

Policy Manual

Liberty Tech Charter School

Version 3.3 Updated 2/2024

Document History

Policy updates	09/04/22	Governance Board	<ol style="list-style-type: none"> 1. Updated procurement policy for sole vendors 2. Divisive Concepts Complaint Resolution Policy
	11/28/22	Governance Board	<ol style="list-style-type: none"> 1. Updated Bullying Policy 2. Parents Right to Know 3. Handling of Challenged or Questioned Books/Materials
3.1	06/12/2023	Governance Board	<ol style="list-style-type: none"> 1. Updated Divisive Concepts Policy
3.2	12/31/2023	Governance Board	<ol style="list-style-type: none"> 1. Updates to Meal Times and Schedules 2. Updates to Georgia disability plan and social security 3. Updates to behavior plan and class removal
3.3	2/10/2024	Governance Board	<ol style="list-style-type: none"> 1. Update of the School Health Policy 2. Update to Property Management Policy

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Board Meeting – Executive Session

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.

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

BoardMember

Board Member

Board Member

Board Member

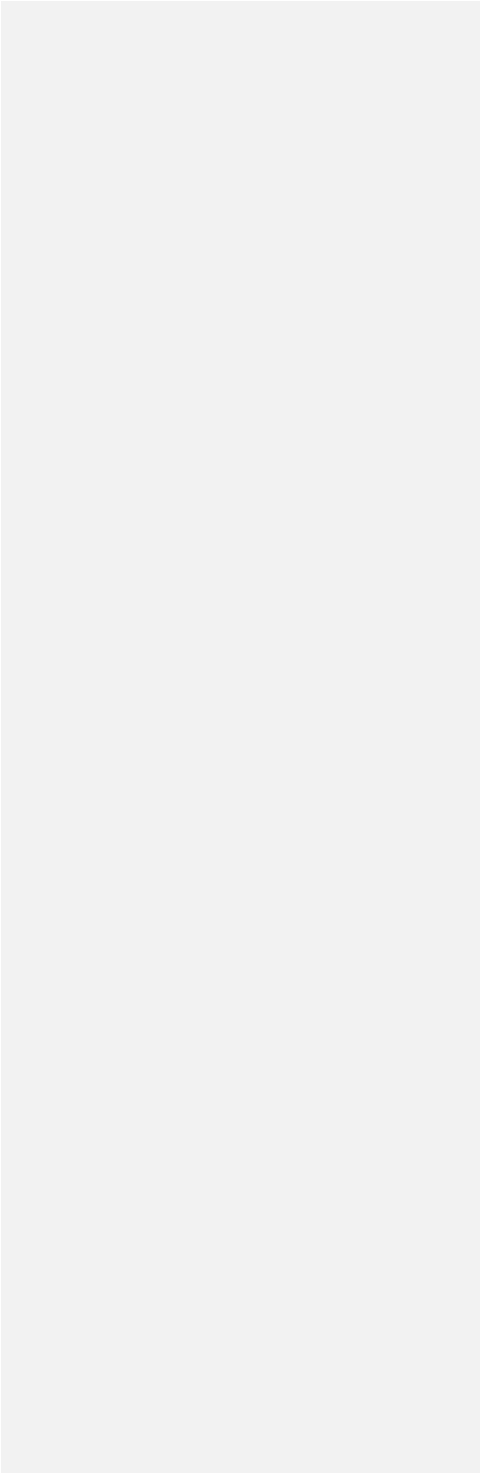
Board Member

Board Member

_____ Board Member Sworn to and subscribed before me on the above indicated date:

Notary Public, State of Georgia
Commission Expires: _____

[NOTARY SEAL]



Special Board Meeting Policy

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.

Governing Board Meeting Public Comment Policy

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

Duration: This policy is permanent.

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 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. Individuals can only sign up for themselves or for a minor(s) to speak.
3. Speakers should adhere to the following protocol:
 - 3.1.1. Sign in with the Secretary, or appointment person, before the meeting based on the above instructions.
 - 3.1.2. At the speakers' podium, please state your name and affiliation with the school (e.g. parent, grandparent, concerned citizen, etc.).
 - 3.1.3. Address comments to the Governing Board as a whole.
 - 3.1.4. 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 Boardmembers.
4. 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.

5. 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.
6. 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.
7. 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.
8. 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

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

Related Policies

Resources Approval

Policy implementation date:	Current policy approval date:	Policy review date:
07/15/2016	06/22/2020	06/2021
		09/2022

Transportation Policy

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 supports 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 ensure 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.

- 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-country 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).
- 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.

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 canceled or disapproved trip.

Wellness, Physical Activity, and Nutrition Policy

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:

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

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 meals¹. 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.

¹ To the extent possible we will offer at least two non-fried vegetables 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.

² As recommended by the *Dietary Guidelines for Americans 2005*.

³ 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.

⁴ 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.

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

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.

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. Lunch 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 students, 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,
- 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

Commented [1]: Revision 1

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.

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 non dairy 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;⁶

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;

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).

⁶ 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.

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

11.1. LTCS will not use foods or beverages, especially those that do not meet the nutrition standards for foods and/or beverages sold individually (above), as rewards for academic performance or good behavior unless given written permission from parents, and will not withhold food or beverages (including food served through school meals) as a punishment.

12. Celebrations

12.1. 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.

12.2. 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.

12.3. 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.

14. Food Marketing in Schools

14.1. 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). School-based marketing of brands promoting predominantly low-nutrition foods and beverages is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

14.2. 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.

Physical Activity Opportunities and Physical Education

1. 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.

Daily Recess.

1. All students will have at least 20 minutes a day of supervised, unstructured recess, preferably outdoors. (See Unstructured Time pg. 100)

Physical Activity Opportunities Before and After School.

1. 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.

Physical Activity and Punishment.

1. 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.

Monitoring.

1. The LTCS Board or designee will ensure compliance with established school wide nutrition and physical activity wellness policies.

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.

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

The Governing Board of Liberty Tech Charter School believes that good health is vital to successful learning. To help school students, achieve and maintain good health, the board directs the Principal to develop student health services that employs professional personnel and interacts with both parents/guardians and community health agencies. The program shall include but not be limited to:

1. Employment of a School Health Specialist to perform school health duties, and to advise the Principal and Deans on all matters affecting the health of students. The School Health Specialist will oversee the School Nursing and Health Program. The School Health Specialist will be a licensed Health Care Professional.
2. A School Health Specialist to conduct physical examinations such as scoliosis screening; conduct an audiometric screening; maintain student health records; observe and recommend to the Principal the exclusion of students who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health concerns; train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other medical tasks; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information; assist the 504 coordinator with annual Section 504 for any student who requires one;
3. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;
4. Establishment of a system of student health records in compliance with state law;
5. Provide instruction, if needed, regarding the Core Curriculum Content Standards in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; provide recommendations for appropriate equipment and supplies to teach such courses;
6. Development of rules and procedures to foster good student health, and periodic dissemination of these rules and procedures to the staff including, but not limited to, guidelines related to injuries, illness and administration or self-administration of medicine;
7. Provide information on immunizations, infectious diseases, medications, or other school health issues to parents and guardians of students; provide information about meningococcal meningitis disease and its vaccine to parents of students in the sixth grade;
8. Report regularly to the Principal on progress and accomplishments in the field of student health;
9. Provide health services to staff that support student health;

10. Provide guidance to the physical education department regarding fitness grams and instruction, as needed, to students in health classes;

11. Provision of emergency services for injury and sudden illness;

12. Provision for required physical examinations including an examination to certify that a student returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;

13. Aiding, if needed, in evaluation of students suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;

14. Encouragement of correction of defects through fully informing students and parents/guardians concerning the findings of health examinations for scoliosis.

Annual School Health Services Plan

The Principal in conjunction with the School Health Specialist shall develop an annual School Health Services Plan that details the provision of health services based upon the needs of the students in this school.

The Health Services Plan shall include:

- A description of the basic health services provided to all students;
- A summary of specific medical needs of individual students and the services required to address the needs;
- A description of how health services will be provided in an emergency;
- Detailed health schedule

In keeping with Georgia Code 20-2-773, School Health Staff shall not provide any of the following health services to public school students:

- (1) Distribution of contraceptives;
- (2) Performance of abortions;
- (3) Referrals for abortion; or
- (4) Dispensing abortifacients.
- (5) The Department of Education and local units of administration are prohibited from utilizing state funds for the distribution of contraceptives.

Students with Diabetes

As used in this policy, an "individualized health care plan" means a document setting out the health services needed by the students at school, and an "individualized emergency health care plan" outlines a set of procedural guidelines that provide specific directions about what to do in an emergency. Both are to be developed by the School Health Specialist, in consultation with the parent or guardian of a student with diabetes and other medical professionals who may be providing diabetes care to the student and signed by the parent or guardian.

The board believes that diabetes is a serious chronic disease that impairs the body's ability to use food and must be managed 24 hours a day to avoid the potentially life-threatening short-term consequences of blood

sugar levels that are either too high or too low. To manage their disease, students with diabetes must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

Accordingly, a parent or guardian of a student with diabetes shall inform the School Health Specialist, who shall develop an individualized health care plan and an individualized emergency health care plan for the student. Further, the parent or guardian must annually provide to the school written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of Glucagon.

Both plans shall be updated by the School Health Specialist prior to the beginning of each school year and as necessary if there is a change in the student's health status. The plans may include but not limited to:

1. The symptoms of hypoglycemia for that student and the recommended treatment;
2. The symptoms of hyperglycemia for that student and the recommended treatment;
3. The frequency of blood glucose testing;
4. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;
5. Times of meals and snacks and indications for additional snacks for exercise;
6. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that student;
7. Accommodations for school trips, after-school activities, class parties, and other school-related activities;
8. Education of all school personnel who may encounter the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;
9. Medical and treatment issues that may affect the educational process of the student with diabetes; and
10. How to maintain communications with the student, the student's parent or guardian and healthcare team, the School Health Specialist, and the educational staff.

The School Health Specialist assigned shall coordinate the provision of diabetes care and ensure that appropriate staff are trained in the care of these students, including staff working with school-sponsored programs outside of the regular school day. The School Health Specialist shall also ensure that a reference sheet identifying signs and symptoms of hypoglycemia shall be posted in plain view within school buildings.

The School Health Specialist shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia.

The School Health Specialist shall designate, in consultation with the Principal, additional employees who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the School Health Specialist or other qualified healthcare professional, when the School Health Specialist is not physically present at the scene.

Automated Electronic Defibrillator (AED)

Because the board recognizes that medical emergencies may occur that justify the use of AEDs, the board may acquire and maintain this equipment for use by qualified staff members. An applicable patient would exhibit all the following signs as per American Heart Association standards on AED use:

1. Is unconscious

2. Is not breathing
3. Have no signs of circulation (as confirmed by a pulse check)?

Only those staff members documented as having completed the required training shall be authorized to use an AED. The Principal may establish additional guidelines for use of the AED.

Any employee, student, or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses an AED. All usage will be reported to the board of directors.

Specific School Health Procedures

A. Notification:

Parents/guardians will be notified of any major illness/injury including but not limited to the following:

1. Head Injury
2. Eye Injury
3. Facial injury
4. Oral temperature of 99.5 degrees F or above
5. Diarrhea and/or Vomiting
6. Unexpected health problem
7. Suspected infectious disease
8. Probable sprained or broken limb
9. Reoccurring complaint(s)
10. Poisonous substance ingestion
11. Swallowing a foreign object
12. Animal/human bite
13. Live lice or nits
14. Puncture wound
15. Fall from an area greater than the child's height
16. Seizure if there is no history of seizures
17. Seizure greater than five minutes
18. Any time emergency medical services have been called

B. Exclusion and Readmission:

In order to assist in preventing the spread of illness, students should not be given fever-reducing medication in order to return to school. In addition, the following guidelines have been established regarding the exclusion and readmission to school due to illness:

1. Diarrhea/Watery Stools:

- a. Students will be sent home from school for:
 - (1) Diarrhea occurring during a school day.
 - (2) Soiling themselves or their clothing.
- b. Students may return to school 24 hours after the last diarrhea stool if they have no other symptoms present.

2. Vomiting:

- a. Students will be sent home from school for:

- (1) Vomiting occurring during a school day.
- b. Students may return to school 24 hours after the last vomiting episode if they have no other symptoms present.

3. Fever (Normal oral temperature is 98.6 degrees F):

- a. Temperature greater than 100.0 degrees F
 - (1) The School Health Specialist will notify the parent/guardian of students with low-grade fever.
 - (2) Students with low-grade fever may remain in school if no other symptoms are present.
 - (3) Students should NOT be given fever-reducing medication in order to return to school.
- b. High-grade:
 - (1) Oral temperature of 101 degrees F or above:
 - (a) Students will be sent home from school for a high-grade fever.
 - (b) Students may not return to school until free of fever for 24 hours.
 - (c) Students will not be dismissed to the bus with a high-grade fever.
 - (2) Oral temperature of 104 degrees F or above:
 - (a) The School Health Specialist will institute measures to bring down the child's temperature:
 - 1) Allow students to lie down in the clinic room.
 - 2) Ask/assist students to remove outer layers of clothing, such as a jacket, sweater, second shirt, and shoes.
 - 3) Blankets will not be used in the incident of a febrile student.
 - 4) Apply a cool washcloth or towel to the student's forehead and arm pits (if the area is accessible). Keep cloths cool and damp.
 - 5) Offer sips of cool water only if student is not vomiting and is free of abdominal pains.
 - (b) The parent/guardian will be notified immediately.
 - (c) The School Health Specialist/trained clinic personnel will initiate the school's Emergency Management Plan if the parent/guardian is unable to arrive at school within fifteen minutes to pick up their scholar.
 - (d) The School Health Specialist/trained clinic personnel will notify school administrator that 911 has been called.

4. Drainage:

- a. It is not necessary to exclude every student from school who has drainage from the nose, eye, ear or open sores.
- b. Exclusion from school will be at the discretion of the School Health Specialist, and/or principal or designee based on the following criteria:
 - (1) Color of discharge
 - (2) Student's personal hygiene skills and need for assistance
 - (3) Classroom setting
 - (4) Student's developmental level

C. Authorization to Carry Prescription Medication

- 1. The students who self-administer medications outside of the clinic MUST have an "Authorization to Carry Prescription Medication" form, signed by a parent or guardian, and filed with the School Health Specialist. The School Health Specialist explains the protocol to the scholar and has the scholar sign the document as well.
- 2. Students may administer an asthma inhaler to themselves in the clinic and under guidance of the School Health Specialist. The School Health Specialist monitors proper use and self-administration procedures.
- 3. Epi- pens must be brought to the school by an adult and kept in the clinic (locked cabinet marked EPI-PEN cabinet). This medication is to be administered under anaphylaxis allergic reactions including but not limited to

shortness of breath, swollen lips, face, and or throat. If there is loss of consciousness and or the scholar is not breathing, administer CPR and use the Epi-pen.

Health and Clinic Guidelines

Purpose

It is our goal to keep the school environment as healthy as possible for all children. The policy describes state-wide school guidelines used for assessing sick children

Policy

The School Health Specialist cannot practice independently. The School Health Specialist will only operate under the orders of a prescribing medical provider (physician, psychiatrist, nurse practitioner, etc).

No prescription medications (topical, oral, anal, intramuscular, ocular or systemic) will be administered without a signed Physician's Request for Administration of Medication form from the prescribing physician being on file. The School Health Specialist can and will assess to determine best practice while in the school setting. However, the School Health Specialist does not diagnose and will not practice outside of the scope of practice.

The state-wide school guidelines used for assessing sick children and determining dismissal from school are as follows:

- 1) a temperature of 100 degrees or higher
- 2) a rash/skin eruption, with or without drainage, of unknown origin
- 3) active vomiting or diarrhea
- 4) suspected contagious illness
- 5) a serious injury or appears obviously ill,
- 6) child is in need of change of clothes due to exposure to bodily fluids

Please be aware that we encourage students to stay in class when possible. The School Health Specialist does not routinely notify parents of minor illness or injury.

Guidelines for parents to follow to avoid exposing other children to possibly contagious illness and to help prevent excessive clinic visits in school are as follows:

- 1) Children with a temperature above 100 degrees must be fever-free for 24 hours before returning to school.
- 2) Injuries that happen at home or over the weekend should be taken care of prior to returning to school.
- 3) If a child vomits or has diarrhea during the night or in the morning before school, that the child should be kept at home for 24 hours from the last episode.
- 4) If a parent or guardian is called by the School Health Specialist, please pick up your child in a timely manner. The nurse will only call home if she feels the child really needs to leave school.
- 5) Encourage your child to eat a nutritious breakfast and lunch as this prevents many stomachaches, headaches, poor concentration, and fatigue. Also encourage your child to get adequate rest.

Parents will be notified if a child is seen frequently in the clinic with minor complaints of illness or an injury that tends to be chronic and contributes to a lot of missed class time. Parents will be notified in writing of a student's condition in the event that parents are not located or reached via email or telephone.

Administration of Medicine

Purpose:

Many children who take medications require them during the school day. This policy statement is designed to guide Liberty Tech Charter School staff and school administrator(s) on the administration of medications to children at school.

Policy

This policy relates to the administration of medicine to students by Liberty Tech Charter personnel. Liberty Tech Charter School recognizes that the health of a student is an important factor in the learning process. Although medication should be administered at home whenever possible, the need for medications during the school day or school-sponsored activities should not limit a student's access to educational opportunities to the extent possible. A parent or guardian may request that medication be administered to a student during school hours in accordance with the procedures established below.

Medication Administration Procedures

- 1) Any medication, prescription or over-the-counter, that needs to be administered during school hours must be done so with the authorization of the Liberty Tech Charter School office staff/Health Specialist. The School Health Specialist will administer prescription medications only under the written orders of a healthcare practitioner (doctor or nurse practitioner).
- 2) All medication must be brought to school by an adult, properly labeled and in its original container. All medications considered narcotics or behavioral must be counted, confirmed and documented in the presence of a parent/guardian and Liberty Tech Charter School office staff/Health Specialist. Narcotic or behavioral medications must be secured under lock and/or key at all times.
- 3) Self-carry and self-administration of inhalers is allowed per the self-administration of asthma medication law passed in 2010. In 2010, the self-administration of asthma medication law was passed (O.G.C.A. § 20-2-774) authorizing the following:
 - a) Students who attend public (elementary and secondary) schools may carry and self-administer asthma medication, and
 - b) Relieving the school district and its employees from any liability (other than willful misconduct) for any injury to a student caused by his or her self-administration.
- 4) Self-carry and self-administration of epinephrine auto-injectors under the Georgia Stock Epinephrine (EpiPen) law (O.G.C.A. § 20-2-776), which authorizes the following:
 - a) Students to carry and self-administer prescription auto-injectable epinephrine who are identified as qualified to self-administer medication by a physician.
 - b) A medical order must be on file with Liberty Tech Charter School office staff/Health Specialist authorizing a student's competency to self-administer an epinephrine auto-injector.
- 5) Prescription Medication - A doctor's order must accompany all prescription medication brought to school. A parent/guardian must sign a Medication Administration form filled out by the doctor with the following information:
 - a. Name of student and date of birth
 - b. Name of medication

- c. Reason for administration in school
 - d. Dosage
 - e. Dosage interval (e.g., every 4 hours)
 - f. Duration of administration (e.g., one week)
 - g. Name of student's physician (or prescribing healthcare provider)
 - h. Potential side effects (if any)
 - i. Parent/guardian emergency telephone contact numbers
 - j. Students with allergies that may require treatment with an EpiPen should keep their EpiPen within their possession at all times.
- 6) Over-the-Counter Medication - these medications will follow the same guidelines as prescription medication. Over the counter medication must be provided by a parent/guardian in an unopened bottle with protective tamper seal intact. Previously opened medications will not be accepted.
- 7) Medical Action Plan - For ongoing health issues requiring medication such as allergies or asthma, parents/guardians will need to provide Liberty Tech Charter School with a Medical Action Plan signed by a physician, in addition to the Medication Administration Form. The Medical Action Plan must be updated annually.

