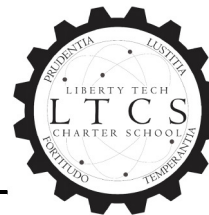


- 2.9.1.8. If at all possible, the injured person should hold the pressure on the wound himself, but many students will not be able to do this effectively.
- 2.9.1.9. Personnel cleaning up spills should avoid any exposure of their open skin lesions or mucous membranes such as the eyes, nose and mouth.
- 2.9.1.10. Disposable gloves should never be reused.
- 2.9.1.11. Surfaces soiled with the above substances should be promptly disinfected, using a 10 percent bleach solution (one part bleach to nine parts water) or school district-approved disinfectant for colorfast surfaces, and other EPA (Environmental Protection Agency)-approved disinfectant or germicide for surfaces that will fade. The bleach solution should be made freshly each day (1/3 cup bleach to one quart water).
- 2.9.1.12. Whenever possible, disposable towels, tissues or similar materials should be used in the cleanup process. These disposables, including the gloves, should be sealed in one plastic bag, double-bagged in a second bag and then discarded.
- 2.9.1.13. Non-disposable cleaning equipment and materials, such as mop heads, should also be disinfected with bleach or other EPA-approved disinfectant or germicide.
- 2.9.1.14. Linens should be stored in a plastic bag until laundered. Linens that are not disposable, such as towels, may be cleaned in a normal hot water laundry cycle.
- 2.9.1.15. Thoroughly wash hands afterwards, using soap and water.
- 2.9.1.16. All sharp or blood-contaminated objects, such as lancets, needles, glass ampules, razor blades and strips used for blood or urine testing, should be disposed of in a puncture-proof and leak proof container. All needles should be disposed of without being bent or recapped. Schools should identify students whose medical condition requires use of these sharps and ensure that they are instructed in the proper disposal of such items. See below for additional information.
- 2.9.1.17. If exposure to blood or other body fluids occurs, a report to the school office will dictate what possible further medical attention is needed by district policy. Contact your local public health department for guidance.

## 2.10. Disposal of Infectious Waste

# Liberty Tech Charter School Policy Manual

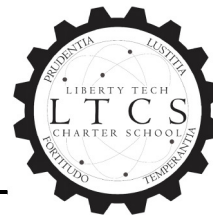
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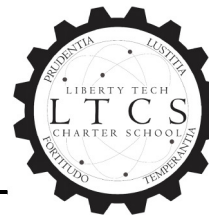
- 2.10.1. Contaminated Supplies Used or contaminated supplies like gloves, barriers, sanitary napkins and Band-Aids should be placed into a plastic bag and sealed. This bag then can be thrown into the garbage so it is out of reach of children or animals.
- 2.10.2. Used Needles, Syringes and Other Sharp Objects: Georgia does not provide guidance for the safe disposal of community sharps. Listed below are some general guidelines:
- 2.10.3. Needles should not be recapped, bent or removed from the syringe before disposal. GSHRM Chapter 4 Page 7
  - 2.10.3.1. If a purchased red biohazard sharps container is not used, these objects should immediately be placed in a metal, or other rigid, strong plastic puncture-proof and leak-proof container with a screw-on or tightly secured cap, such as a laundry detergent bottle.
  - 2.10.3.2. Be sure the container is opaque so needles cannot be seen from the outside of the container.
  - 2.10.3.3. Once the container is three-fourths full, it should be sealed with heavy duty tape, bagged and kept out of the reach of children until it can be disposed of properly. Reinforce the cap with heavy duty tape. Mark clearly and noticeably on the outside of the container "Do Not Recycle."
  - 2.10.3.4. Arrangements can be made to dispose of used needles, syringes and other sharp objects contained in an approved red biohazard sharps container at a local medical facility, fire department or health department.
  - 2.10.3.5. If a biohazard sharps container is not available, parents should be asked to pick up the container so they can dispose it in their personal household trash. Parents should check with their local waste collection service or their local health department for proper needle (sharps) disposal procedures in their county.
  - 2.10.3.6. The program must be consistent with the health and wellness curriculum.
  - 2.10.3.7. LTCS may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources including public health funds and foundations, department professional development funds, federal block grants or other federal or state grants.
- 2.11. Vaccination and Screening: LTCS will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings containment in keeping with current state and federal law.

# Liberty Tech Charter School Policy Manual

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## Interscholastic Activities

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### 1. Purpose

Pursuant to GDOE, SS-6009 IDE, This policy is to provide guidelines for student participation in extracurricular and interscholastic athletic activities. The Board may adopt policies providing for extracurricular activities, which include interscholastic programs.

