



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

Parent/Guardian Bill of Rights

Review of Scholar Records

In accordance with OCGA §20-2-786, parents and guardians shall be allowed to review all records relating to their minor child, including but not limited to current grade reports and attendance records. Parents/guardians wishing to review their child's records should submit a written request to the dean, identifying the specific records being requested for review. Upon receipt of a request under this policy, the dean shall locate the identified records in existence and notify the parent/guardian of the time and place where the records may be reviewed.

To the extent practicable, identified records shall be produced for review within three (3) business days of receiving a written request. In any instance where some or all of the requested records are not available within three (3) business days, LTCS shall make available within the time period the records that are available. For all other records, the dean, within three (3) business days, provides a description of the identified records in existence and a timeline for when the information will be available for inspection. All remaining identified records shall be produced for review as soon as practicable but in no case more than thirty (30) days after receipt of the request.

Records produced for review under this policy may not be altered or removed from the location identified for reviewing records, and in no case shall records be removed from school property. Pursuant to this policy, a parent may file an appeal to the Superintendent, if the dean fails to provide existing responsive information within thirty (30) days from the date of the request.

Review of Instructional Materials

Pursuant to OCGA §20-2-786, parents/guardians have a right to review all instructional materials intended for use in the classroom of their minor child. In accordance with state law, parents/guardians may exercise this right during the two-week review period(s) of each quarter. Under this policy, the dean shall ensure that all instructional materials intended for use in the school's classrooms in each grading period are made available for parent/guardian review during the review period. During this time, instructional materials may be made available for review on the School's website or at the School upon written request by a parent/guardian.

Objection to Instructional Material

The Superintendent shall appoint the deans to receive parent/guardian objections to instructional materials under this policy. All objections must be in writing, digital or paper correspondence, and submitted during the two-week review period. A properly filed objection must include the following information:

- Scholar's name
- Parents'/guardians' names and contact information
- Teacher's name
- Clearly identify the instructional material to which the parent/guardian is objecting

- A brief description of the nature of the objection

Per the requirements of HB 1178 (2)(B), upon receipt of an objection:

1. A dean shall review the objection and provide a response, in writing, within three (3) business days.
**Only objections filed, in writing, by the parent/guardian of a student in the identified classroom will be reviewed and receive a response.
2. Pursuant to this policy, a parent may file an appeal with the Superintendent of the dean's decision or if a response has not been provided within three (3) business days.
3. Upon receipt of the Superintendent's response or if a response has not been provided within three (3) business days, an appeal shall be made in writing to the Governance Board to be discussed at the next available meeting.

Sex Education

Sex education, sexual abuse and assault awareness prevention education may be provided within the context of the Liberty Tech Charter School's health education curriculum pursuant to state law. Prior to the parent/guardian making a choice to allow their child to take the specified unit of instruction, the parent/guardian will be provided information about the instruction that is to be provided and have the opportunity to review all instructional materials to be used, print and non-print. A parent/guardian may exercise their right to exclude their minor child from the school's sex education, sexual abuse and assault awareness prevention instruction by submitting a request in writing to the dean during the two-week review period.

Photographs and Videos of Scholars

A parent/guardian may provide written notice addressed to the Principal that photographs or video or voice recordings of their minor child are not permitted, subject to applicable public safety and security exceptions, by notifying the Principal within ten business (10) days of child's enrollment or annually within ten (10) days after the start of the academic year.

The written notice must:

- (1) include the name of the minor child;
- (2) include a statement that photographs or video or voice recordings of the minor child are not permitted; and
- (3) be signed and dated by the parent/guardian of the minor child.

Please note that the written notice will be effective for the current school year only and must be renewed on an annual basis. Please note that a minor child for whom photographs or video or voice recordings are not permitted may not be able to participate in or attend academic classes, or extracurricular clubs, programs or activities for which photographs or video or voice recordings are essential. Finally, please note that Liberty Tech Charter School will not be responsible for, and cannot control, photographs, audio recordings, or video recordings captured by individuals or entities while they are not acting as an employee, or agent of Liberty Tech Charter School.

Appeals

Level I

An appeal under this policy may be filed, in writing, with the Chair of the Governing Board. to the extent practicable, the Chair must place the appeal on the agenda of the next public meeting. If it is too late to add to the next meeting's agenda, it must be included on the agenda for the subsequent meeting.

Level II

A parent aggrieved by the decision of the Governing Board may appeal to the State Board of Education pursuant to O.C.G.A. § 20-2-1160.

Definitions

For the purposes of this policy, the following definitions shall apply.

“Instructional Material” means instructional materials and content identified by the State Board of Education that constitutes the principal source of study for a state-funded course to be used in the various grades in the public schools of this state, including the elementary grades and high school grades, which includes but is not limited to systematically designed material in any medium, including digital instructional materials and content and any computer hardware, software, and technical equipment necessary to support such instructional materials and content. The term includes locally approved instructional materials and content that constitute the principal source of study for a state-funded course, not including supplementary or ancillary material, which is adopted by a local board of education or used by a local school system. Supplementary or ancillary material includes, but is not limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

“Review Period” means the first two weeks of each grading period of the school year.

“Sex education/AIDS education” shall have the same meaning as defined in State Board of Education Rule 160-4-2-.12.

A copy of this policy shall be posted on the School’s website.

Nothing in this policy shall affect the rights provided under federal law, including but not limited to the Family Educational Rights & Privacy Act (FERPA).

Nothing in this policy is intended to obstruct or interfere with parental rights of a minor child, as set forth, but not limited to, those rights listed in H.B. 1178.