Infectious Disease Policy

INFECTIOUS DISEASE

1. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district 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. Infectious diseases within the school setting can lead to:

- Potential for school closings
- Instructional loss
- Social and educational disruption
- Large numbers of staff absent, difficult to maintain school operations and system management
- Loss of services from suppliers
- Student absenteeism elevated above normal trends
- Parents who choose to keep healthy children at home

The purpose of this policy is to adopt such measures that can help minimize the impact that infectious disease can have on a school and the community.

2. GENERAL STATEMENT OF POLICY

2.1 Students: The policy of the school board is that students with communicable diseases should 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 the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district 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. If there is reasonable suspicion to believe that a student has an infectious disease, school authorities shall counsel/notify his or her parent or guardian of the need to obtain an appropriate medical evaluation.

2.2 Employees: The policy of the school board is 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 in the school district. 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 district. If there is reasonable suspicion to believe that an employee has an infectious disease, school authorities shall counsel that person immediately of the need to obtain appropriate medical evaluation.

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 the school district 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 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 Department 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:

2.4.1. 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 risks to the student shall be determined by the student's physician.

2.5 Extracurricular Student Participation:

2.5.1. Student participation in nonacademic, extracurricular and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

2.6 Precautions:

2.6.1. 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 any guidelines of the Georgia Department of Education and the Georgia Department of Health. (These precautionary procedures shall be consistent with the school procedures regarding blood-borne pathogens developed pursuant to the school district'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.

2.7.2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school's policies on employee and student records and data.

2.8 Reporting:

2.8.1. If a medical condition of a student or staff threatens public health, it must be reported to the Department of Health.

2.9 Prevention:

2.9.1 LTCS shall provide employees with annual infectious disease information, education, and training including, but not limited to: (Based on CDC guidelines)

2.9.2 Infectious disease identification, transmission, and prevention

2.9.3 Risk Education

2.9.4 Standard precautions

2.9.5 LTCS shall provide educational information, education, and resources to students and their families including, but not limited to: (Based on CDC guidelines)

2.9.5.1 Communicable illness identification, transmission, and prevention education

2.9.5.2 Hand Hygiene and proper handwashing technique and training

2.10 Infection Prevention and Control Procedures:

2.10.1. Whenever it is necessary to handle or clean up anything contaminated with blood or other body fluids, the following simple and effective procedures shall be observed. These measures will be adopted as standard procedure for every spill or wound involving blood or other body fluids to avoid potential transmission of any communicable disease.

2.11 Standard Precautions for Handling of Blood and Other Body Fluids:

2.11.1. Infections may be spread from person to person through contact with blood and other body fluids. 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. Anticipating potential contact with infectious materials in routine and emergency situations is the first step in preventing exposure to and transmission of infections.

GSHRM Chapter 4 Page 6. Essential techniques used to control infections are: Effective hand hygiene; using gloves and other barriers as needed (PPE will be readily available and appropriate to tasks with exposure potential.); disposing of waste appropriately; cleaning spills promptly and carefully.

2.11.2. Standard precautions shall 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. Observance of these guidelines will make the school a safer environment for students and staff.

2.11.3 When applying pressure to stop a bleeding wound, disposable gloves should always be worn

2.11.4 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.

2.11.5 Personnel cleaning up spills should avoid any exposure of their open skin lesions or mucous membranes such as the eyes, nose and mouth.

2.11.6 Disposable gloves should never be reused.

2.11.7 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).

2.11.8 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.

2.11.9 Non-disposable cleaning equipment and materials, such as mop heads, should also be disinfected with bleach or other EPA approved disinfectant or germicide.

2.11.10 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.

2.11.11 Hands should be thoroughly washed afterwards, using soap and water.

2.11.12 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 shall be disposed of without being bent or recapped. LTCS shall identify students whose medical condition requires use of these sharps and ensure that they are instructed in the proper disposal of such items.

2.11.13 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 LTCS policy. Contact your local public health department for guidance.

2.12 Disposal of Infectious Waste:

2.12.1. 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.

2.12.2. 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:

- Needles should not be recapped, bent or removed from the syringe before disposal. GSHRM Chapter 4 Page 7
- 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.
- The container shall be opaque so needles cannot be seen from the outside of the container.
- 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.”
- 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.
 - If a biohazard sharps container is not available, parents should be asked to pick up the container so they can dispose of 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.

2.13 Vaccination and Screening:

2.13.1. LTCS will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screening containment in keeping with current state and federal law. Any workers who have reasonably anticipated contact with blood or OPIM during performance of their jobs are considered to have occupational exposure and to be at risk of being infected.

Interscholastic Activities

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 is 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 bonafide 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

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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 trimester of placement.
 - 7.1.4. Maintenance of Grade Point Average. Failure in more than one (1) subject during a given trimester 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.
 - 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 trimester.* A student who is eligible at the beginning of a trimester 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

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

Enrichment Cohort

LTCS students who qualify in two out four state gifted qualifiers shall be invited to participate in a Resource Gifted class in 1st-5th grades. This cohort of students would be labeled Enrichment. Students who qualify for Enrichment are not afforded the same rights as a student who qualifies as Gifted under Georgia guidelines and policy. Students who participate in the Gifted Resource class and are labeled Enrichment shall continue participation conditionally. As long grades in the general education classes maintain a B average, diagnostic screeners such as I-Ready and MAP are not below 40%tile, there are openings in the Gifted class, and there are no significant or frequent behavior concerns, students shall be eligible to continue in their Enrichment cohort. If any of these conditions for Enrichment participation are not met, re-evaluation of the students participation in Enrichment shall be considered by administration and teachers.

Media Center Services

1. Policy

- 1.1. 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.
- 1.2. 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.

2. Collection Development Policy

- 2.1. 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.
- 2.2. 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.

- 2.3. 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;
- 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 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
- Information is inaccurate
- Stereotypes are present
- Book is poorly written

Weeding according to use:

- Nonfiction: book has not been checked out within last 10 years
- Fiction: book has not been checked out within last 5 years (classics excluded)

Procedure for Handling Challenged or Questioned

Books and

Materials

This policy has been adopted to satisfy the requirements of [SB 226](#).

1. Complaints are to be submitted in writing to the principal;
2. Complaints shall provide a reasonably detailed description of the material that is alleged to be harmful to minors;
3. Within seven business days of receiving a written complaint, the school principal or his or her designee review the complaint and take reasonable steps to investigate the allegations in the complaint, including, but not limited to, reviewing the material that is alleged to be harmful to minors, if it is available;
4. The school principal or his or her designee shall determine whether the material that is the subject of the complaint is harmful to minors;
5. The school principal or his or her designee shall determine whether student access to the material that is the subject of the complaint shall be removed or restricted;
6. Within ten business days of receiving the complaint, unless another schedule is mutually agreed to by the parent or permanent guardian and the school principal or his or her designee, the school principal or his or her designee shall confer with the parent or permanent guardian and inform him or her whether the material that is the subject of the complaint was determined to be harmful to minors, and whether student access to such material will be removed or restricted;
7. Appeals of the school principal or his or her designee's determinations provided for in paragraphs (4) and (5) of this policy shall be subject to full administrative and substantive review by the Government Board, which shall also include the ability of the parent or permanent guardian to provide input during public comment at a regularly scheduled board meeting. Unless another time frame is mutually agreed

upon by the parent or permanent guardian and the Government Board, the review and final disposition of the appeal by the Government Board shall be completed within 30 calendar days of receiving the written appeal; and

8. The title of the material submitted for appeal pursuant to paragraph (7) of this policy that is determined by the local board of education to be not harmful to minors shall be published on the website of the school within 15 business days from the date of such determination and shall remain on the website for a period of not less than 12 months. A parent or permanent guardian may request access to the appealed materials that are physical in nature and accessible to their student in the student's school media center. A parent or permanent guardian must abide by the school's policies and procedures when requesting and reviewing such material.

Sex Education Policy

Liberty Tech Charter School ("LTCS") recognizes that accurate information about human sexuality may contribute to a decreased risk for sexually transmitted diseases and unintended pregnancies. The sex education curriculum offered during the Health course shall be based on medically accurate and factual information that shall help students understand the biological, psychological, and social aspects of human sexuality. Sex education at LTCS shall comply with requirements of Georgia State Rule [160-4-2-.12\(2\)e](#) and shall respect the rights of parents/guardians to supervise their children's education and to impart values regarding human sexuality to their children. No religious beliefs, values, customs, practices in human sexuality nor the subjective moral and ethical judgment of any person shall be included in the study of sex education. Students shall not be tested, quizzed, or surveyed about their personal or family beliefs or practices in sex, morality, and religion.

The LTCS will:

- Allow parents and legal guardians to exercise the option of excluding their child from sex education and AIDS prevention instructional programs.
- Prior to the parent or legal guardian making a choice to allow his or her child or ward to take the specified unit of instruction, he or she shall be told what instruction is to be provided and have the opportunity to review all instructional materials to be used, print and non-print. Any parent or legal guardian of a child to whom a course of study in sex education is to be taught shall have the right to elect, in writing, that such child not receive such course of study.
- The Board Academic Committee shall review periodically sex/AIDS education instructional materials and make recommendations concerning age/grade level use. Recommendations made by the committee shall be approved by the local board of education before implementation. The committee shall be composed primarily of non teaching parents who have children enrolled in the local public schools and who represent the diversity of the student body augmented by others such as educators, health professionals and other community representatives.
- Establish gender specific sex education classroom courses,
- Emphasize sexual abstinence between unmarried persons as the expected standard for all school children, but also provide instruction about other methods of risk reduction (including condoms and other contraceptive methods).
- Allow condom demonstration. Students shall be monitored during demonstration to ensure that no student leaves with a condom, either opened or unopened. Prohibit condom distribution in accordance with Georgia state law.
- Prohibit the distribution of any contraceptive or abortifacient drug, device, or other similar product.
- Emphasize that abstinence from sexual activity is a way to avoid unwanted pregnancy, sexually transmitted disease, and other associated health problems.
- Emphasize that each student has the power to control personal behavior and to encourage students to base their action on reasoning, self-esteem, and respect of others.

- Utilize an evidence-based comprehensive sex education curriculum that has been approved by the Board and a parent review committee. This excludes textbooks already being used by the schools.
- Require that those who teach sex education participate in training on the selected evidenced-based curriculum.
- Ensure that all discussion within the sex education lessons is kept confidential, with the exception of mandatory reportable issues or those issues deemed in need of referral.
- Notify parents/guardians at the beginning of each school year, or at the time of a student's enrollment, about instruction in comprehensive sexual health education. This notice shall include: (1) That the written and audiovisual educational materials to be used in comprehensive sexual health education are available for the parent to review and (2) That parents/guardians may request in writing that their child not receive comprehensive sexual health education.
- Provide students excused by their parent /guardian from comprehensive sex education with an alternative educational activity.
- Prohibit disciplinary action, academic penalty, or other sanction if a student's parent/guardian declines to permit the student to receive comprehensive sex education.
- Provide to parents/guardians of each student, information relative to the risks associated with human papillomavirus (HPV) and the availability, effectiveness, and known contraindications of immunizations against HPV. The information shall be updated annually if new information on HPV becomes available.

Internet Safety

1. Introduction

It is the policy of Liberty Tech Charter School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the [Children's Internet Protection Act \[Pub. L. No. 106-554 and 47 USC 254\(h\)\]](#).

2. Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bonafide research or other lawful purposes.

3. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Liberty Tech Charter School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Education, Supervision and Monitoring

It shall be the responsibility of all members of the Liberty Tech Charter School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the

[Protecting Children in the 21st Century Act](#)

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Liberty Tech Charter School designated representatives.

The Liberty Tech Charter School designated representatives will provide age-appropriate training for students who use the Liberty Tech Charter School Internet facilities. The training provided will be designed to promote the Liberty Tech Charter School commitment to:

1. The standards and acceptable use of Internet services as set forth in the Liberty Tech Charter School Internet Safety Policy;
 - 1.1. Student safety with regard to:
 - 1.1.1. safety on the Internet;
 - 1.1.2. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - 1.1.3. cyberbullying awareness and response.
 - 1.2. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").
 - 1.3. Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

5. Adoption

This Internet Safety Policy was adopted by the Board of Liberty Tech Charter School at a public meeting.

Weapons and Dangerous Instruments Policy

A student shall not possess, handle, or transport any weapon, dangerous object or object that can reasonably be considered a weapon on school property. Students in shooting sports will need to make arrangements with their coach to keep their firearms off campus.

Disciplinary actions will include suspension or expulsion. As required by state and federal law, the Liberty Tech Charter School (“LTCS”) Board has established a policy requiring the expulsion from school for a period of not less than twelve consecutive months for any student who is determined to have brought a firearm to school, unless having secured permission from the principal of the school prior to bringing the firearm on campus.

Firearms: A student shall not possess, handle or transport any firearm designed or intended to propel a missile of any kind, including but not limited to stun weapons while on the LTCS property. A stun weapon refers to any mechanism that is designed to emit an electronic, magnetic, or other type of charge or shock for the purpose of temporarily incapacitating a person.

Cutting Instruments / Objects: A student shall not carry, conceal, display or use any straight edge razor, razor blade, disk, bowie knife, switchblade knife, ballistic knife, or any other knife, spring stick, metal knuckles, blackjack, bat, club, or other bludgeon-type weapon, or any flailing instrument which may be known as nun-chuck or fighting chain, throwing star or oriental dart, or any weapon of like kind. Any of the aforementioned or similar items shall be confiscated and surrendered to local law enforcement. In addition to any possible criminal penalty, students shall be subject to disciplinary action including expulsion.

Bullying Policy

Liberty Tech Charter School (“LTCS”) is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. This policy is intended to provide guidance for students, safe and civil work environments for staff members is addressed in Board Policy. “Harassment, intimidation, or bullying” means any intentionally written message or image including those that are electronically transmitted verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property
- Has the effect of substantially interfering with a student’s education
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment
- Has the effect of substantially disrupting the orderly operation of the school

LTCS strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of school policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sanctioned events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person’s name, at the person’s option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to a dean. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school. Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice,

which may be done electronically. Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks.

1. Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images. This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom or program rules. Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

2. Training

This policy is a component of the school’s responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of students, staff and volunteers.

3. Prevention

The school will provide students with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train students, the school will seek partnerships with families, law enforcement, and other community agencies.

4. Interventions

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The school will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

5. Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten

or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of school policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

6. Definitions

Aggressor: is a student, staff member, or other member of the school community who engages in the harassment, intimidation, or bullying of a student.

Harassment, intimidation, or bullying: is an intentional electronic, written, verbal, or physical act that:

- 6.0. Physically harms a student or damages the student's property.
- 6.1. Has the effect of substantially interfering with a student's education.
- 6.2. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment. Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators. Conduct that may rise to the level of harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation, or bullying.

Retaliation: when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff: includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, tutors, or paraprofessionals (both employees and contractors).

Targeted Student: is a student against whom harassment, intimidation, or bullying has allegedly been perpetrated.

7. Relationship to Other Laws

The school will ensure its compliance with all state laws including Georgia law ([O.C.G.A. 20-2-715.1](#)), regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

8. Prevention Dissemination

In each school and on the school's website, LTCS will prominently post information on reporting harassment, intimidation, and bullying; the name and contact information for making a report to a school administrator. The school's policy and procedure will be available in a language that families can understand. Annually, the principal will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school offices and/or hallways, or is posted on the school's Web site.

9. Education Annually

Students will receive age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying at student orientation sessions and on other appropriate occasions. Training Staff will receive annual training on the school's policy and procedure, including staff roles and responsibilities, how to monitor common areas.

10. Prevention Strategies

The school will implement a range of prevention strategies including individual, classroom, school, and school-level approaches. Whenever possible, the school will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

Targeted Student's Right to Appeal

- a) If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the Governing Board or their designee by filing a written notice of appeal within five school days of receiving the written or verbal decision. The Governing Board or their designee will review the investigative report and issue a written decision on the merits of the appeal within five school days of receiving the notice of appeal.
- b) If the targeted student remains dissatisfied after the initial appeal to the principal, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth school day following the date upon which the complainant received the principal's written decision.
- c) An appeal before the school board or disciplinary appeal council must be heard on or before the tenth school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final school decision.

Discipline/Corrective Action

The school will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation, or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation, or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to school policy-student discipline.

If the conduct was of a public nature or involved groups of students or bystanders, the school should strongly consider schoolwide training or other activities to address the incident. If staff have been found to be in violation of this policy and procedure, the school may impose employment disciplinary action, up to and including termination. If a certificated educator is found to have committed a violation of this policy, commonly called the Code of Conduct for Professional Educators, the school may propose disciplinary action on a certificate, up to and including revocation. Contractor violations of this policy may include the loss of contracts.

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying as defined herein, but which are, or may be, prohibited by other school rules.

Support for the Targeted Student

Persons found to have been subjected to harassment, intimidation, or bullying will have appropriate support services made available to them, and the adverse impact of the harassment on the student shall be addressed and remedied as appropriate.

Students and families should use the school's complaint and appeal procedures as a first response to allegations of harassment, intimidation, and bullying. However, nothing in this procedure prevents a student, parent/guardian, or school from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation, or bullying complaint may also be reported to the following state or federal agencies:

StopBullying.gov

Georgia Department of Education's 1-877 SAY-STOP (1-877-729-7867) School Safety Hotline

Justice Department- [Community Relations Division](#)

Harassment Intimidation and Bullying Training



How does bullying differ from other forms of conflict?

Other Conflict/ Fighting *

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

Bullying*

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

Please remember that specifics will vary with each incident. Actions on either side of this chart may result in discipline.

Divisive Concepts Complaint Resolution policy

DEFINITIONS 1. 'Divisive concepts' means any of the following concepts, including views espousing such concepts:

- A. One race is inherently superior to another race;
- B. The United States of America is fundamentally racist;
- C. An individual, by virtue of his or her race, is inherently or consciously racist or oppressive toward individuals of other races;
- D. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race;
- E. An individual's moral character is inherently determined by his or her race;
- F. An individual, solely by virtue of his or her race, bears individual responsibility for actions committed in the past by other individuals of the same race;
- G. An individual, solely by virtue of his or her race, should feel anguish, guilt, or any other form of psychological distress;
- H. Performance-based advancement or the recognition and appreciation of character traits such as a hard work ethic are racist or have been advocated for by individuals of a particular race to oppress individuals of another race; or
- I. Any other form of race scapegoating or race stereotyping.

2. 'Espousing personal political beliefs' means an individual, while performing official duties as part of his or her employment or engagement with our local school system, intentionally encouraging or attempting to persuade or indoctrinate a student, school community member, or other school personnel to agree with or advocate for such individual's personal beliefs concerning divisive concepts.

3. 'Race scapegoating' means assigning fault or blame to a race, or to an individual of a particular race because of his or her race. Such term includes, but is not limited to, any claim that an individual of a particular race, consciously and by virtue of his or her race, is inherently racist or is inherently inclined to oppress individuals of other races.