### 2. Scope

This policy applies to all LTCS students and their participation in extracurricular activities, competitive and non-competitive, at local, state, national or international events.

### 3. Definition

Extracurricular activity means any school-authorized or education-related activity occurring during or outside the regular instructional school day.

### 4. Policy Statement

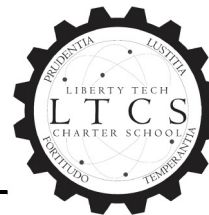
The Board recognizes that extracurricular activities promote a positive school climate and constitute an integral component of the student's educational experience. Extracurricular activities are intended to supplement the regular curriculum of the school and to provide enrichment opportunities for students. As important as extracurricular activities are for growth and development of each student, they must remain supplemental to the student's learning and mastery of the basic skill in the regular curriculum.

Whenever or wherever held, extracurricular activities shall be under the supervision of school authorities and all applicable district and school policies and regulations shall apply.

### 5. Equitable Participation

No extracurricular activity shall be provided or conducted separately on the basis of any actual or perceived characteristics listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular activity be required or refused on those bases.

- 1.1. Principals shall select faculty advisors, directors, coaches, sponsors, and staff who are diverse in racial, ethnic, and gender composition.
- 1.2. Students shall not be excluded from, nor denied positions of leadership in any extracurricular activity due to race, color, religion, sex, ethnicity, national origin, age, sexual orientation, gender identity or expression, genetic information, marital status,

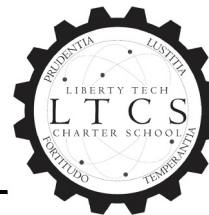


parental status, disability, limited English proficiency, or any other characteristic protected by law.

- 1.3. Students shall not be denied participation in any activity because of inability to pay for expenses related to the activity. If students are required to pay for high school athletic insurance as a prerequisite to participation in extracurricular activities, schools are encouraged to seek donors such as booster clubs to assist with insurance expenses for students who have difficulty covering the cost of such athletic insurance.
- 1.4. A student will be suspended from participation in extracurricular activities while owing an obligation after reasonable collection efforts by the principal, for lost, destroyed, or unnecessarily-damaged instructional materials, unless the student elects to perform community service hours to satisfy the obligation.

## **6. General Eligibility Requirements for Extracurricular and Interscholastic Athletic Activities**

- 6.1. A student may participate ONLY in extracurricular activities, excluding interscholastic high school athletics, sponsored by the school in which they are assigned, unless the student is grandfathered in the extracurricular activity as provided.
  - 6.1.1. Prior participation not affected. Any student who on or before July 1, 2013, is participating in an extracurricular activity at a District school other than the student's assigned school pursuant to Board Policies 5.01 or 5.015, shall be exempt from the provisions of subparagraph 6a above.
- 6.2. A high school student is eligible to participate in interscholastic athletic activities, as to enrollment, residence and transfer, as permitted by the Bylaws of LTCS.
- 6.3. Each Principal is responsible for ensuring that each participant in an extracurricular and interscholastic athletic program is a bona fide student at his or her school.
- 6.4. Principals shall annually review reassignments or transfers.
- 6.5. The Superintendent, Area Superintendent, Principal, Coach, or activity sponsor may raise questions of a student's interscholastic athletic eligibility at any time. Any question of eligibility shall be presented to the Principal of the school where the student's eligibility is being questioned.
- 6.6. Any student participating in extracurricular activities must have his or her participation noted in the District's student data system.
- 6.7. A student shall maintain satisfactory conduct, including adherence to appropriate dress and other codes of student conduct as provided in LTCS policies. A student violates the dress and other codes of student conduct policies by wearing clothing that exposes underwear or body parts in an indecent or vulgar manner or that disrupts the orderly learning environment, the student shall be disciplined as follows:
  - 6.7.1. For a first offense, the student shall be given a verbal warning and the principal or designee shall call the student's parents or guardians.
  - 6.7.2. For a second offense, the student shall be ineligible to participate in any extracurricular activity for a period of time not to exceed five (5) days and the principal or designee shall meet with the student's parents or guardians.
  - 6.7.3. If the student receives a third or subsequent offense for wearing clothing that exposes the student's body parts or underwear in a vulgar or indecent



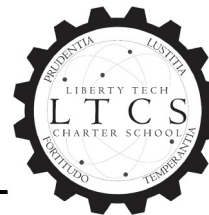
manner, the student shall be ineligible to participate in any extracurricular/interscholastic activity for a period not to exceed 30 days. The principal or designee shall call and send the parents/guardians a written letter regarding the student's in-house suspension and ineligibility to participate in extracurricular/ interscholastic activities.