4. 'Race stereotyping' means ascribing character traits, values, moral or ethical codes, social status, or beliefs to an individual because of his or her race.

REQUIREMENTS

LTCS adopts this policy pursuant to the mandate of the Georgia Legislature.

1. Nothing in this policy shall be construed or applied to:

A. Inhibit or violate the rights protected by the Constitutions of Georgia and the United States of America or undermine intellectual freedom and free expression;

B. Infringe upon the intellectual vitality of students and employees;

C. Prohibit the Board, system or school from promoting concepts such as tolerance, mutual respect, cultural sensitivity, or cultural competency; provided, however, that such efforts do not conflict with the Board Policy Manual of LTCS requirements of this policy and applicable laws;

D. Prohibit a school administrator, teacher, other school personnel, or an individual facilitating a training program from responding in a professionally and academically appropriate manner and without espousing personal political beliefs to questions regarding specific divisive concepts raised by students, school community members, or participants in a training program;

E. Prohibit the discussion of divisive concepts, as part of a larger course of instruction, in a professionally and academically appropriate manner and without espousing personal political beliefs;

F. Prohibit the full and rigorous implementation of curricula, or elements of a curriculum, that are required as part of advanced placement, international baccalaureate, or dual enrollment course work; provided, however that such implementation is done in a professionally and academically appropriate manner and without espousing personal political beliefs;

G. Prohibit the use of curricula that address the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics relating to the enactment and enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs;

H. Create any right or benefit, substantive or procedural, enforceable at law or in equity, by any party against the Board or the school, departments, agencies, entities, officers, employees, agents, or any other personnel affiliated with the school or the Board.

2. The Governing Board, the Superintendent, and the school shall prohibit employees from discriminating against students and other employees based on race and directs the Superintendent to take all appropriate measures to ensure that discrimination does not occur.

3. The Governing Board, the Superintendent, and the school shall ensure that curricula and training programs encourage employees and students to practice tolerance and mutual respect and to refrain from judging others based on race.

4. LTCS Governing Board directs the Superintendent to provide curricula and training programs that foster learning workplace environments where all students, employees, and school community members are respected.

5. LTCS Governing Board prohibits the advocacy of divisive concepts in curriculum, classroom instruction, and mandatory training programs.

6. The Governing Board hereby adopts this complaint resolution policy to address complaints alleging violations of this policy.

A. A response will be provided to a complaint made by:

- i. The parent of a student enrolled at the school where the alleged violation occurred;
- ii. A student who has reached the age of majority or is a lawfully emancipated minor and who is enrolled at the school where the alleged violation occurred; or
- iii. An individual employed as a school administrator, teacher, or other school personnel at the school where the alleged violation occurred;

B. The complaint shall first be submitted in writing to the principal of the school where the alleged violation occurred;

C. The complaint shall provide a reasonably detailed description of the alleged violation;

D. Process

- i. Within five school days of receiving such a written complaint, the principal will review the complaint and take reasonable steps to investigate the allegations in the complaint;
- ii. Within (10) school days of receiving the complaint, unless another schedule is mutually agreed to by the complainant and the principal, will confer with the complainant and inform the complainant whether a violation occurred, in whole or in part, and, if such a violation was found to have occurred, what remedial steps have been or will be taken; provided, however, that the confidentiality of student or personnel information shall not be violated; and
- iii. Following such a conference, within (3) school days of a request by the complainant, the school principal will provide to the complainant a written summary of the findings of the investigation and a statement of remedial measures, if any; provided, however, that such written response shall not disclose any confidential student or personnel information.

E. An appeal of the principal's determination shall be reviewed by the governing body Liberty Tech Charter School within 20 school days of receiving a written request for such review by the complainant addressed to the Governing Board, provided, however, that confidential student or personnel matters shall not be subject to review;

F. In reviewing the decision, the Governing Board shall review the original complaint filed by the complainant, any communication between the complainant and the principal from the time the complaint is filed until the time of the review that is related to the complaint, and any statement in writing submitted to the Governing Board in connection with the review by either the complainant

and principal by a date set by the Governing Board. The Governing Board shall have the right, but not the obligation, to hear from the complainant and principal to request further information.

G. When the Governing Board has made a decision, it shall be binding on the parties; provided, however, that the parties shall be notified in writing of the decision and of their right to appeal the decision to the State Charter School Commission.

H. The decision of the governing body of Liberty Tech Charter School following the review provided for in subparagraphs (E,F) of this paragraph shall be subject to review by the State Charter Schools Commission, whereupon the State Charter Schools Commission shall take appropriate remedial measures, including, but not limited to, revocation of a state charter school's charter; provided, however, that confidential student or personnel matters shall not be subject to review pursuant to this division.

I. Any individual described in (6)(A) above, shall have the right at any time, including prior to filing a complaint, to request, in writing, from the principal any non-confidential records which he or she reasonably believes may substantiate a complaint under this policy. Such records shall be produced for inspection within a reasonable amount of time not to exceed (3) school days of receipt of the request. If some, but not all, of the records are available within (3) school days, the records that are available shall be made available, and the requester shall be provided a description of the records which are unavailable and a timeline for when those records will be available. These records shall be provided as soon as practicable, but in no case later than thirty (30) days after receipt of the request.

J. If the school principal denies a parent's request for records or does not provide existing responsive records within 30 days, the parent may appeal such denial or failure to respond to the local board of education or charter school governing board. The local board of education or charter school governing board must place such appeal on the agenda for its next public meeting. If it is too late for such an appeal to appear on the next meeting's agenda, the appeal must be included on the agenda for the subsequent meeting.

Nepotism

1. PURPOSE

The purpose of this policy is to establish consistent employment guidelines and to prevent situations where an individual may have or be perceived to have unfair influence over the career development, work assignments or work direction, performance reviews, or compensation of a family member who is also employed by Liberty Tech Charter School (“LTCS”).

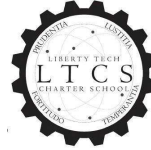
2. GENERAL STATEMENT OF POLICY

- 2.1. LTCS prohibits the assigning, transferring, or promoting of an employee if it results in direct supervision of an immediate family member.
- 2.2. LTCS prohibits the hiring of an employee if the hiring would result in direct supervision of an immediate family member.
- 2.3. This policy shall apply to all forms of employment including, but not limited to, full time employment, part time employment, temporary employment, and independent contractors. Any exceptions to this policy must be approved by the School Board at the time of hiring and prior to contract renewal.
- 2.4. LTCS prohibits School Board members from any discussion, influence of other board members, and voting when it concerns an immediate family member.
- 2.5. This policy shall be interpreted and applies consistently with mandates of Federal and State equal employment opportunity and discrimination laws.
- 2.6. This policy shall not be interpreted to restrict the rights of students to enroll in or be assigned to classes taught by close relatives. In such cases, the close relative faculty member shall be responsible for treating fairly all students including their immediate family member per their instructional duties.

3. DEFINITIONS

- 3.1. “Immediate family member.” An immediate family member includes: parent, spouse, child, sibling, father-in-law, mother-in-law, son-in-law, daughter-in law, brother-in-law, sister-in-law or a member of the employee’s household.
- 3.2. “Direct Supervision.” Direct supervision means within a chain of command such that an employee’s work responsibilities, salary, career progress or other terms and conditions of employment could be influenced by an immediate family member.

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Equal Employment Policy

It is the policy of Liberty Tech Charter School (“LTCS”) to strictly prohibit discrimination against any employee or applicant for employment due to the individual’s race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran’s status, or any other characteristic protected by law.

Affirmative action will be taken to ensure that all employment decisions, including but not limited to those involving recruitment, hiring, promotion, training, compensation, benefits, transfer, discipline, and discharge, are free from unlawful discrimination.

LTCS will provide reasonable accommodation to otherwise qualified individuals with a disability consistent with the law. What constitutes a reasonable accommodation depends on the circumstances and thus will be addressed by the LTCS on a case-by- case basis.

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Professional Learning Policy

It is the responsibility of the school principal and the Governing Board to ensure that teachers and other personnel engage in meaningful, on-going, professional learning. This comprehensive, sustained and intensive approach to improving educator effectiveness will result in increased student achievement and should be based on best practices and be consistent with major research findings. The professional learning activities should address the assessed needs of all students. Funds budgeted for professional learning shall be used for activities that enhance the skills, and knowledge of all school personnel which directly relate to improved student performance.

The principal should act as the professional learning coordinator. The coordinator should work in conjunction with a professional learning team of stakeholders to develop a comprehensive plan that aligns with and supports the School Improvement Plan. This plan should be reviewed and updated, if necessary, a minimum of twice a year.

Professional learning funds may be expended for one or more of the following:

- a. Release time for teachers to attend staff development courses
- b. Substitute teacher salaries for release time for teachers to participate in professional learning
- c. Travel for professional learning purposes
- d. Professional and technical service fees and expenses for instructors and consultants
- e. Instructional equipment, materials and supplies for professional learning purposes
- f. Training material and supplies
- g. Stipends
- h. Reimbursement for expenditures

The number of personnel attending professional learning courses on the same day will be at the discretion of the principal

Drug Free Workplace Policy

1.0 DRUG FREE WORKPLACE

PURPOSE

The purpose of this policy is to maintain an alcohol and drug-free workplace and safe and healthy environment for students and employees.

POLICY STATEMENT

For the health and safety of students and employees, Liberty Tech Charter School (LTCS) prohibits employees from manufacturing, distributing, dispensing, possessing or using illegal controlled substances in the workplace. Employees are further prohibited from possessing, using or distributing alcohol in the workplace.

POLICY

Controlled Substances. It is a violation of this policy to illegally manufacture, distribute, dispense, possess or use illegal controlled substances on school premises, during school-sponsored activities or in the workplace.

Alcohol. It is a violation of this policy to possess, use or distribute alcoholic beverages on school premises or during school-sponsored activities.

Toxic Substances. It is a violation of this policy to possess, use or distribute toxic substances with the intent of inducing intoxication or excitement of the central nervous system.

DEFINITIONS

For purposes of this policy, the following terms shall mean:

“Alcohol” includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.

“Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. §812, including analogues and look-alike drugs.

“Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

“Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

“Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.

“School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school; or during any period of time such employee is supervising students on behalf of the school otherwise engaged in school business.

MANDATORY REPORTING

Employees shall, within five (5) calendar days of conviction, notify the Executive Director of any criminal drug statute conviction occurring in the workplace. The Executive Director shall notify the appropriate state and/or federal agency of conviction.

ENFORCEMENT

Any employee who violates this policy shall be subject to disciplinary action up to and including termination of employment in accordance with the provisions of the current employee agreement or other procedures established by the Board and referral for prosecution.

DISTRIBUTION OF POLICY

This policy shall be distributed to all employees of LTCS. In addition, in-service programs shall be held periodically which inform employees about the dangers of alcohol and other drug abuse in the workplace, the school’s employee assistance program or other rehabilitation programs available, and the penalties that may be imposed upon employees for violations of this policy.

All employees are expected to abide by the provisions of this policy.

Employee Weapon Policy

1. POSSESSION OF WEAPONS - EMPLOYEES

- 1.1. Employees are not allowed to possess weapons, guns and /or knives, on campus, or at school events hosted off campus. Weapons are not to be carried on the person, or kept inside vehicles on school property. Vehicles used for school functions are to be weapon free.
- 1.2. See Employee handbook for further Policy information concerning weapon possession by Employees of LTCS.

Pay For Performance

The Principal and his or her designees (within the limits of Ga Law) will conduct performance reviews with all regular and part time employees annually that will fulfill the Ga Education Code TKES requirements. The principal and his/her designees may conduct informal performance reviews and goal setting sessions as they see necessary. It is the belief of the board that improvement is made through the intentional collaboration of supervisor and supervisee. For that reason, Liberty Tech Charter School directly links wage and salary increases with performance. Increases will be determined on the basis of performance, adherence to school policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

Professional Personnel Workloads

The Liberty Tech Charter School (“LTCS”) board shall have the power and authority to fix the date for the opening and closing of the school term, subject to the minimum number of days which schools must be in session during a scholastic year, in accordance with local, state and federal requirements. However, LTCS Board is authorized to keep school in session in excess of the minimum number of days in accordance with local, state and federal requirements.

Except as otherwise provided, all public schools in the state shall be kept in session for at least 187 days in each scholastic year.

TEACHING DAY

A day in which a minimum of 330 minutes of instruction and/or evaluation and/or approved group testing is provided. Exceptions are days with fewer than 330 instructional minutes that are part of an instructional week of at least 27.5 hours.

It shall be the duty of the principal and teachers to instruct the students in the methods of fire drills and to practice fire drills until all the students in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such students well drilled. It shall be the further duty of such students and teachers to instruct the students in all programs of emergency management as may be designated by the state department of education.

Employee Benefits Policy

Commented [3]: Revision 4

It is the intention of the Liberty Tech Charter School (“LTCS”) Governing Board to provide benefits for full time staff. Of course, the information presented here is intended to serve only as guidelines.

In the event that changes to State or Federal law or regulation conflict with current State Board or local board policies, the LTCS Governing Board intends that its benefits and employment policies shall be modified to the extent necessary to comply with current law until such time as conforming changes to State Board and/or local board policies are made.

1. Benefits

Benefits are provided to regular full-time employees.

- 1.1. Health Insurance – Employees must enroll and select coverage within 30 days of hire. Otherwise, the employee will have to enroll during annual enrollment unless he/she has a status change. The annual enrollment period is determined by LTCS Human Resources.
- 1.2. COBRA – The Consolidated Omnibus Budget Reconciliation Act requires group health insurance policies to permit group members to continue their insurance when they leave the group under specific conditions, and then to convert to an individual policy at the end of the continuation period. Questions regarding COBRA should be directed to the LTCS HR.
- 1.3. HIPAA – Health Insurance Portability and Accountability Act is a Federal Law that was passed in 1996. A portion of this federal law is called the Privacy Rule. Through the Privacy Rule, the federal government is seeking to protect, and keep private, individual’s personal health information (PHI). Additional information and authorization forms may be obtained from the State Health Plan
- 1.4. Retirement System – For additional information, log onto the website www.trsga.com/home
 - 1.4.1. Pension – all permanent full-time employees are required to contribute
 - 1.4.2. 20.09% of their gross salary (pre-taxed) to the Teacher Retirement System of Georgia through LTCS which will make a contribution as established by the Georgia General Assembly for each permanent full-time employee.
 - 1.4.3. ● 403(b) Plan – All part-time and full-time employees are eligible to participate in the board approved 403(b) plans. Please contact Human Resources for more information..
- 1.5. Direct Deposit – It is mandatory that all employees are on direct deposit.
- 1.6. Georgia State Disability Income Plan – A comprehensive short-term and long-term disability income plan is provided at the employer’s expense for permanent full-time employees who are members of the Teachers’ and State Employees’ Retirement System and meet certain state service requirements.

- 1.7. Workers' Compensation Insurance – Provisions of the Workers' Compensation Act are applicable to all paid school employees. When an employee is injured on the job, he/she must ensure that the principal/supervisor has knowledge of the injury immediately following the accident. The Workers' Comp Administrator should be contacted for further instructions.
- 1.8. Episode of Violence – All permanent full-time employees who suffer an injury and are disabled while engaged in the course of his or her employment shall receive full salary if the injury or disability arose from an episode of violence and the employee did not participate in or provoke the violence. Human Resources should be contacted for further instructions.

2. LEAVE BENEFITS

All permanent full-time and permanent part-time employees are eligible to receive leave benefits offered as ten PTO days. Those days can be used as:

- 2.1. Sick Leave
- 2.2. Annual Leave
- 2.3. Personal Leave
- 2.4. Extended Sick Leave
- 2.5. Holiday Leave
- 2.6. Parental Leave (without pay)
- 2.7. Educational/Professional Leave (without pay) Military Leave
- 2.8. Medical Leave
- 2.9. Jury Duty
- 2.10. Court Attendance
- 2.11. Voluntary Shared Leave
- 2.12. FMLA (Contact the Benefits Office if you have worked for the school system for at least 12 months and completed at least 1,250 hours of service during the school year.)
- 2.13. Beyond those ten days, teachers will need to take unpaid leave.

Accrual of PTO Policy

Commented [4]: Revision 5

The Liberty Tech Charter School (“LTCS”) Governing Board offers PTO to its staff as a way to pursue professional development, have the time when emergencies arise, regain health during illness, and simply refresh when needed. It is not intended to be a bank to store days towards retirement. For that reason, PTO time can be accrued at a rate of up to 20 days per year for full time employees. Teachers transferring into Liberty Tech may carry over a maximum of thirty days. PTO days are meant to be spent, not stored. This benefit has no cash value and is not an earned wage. Upon retirement, LTCS will report unused sick time benefits to the Georgia Professional Standards Board as service time upon the retiree’s request.

Sick Leave Bank

1. Purpose

Liberty Tech Charter School (“LTCS”) recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available paid time off. To address this need all eligible employees will be allowed to donate PTO time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

1. Eligibility

- 1.1. Employees who donate sick / personal time must be employed with LTCS for a minimum of 6 months.
- 1.2. Any employee entitled to sick leave at LTSC may become a member by donating one (1) day of his / her accumulated sick leave during the open enrollment period. This one (1) day will be pulled from the employee’s sick leave balance the last work day during the month of December.
- 1.3. Membership requests will only be accepted during the annual open enrollment period.
- 1.4. New employees are eligible for participation in the first open enrollment period.
- 1.5. The donation of one (1) sick day to establish membership must be deposited in writing on the Sick Leave Donation Form.
- 1.6. Donations of sick leave to the Sick Leave Bank are not refundable and not transferable.
- 1.7. Membership to the Sick Leave Bank is considered continuous unless written notice of withdrawal of membership is received by the Committee within the Open Enrollment Period of a subsequent year.

2. Sick Leave Days

- 2.1. The Sick Leave Bank shall have a minimum of 70 days on deposit before it may be activated.
- 2.2. In the event the balance of days on deposit falls below 140 during the school year, all participating members shall contribute one (1) additional day will be assessed during the next open enrollment in order to restore the bank to the established level. Employee members shall be notified in writing prior to necessary contribution of one (1) additional day for deposit maintenance.

3. Guidelines

- 3.1. Employees who would like to make a request to receive donated sick / personal time from the sick leave bank must have a situation that meets the following criteria:
 - 3.1.1. Family Health Related Emergency: Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family members are defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.
 - 3.1.2. Other Personal Crisis: A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee’s primary residence

- such as a fire or severe storm.
- 3.2. In addition to the criteria included in section 4.1, employees shall be eligible to request donated sick / personal time from their co-workers provided that:
 - 3.2.1. He / she has exhausted his/her own accumulated leave (sick and vacation).
 - 3.2.2. A physician's statement verifying illness and attesting to the individual's incapacity to perform assigned duties is provided.
 - 3.3. Employees who donate sick / personal time from their unused balance must adhere to the following requirements:
 - 3.3.1. Donation minimum: 4 hours
 - 3.3.2. Donation maximum: 40 hours or no more than 50 % of your current balance
 - 3.4. Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future sick / personal time to donate.
 - 3.5. Employees who receive donated sick / personal time may receive no more than 40 hours within a 12 month period.
 - 3.6. Employees who are currently on an approved leave of absence cannot donate sick / personal time.
 - 3.7. Leave granted to and used by an employee under this policy does not have to be repaid.
 - 3.8. Leave granted to, but not used by the employee, must be returned to the sick leave bank.
 - 3.9. Leave granted may only be used for time off related to the approved request.
 - 3.10. In the event an employee is physically or mentally unable to make a request for leave in accordance with this policy, a family member or agent may file the request on the employee's behalf.

4. Procedure

Employees who would like to make a request to receive donated PTO time are required to complete a Donation of Sick/Personal Time Request Form which includes authorization to present their request to the employees of LTCS for the sole purpose of soliciting donations.

Employees who wish to donate PTO time to a coworker in need must complete a Donation of Sick/Personal Time Form.

Participating employees shall sign a Sick Leave Bank Donation Form stating that he/she is aware of the provisions of this policy and that he/she relieves LTCS from any liability as a result of action taken by the SOM or the Human Resources Department.

All approved forms must be submitted to the Principal or the Human Resources Department before leave is taken.

5. Approval

Requests for donations of sick / personal time must be approved by the employee's immediate supervisor.

6. Record Keeping

The School Operations Manager, for school based employees, and the Human Resources department, for central

office employees, keep a record of PTO days accrued, used and donated. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

SICK LEAVE BANK REQUEST FORM

An employee who has depleted his/her accumulated sick, annual leave, and any extended leave available as a result of a seriously incapacitating and extended illness or injury may ask to receive donations of sick leave from other employees through the Sick Leave Bank in order that the ill/injured employee may receive income during the period when they are unable to work.

Employees are not eligible for this program once they qualify for worker's compensation or disability retirement.

I wish to request approval to use sick leave days from the Sick Leave Bank. I understand that I must deplete accumulated sick days, annual leave, and any extended leave available.

Employee needs _____ hours to cover absence from _____ to _____
(MM/DD/YYYY) (MM/DD/YYYY)

Employee Initial: _____

Employee Name (Please Print): _____

Date: _____
(MM/DD/YYYY)

Employee Signature: _____

Date: _____
(MM/DD/YYYY)

**It is the employee's responsibility to provide two (2) physician's Statements before the leave can be approved.

** This form must be submitted to the Office of Human Resources no later than ten (10) working days before extended sick leave is exhausted.

Approved:

Principal

Date: _____

SICK LEAVE BANK DONATION FORM

Name (please print): _____

I wish to make the following donation(s) to the LTCS Sick Leave Bank:

_____ hours of accrued sick time to the LTCS Sick Leave Bank

_____ hours of accrued vacation time to the LTCS Sick Leave Bank

_____ hours of accumulated personal time to the LTCS Sick Leave Bank

Signature: _____

Date: _____

*Please return the completed form to Human Resources.
Thank you for your donation!*

Grievance & Complaint Policy & Procedure

When any member of the Liberty Tech Charter School (“LTCS”) community, including but not limited to, students, parents, or employees/independent contractors, have a complaint or grievance about a matter of school policy or procedure, concern over the actions of another community member, or a serious misunderstanding which develops between or among parties at LTCS, the following procedures are to be followed in order to best resolve the conflict, and are classified into

PART ONE, Student/Parent/3rd Party Informal Complaints and Formal Grievance Procedures, and
PART TWO, Employee (Certified & Uncertified) and Independent Contractor Grievance Procedures:

Note: Any health and/or safety issue may be taken directly to the Administrator.

PART ONE: STUDENT/PARENT/3RD PARTY

SECTION I - INFORMAL COMPLAINTS PROCEDURE

Informal concerns are complaints that represent activities or behaviors reflecting a need for direct communication among the parties, but that do not represent allegations of significant breaches or violations of school policy or procedure, and do not represent public safety issues, or personal endangerment to others.

1. If the complaint involves school personnel, the concerned party is to request a meeting with the school personnel to communicate and discuss their concerns. A scheduled appointment is necessary. The school personnel will schedule an appointment in a timely manner.
 - a. The meeting shall openly address the party’s concern or complaint, but shall be conducted without resorting to personal affronts to any party. Any party who feels threatened, intimidated, or personally offended may terminate the meeting and pursue resolution through step 3.
 - b. The concerned party shall determine whether the meeting is to be documented by the taking of notes by the school personnel or by voice recording. In the event that note taking is selected as the means to document the meeting, the concerned party is to review, sign and date the writings, along with the school personnel, at the completion of the meeting. If the meeting is telephonic, the concerned party again may elect either written or recorded documentation of the meeting by the school personnel. In the event that written documentation is elected, the concerned party will review, sign and date the documentation at their earliest convenience.
 - c. Copies of written or recorded documentation will be made available to all parties involved.

2. In the event that the expressed concern is not resolved through step 1 the student, parents, or school personnel will schedule a meeting of all parties with the Administrator. The notes from the first meeting will be shared with the Administrator in advance of this meeting, and the meeting will be scheduled for the first available time convenient to all parties. The expressed purpose of this meeting is to bring about a resolution to the concern or complaint in a timely non-adversarial fashion. If the concern or complaint is not resolved, or in the event that the issues require further investigation or assessment, he/she may proceed to step 4.
 - a. Again, notes should be taken or voice recordings will accompany the meeting as set forth in step 1, with all parties present to review, sign and date any written documentation.
 - b. Copies of the written or recorded documentation will be made available to all parties involved.
3. If no resolution is reached in steps 1 and 3, the concerned party or the Administrator may request that the concern be placed on the next Governing Board agenda.
 - a. In the event of a health or safety concern, the Administrator may request either a special or emergency Governing Board meeting, as appropriate.
 - b. Matters of personnel performance or behavior shall be shared in a closed session of the Governing Board with all parties present. Matters of school policy or procedures, or clarification of an issue, will be discussed in an open Board session per the agenda.

SECTION II - FORMAL GRIEVANCES PROCEDURE

Formal Grievances represent serious allegations of improper activities or behaviors reflecting a need for the timely and direct intervention of the site Administrator with all involved parties. Such grievances would likely involve, but would not be limited to, allegations of significant breaches or violations of school policy or procedure, and any actions or behaviors that may, in any way, create a condition of public safety concern, or the possibility of personal endangerment. Formal Grievances relate to matters of a serious nature, and the following process is to be reserved with such instances. The following is the procedure for addressing a Formal Grievance:

1. A written grievance is to be filed with the site Administrator, by the concerned party. The Administrator shall attempt to informally resolve the grievance, when he/she feels that such informal resolution of the grievance is both appropriate and in the best interest of the school and its community, within Five (5) Working Days from the time of the filing.
2. In the event that informal resolution of the grievance is attempted but not successful, the Administrator shall respond to the grievance with written recommendations Fifteen (15) Working Days from the date of the initial filing.
3. In the event that any party is dissatisfied with the Administrator's written recommendation, the matter

may be placed, by the dissatisfied party, on the next Governing Board agenda.

- a. If the grievance is a matter of school policy or procedure, or clarification of an issue, it will be discussed in an open Board session per the agenda.
 - b. If the grievance is a personnel matter, including but not limited considerations for disciplinary action of a staff member, student, or admonition of a parent or community member, the concerns will be shared in closed session of the Governing Board with all concerned parties present, as set forth in PART TWO, Section III, Governing Board Hearings.
4. At any time, during this process, the Administrator may elect to refer the grievance, at his/her sole discretion to the Governing Board for its consideration.
 5. If the matter is not resolved to the satisfaction of both parties, either party may at their own expense choose to pursue outside mediation, arbitration, or litigation as set forth below in the "Role of the Governing Board".

SECTION III - ROLE OF THE GOVERNING BOARD

1. Individual Board members do not have the authority to resolve complaints. However, Board members will, if requested by any party, listen to the concern or complaint of the party, but will not act independently of the protocol established above.
2. The decision of the Governing Board is final
 - c. In the event that any party wishes to contest the decision of the Board, it is recommended that such contestation be through private mediation. In the event that the conflict is not resolved through mediation, it is further recommended that all parties agree to submit their case to binding arbitration.
 - d. The acceptance of these conditions are voluntary and do not prevent any party from pursuing their due process rights through litigation if they decline this mediation/arbitration agreement, as set forth below.
 - e. The Governing Board of LTCS will assume no liability or cost in this event.

SECTION IV - LTCS DISPUTE RESOLUTION DOCTRINE

In any dispute or conflict, LTCS protects its right to interpret school rules, guidelines, policies, and personnel issues fairly based on truth and justice. The ultimate goal is the child's well-being and the provision of an optimal learning environment for all students.

PART TWO: EMPLOYEES (CERTIFIED & UNCERTIFIED) & INDEPENDENT CONTRACTORS

SECTION I - PROFESSIONAL PERFORMANCE, CONDUCT AND JOB DESCRIPTION COMPLAINTS & GRIEVANCES

1. The Administrator is authorized to evaluate, and act upon, the performance of professional duties, conduct, or job description services of LTCS employees and independent contractors, including but not limited to: disciplinary actions, dismissals, progress and status reviews, monitoring, and cautions. Any and all such decisions and actions taken by the Administrator are to be at the sole discretion of the Administrator and are final.
2. The Administrator shall, prior to the dismissal of any employee, but only when the situation does not represent health or safety concerns for the employee/contractor, students or others, endeavor to pursue remedial recommendations and strategies for performance and/or conduct concerns, in a timely fashion, and to aid in the implementation of such adaptations.
3. Conflict Resolution
 - a. Although individual Board members may, at their discretion, discuss with an employee/contractor their concerns over the decision of the Administrator appertaining to the employee's/contractor's performance and/or conduct, the Governing Board will not attempt to resolve disputes arising from performance/conduct actions taken by the Administrator or hear such disputed claims in either open or closed session meetings.
 - b. In the event that any party wishes to contest the decision of the Administrator, it is recommended that such contestation be through private mediation. In the event that the conflict is not resolved through mediation, it is further recommended that all parties agree to submit their case to binding arbitration.
 - c. The acceptance of these conditions are voluntary and do not prevent any party from pursuing their due process rights through litigation if they decline this mediation/arbitration agreement, as set forth below.

SECTION II - NON-PROFESSIONAL PERFORMANCE & CONDUCT COMPLAINTS & GRIEVANCES

Any complaint or conflict asserted, by an employee or contractor, that is based on allegations of wrong-doing, outside of the sphere of professional performance and conduct, including but not limited to claims of: harassment, sexual misconduct, behavior not becoming a professional, racial or ethnic bias, or threats, shall be addressed procedurally, as follows:

1. Complaints and Grievances between or among Employees and/or Independent Contractors:
 - a. A complaint or grievance that represents a potential, yet not imminent, risk to the safety, health and well-being of an employee or independent contractor shall be addressed by the Administrator within Twenty-Four (24) Hours of notice to the Administrator. With the exception of expedited timing for addressing this classification of complaint or grievance, the Administrator and grieving party shall proceed as set forth in PART ONE, Section II. Formal Grievance Procedures, of this Complaint and Grievance Policy & Procedure document.
 - b. Any employee or independent contractor who believes that there is imminent risk of harm to his/her safety or well-being, shall report the matter to the appropriate authorities, immediately.
 - c. Any complaint or grievance that does not represent a risk to the safety, health or well-being of an employee or independent contractor shall be addressed as set forth in PART ONE of this Complaint and Grievance Policy & Procedure.

2. Complaints and Grievances between an Employee or Independent Contractor (or a group of the same) and Administration/Governing Board member(s), shall be addressed as follows:
 - a. Any complaint or grievance that represents a risk to the safety, health or well-being of an employee or independent contractor shall be addressed through a closed session meeting of the Governing Board, at a Special Meeting of the Board following notice of said complaint or grievance. Any members of the Board who are party to the complaint or grievance shall recuse themselves from participating on the Board for this matter. The Board shall hear testimony of the parties and witnesses and make its determination as set forth in Section III, Governing Board Hearings, below.
 - b. All other complaints and grievances, that do not represent significant risk to the safety, health or well-being of an employee or independent contractor, that are asserted toward the Administration or the Governing Board, shall be addressed as follows:
 1. Allegations against Administration: The complaining party shall attempt direct communication with the Administrator, in a timely fashion, unless the party believes such interaction would endanger their safety, health or well-being; in which case the party may, through written request, proceed to Governing Board assessment, as set forth in Section III, Governing Board Hearings, below. The Administrator and grievant shall make a good-faith effort to promote a non-adversarial resolution to the issues at hand. This communication process shall be conducted and documented in the manner set forth in PART ONE, Section II, Formal Grievance Procedures, of this Complaint and Grievance Policy & Procedure. In the event that a resolution is not realized through informal communications, either party may request, in writing, a closed session Governing Board review, as set forth in Section III, Governing Board Hearings, of the matter to be held at the next regularly

scheduled meeting, unless the complaining party believes it necessary to schedule a Special meeting, prior to that time.

2. Allegations against Governing Board Members: Any and all allegations of wrong-doing, outside of the sphere of professional performance and conduct shall be addressed as set forth in Section III, Governing Board Hearings, below.

SECTION III - GOVERNING BOARD HEARING PROCEDURE

The Governing Board shall meet in either Regular or Special Meeting Closed Session, as set forth in Section II of PART TWO of this Complaint and Grievance Policy & Procedure document. This meeting shall be conducted as follows:

1. All parties to the complaint or grievance shall be present at the Governing Board closed session for all employees and in open session for Governing Board members.
2. The Board shall hear the allegations of the grieving party (Complainant) and the responses to these allegations by the Administrator or Governing Board Member(s) accused of the wrong-doing (Respondent).
3. The Board will, at its sole discretion, utilize whatever format it determines most effective to garner information from all parties, including but not limited to: joint and caucus sessions.
4. The Board will hear testimony from any and all individuals called forth by the parties, as witnesses. All parties to the complaint or grievance will be present for the testimony of witnesses, unless they expressly request to be absent.
5. The Board, following the presentation of all pertinent information, will make its determination and present its decisions to the parties.
6. The decision of the Governing Board is final.
 - a. In the event that any party wishes to contest the decision of the Board, it is recommended that such contestation be through private mediation. In the event that the conflict is not resolved through mediation, it is further recommended that all parties agree to submit their case to binding arbitration.
 - b. The acceptance of these conditions are voluntary and do not prevent any party from pursuing their due process rights through litigation if they decline this mediation/arbitration agreement, as set forth below. **MEDIATION/ARBITRATION NOTICE** The parties agree to have any dispute arising from the decision of the Governing Board of the LTCS be resolved through the process of **MEDIATION**. In the event that resolution is not reached through mediation, the parties agree to **MANDATORY BINDING ARBITRATION** as provided by Georgia law. The arbitration will comply with and be governed by the provisions of the State of Georgia.

IT IS UNDERSTOOD, BY ALL PARTIES, THAT IN EXECUTING THIS MEDIATION/ARBITRATION AGREEMENT, THAT THEY ARE GIVING UP ANY RIGHTS THEY MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL.

All parties understand they are giving up their judicial rights to discovery and appeal, unless those rights are specifically included in the "arbitration of disputes" provision, they may be compelled to arbitrate under the authority of the State of Georgia. THIS AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY. The costs for mediation shall be divided equally between parties, unless otherwise mutually agreed upon. The costs for arbitration shall be divided equally between parties, unless the arbitrator, in his/her award decides otherwise. I/we have read and understand the foregoing and agree to submit disputes arising under the contract to MEDIATION & BINDING ARBITRATION, as set forth above.

Background Check Policy

Fingerprinting and Criminal Record Checks for Employees, Contractors, Consultants, Vendors and Volunteers

Liberty Tech Charter School wishes to create a safe learning environment for students to ensure student success. Therefore, the Board employs individuals who act as role models for students and who demonstrate the highest level of integrity. In accordance with [O.C.G.A. 20-2-211 \(c\) \(1\)](#), all personnel, certificated as well as non-certificated, employed by the Board after July 1, 2000, shall be fingerprinted and have a criminal record check prior to beginning work. Contractors, consultants and vendors shall also be fingerprinted and have a criminal record check initiated prior to providing services to the district as specified in regulations approved by the Liberty Tech Board.

1. Employees, Contractors, Consultants, Vendors and Volunteers shall not be assigned to teach or work with pupils until passing the background screening and determines that there is nothing in the background of the prospective Employees, Contractors, Consultants, Vendors or Volunteers which would render them unfit to work with LTCS pupils, including, but not limited to, conviction of a criminal offense or pending charges that substantially relate to the duties and responsibilities assigned to the Volunteer.

All certificated personnel whose employment is renewed in this school district after July 1, 2000, shall have a criminal record check made as required above upon any certificate renewal application to the Professional Standards Commission. Criminal record check of non-certificated personnel continued in employment in the school district shall occur every fifth year of employment.

The Principal is authorized to develop regulations to implement this policy.

Volunteer Criminal Background Checks

In support of student safety, the Liberty Tech Board requires that all schools and administrative offices identify and screen all volunteers in accordance with the following guidelines. Security clearances for volunteers must be renewed every two years.

Level 1 volunteers are non-district personnel who will have no direct interaction with students such as volunteers working on playground construction or assisting with facilities maintenance when school is not in session. Level 1 volunteers do not require criminal background checks.

Level 2 volunteers are non-district personnel who will have direct interaction with students with

other adults present at all times. When Level 2 volunteers interact with students, a Liberty Tech employee or no fewer than two other adult volunteers must be present at all times. Level 2 volunteers do not require fingerprinting or GBI/FBI criminal background checks. School staff shall check the volunteers' names in the Georgia and federal sex offender registries. Registered sex offenders may not volunteer. School administrators shall have the discretion to pursue any other screening methods including, but not limited to, personal interviews and reference checks. Examples of Level 2 volunteers include parents/guardians volunteering for a field day or school fair, classroom helpers, in-class tutors, performers and speakers from external agencies.

Georgia Sex Offender Registry: <https://gbi.georgia.gov/services/georgia-sex-offender-registry>

Federal Sex Offender Registry:
<http://www.nsopw.gov/>

Level 3 volunteers are non-district personnel who will have direct, unsupervised interaction with students. Level 3 volunteers shall be fingerprinted by the district and have GBI/FBI criminal background checks on file prior to service. Payment for the record check must be provided by the volunteer or a sponsoring organization, such as a business partner, Parent-Teacher Organization or the school. School administrators shall have the discretion to pursue any additional screening methods, including, but not limited to, personal interviews and reference checks. Level 3 volunteers must be approved by the principal of the school prior to participating in activities involving direct, unsupervised interaction with students. Examples of Level 3 volunteers include chaperones on overnight field trips who will have any unsupervised interaction with students and mentors who will have unsupervised interaction with students.

1. Exceptions

Exceptions to the criminal background requirements may be granted by the Liberty Tech Board on a case-by-case basis for guest speakers with legitimate, unique educational value.

2. Expectations of Volunteers

Volunteers are representatives of the school community and role models for students. As such, volunteers are expected to adhere to the system's core values: integrity, high ideals and expectations and sensitivity to the school environment. Volunteers must take personal responsibility for understanding the system's ethical standards and applying them in volunteer activities. All volunteers are expected to:

1. Make decisions based on what is best for students in all cases
2. Maintain honest, equitable, professional relationships with students, parents, staff members, community members and other volunteers
3. Observe local, state and federal laws, policies, rules, and regulations

4. Maintain confidentiality of privileged information
5. Support cooperation between the school and the community
6. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or propaganda of any kind
7. Safeguard school property, equipment, and materials
8. Implement board policies in a spirit of good faith
9. Comply with appropriate standards of professional conduct including, but not limited to, displaying appropriate behavior, language and attire at all times

3. Qualification of Volunteers

Prior to participating in a volunteer activity, Level 1 volunteers must complete the Liberty Tech Volunteer Training. Level 2 and 3 volunteers must have on file at the school the required background check information evidence that the volunteer has completed any required training.