## 7. Eligibility for Participation in Interscholastic Athletic Activities

- 7.1. Scholastic Eligibility in Middle School. In accordance with the Bylaws of the LTCS, the scholastic eligibility requirements for upper-school students to participate in interscholastic athletic student activities are as follows:
  - 7.1.1. Eligibility Time Period. Eligibility for each school student shall be limited to three (3) consecutive years from the time the student first enters grade 6.
  - 7.1.2. Eligibility for Participation in Commencing with 6th grade. To be eligible to compete in interscholastic athletic competition for the first grading period, a sixth-grade student must be a bona fide student in the school which he/she represents (unless home education, a charter schools student, or a virtual school student as provided by law and this policy); must have been regularly promoted from the fifth grade; and must be carrying a normal class load and doing satisfactory classroom work with a satisfactory conduct record.
  - 7.1.3. Temporary Ineligibility Due to Administrative Placement for Promotion Purposes. Any middle-school student who has been administratively placed will be ineligible for the first nine (9) weeks of placement.
  - 7.1.4. Maintenance of Grade Point Average. Failure in more than one (1) subject during a given nine-week grading period shall cause a student to be ineligible for practice and competition during the following nine-week grading period. In addition, a student must maintain a grade point average of 2.0 as well as acceptable conduct as determined by the principal.
  - 7.1.5. Ineligibility Due to Age. A middle-school student will lose eligibility upon reaching the age of 15 years prior to September 1 of the current school year.
  - 7.1.6. Eligibility for Participation in Grade 9. To participate in the first semester of grade 9, a student must have been promoted from grade 8 during the immediately-preceding school year.
- 7.2. Scholastic Eligibility in High School. The minimum requirements for scholastic eligibility for upper school students to participate in interscholastic athletic student activities, are as follows:
  - 7.2.1. *Grade Point Average*. Maintain a grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the previous semester or a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required for high school graduation.
  - 7.2.2. *Academic Performance Contract*. Execute and fulfill the requirements of an academic performance contract between the student, the Board, and the student's parents, if the student's cumulative grade point average falls below 2.0, or its equivalent, on a 4.0 scale in the courses required.

# Liberty Tech Charter School Policy Manual

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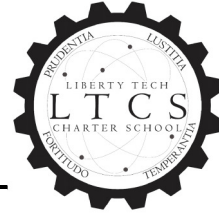
- 7.2.3. GPA for Junior or Senior Year. Have a cumulative grade point average of 2.0 or above on a 4.0 scale, or its equivalent, in the courses required during the junior or senior year.
- 7.2.4. Causes of Ineligibility During a Semester. A student who is eligible at the beginning of a semester shall be eligible during the remainder of the semester, except for lack of attendance, improper conduct or other valid reasons that may cause the principal to declare a student ineligible before the end of the semester.

## **8. Recruiting for Extracurricular Activities Prohibited**

District employees are prohibited from recruiting students from other schools for any extracurricular activity which includes interscholastic athletic activity, either directly or indirectly, and may be subject to disciplinary action, up to and including termination for violation of this policy. Any Principal who knowingly allows or encourages recruitment from other schools will be subject to disciplinary action, up to and including termination. Any employee who knowingly and willfully withholds information regarding eligibility when questioned by his/her superiors will be subject to disciplinary action, up to and including termination.

## **9. Responsibility**

- 9.1. Principals are responsible for implementing this policy.
- 9.2. The Liberty Tech Charter School Governing Board is responsible for addressing any questions regarding participation in extracurricular and interscholastic athletic activities
- 9.3. The Superintendent, or his designee, is responsible for ensuring that this policy is followed and monitoring fair and equitable access to extracurricular activities for all students.



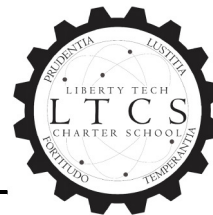
## Gifted Students

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LTCS shall follow state code 160-4-2-.38 'Education Program for Gifted Students

# Liberty Tech Charter School Policy Manual

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## Media Center Services Policy

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It is the goal of Liberty Tech Charter School (“LTCS”) to produce healthy, happy, well-adjusted graduates who are well read and able to apply their reading to the world around them in a relevant manner.