4. Disqualification of Volunteers

School administrators with justified concerns have the authority to exclude individuals from participating in volunteer activities in their schools. Volunteers— including parents—who are excluded from Level 2 or 3 volunteer activities due to a disqualifying offense on the background check or sex offender registry may not participate in Level 1 volunteer activities. Parents/guardians who are excluded from volunteer activities may attend public events at the school such as Parent- Teacher Organization meetings and student performances.

5. Access to Student Information

School volunteers shall not have access to confidential student information including Infinite Campus without express written consent from the parents/legal guardians of the students.

Hiring Policy

1. Employment Process

- 1.1. The Board of Directors give the Executive Director/designee the power to recruit and select qualified and suitable candidates for position vacancies, and ensure compliance with Federal, State and local laws, policies, and procedures concerning employment.
- 1.2. The Executive Director/designee must secure Board approval of salary and applicant's qualifications during the Executive Session of a Board meeting. Afterwards, the Executive director may offer employment to selected employees.
 - 1.2.1. The School will recruit and select qualified applicants available, without discrimination as to age, sex, race, color, religious belief, marital status, national origin, disability, or any other protected class.
 - 1.2.2. The School will promote and transfer employees whenever possible so as to enable employees to develop and grow. Employees may apply for posted positions.
 - 1.2.3. The objective of Liberty Tech Charter School's Employment Process is to attract and retain highly qualified and committed employees. The Executive Director will coordinate: recruitment, screening, orientation of candidates for employment, maintenance of an accurate application, and resume data bank.
 - 1.2.4. The Executive Director shall seek out the best qualified individual, recognizing that qualified individuals may be better qualified than a certified applicant.

2. Equal Opportunity Employer

- 2.1. The School will strive to create an environment, which supports its policy of Equal Employment from a moral, social, and legal point of view.
- 2.2. In support of this policy, the Executive Director will ensure that:
 - 2.2.1. LTCS recruits, hires, trains, and promotes persons in all job classifications without regard to race, creed, color, sex, religion, age, national origin, disability, marital status, or veteran status;
 - 2.2.2. LTCS considers the principle of equal employment opportunities by imposing only those requirements for advancement which are job related;
 - 2.2.3. Personnel actions in all areas, including compensation, benefits, promotions, transfers, demotions, layoffs or terminations, returns from layoffs, training, education, tuition assistance, and social and recreational programs, will be administered without regard to race, creed, color, sex, religion, age, national origin, disability, marital status, or veteran status;
 - 2.2.4. Working environments are free of any form of harassment or intimidation.
- 2.3. It requires a maximum of cooperation between all employees in the School to carry out this policy successfully.
 - 2.3.1. Management will lead this effort by effectively establishing and implementing procedures and practices resulting in equitable employment opportunities for all employees.

- 2.3.2. All employees are expected to participate in activities leading to this equal opportunity.
- 2.3.3. The School will make reasonable accommodations to enable the disabled to function as employees within the School environment including, but not limited to, such actions as provisions of telephone amplifiers for the hearing impaired, providing access to wheelchair users, and making accommodations, where possible, for those with trained animal assistance for sight, hearing, and other physical needs.
- 2.4. Responsibility for establishing and monitoring procedures to ensure compliance and continued implementation of this policy is assigned to the Executive Director. The Executive Director is also responsible for implementing and auditing the reporting system which will keep management informed of the status of this program.
- 2.5. LTCS expects all employees to be thoroughly familiar with this policy and to be active and responsible agents of the School in ensuring the implementation of this policy.

3. New Hire Documentation

- 3.1. LTCS requires the completion and return of all legally required documents prior to the commencement of employment. All candidates hired will meet qualifications stated within the job description and provide the best student environment.
 - 3.1.1. No prospective employee may begin work without confirmation by the Executive Director that all required documentation has been provided and is satisfactory.
 - 3.1.2. All employees must be cleared through the Department of Justice with live scan fingerprint clearance.

4. Employee Renewal

- 4.1. It is imperative that LTCS plan conservatively in order to meet each year's budget constraints. In order to practice sound fiscal planning, it is necessary to review the employment of teachers for each subsequent school year.
- 4.2. The employment offered will be based on the needs of the school. Consequently, LTCS shall provide teachers notice regarding any change in their level of employment for the following school year.
- 4.3. The Executive Director/designee will send a letter prior to the end of June informing each teacher when there is an expected change in their employment.

5. Outside Employment

- 5.1. Employees shall not engage in any outside employment, activity or enterprise for compensation, which is inconsistent, incompatible, or in conflict with his/her duties with LTCS.
 - 5.1.1. Examples include, but are not limited to:
 - 5.1.1.1. Use of School time, facilities, equipment, supplies, prestige or influence in a manner clearly for private gain or advantage.
 - 5.1.1.2. Receipt or acceptance of money or other consideration from other than the School for an activity which employee is expected to render in the regular course or hours of his/her employment with the School, i.e., student

instruction.

5.1.1.3. Any activity which results in the employee's service to the School being less than satisfactory.

5.2. Employees shall inform the Executive Director/designee of his/her intent to engage in any outside activity or employment. The Executive Director/designee shall advise employees in writing regarding the appropriateness of any such outside activity.

5.2.1. Employees shall not obligate themselves to accept responsibilities for activities prior to the end of the required workday.

5.2.2. When an employee cannot avoid obligating themselves to accept responsibilities for activities prior to the end of the required workday (e.g., enrollment in a college class not offered at any other time), the Executive Director/designee may approve an exception for compelling reasons.

Family Medical Leave Act

Liberty Tech Charter School (“LTCS”) is committed to compliance with the Family and Medical Leave Act of 1993 (the “FMLA”). The purpose of this policy is to provide employees with a basic understanding of their rights and obligations under the FMLA.

Eligible employees may take up to 12 workweeks of unpaid, job protected leave under the Family and Medical Leave Act (“FMLA”) in a 12-month period for specified family and medical reasons. Additional information regarding this policy may be obtained from the Human Resource Manager.

1. Employee Eligibility

To be eligible for FMLA leave, you must have:

- Worked for LTCS for at least 12 months; and
- Worked at least 1250 hours for LTCS during those 12 months.

2. Conditions Triggering Leave

FMLA leave may be taken for any of the following reasons:

- 1.1. The birth of an employee's child and to care for the newborn child;
- 1.2. The placement and care for a newly adopted or recently placed foster child;
- 1.3. To care for a spouse, child, or parent (but not parent-in-law) who has a serious health condition; or
- 1.4. An employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his or her job.

3. Duration of Leave

Eligible employees may receive up to 12 workweeks of unpaid leave during a “rolling” 12-month period, measured backward from the date of any FMLA leave. FMLA leave for the birth or placement of a child for adoption or foster care must be completed within 12 months of the birth or placement. Use of Accrued Paid Leave Any unused paid leave that is available at the time of the request for the FMLA leave will be applied concurrently and at the beginning of the leave. Except for any paid leave that is applied, an employee is not entitled to any compensation during the FMLA leave.

4. Intermittent Leave

Employees may request intermittent leave or reduced schedule leave to care for a family member with a serious health condition or if you have a serious health condition that warrants such a request.

5. Notice and Medical Certification

When seeking FMLA leave, employees must provide:

- 5.1. Thirty (30) days advance notice of the need to take FMLA leave, if the need is foreseeable, or notice as soon as practicable in the case of an unforeseeable leave;
- 5.2. Medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member must be returned before your leave begins, or if not possible, within 15 days of LT request to provide the certification. If you fail to do so, LTCS may delay the commencement of your leave or withdraw any designation of FMLA leave, in which case your leave of absence would be unauthorized, subjecting you to discipline up to and including termination. Second to third opinions and periodic recertification may also be required;
- 5.3. Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
- 5.4. Medical certification of fitness for duty before returning to work if the leave was due to your serious health condition.

Failure to comply with the foregoing requirements may result in delay or denial of leave.

6. Maintenance of Benefits

While on a leave of absence provided for under this policy, LTCS will continue your group health insurance benefits under the same terms as provided to other employees, for up to a maximum of 12 weeks leave during any one year period. If your leave extends beyond 12 weeks, you shall be offered the opportunity to purchase continuing coverage under state and federal COBRA continuation rules. Employees who fail to return to work after expiration of FMLA leave may be required to reimburse LTCS for health insurance premiums paid during the leave.

Other accumulated fringe benefits such as retirement, service credits and the like, shall be preserved at the level accrued as of commencement of the leave, but shall not be earned or accrue further during any such leave period.

7. Reinstatement

Subject to certain exceptions permitted by law, will restore employees to their original and equivalent positions upon return from FMLA leave. If, due to medical circumstances, you are no longer able to perform your original job, will attempt to transfer you to alternate suitable work, if available.

8. Definitions

For purposes of this policy:

- 8.1. A child is defined as a natural, adopted, or foster child, a stepchild or a legal ward;

- 8.2. A parent is defined as the employee's or his/her spouse's natural, adoptive, or foster parent, stepparent, or legal guardian.
- 8.3. A serious health condition is defined as a disabling physical or mental illness, injury, impairment, or condition involving a) inpatient care in a hospital, nursing home, or hospice; or b) outpatient care requiring continuing treatment or supervision from a health care professional.

Gender Equality in Sports

It is the policy of Liberty Tech Charter School (“LTCS”) to prohibit discrimination based on gender in its elementary and secondary school athletic programs. In accordance with the Georgia Equity in Sports Act, LTCS shall undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. LTCS shall not participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the [Georgia Equity in Sports Act](#).

Students are hereby notified that LTCS does not discriminate on the basis of gender in its athletic programs. Inquiries or complaints concerning sports equity at LTCS may be submitted to the Title VI, VII, Georgia Equity in Sports, Federal Program Director, and/or EEO Coordinator.

The Principal shall conduct an ongoing assessment of athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there are not equal athletic opportunities for members of both genders, LTCS will conduct an athletic interest survey to determine student interest in various sports.

The Principal may designate an individual, known as the Sports Equity Coordinator, to coordinate compliance with the Georgia Equity in Sports Act. LTCS shall annually notify all students of the name, office address, and office telephone number of the Sports Equity Coordinator. In addition, each school shall post in a conspicuous location a notice of nondiscrimination in sports based on gender.

The Sports Equity Coordinator shall investigate any complaint received by LTCS alleging noncompliance with the Georgia Equity in Sports Act. Such investigation shall be in accordance with the grievance procedures for resolution of complaints regarding gender equality in sports, as adopted by LTCS.

Complaint Procedure

It is the policy of LTCS (the “District”) to prohibit discrimination based on gender in its elementary and secondary school athletic programs, in accordance with the Georgia Equity in Sports Act. The following grievance procedures are adopted to provide for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the Georgia Equity in Sports Act.

1. The student, parent, or guardian must submit a complaint on the form included and submit the completed form to the Sports Equity Coordinator. The sports equity coordinator shall date-stamp the complaint when received.
2. The sports equity coordinator shall take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained shall be maintained in accordance with federal and state law and LTCS's policies on confidentiality of student and employee information.
3. The sports equity coordinator shall render a decision in writing within 30 (thirty) calendar days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision.
4. A copy of such decision shall be provided to the complainant within 5 (five) calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.
5. A complainant shall have the right to appeal such a decision to the Board of Education within 35 (thirty-five) calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Principal. The Principal's office shall date-stamp the complaint when received.
6. The Board shall review all materials related to the matter and render a decision in writing no later than 30 (thirty) calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the essential facts and rationale for the decision.
7. A copy of such decision shall be provided to the complainant within 5 (five) calendar days of the date of decision, either by certified mail or hand delivery to the address.
8. A complainant may appeal a decision of the LTCS Board to the State Board of Education in accordance with the procedures specified in [O.C.G.A. § 20-2-1160](#).

Gender Equity in Sports Grievance Form

It is the policy of LTCS to prohibit discrimination based on gender in its elementary and secondary school athletic programs. Any student or student's parent or guardian may file a complaint with the following form if he or she feels that LTCS has violated the Georgia Equity in Sports Act.

(Please print all information)

Date: _____

Date received by sports equity coordinator: _____

(Filled in by Liberty Tech)

Name of individual filing complaint: _____

Address of individual filing complaint: _____

Telephone number of individual filing complaint: _____

Name of student: _____

Name of parent or guardian: _____

ALLEGED ACTION BY LIBERTY TECH CHARTER SCHOOL IN VIOLATION OF
GEORGIA EQUITY IN SPORTS ACT: _____

PROPOSED ACTION TO CORRECT ALLEGED VIOLATION: _____

Overtime Policy

Like most successful schools, Liberty Tech Charter School ("LTCS") experiences periods of extremely high activity. During these busy periods, additional work is required from all staff. The Principal is responsible for monitoring activity and requesting overtime work if it is necessary. Effort will be made to provide staff with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

1. Employee Classifications

For purposes of this policy, all employees fall within one of the classifications below.

Regular Full-Time Employees - A Regular Full-Time Employee having satisfactorily completed the Introductory Period of three (3) months and holds a normal work schedule of at least thirty-two (32) hours per week on a continuing basis. Under these circumstances, staff are entitled to all benefits available to Regular Full-Time Employees as described in the Employee Handbook.

Regular Part-Time Employees - One who is regularly scheduled to work more than twenty (20) but less than thirty-two (32) hours weekly. Paid leave, holiday and vacation benefits are earned at the prorated rate of a full-time employee. All regulations on the use of these benefits apply.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for benefits, but are eligible to receive statutory benefits.

Per Diem Employees: Employees who come to work only when called to do so and are not entitled to benefits.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such a salary may be paid less frequently than weekly. Employees will be informed of their classifications upon hire and informed of any subsequent changes to classifications.

2. Safe Harbor Policy for Exempt Employees

It is the policy and practice of LTCS to accurately compensate employees and to do so in

compliance with all applicable state and federal laws. To ensure that staff are paid properly and that no improper deductions are made, it is strongly suggested that employees review their pay stubs promptly to identify and report all errors.

Those classified as an exempt salaried employee will receive a salary which is intended to compensate for all hours worked for the LTCS. This salary will be established at the time of hire or upon classification as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Under federal and state law, staff salary is subject to certain deductions. For example, unless state law requires otherwise, salary can only be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay.
- The first or last week of employment in the event you work less than a full week. Any full work week in which you do not perform any work.
- A staff member's salary may also be reduced for certain types of deductions such as the employee's portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which worked is performed, salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absence on a day because your employer has decided to close a facility on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which work is performed (subject to any offsets as set forth above).
- Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

Should a staff member believe they have been subject to any improper deductions, they should immediately report the matter to the Principal. If the Principal is unavailable or if it would be inappropriate to contact that person (or if a prompt and fully acceptable reply has not been received), the employee should immediately contact the Business Manager or the HR Manager.

3. Working Hours and Schedule

LTCS has established the normal hours of 8:00-3:30 with extended hours for other events.

These are our normal work hours; however, they may vary slightly by location, special events, sales, season, etc. In the event these normal hours are changed, modified or extended, staff will be notified.

The staff is expected to report (clock in) thirty minutes before the school opens and stay thirty minutes after closing.

For pay purposes, LTCS's official workweek is seven (7) consecutive days, beginning at 12:01 am on Sunday morning and ending at midnight the following Saturday.

4. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Non-exempt employees may not start work until their scheduled starting time.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

Scheduling for Instruction Policy

Requirements:

1. The Governing Board of Liberty Tech Charter School (“LTCS”) shall establish and approve the school day and school year for students in grades K – 8.
 - 1.1. The Governing Board has established a school year consisting of 180 days for the students of Liberty Tech with regular breaks throughout the year.
 - 1.2. For grades K – 8 classes are 3 semesters long.
2. For grades K – 8 the Governing Board shall schedule a school day that must, at a minimum, satisfy the following instructional time requirements:
 - 2.1. Any grade K – 3 shall have not less than a daily average of 4 ½ hours (270 minutes) of instructional time based on the school year.
 - 2.2. Any grade 4 – 5 shall have not less than a daily average of 5 hours (300 minutes) of instructional time based on the school year.
 - 2.3. Any grade 6 – 8 shall have not less than a daily average of 5 ½ hours (330 minutes) of instructional time based on the school year.
3. The Governing Board shall notify parents of the number of instructional minutes for grades K – 8.
4. The Governing Board may provide for the closure of its schools on November 11 of each year to enable students, teachers, and administrators to participate in Veterans Day programs to honor veterans of the armed forces.
5. The Governing Board may elect not to complete, as make-up days, up to four additional days otherwise needed, which are the result of days when school was closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material, supplies, or fuel.
6. The Governing Board shall adhere to all SBOE rules governing graduation and awarding units of credit requirements for graduation.
7. The Governing Board shall adhere to the minimum hours of instruction in academic classes for middle school programs.
8. A maximum of ten clock hours of early dismissal time, per school year for parent- teacher conferences may be counted as instructional time.
 - 8.1. Testing, counseling, and health screenings are deemed to be instructional activities.
 - 8.2. Educational field trips which relate to standards are deemed to be instructional activities.
 - 8.3. Rest periods, recesses, breaks, class change time, and lunch periods are not considered to be instructional time
9. Only days in which students are present for at least half of the instructional time required at each grade level shall be counted as a school day in the school year.
10. In grades K – 8 student time away from classes shall be limited to 10 school days per year for school sponsored non-instructional activities.

11. The Governing Board may authorize additional time away from classes for school sponsored non - I instructional activities by adopting a policy that
 - 11.1. Establishes clear circumstances under which the BOE will consider and approve additional student activities not included in instructional time.
 - 11.2. Provides for an explanation of how such additional activities not included in instructional time will be academically and instructionally beneficial to students.
 - 11.3. Implements a procedure for maintaining documentation of individual student absences in accordance with local policies.

Unstructured break Time for Students

The Board allows the scheduling of unstructured break time for students in kindergarten in grades K through 8

The school principal is authorized to determine the length, frequency, timing, and location of breaks at each school. In accordance with [O.C.G.A. 20-2-323](#) (2010)

The policies allow one or more breaks, the policies shall include but shall not be limited to the following matters:

1. In determining the schedule for unstructured break time for students, the principal shall consult with appropriate instructional personnel at the school and system level, as appropriate, to ensure that break time does not interfere with and provides support for academic learning. The principal shall also issue directions concerning the responsibility for supervision of students so that break time will be a safe experience for them.
2. Breaks may be withheld from students for disciplinary or academic reasons if prior notice of such is provided to the students.

Promotion and Retention

Liberty Tech Charter School shall abide by the [State Board of Education Rule 160-4-2-.11](#) and [O.C.G.A. 20-2-283](#), which specifies how the state-adopted assessments administered in grades 3, 5 and 8 will be used in making promotion, placement and retention decisions for students once the Georgia Milestones Assessment Program is fully implemented by the State Board of Education.

The principal shall annually notify parents that the promotion, placement or retention of a student is based upon the criteria established in this policy. The standards of this policy shall be supported with accelerated, additional or differentiated instruction.

Definitions

Accelerated Instruction - Accelerated instruction involves challenging instructional activities that are intensely focused on student academic deficiencies in ELA (reading, language, writing and speaking) and/or mathematics. This accelerated instruction is designed to enable a student who has not achieved grade level, as defined by the SDOE, to meet grade-level standards in the shortest possible time.

Additional Instruction - Academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level, as defined by the SDOE, to grade level performance. This may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction and/or summer/ intersession instruction.

Differentiated Instruction - Differentiated instructional strategies are designed to meet individual student learning needs.

ELA - The portion of the Georgia curriculum that includes reading, language, writing and speaking.

Georgia Milestones EOG and EOC - The Georgia Milestones End-of-Grade (grades 3-8) and End-of-Course (grades 9-12) test measures students' academic growth over one academic year.