By integrating the library media program into the instructional program, students, teachers, and other staff are partners in learning. The library media program is an extension of the classroom. The collection includes a diversity of materials that represent various points of view on current and historical issues, as well as a wide variety of resources in areas of interest to all students. Classroom curricula guide collection development (see Collection Development Policy), along with requests and needs of students, faculty, and parents. Student access is not limited by reading level; rather, restriction-free exploration of interests is encouraged.

### **COLLECTION DEVELOPMENT POLICY**

The objective of collection development is to make available a collection of materials that will enrich and support the curriculum and meet the needs of the students and staff being served. The library media centers will provide a wide range of materials on all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view.

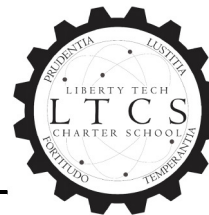
For the purposes of this statement of policy, the term “materials” will refer to any resource with instructional content or function that is used for formal or informal teaching/learning purposes. Materials may include books, periodicals, sound recordings, videocassettes, DVDs, CD-ROMs, databases, software, maps, and supplementary reading and informational resources. Responsibility for Selection of Library Media Center Materials Primary responsibility for coordinating and recommending the selection and purchase of library media materials will rest with the Media Committee. In addition, selection procedures may involve representatives of the professional staff directly affected by the selections, and persons qualified by preparation to aid in wise selection. Suggestions for materials selection from faculty, parents, and students LTCS will be given due regard.

To this end, it is the responsibility of the Media Committee:

- To provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, learning styles, and maturity levels of the students served;
- To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and societal standards;

# Liberty Tech Charter School Policy Manual

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- To provide materials on various sides of controversial issues so that young citizens may have an opportunity to develop under guidance the practice of critical analysis and to make informed judgments in their daily lives;
- To provide materials representative of the many religious, ethnic, and cultural groups that contribute to our national heritage and the world community;
- To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate to the school community.

## Criteria for Selection of Materials

The following criteria will be used to guide selection:

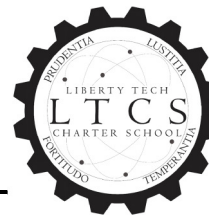
- educational significance
- contribution the subject matter makes to the curriculum and to the interests of the students
- favorable reviews found in standard selection sources
- favorable recommendations based on preview and examination of materials by professional personnel
- reputation and significance of the author, producer, and publisher
- validity, currency, and appropriateness of material
- contribution the material makes to breadth of representative viewpoints on controversial issues
- high degree of potential user appeal
- high artistic quality and/or literary style
- quality and variety of format
- value commensurate with cost and/or need
- timeliness or permanence
- integrity

## Procedures for Selection of Materials

In selecting library media center materials, the Media committee will evaluate available

# Liberty Tech Charter School Policy Manual

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resources and curriculum needs and will consult reputable, professionally prepared aids to selection and other appropriate sources. Sources to be consulted may include:

- Bibliographies and indices such as: A to Zoo: Subject Access to Children's Picture Books; Best Books for Children: Preschool through Grade 6; Elementary School Library Collection; Reference Books for School Libraries.
- Current reviewing media including: Booklist, School Library Journal, Horn Book, Kirkus Reviews, Bulletin of the Center for Children's Books, and others. Other sources will be consulted as appropriate. Whenever possible, the actual resource will be examined.

## Gifts and Donations

The Media Committee welcomes gifts and donated materials. These materials will be subject to the same criteria as those obtained through the regular selection process. Materials not chosen for inclusion in the collection may be discarded or sold for funds to purchase additional library media center materials.

## Weeding Purpose

The LTCS Media Committee recognizes the importance of maintaining a collection of current, appropriate, and useful materials. Therefore, a periodic evaluation of the collection will be performed in order to remove or replace materials that are no longer useful. Discarded materials may be offered to other members of the school community or disposed of if unusable. The following guidelines have been developed to aid in the weeding process; however, the final decision concerning the removal or replacement of materials rests with the Media Committee.

Guidelines:

Weeding by appearance:

- Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
- Badly bound volumes: soft, pulpy paper and/or shoddy binding
- Badly printed works
- Books of antiquated appearance which might discourage use
- Audio-visual materials with missing or broken pieces

Weeding of superfluous or duplicate volumes:

- Unneeded duplicate titles
- Older editions
- Highly specialized books (when library media center holds more general or up-to-date volumes on the same subject)
- Books on subjects of little interest to the school community
- Books which no longer relate to the curriculum (if specialized) Weeding based on poor content:
- Information is dated



# Liberty Tech Charter School Policy Manual

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