Grade Level - Grade level is the standard of performance as defined by SDOE.

GSE - GSE, Georgia Standards of Excellence, is the term that replaces the CCGPS, College and Career Georgia Performance Standards, as the curriculum for schools.

Placement - Placement is the assignment of students to a specific grade level which will most likely provide the students with the instruction and other services necessary to progress to the next higher level of academic achievement.

Placement Committee - The placement committee is established by the principal to make placement decisions concerning a student who does not meet established criteria to be considered on grade level. The committee shall be composed of the principal, student's parents or guardian and teacher(s) in the content area(s) in which the student did not achieve grade level.

Promotion - Promotion is the assignment to the next higher grade based upon a student's achievement of established criteria in the current grade level.

Retention - The re-assignment of a student to the current grade level during the next year. Student's cumulative/permanent records must contain appropriate documentation of academic progress to assist school personnel in formulating decisions on the possible promotion, placement or retention of a student.

SLO - Student Learning Objectives assessments for students in grades K-12.

1. PROMOTION STANDARDS

- 1.1. Students in grades K-2 must meet the following criteria
 - 1.1.1. K to 1st grade:
 - 1.1.1.1. Mastery of the GSE Priority Standards and the Georgia Kindergarten Inventory Developing Skills (GKIDS)/ for language arts.
 - 1.1.1.2. Mastery of the GSE Priority Standards and the Georgia Kindergarten Inventory Developing Skills (GKIDS)/ for mathematics.
 - 1.1.1.3. Meet all attendance requirements
 - 1.1.1.4. Teacher recommendation
 - 1.1.2. 1st grade to 2nd grade:
 - 1.1.2.1. Mastery of the GSE Priority Standards for language arts.
 - 1.1.2.2. Mastery of the GSE Priority Standards for mathematics.
 - 1.1.2.3. Meet all attendance requirements
 - 1.1.2.4. Teacher recommendation
 - 1.1.3. 2nd grade to 3rd grade:
 - 1.1.3.1. Mastery of the GSE Priority Standards and for language arts.
 - 1.1.3.2. Mastery of the GSE Priority Standards for mathematics
 - 1.1.3.3. Meet all attendance requirements
 - 1.1.3.4. Teacher recommendation
- 1.2. Students in grades 3-5 must meet the following criteria
 - 1.2.1. 3rd grade to 4th grade:
 - 1.2.1.1. Pass ELA and mathematics, plus one additional academic courses (science or social studies) with an average of 70 or higher in each course
 - 1.2.1.2. Meet all attendance requirements

- 1.2.1.3. A third grade student shall not be promoted to the fourth grade if the student does not achieve a “Developing Learner” or higher level on the state-adopted assessment in ELA and mathematics and meet promotion standards and criteria for the school that the student attends.**
- 1.2.2. 4th grade to 5th grade:
 - 1.2.2.1. Pass ELA and mathematics, plus one additional academic courses (science or social studies) with an average of 70 or higher in each course
 - 1.2.2.2. Meet all attendance requirements
- 1.2.3. 5th grade to 6th grade:
 - 1.2.3.1. Pass ELA and mathematics, plus one additional academic courses (science or social studies) with an average of 70 or higher in each course
 - 1.2.3.2. Meet all attendance requirements
 - 1.2.3.3. A fifth grade student shall not be promoted to the sixth grade if the student does not achieve a “Developing Learner or higher level on the state-adopted assessment in ELA and mathematics and meet promotion standards and criteria for the school that the student attends.**

** Due to the State Board approved state-wide waiver of certain sections of Rules 160-4-2-.11 Promotion, Placement and Retention; and, [160-4-2-.13](#) Statewide Passing Score for the 2016- 2017 school year, all students in grades 3, 5 and 8 requiring the passing of the ELA and math portions of the Georgia Milestones will have this promotion requirement waived.

- 1.3. Students in grades 6-8 must meet the following criteria
 - 1.3.1. 6th grade to 7th grade:
 - 1.3.1.1. Pass mathematics, ELA, and one additional academic course (science or social studies) and at least one connection/exploratory course rotation with an average of 70
 - 1.3.1.2. Meet all attendance requirements
 - 1.3.2. 7th grade to 8th grade:
 - 1.3.2.1. Pass mathematics, ELA, and one additional academic course (science or social studies) and at least one connection/exploratory course rotation with an average of 70
 - 1.3.2.2. Meet all attendance requirements
 - 1.3.3. 8th grade to 9th grade:
 - 1.3.3.1. Pass mathematics, ELA, and one additional academic course (science or social studies) and at least one connection/exploratory course rotation with an average of 70
 - 1.3.3.2. Meet all attendance requirements
 - 1.3.3.3. An eighth grade student shall not be promoted to the ninth grade if the student does not achieve a “Developing Learner” or higher level on the state-adopted assessment in ELA and mathematics

and meet promotion standards and criteria for the school that the student attends. **

** Due to the State Board approved state-wide waiver of certain sections of Rules 160-4-2-.11 Promotion, Placement and Retention; and, 160-4-2-.13 Statewide Passing Score for the 2016- 2017 school year, all students in grades 3, 5 and 8 requiring the passing of the ELA and math portions of the Georgia Milestones will have this promotion requirement waived.

2. REQUIREMENTS IN THIS SECTION SHALL APPLY TO STUDENTS IN GRADES 3, 5 and 8

The school principal or designee may retain a student who performs satisfactorily on the state- adopted assessment but who does not meet promotion standards and criteria established by the local board of education.

When a student does not perform at a “Developing Learner” level in grades 3, 5, or 8 on the state-adopted assessment(s) specified in sections 1.2 and 1.3 above, then the following shall occur:

- 2.1. Within ten calendar days, excluding weekends and holidays, of receipt of the state- adopted assessment individual student scores, the school principal or designee shall notify in writing by first-class mail the parent or guardian of the student regarding the following:
 - 2.1.1. The student’s below-grade-level performance on the state-adopted assessment(s);
 - 2.1.2. The specific retest(s) to be given the student and testing date(s);
 - 2.1.3. The opportunity for accelerated, differentiated, or additional instruction based on the student’s performance on the state-adopted assessment; and
 - 2.1.4. The possibility that the student might be retained at the same grade level for the next school year.
- 2.2. The student shall be given an opportunity for accelerated, differentiated, or additional instruction in the applicable subject(s) prior to the retesting opportunity; and 160-4-2-.11.
- 2.3. The student shall be retested with appropriate section(s) of the state-adopted assessment(s) or an alternative assessment instrument that is appropriate for the student’s grade level as provided for by the State Board of Education.
- 2.4. When a student does not perform at a “Developing Learner” or higher level on the state-adopted assessment(s) in grades 3, 5, and 8, and also does not perform at a “Developing Learner” or higher level on a second opportunity to take the assessment, then the following shall occur:
 - 2.4.1. The school principal or designee shall retain the student for the next school year except as otherwise provided for in this rule.
 - 2.4.2. The school principal or designee shall notify in writing by first-class mail the parent or guardian of the student and the teacher(s) regarding the decision to retain the student.

- 2.4.2.1. The notice shall describe the option of the parent or guardian or teacher to appeal the decision to retain the student;
- 2.4.2.2. The notice shall describe the composition and functions of the placement committee; it may describe the option of the parent or guardian, teacher(s), or principal to invite individuals who can provide information or facilitate understanding of the issues to be discussed to attend the placement committee meeting if provided for in local board policy; and
- 2.4.2.3. The notice shall include the requirement that the decision to promote the student must be the unanimous decision of the placement committee composed of the parent or guardian, teacher(s), and principal or designee.
- 2.4.2.4. If the parent or guardian or teacher(s) appeals the decision to retain the student, then the school principal or designee shall establish a placement committee to consider the appeal.
- 2.4.2.5. The placement committee shall be composed of the principal or designee, the student's parent or guardian, and the teacher(s) of the subject(s) of the state-adopted assessment or the alternative assessment instrument on which the student failed to perform at grade level.
- 2.4.2.6. The principal or designee shall notify in writing by first-class mail the parent or guardian and teacher(s) of the time and place for convening the placement committee.160-4-2-.11.
- 2.4.2.7. The placement committee shall review the overall academic achievement of the student in light of the performance on the state-adopted assessment or the alternative assessment instrument and promotion standards and criteria of the school, and make a determination to promote or retain.
- 2.4.2.8. The decision to promote must be the unanimous decision of the placement committee and must determine that if promoted and given accelerated, differentiated, or additional instruction during the next year, the student is likely to perform at grade level by the conclusion of the school year.
- 2.4.2.9. The placement committee shall prescribe such additional assessments as may be appropriate in addition to assessments administered to other students at the grade level during the year.
- 2.4.2.10. The placement committee shall provide for a plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
- 2.4.2.11. A plan for accelerated, differentiated, or additional instruction must be developed for each student who does not achieve grade level performance in grades 3, 5, or 8 on the state-adopted assessment(s) specified in section (1.2 and 1.3) above whether the student is retained, placed, or promoted for the subsequent year.

- 2.5. A student who is absent or otherwise unable to take the state-adopted assessment in ELA and/or mathematics on the first administration or its designated make-up day(s) shall take the state-adopted assessment in ELA and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education. Placement or promotion of these students shall follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
- 2.6. A student's failure to take the state-adopted assessment in grades 3, 5, and 8 in ELA and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education shall result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student shall follow the procedure set forth in this rule.
- 2.7. For students receiving special education or related services, the Individualized Education Plan Committee shall serve as the placement committee.160-4-2-.11.
- 2.8. The decision of the placement committee may be appealed only as provided for by the local board of education.

3. SUPPORT STANDARDS

- 3.1. Teachers shall use available student achievement data to focus instruction on identified academic needs.
- 3.2. For each student who does not achieve grade level on ELA and/or mathematics level work, the principal shall ensure that appropriate classroom and school-wide interventions are in place. The student's progress shall be monitored, supported, and documented by appropriate data collection. Students who do not make sufficient progress as evidenced by that documentation shall be referred to a Student Support Team (SST) established by the principal.
- 3.3. The SST shall:
 - 3.3.1. determine whether each student shall be promoted, placed or retained based on a review of the overall academic achievement of the student.
 - 3.3.2. develop an accelerated, additional or differentiated written instructional plan for each student is not achieving at grade level based on the overall achievement of the student.
 - 3.3.3. develop a written plan of continuous assessment during the subsequent school year in order to monitor the progress of the student.
 - 3.3.4. require successful completion of the program prior to being promoted or placed to the next grade level.
 - 3.3.5. develop a written plan to regularly communicate to parents' student progress toward achieving goals.

4. SPECIAL EDUCATION

- 4.1. Special education students shall meet criteria for promotion, placement or retention as established in their Individualized Education Plan (IEP)
- 4.2. For students receiving special education or related services, the IEP Committee shall serve as the placement committee

School Ceremonies & Observations Policy

1. PLEDGE OF ALLEGIANCE

- 1.1. Per Georgia law, students shall be afforded the opportunity to recite the pledge of allegiance on a daily basis. The time shall be determined by the Principal. Students not wishing to recite the pledge are allowed to stand, or remain seated, as they prefer. No student, faculty or staff member may coerce any student who abstains from reciting the pledge into taking part in the pledge.
- 1.2. Students may be given a 'moment of silence' lasting up to sixty seconds. Students may use this time for any type of silent reflection or preparation for the day. Faculty and staff shall not guide the students in any way during this moment of silence including leading or suggesting prayers or meditations of any type.

2. CEREMONIES AND OBSERVANCES

- 2.1. During ceremonies and celebrations on school grounds, students will follow proper etiquette and behave in a manner consistent with the event.
- 2.2. No ceremony or gathering on school grounds shall include a prayer of any type, by any individual or group, at any time before, during or after.

Homeless Policy

Purpose: The purpose of this policy is to clarify statutory rights of children and youths experiencing homelessness as provided by federal and state law. This policy shall be interpreted and implemented in conformance with federal and state law and shall supersede any other School Board policy provisions relating to children and youths experiencing homelessness. The School Board shall remove barriers based upon a student's homelessness that affect the enrollment and retention of students experiencing homelessness.

The School Board of Liberty Tech Charter School ("School Board") shall ensure that homeless children and youths are provided with equal access to the same free, appropriate education as other students, have an opportunity to meet the same challenging academic standards to which all students are held, and are not segregated, separated or isolated on the basis of their status as homeless and shall establish safeguards that protect homeless students from being stigmatized or discriminated against on the basis of their homelessness.

Public notice of the educational rights of homeless students will be available in the Liberty Tech Charter School ("LTCS") Student and Family Handbook and disseminated in schools and the community.

The Special Populations Coordinator shall make a determination of homeless status on a case-by case basis.

1. Definitions

- 1.1. The McKinney-Vento Act, within [42 U.S.C. § 11434a](#), defines homeless children and youths as children and youths who lack a fixed, regular, and adequate nighttime residence within the meaning of [42 U.S.C. § 11302](#); and includes children and youths who:
 - 1.1.1. are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
 - 1.1.2. are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - 1.1.3. are living in emergency or transitional shelters;
 - 1.1.4. are abandoned in hospitals;
 - 1.1.5. are awaiting foster care placement;
 - 1.1.6. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - 1.1.7. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- 1.1.8. are migratory children who qualify as homeless because the children are living in circumstances described in 1) through 7).
- 1.2. The McKinney-Vento Act, within 42 U.S.C. § 11434a, defines the term "unaccompanied youth" to include a youth who is not in the physical custody of a parent or guardian.
- 1.3. The McKinney-Vento Act, within 42 U.S.C. § 11432(g)(3)(G), defines the term "school of origin" to mean the school that the student attended when permanently housed or the school where the child or youth was last enrolled.
- 1.4. The McKinney-Vento Act, within 42 U.S.C. § 11434a, defines the terms "enroll and enrollment" to include attending classes and participating fully in school activities.
- 1.5. The term "immediate" means without delay.
- 1.6. The term "parent" means the natural or adoptive parent or legal guardian of a student.
- 1.7. The term "liaison" means the staff person designated by our LEA and each LEA in the state as the person responsible for carrying out the duties assigned to the liaison by the McKinney-Vento Act under 42 U.S.C. § 11432.
- 1.8. The term local educational agency (LEA) within the meaning of the McKinney-Vento Act, 42 U.S.C. § 11434a, includes the School Board.

2. School Selection

- 2.1. The School Board shall ensure that the parent, guardian, or unaccompanied youth that is accepted into the school will be informed of the student's right to remain in the school and according to that which is in the student's best interest, and at the parent's, guardian's, or unaccompanied youth's request:
 - 2.1.1. continue the homeless child's or youth's education at LTCS for the duration of homelessness--in any case in which a family becomes homeless between academic years or during an academic year; or for the remainder of the academic year, if the student becomes permanently housed during the academic year; or
 - 2.1.2. school in the new zone of residence, shall not apply to homeless students.

3. Enrollment

Should a homeless youth be accepted into LTCS through the lottery process, the school will immediately enroll a homeless student, new to the district, even if they do not have the documents usually required for enrollment, such as school records (includes Individualized Education Plan-IEP), prior academic records, immunization, medical records, birth certificates, or proof of residency or guardianship.

- 3.1. If a homeless student arrives without records, LTCS's Guidance Department shall assist the family and contact the previously attended school system to obtain the required records.

- 3.2. LTCS's Guidance Department for homeless children and youths shall immediately refer the parent or guardian to the Special Populations Coordinator, who will help in obtaining necessary immunizations or immunization or medical records if the student needs to obtain these records.
- 3.3. Homeless students who do not live with their parents or guardians may enroll themselves in school.

4. Guardianship and Caregivers

- 4.1. Although a school should immediately enroll a homeless student, even if there is no proof of legal guardianship at the time of initial enrollment, the legal guardian shall be asked to present to the school all court order(s) showing his/her appointment as a guardian of the student, within a reasonable period of time.
- 4.2. If a homeless student is not accompanied by a parent or guardian at the time of enrollment, once he or she is enrolled in and attending a school, the person acting as a caregiver or the unaccompanied youth will be asked to complete the LTCS's caregiver authorization form within a reasonable period of time.

5. Disputes to McKinney-Vento Act under [42 U.S.C. § 11432 (g)(3)(E)] If a dispute arises over enrollment:

- 5.1. The student shall be immediately admitted to LTCS, providing admission through the lottery was achieved, pending resolution of the dispute;
- 5.2. The parent or guardian of the student shall be provided with a written explanation of the LTCS's decision regarding enrollment, including the rights of the parent, guardian or student to appeal the decision through the School Board's enrollment dispute procedure and the Georgia Department of Education's appeal process;
- 5.3. The student, parent or guardian shall be referred to the LTCS Special Populations Coordinator, who shall ensure the resolution process is carried out as expeditiously as possible after receiving notice of the dispute; and
- 5.4. In the case of an unaccompanied student, the LTCS's Special Populations Coordinator shall ensure that the student is immediately enrolled in school, providing admission through the lottery is achieved, pending the resolution of the dispute.

6. Transportation

The School Board shall ensure at the request of the parent or guardian, or in the case of an unaccompanied youth, the LTCS Special Populations Coordinator, transportation will be provided for a homeless student to and from the school.

7. Comparable Services

Each homeless student shall be provided with services comparable to other students in the school [McKinney-Vento Act under 42 U.S.C. §11432 (g)(4)], including:

- 7.1. Transportation services, if offered;
- 7.2. Educational Services for which the student meets the eligibility criteria, including special education and related services and programs for English language learners;
- 7.3. Vocational and technical education programs;
- 7.4. Gifted programs;
- 7.5. School nutrition programs (all identified homeless students are entitled to free meals per McKinney-Vento);
- 7.6. Title I, Part A;
- 7.7. Before- and After-School programs, if eligible [McKinney-Vento Act under 42 U.S.C. § 11432 (g)(1)(F)(iii)]; and
- 7.8. Preschool programs, if eligible [McKinney-Vento Act under 42 U.S.C. § 11432 (g)(6)(A)(iii)],

Pending grant funding, the School Board may provide additional services, including but not limited to: Tutoring (at shelters, Title I and non-Title I schools), school supplies, school uniforms/shirts, mentoring, summer programs.

8. Homeless Education Liaison

The LTCS Principal shall ensure that there is a Special Populations Coordinator and his/her duties are communicated to LTCS and school personnel and appropriate community agencies and providers.

Unsafe School Choice Option

It shall be the policy of Liberty Tech Charter School ("LTCS") to comply with the requirements of the State Board Rule 160-4-8-.16 UNSAFE SCHOOL CHOICE OPTION (USCO).

The principal and appropriate staff shall develop procedures approved by the LTCS Board that comply with the applicable state board rules and are consistent with the state guidelines that include provisions for the following:

1. Notification of the parents/guardians of students enrolled LTCS that have been classified as a persistently dangerous school within ten school days of notification to the local school system by the Georgia Department of Education (GDOE).
2. Facilitation of the transfer of students who are victims of violent criminal offenses within ten school days of the commission of the violent criminal offense, and to the extent possible, allow victims to transfer to a school that is making adequate yearly progress and has not been identified as being on school improvement, corrective action, or restructuring.

The development and submission to the GDOE of a corrective action plan for each school identified by the GDOE as a persistently dangerous school within 20 days after notification to the local school system.

Corporal Punishment Policy

The Liberty Tech Charter School (“LTCS”) Governing Board believes that students respond most favorably when treated fairly and respectfully within the parameters of positive relationships. For that reason, the use of corporal punishment is banned from any LTCS function. Discipline does exist as outlined in our handbook, however it does not include any physical element.

Disciplinary Removal from Classroom Policy

Commented [5]: Revision 8

Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students should be able to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. Such behavior interferes with the classroom environment and will not be tolerated.

Liberty Tech Charter School (“LTCS”), a school of choice, requires that students and parents sign a commitment of excellence stating that they understand the expectation of all parties towards the goal of producing well-educated citizens. A student who engages in classroom conduct or behavior prohibited by the code of conduct may be removed from class by a teacher and placed temporarily in an alternative setting in accordance with these procedures and consistent with state and federal law.

For purposes of this policy and procedure, a “class” includes regular classes, special classes, resource room sessions, labs, study halls, library time, school assemblies, and other such learning opportunities taught or supervised by a teacher. “Teacher” means a person holding a license issued by the state who is employed to instruct, direct or supervise the instructional program.

1. Informal removal

An informal removal from class occurs when a student breaks one or several classroom rules in a class period or during the school day. The teacher may remove a student by using approved discipline management techniques or requesting administrative/counselor assistance, or some other safe, appropriately supervised location for a period of time. Generally, the student will be allowed to return to his or her classroom later the same day. The procedures set forth below do not apply to an informal removal from class.

2. Formal removal from class

A teacher may formally remove a student from class for no more than one full class period for the following conduct or behavior:

- 1.1. Conduct that is prohibited in the student code of conduct. It should be noted that administrators make decisions regarding suspension and the superintendent makes recommendations for expulsion. Thus, a teacher’s decision to remove a student from class for behavior covered by district policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.
- 1.2. Disruptive, dangerous, or unruly behavior. The following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:
 - 1.2.1. Inappropriate physical contact intended or likely to hurt, distract, or annoy others such as hitting, biting, pushing, shoving, poking, pinching, or grabbing;
 - 1.2.2. Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting;

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- 1.2.3. Behavior that may constitute sexual or other harassment;
- 1.2.4. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g., lecture by teacher, response by other student, presentation by visitor) or during quiet study time;
- 1.2.5. Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.;
- 1.2.6. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out;
- 1.2.7. Destroying or damaging the property of the school, the teacher or another student; or
- 1.2.8. Loud, obnoxious or outrageous behavior.
- 1.3. Conduct that otherwise interferes with the ability of the teacher to teach effectively. By way of example and without limitation, this behavior includes:
 - 1.3.1. Open defiance of the teacher, manifest in words, gestures, or other overt behavior;
 - 1.3.2. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior; or
 - 1.3.3. Other behavior likely or intended to sabotage or undermine classroom instruction.

3. Procedures to be followed for formally removing a student from class

Unless the behavior is extreme as determined by the teacher, a teacher shall warn a student that continued misbehavior may lead to removal from class. When the teacher determines that removal is appropriate and all due process requirements have been fulfilled, the teacher should take one of the following courses of action:

- 3.1. Seek assistance from the main school office, principal's office or other available staff. When assistance arrives, the teacher or the other staff member should accompany the student to the appropriate office. The principal or designee shall be informed of the reason for the student's removal.
- 3.2. Obtain coverage for the class and escort the student to the main school office or principal's office. The teacher shall inform the designee of the reason for the student's removal from the class.
- 3.3. Instruct the student to go to the main office or principal's office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the principal's office.

Within 24 hours of the student's removal from class, the teacher shall submit to the principal or designee a short and concise written explanation of the basis for the student's removal from class. The principal/designee shall review with the teacher the incident, the procedures followed, and the reasons for removal.

4. Notice to parent/guardian

As soon as practicable, the teacher shall notify the student's parent/guardian, that the student was removed from class. The notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The notice shall provide an opportunity for the parent/guardian to attend a student-teacher conference regarding the removal. If the student's removal from class is also subject to disciplinary action (i.e., suspension or expulsion) for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

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5. Placement procedures

Each principal shall designate a room or other suitable place in the school with appropriate supervision to serve as the short-term removal area.

When the student arrives at the main office or principal's office or designee shall give the student an opportunity to briefly explain the situation. If the principal or designee is not available immediately upon the student's arrival, the student will be taken to the designated short-term removal area and the principal or designee will speak to the student as soon as practicable.

At the discretion of the principal or designee, the student may be placed in another appropriate class, program or educational setting, provided students are supervised in such alternative setting.

Students placed in the short-term removal area shall be supervised. During their time of placement, students are expected to do work of an academic nature. If possible, such work shall be related to the work in the class from which the student was removed or may be related to the student's misconduct. In no event shall a student's time in the short-term removal area be recreation or other free time.

In most cases, a student shall remain in the short-term removal area for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the principal or designee may consider a different placement option.

6. Behavior plan

The principal or designee and teacher shall consider whether a behavior plan should be developed for the student upon the student's first removal from class. The behavior plan will be similar, if not the same, as a remedial discipline plan developed for disruptive students.

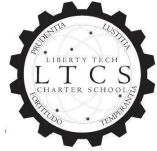
7. Removal for remainder of term

Upon the third formal removal from the same class and review by the principal/designee of the circumstances of each removal, a student may be officially removed from the teacher's class for the remainder of the term. The principal shall be responsible for determining the appropriate educational placement of the student, which may or may not be another section of the same class, depending on a variety of circumstances.

8. Review by Principal

A student may be removed from a classroom by a teacher only after affording the student all due process requirements in accordance with this policy and relevant state and federal law. All teacher actions under this policy shall be subject to evaluation and supervision by the teacher's supervisor as provided in school district policies and procedures, including the evaluation policy.

The principal is required to collect data pertaining to the number of students who are removed from class during the year. This information will be reported to the public. While there are a variety of factors to consider when analyzing this data, an unusually high number of formal documented student removals from



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any one teacher may be cause for concern. The principal shall review this data with teachers at least annually.



Student Disciplinary Hearing

To ensure that students attending Liberty Tech who allegedly commit a serious offense are afforded a Student Disciplinary Hearing, Student Disciplinary Hearings shall be convened as an evidentiary hearing to render a decision and impose disciplinary action.

1. The Principal of Liberty Tech or their designee shall convene a Student Disciplinary Hearing in the following cases:
 1. (a) Where a student has committed an alleged assault or battery upon a teacher, other school official or employee.
 2. (b) Where a student has committed an alleged assault or battery upon another student.
 3. (c) Where a student is alleged to have violated any school or system rule or engaged in any act of misconduct for which the School Director recommends suspension longer than ten school days.
1. In compliance with O.C.G.A. § 20-2-759 and [SBOE rule 160-4-8-.15](#), a hearing officer will be selected for the disciplinary hearing that meets the training requirements and is not the staff member that has recommended the discipline.
2. Student Disciplinary Hearings for the students attending Liberty Tech shall include one administrative faculty member from Liberty Tech, one representative from the governing board, and at least one representative from the Liberty Tech staff. When the Principal calls a Student Disciplinary Hearing, they will select a panel for the hearing with these minimum criteria in place.
3. Whenever a Principal or his/her designee refers a student for Student Disciplinary Hearing, the Principal shall send a letter to the student and his parents or guardians containing a statement of the time, place and nature of the hearing, a statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses, and be represented by legal counsel. The hearing shall be held no later than ten school days after the beginning of the suspension.
4. The Principal or his/her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school shall be given notice no later than three days prior to the hearing. The hearing panel shall have made a verbatim, electronic, or written record of the hearing. This record shall be available to all parties participating in Student Disciplinary Hearing, but the cost of transcribing such record shall be borne by the party requesting the transcript.
5. The hearing panel shall render a recommendation finding whether the student committed the offense and, if so, the appropriate punishment. The recommendation of the hearing panel shall be based solely on the evidence received at the hearing,

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including evidence presented by either party relevant to the appropriate punishment to be imposed. Following the decision from the panel, the Principal shall provide the decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians. The decision of the panel shall be final unless either party should appeal the decision to the Governing Board.

6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the Code of Conduct for which a hearing has been requested, the student and parent may voluntarily accept the consequences prescribed by the school and waive the tribunal hearing. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must be signed by the student, a parent, a school administrator or his/her designee, who shall act as hearing officer with the authority to approve the disciplinary consequences set forth in the waiver.
7. Any party may appeal the decision of the hearing panel to the governing board by filing with the Principal a written notice of appeal within ten days from the date the decision is rendered. Any decision of the hearing not appealed in this manner shall be final. The Principal may suspend the disciplinary action imposed by the hearing pending the outcome of the appeal.
8. The Governing Board Executive Committee shall review the record of the hearing before the hearing panel, the decision of the panel and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Governing Board Executive Committee shall be based solely on the record before the hearing panel and the governing board shall not consider any other evidence in ruling on the appeal. The governing board may find the facts to be different than those found by the hearing panel and the governing board may change the punishment, in accordance with state law.
9. Any student subject to a disciplinary hearing who withdraws from Liberty Tech prior to the hearing must appear before a Disciplinary Hearing Panel to determine the student's eligibility to return to Liberty Tech in the event the student ever seeks to return to Liberty Tech. Alternatively, Liberty Tech may, at its discretion, proceed with the tribunal in accordance with this policy despite the student's withdrawal from the school.

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Record Retention Policy

The Liberty Tech Charter School ("LTCS") Board shall establish and maintain a system for the retention and destruction of school records in order to reduce the space required for record storage and to simplify their administration.

Pursuant to public records laws and rules of the Georgia Department of State, the Management Information Services Office shall develop a records retention schedule for each records series of type of record, including teacher's records on each student's grade and attendance.

Records which are designated as permanent in Georgia Statutes, and by the Division of Archives, History and Records Management of the Georgia Department of State, and those selected by the LTCS Board or Principal as having permanent value, may be destroyed after being photographed or reproduced on film, provided applicable audits have been completed for the period covering the dates of said documents. Photographs or micro-photographs, in the form of film or prints made in compliance with this rule, shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.

After complying with applicable Georgia Statutes, the Principal is authorized, at his/her discretion, to destroy general correspondence over three (3) years old and other records, papers, and documents over three (3) years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained for five (5) years and milk, bread and juice permanently.

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Student Activity Funds Policy

The school activities fund of Liberty Tech Charter School (“LTCS”) will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Whether such funds are collected from student contributions, club dues for special activities, or result from admissions to special events or from other fund-raising activities, all such funds will be under the jurisdiction of the LTCS Governing Board and under the specific control of the school Business Manager. The Business Manager shall see that proper records of receipts and disbursements are maintained in accordance with directives issued through the Principal. Each activity or group will be designated by a unique name to accommodate separation of activity accounts. Purchasing for school activity purposes must conform with LTCS’s purchasing policies and regulations.

The funds will be deposited in a designated depository, and will be disbursed and accounted for in accordance with instructions issued by the school Business Manager.

The Board will review all account balances monthly. The Board Finance Committee shall audit the accounts annually.

The annual school audit shall include an audit of student organization funds by the certified public accountant selected to make an audit of all funds. Payment for the audit shall be made from LTCS or State Charter School Commission funds.

Any unencumbered class or activity funds will automatically revert to the general activity fund of the school when a class graduates or an activity is discontinued.

Money raised by student organizations must be expended for the benefit of the students or for worthwhile/charitable organizations or causes as approved by the principal.

All expenditures from activity funds must be backed up by purchase orders and invoices. Revenue to the activity funds must be backed up by written receipts.

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Emergency Closings & Inclement Weather

In the event of emergencies or inclement weather, the decision to open or close schools will be made no later than 6 a.m. on the day in question and communicated as soon as possible to parents/guardians and staff in several ways:

- The school will call local radio and television stations by 6 a.m. to inform them whether or not schools are to be open or closed. The stations will then broadcast this information to the public.
- Automated texts stating whether schools are to be open or closed are made as soon as possible to parents and staff for whom the school has current phone numbers.
- The information is posted on the school's Web site at www.libertytechcharter.org

Once schools are open for the day, classes are held for the entire school day so as to not inconvenience working parents or disrupt the learning environment, unless conditions worsen significantly and unexpectedly.

LATE STARTS

If appropriate based upon weather conditions, the Principal may decide to delay the start of the school day by 90 minutes. If this occurs, schools will open 90 minutes after their normal start time and will dismiss at the regularly scheduled time.

Online Learning Plan for School Closures

Liberty Tech recovers instructional time lost due to school closures by utilizing asynchronous online learning, the district's online learning management system.

Teachers will post all assignments by 9 am.

Students should begin working on their lessons on the day missed when possible. Student work is due three school days upon returning to school.

Student attendance is not connected to the completion of work.

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Reduction in Force Policy

Liberty Tech Charter School ("LTCS") is committed to providing stable employment for its employees; however, LTCS shall have the authority to determine the appropriate staffing levels to meet the mission of the institution.

LTCS may, in its sole discretion, add positions or change positions where necessary to meet the mission of LTCS, and it may eliminate positions that are no longer critical to that mission. Situations such as lack of funding, lack of work, or reorganization may require a reduction in the workforce. In making such reductions, LTCS shall be responsible for retaining the staff necessary to sustain its educational mission. If the administration has determined that a workforce reduction will not occur for a particular situation, this policy shall not be utilized.

Reduction in Force ("RIF") is a policy to guide LTCS, if it becomes necessary, to reduce certified staff members due to a decline in pupil enrollment, financial conditions, program revision or elimination, the closing of facilities, and/or School reorganization. Whenever a reduction in certified staff members becomes necessary in the opinion of the Board, the following policy will be utilized to accomplish the necessary reduction action:

1. DEFINITION

- 1.1. Reduction in Force ("RIF") – RIF as used in this policy will mean district-wide reduction in certified staff members.
- 1.2. Seniority - Seniority as used in this policy will mean the employee's vertical salary schedule placement on the Van Buren School District's schedule.
- 1.3. Attrition - Attrition is defined as a position left vacant when a teacher voluntarily resigns, retires, or is dismissed from the District.

2. PROVISIONS

- 2.1. The Board, upon a recommendation by the Principal, shall determine the number of staff members to be placed on RIF leave and the subject area(s), field(s), and/or program(s) to be affected.
- 2.2. To the fullest extent possible, normal attrition will be considered first prior to reduction in force. Part-time teachers in identified areas of specialization shall be released prior to reduction of teachers on full-time contracts.
- 2.3. A teacher placed on RIF leave may engage in teaching or another occupation during the period of such leave.
- 2.4. A RIF-leave status shall not continue beyond two (2) years, unless the leave status is extended by Board action.
- 2.5. The selection of teachers to be recommended for reduction in force shall be made by the Principal.
- 2.6. Specially funded programs such as Adult Education, Federal Programs, Title I, CSR, and Poverty Index may be modified or eliminated independent of this policy. All employees will be notified in writing of this provision at the time of employment.
- 2.7. The implementation of a reduction in force shall not be used to allow certified teaching employees to move to an administration appointment unless selected for such an appointment through the usual selection process.

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School Renting or Leasing Policy

In accordance with the lease between Liberty Tech Charter School (“LTCS”) and the Fayette County Board of Education, LTSC will not sublease the facilities to a third party. Leasing any other LTCS assets must be approved by the LTCS Board of directors prior to entering into an agreement.

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Board Approval of Activities Policy

Commented [6]: Revision 9

In order to promote clarity and common understanding certain terms are defined for the purposes of this policy and procedures.

- Co-curricular activities covered by this policy are not restricted to athletic activities. All activities not part of the regular academic school day are defined as co-curricular activities. For the purposes of this policy, the terms extra-curricular and co-curricular have the same meaning.
- Team: board approved, school sponsored group established to provide activities not sanctioned under Inter-scholastic activity rules
- Inter-scholastic activity: board approved events sanctioned by an interscholastic organization for competition between schools
- Intramural: board approved competitive activity with participation limited to Liberty Tech Charter School ("LTCS") students.
- Inactive list: temporary classification for activities that do not meet charter criteria and have not yet been officially removed from board approved active status.
- Season: Official season under interscholastic sanctioning body or as approved by the board for non-sanctioned competition or clubs.

The following procedure will be used when new programs or new positions are recommended or when a level change is requested.

All co-curricular activities require board-approved status in order to be sponsored by the LTCS. To gain approved status (or be removed from approved status) approval must first be given by the principal and then recommendation shall be made to the board. Proposed changes to an activity shall be reviewed and voted on by the board. A majority vote of board members present and voting will be required to approve, terminate or change a co curricular activity charter.

The continuation of any co-curricular activity depends on adherence to the provisions of the activity charter and the philosophical tenets for co-curricular activities outlined in this policy. At the conclusion of each season, the coach/advisor shall provide a participation report to the Co- Curricular Director and/or the principal.

The Co-Curricular Director and/or the principal shall be responsible for ensuring co-curricular activities are conducted in adherence to their charter and end of season reports are submitted.

Co-Curricular Director

Procedure for obtaining board approval shall consist of applying for an activity charter. The charter shall address:

- The nature of the activity (team, athletic competition, academic competition, intramural sport, artistic activity, etc.)
- Mission of activity (used as tool to assess success of activity)
- Staffing levels
- Budget allocations (amounts, sources, cost of the program)

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- Season
- Practice requirements
- Number of participants in the program (minimum and maximum):
- Will activity limit the number of participants or follow a no-cut policy?
- If cuts, what criteria will be used to make selections
- Any special program assessment requirements
- Facility and equipment requirements
- Travel requirements
- Affiliation with sanctioning body
- Conference alignment
- Admission charged to spectators

Additional guidelines the board may use when considering recommendations for adding or deleting an activity:

- The extent to which the activity corresponds with the values and goals of the district Strategic Plan
- The activity is one that has particular significance as a lifelong activity for the student
- Cost/benefit analysis
- The socialization/spectator value of the co-curricular program to students
- The combination of a program offering both a girls and boys option (equity)
- The program is offered by a majority of other schools
- The overall value of an activity as compared to all other approved activities when determining co-curricular budget priorities

Field Trips

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THE SCHOOL BOARD BELIEVES THAT FIELD TRIPS CAN BE AN INTEGRAL PART OF THE LEARNING PROCESS IN MANY AREAS OF EDUCATION. FOR PURPOSES OF THIS POLICY, A FIELD TRIP SHALL BE DEFINED AS A PRINCIPAL-APPROVED TRIP AWAY FROM THE LTCS CAMPUS.

DEFINITIONS

1. Initial Compliance Approval: A preliminary compliance approval by the school principal's indicated by the initials on appropriate form. An initial compliance approval permits teachers, leaders, or departments to proceed with the necessary field trip notification and planning that traditionally requires extensive preparations. An Initial compliance approval does not constitute final compliance approval.
2. Final District Compliance Approval: A signature compliance approval from Board when all of the field trip requirements are completed.
3. International Field Trip: A trip that includes international travel or travel outside the mainland USA. Consideration for such trips is reserved for once in a lifetime experiences that are unavailable here in the USA. International trips require the express written approval of the principal and the Board.
4. Local Field Trip: A trip that is geographically located within a four hour one way trip that does not involve overnight stay and is not water related. Local field trips do not require an approval beyond the school principal's level.
5. One-Day Field Trip Outside the Local Area: A trip that is geographically located beyond the four hour one way trip that does not involve overnight stay and may or may not be water related. One-day field trips outside the local area require compliance approval from the school principal.
6. Parent: Refers to either or both parents, any guardian of a student, any person in a parental relationship to a student, or any person exercising supervisory authority over a student in place of a parent.
7. Overnight Field Trip: A trip that requires overnight lodging or other activities that constitute overnight characteristics not limited to bed, bath and meals regardless of geographic location. Overnight field trips require compliance approval from both principal and Board.
8. Principal's Field Trip Designee: An LTCS employee designated by the school principal to act in an official administrative capacity for the duration of the field trip. Such a designee must be clearly identified on the chaperone list.
9. LTCS Sponsored Trip: A trip that is sponsored exclusively by the LTCS through its school or other department(s) with the required Board compliance approval. Any trip that does not conform to the foregoing would be considered a Non-LTCS sponsored trip.
10. Security Clearance: Compliance with Federal and State Laws that mandate security screening of individuals (chaperones) that are permitted access on school grounds when students are present, are allowed direct one-on-one contact with students, or are allowed access to or control of school funds. For example, The Jessica Lunsford Act (F.S. 1012.465) that requires Level 1 and/or Level 2 screening by checking the names of chaperones against the sexual predator and local criminal database, and/or be fingerprinted respectively. A Level 2 clearance is required for all overnight field trips.

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RULES

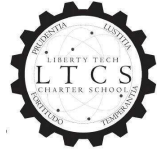
1. All proposed field trips must first be reviewed and approved by the school principal.
2. Field Trips that are Overnight, Water Related, or International must receive compliance approval beyond the principal's level by the Board.
3. All students participating in a field trip must provide the school principal with the district approved parent authorization form signed by their parents in advance. The signed authorization form must be on file at the school before a student can participate.
4. Any field trip information that is intended for parents and students must be printed on school letterhead.

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5. The use of any official LTCS stationery to promote a non- school-approved field trip is prohibited.
6. The parents of all K-12 students planning to attend any overnight field trip shall be advised in advance that their student should be properly insured. Further, "At school" Student Accident Insurance will not cover overnight field trips under any circumstances. Parents should be advised that "24 hour" or "around-the-clock" insurance coverage is highly recommended (available through the currently authorized student accident insurer or through their own insurance agent).
7. The following information must be documented for all field trips: a list of all participating students and chaperones, dates of departure and return, appropriate itinerary and mode of travel. On all overnight trips, this documentation must be submitted to the Principal at least one week prior to departure.
8. Students who violate the Code of Student Conduct, act in a disruptive manner or fail to conform to school rules and regulations may be denied the privilege of participating in field trips, social and/or extracurricular activities. The principal shall make the final decision on whether the student may participate after receiving documentation and input from the affected staff.
9. School administrators shall comply with Federal and State Law that guarantee the right of each student with a disability to be afforded an equal opportunity to participate in all school sponsored social and/or extra-curricular activities when the student is otherwise qualified to participate. School principals shall make reasonable accommodations for students with disabilities (ESE students) to participate in field trips, school sponsored social and/or extra- curricular activities

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Social Security Number Policy

The Liberty Tech Charter School ("LTCS") Security Number Policy addresses the requirement of the Federal Privacy act of 1974 and amendments, regarding requests for Social Security Numbers (SSN) and provides guidelines for policy on the proper use and disclosure of an individual's Social Security Number to ensure that the Federal Privacy Act requirements are met.

1. Background

The Federal Privacy Act of 1974 and amendments establish guidelines under which any state agency may request Social Security Numbers from individuals. Individuals may not be required to give their SSN unless specific to a Federal or State statute. Agencies may not deny any right, benefit or privilege to any individual because of their refusal to disclose their SSN. It is incumbent on the charter school to inform the individual whether the disclosure is mandatory or voluntary, by what statute or other authority, and what uses will be made of the Social Security Number.

The Social Security Number was not designated to serve as a universal identification mechanism. Casual use of the SSN has led to the escalation of the crime of identity theft. With the SSN accessible to so many people, it is possible for someone to fraudulently use an individual's Social Security Number to assume another identity and gain access to financial and other personal information, risking an individual's personal credit and confidentiality. For many years, SSN has been used as an identification number in many computer systems; giving access to private information and allowing an easy way to link database information. Federal Privacy Act compliance serves as a deterrent to identity theft and its consequences. It is the intent of Liberty Tech Charter School to take the necessary precautions to protect the identity of all of its constituents.

2. Collection and Release of the Social Security Number

1.1. Student

The Social Security Number will not be used as the student ID number but will be provided to entities requiring Social Security Number, including but not limited to the federal government for financial aid and Tax Relief Act (1997) reporting, Immigration and Naturalization Service, and as required by court order in accordance with the Family Educational Rights and Privacy Act.

1.2. Employee

Liberty Tech Charter School requires that an employee provide a Social security Number at the time of employment. The Social Security Number will not be used as an employee ID number for internal school uses, but will be provided to external entities requiring Social Security Number, including but not limited to federal, state and local governments, insurance carriers, and retirement programs.

3. Regulations

3.1. Systems purchased or developed by LTCS will not use Social Security numbers as identifiers unless required by law or business necessity.

3.2. All LTCS employees, students and other individuals that require an identifying number, will be

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assigned a unique identification number that is not the same as, or derived from, the individual's Social Security number.

- 3.3. Systems purchased or developed by LTCS will use Social Security numbers as data elements only, not as keys to databases.
- 3.4. LTCS systems will not display Social Security numbers visually, whether on computer monitors, or on printed forms or other system output, unless required by law or business necessity.
- 3.5. Name and directory systems purchased or developed by LTCS will be tied to an individual's unique identification number, not Social Security number.
- 3.6. When databases require Social Security numbers, the database will automatically cross-reference between the Social Security number and other information through the use of conversion tables with systems or other mechanical mechanisms.
- 3.7. No system or technology will be developed or purchased by LTCS unless it is compatible with these regulations.

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Volunteer Policy

Liberty Tech Charter School (“LTCS”) recognizes that parent engagement is critical to the success of LTCS. By contributing Parent Partnership Hours, parents become integrated into the fabric of the school through their work on campus and we find that this benefits the school, students who see their parents on campus, and the parents who gain a deeper understanding of LTCS’s model and can reinforce those characteristics at home. Even so, the charter school recognizes that parents have many demands on their time and volunteering is not required, and neither students nor families are penalized for not doing so. Volunteer’s participation is encouraged only after he or she has completed the required Liberty Tech volunteer training and cleared a background check.

1. Definitions

“Volunteer” means a non-paid person who serves under the supervision of Liberty Tech and who provides services on a regular and ongoing basis at a Charter School. The term shall also include any person who provides services on an overnight field trip. It does not apply to those parents and/or other adults who are one-time volunteers for field trips or other one-time only activities in a Charter School.

2. Parent Partnership Hours

LTCS recognizes the immeasurable value that volunteers add to our school. For this reason, we request that families volunteer whenever possible. This is not mandatory and students are not penalized if their parents do not volunteer.

Families that wish to volunteer often ask for extended family members (grandparents, aunts/uncles, cousins, siblings, etc.) to serve as volunteers at the student’s school. To encourage the continued participation of these volunteers, LTCS will use a student security management system to background check all visitors, including volunteers.

Participation is encouraged only after he or she has cleared a background check.

3. Volunteers

Volunteers shall not be assigned to teach or work with pupils until passing the background screening and determines that there is nothing in the background of the prospective Volunteer which would render the Volunteer unfit to work with LTCS pupils, including, but not limited to, conviction of a criminal offense or pending charges that substantially relate to the duties and responsibilities assigned to the Volunteer.

LTCS will keep track of volunteers and their hours as well as where they volunteer. LTCS will offer online Volunteer training ([Click Link](#)) to the state mandated reporter training with all prospective Volunteers. Documentation from both volunteer training and online mandated reporter training will be required to be on file at the school office prior to engaging in any volunteer activities. The volunteer training can be found under the Parent section of the school website or a hardcopy may be obtained from the school front office upon request.

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Enrollment Policy

Liberty Tech Charter School (“LTCS”) is committed to enrolling a diverse student population and shall abide by the provisions in the Federal and Georgia statutes that forbid discrimination on the basis of race, national origin, gender, marital status, ethnicity, or disability.

LTCS will admit students who reside in the state of Georgia of any race, color, nationality and ethnic origin, religion, sexual orientation or gender. Pursuant to O.C.G.A. § 20-2-2066(a)(1)(A), LTCS will enroll an eligible student who submits a timely application unless the number of applications exceed the capacity of the grade level. In such instances, all applicants shall have an equal chance of admission through a random selection process. In accordance with O.S.G.A. § 20-2-2066(a)(1)(A), LTCS may give enrollment preference to populations denoted in its rules and procedures.

In subsequent years, applications will be accepted annually during an open enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped and filed by grade level as they are received. If the number of applications exceeds the capacity of the grade level, a public lottery will be held to determine which applications are admitted. The number of seats available will be determined by the number of students who recommit minus the capacity. This is in compliance with O.C.G.A. § 20-2-2066(a)(1)(A). The drawing will continue until every student number has been drawn and scheduled for enrollment or placed on a numerical waiting list. All applications received after the open enrollment period will be placed at the bottom of the waiting for that particular grade in the order they are received. The lottery will be a blind drawing of family assigned numbers from a container in sequence until all names in the container have been exhausted. Each student’s lottery placement results (whether he/she has been accepted or placed on the waiting list) will be available via personal websites set up during the application process accessible at <https://ltschool.org/lottery/register.html>. Results will be available approximately 48 hours after the closing of the lottery. Parents/guardians must log back into the system to obtain this information and get instructions for the next steps to complete admission for those that have received acceptance at LTCS. If an accepted applicant decides not to attend LTCS, the slot will be given to the first student on the waiting list in the corresponding grade.

LTCS will endeavor to achieve racial/ethnic balance through the comprehensive marketing plan. LTCS will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves or within the racial/ethnic range of other public schools in the surrounding areas. This effort will include marketing to underrepresented populations with scheduled information meetings, community postings, and social media announcements.

Lottery Rules and Procedures

1. General:

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- 1.1. For the purposes of the following rules, the following terms are defined as follows:
 - 1.1.1. All date references are defined to mean the close of business on the date indicated unless a specific time is indicated.
 - 1.1.2. Lottery refers to the selection of applicant names by a blind drawing of individual family assigned numbers from a container in sequence until all numbers have been exhausted.
 - 1.2. All applicants (students not already attending LTCS, including siblings of those already attending) participate in the lottery irrespective of preference status.
 - 1.3. Only applications received during the enrollment period are eligible to participate in the lottery.
 - 1.4. Any errors made by the applying parent/guardian in the initial application by placing their child(ren) in the incorrect grade, will forfeit that child(ren)'s seat in that grade and be placed at the end of the waiting list in the correct grade. Child(ren) must be placed in the grade that they would otherwise be placed in public school.
 - 1.5. All applicants offered a seat shall be required to affirmatively respond to an offer for acceptance within the designated time. Those not responding will forfeit their child(ren)'s seat(s) to the next student(s) on the waiting list for the corresponding grade.
 - 1.6. The lottery shall be conducted by LTCS to include all grades in which the number of applicants exceeds the number of expected seats available.
 - 1.7. If the number of applicants is less than the number of seats anticipated to be available, no public lottery shall be conducted for that grade.
 - 1.8. All offers of registration shall be made in the order of the lottery results.
2. Preferences:
- 2.1. All preference categories shall be published prior to the lottery being conducted.
 - 2.2. All applicants entitled to receive an initial placement preference shall be identified prior to the lottery.
 - 2.3. Preference status entitles an applicant to be offered an available seat ahead of applicants without a preference status.
 - 2.4. All preferences shall be considered in the following order:
 - 2.4.1. A student whose parent/guardian is a member of the Governing Board of LTCS or is a full-time teacher, professional, or other employee at LTCS.
 - 2.4.1.1. For the initial opening year of LTCS, two (2) open seats will be held per class for students of potential full-time teacher(s), professional(s), or other employee(s) of LTCS until April 15th. At midnight on April 15, any such unfilled seats will be offered to the students on the lottery waiting list for the corresponding grade.
 - 2.4.1.2. For subsequent years, two (2) seats will be held open per class for students of potential full-time teacher(s), professional(s), or other employee(s) of LTCS until May 1st. At midnight on May 1st, any such unfilled seats will be offered to the students on the waiting list (in the order of the waiting list). This will apply to the following: academic year 2019-2020 grades K-8
 - 2.4.2. Commencing in academic year 2019-2020, applicant sibling(s) of an accepted

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applicant for the same academic year.

- 2.4.3 Students who were in good standing with the school due to uncontrollable circumstances. Such uncontrollable circumstances need to be reviewed with the school prior to the student un-enrolling in the school and appropriate documentation needs to be supplied to validate the uncontrollable nature of the enrollment. Examples of such uncontrollable circumstances may include, but are not limited to: a student whose parents leave due to an active duty military deployment or a student leaving to deal with a medical issue". Families would need to document the circumstances in an online form to be managed by the Liberty Tech registrar.

- 2.5. Siblings who are applying for the first time will receive preference only after one of the siblings has been accepted and only if there are open seats in the desired class.

3. Process:

Applications will be made available online through our student information system, accessible on the school website or alternatively by calling the contact information on our website. This system manages all aspects of the enrollment process including online applications, verification, admission preference management, wait-list management and statistical reporting.

Upon acceptance into LTCS, parents/guardians are instructed to set up a date for a Family Symposium.

The following items are generally required for all enrolled students:

- Proof of Georgia Residence
- Social Security Card (or waiver)
- Birth Certificate (official)
- Home Language Survey
- Behavior Agreement
- Emergency Contact
- Free and Reduced Lunch
- Records Release
- Student Directory information
- Demographic information
- Current immunization/medical history/Vision, Hearing, Dental
- Custodial Information
- Where appropriate ESE, ESOL/EGG, literacy folder and any conduct/discipline actions
- Copy of most recent standardized test information

4. Procedure

Once all current students are registered and classes have been assigned, class size will determine the need for subsequent marketing efforts. Applications are accepted on an ongoing basis and maintained on a waiting list.

Communication with perspective students will be generated as needed. Prior to LTCS's opening, an open enrollment period will be established and announced. During open enrollment, LTCS staff will host

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informational meetings. These meetings focus on informing the community about LTCS and our mission. At the end of the open enrollment period, parents/guardians will be notified of acceptance to the school or assigned a lottery number in the event applications exceed capacity. If capacity is not reached after the established open enrollment period, subsequent applications will be accepted and ordered based on the date the application was received and the preferences extended to the applicant. As seats become available, they will be offered to applicants according to this established order until capacity is reached. Only a lottery application will be required during the lottery submission period. A family symposium date and time will be scheduled. The symposium is a time when families can ask questions, turn in required documentation and make sure LTCS will be a good fit for their child. If the applicant family fails to return all required information for enrollment within ten (10) days from the date of the family symposium, that applicant's seat will be forfeited and offered to the first student on the waitlist on the following day. The registration items required to secure an applicant's seat include:

- Liberty Tech Application
- Ear, Eye and Dental Screening (from current school)
- Proof of Date of Birth
- Proof of legal residence of Georgia (current property tax statement or deed, valid residential lease or rental agreement, or two utility bills)
- Authorization of Release of Records
- Immunization Certificate (from current school)
- Free and Reduced Lunch Application
- Most recent standardized test results
- Copy of IEP, Gifted, 504, or ESL documentation
- Home Language Survey
- Social Security Number or signed waiver
- Custodial Information (if child does not live with both biological parents)
- Student Demographic Information
- Directory Release Information
- Emergency Contacts Information
- Health and Allergies Information
- Student Handbook Agreement
- Parent Identification (passport, driver's license, state approved picture id)

5. LTCS Lottery Process

- 5.1. LTCS will select the applicants eligible to participate in the lottery.
- 5.2. LTCS will select the grade level(s) which require a lottery.
- 5.3. LTCS will run the lottery process.
- 5.4. LTCS will hold a family symposium for each family/student that is eligible for a vacant seat.
- 5.5. Remaining students will move to a waiting list based on their lottery number. Applications received after the enrollment period will be placed at the end of the current wait list in the order in which they are received (according to date, time and grade level).

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Sexual Harassment Policy

All individuals associated with Liberty Tech Charter School (“LTCS”), including, but not necessarily limited to, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the LTCS staff to a student or to another staff member, or when made by a student to another student where:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or
- Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.
- Sexual harassment may include, but is not limited to:
- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)
- Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.
- Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the compliance officer.

A substantiated charge against a staff member shall subject such staff member to disciplinary action.

A substantiated charge against a student shall subject that student to disciplinary action, which may include suspension or expulsion. All matters involving sexual harassment complaints will remain confidential to the extent possible.

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Sexual Harassment Complaint Form

Basic Info: (Please & print)

Name: _____ Date: _____

Address _____

—

Telephone _____ Alternate phone _____

Best time to reach you _____

Complaint against: (Name of person, school, department, program, or activity)

—

Date of complaint: _____

Specify your complaint by stating the problem. Describe the incident, participants, background, and any attempts you have made to solve the problem. List relevant dates, and places:

—

List names of others who can provide more information: (Name, address, telephone)

—

The projected solution: (Indicate what you think should be done to solve the problem. Be specific)

—

“I certify that this information is correct to the best of my knowledge.”

Signature of complainant

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Parent/Guardian Bill of Rights

The Governing Board promotes parental involvement because it is foundational for a student's success, and therefore commits to such. This policy is in accordance with the requirements of [HB 1178](#) enacted by the Georgia General Assembly during the 2022 legislative session.

1. The Superintendent or his or her designee shall ensure that the school in the one-school school district has in place and makes available procedures for a parent to:

a. Review records relating to his or her minor child; (FERPA)

b. Learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the classroom. By contacting the deans' office and making a request. Such instructional materials will be made available for parental review during the first two weeks of each grading trimester, either online or on site upon a parent's request made during the review period. (HB 1178 enacted by the Georgia General Assembly during the 2022 legislative session)

c. Object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher; (HB 1178 enacted by the Georgia General Assembly during the 2022 legislative session)

d. Withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her child's participation. Such procedures will provide for a parent to be notified in advance of such course content so that he or she may withdraw his or her minor child from the course; ([O.C.G.A. § 20-2-143](#) Current through the 2019 Regular Session of the General Assembly and HB 276 and HB 444 of the 2020 Regular Session of the General Assembly)

e. Provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions. (Family Educational Rights and Privacy Act (20 U.S.C. 1232g))

2. 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

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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, parent(s) may file an appeal with the Superintendent in response to a 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 board meeting,

DEFINITION of Instructional Material-

As used in this policy, the term "instructional material" as defined by HB 1178 (C) (2) in reference to Georgia Code Section 20-2-1010 and subsection (a) of Code Section 20-2-1017, means:

- a. Instructional materials and content which constitute the principal source of study for a state funded course to be used in the various grades in Georgia's public schools; and
- b. Locally approved instructional materials and content which 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.

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Student Records Policy

Liberty Tech Charter School ("LTCS") shall protect the confidentiality of personally identifiable information in student records in accordance with the Family Educational Rights and Privacy Act (FERPA), except for directory information authorized for release in writing by the parent or eligible student, pursuant to valid subpoena or judicial order, or as otherwise specified by law. All students and parents shall be notified annually of their rights under FERPA and a notice explaining those rights will be distributed to parents or students each school year. Further, the parent, legal guardian or eligible student shall have the right of access to education records as provided in this policy.

LTCS shall maintain accurate and complete individual, permanent, and cumulative records for every student enrolled in accordance with all federal and state laws. The Principal and/or his/her designee(s) shall be responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents/guardians. The Principal shall also provide for notification of all school division personnel of policy and procedures for management of education records and notification of parents/guardians and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy. Georgia Code section 20-2-720 contains the state's privacy of school records law.

1. Definitions

For the purposes of this policy, LTCS has used the following definitions of terms:

- 1.1. Authorized representative – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal- or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.
- 1.2. Directory information - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one

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or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.)

- 1.3. Early childhood education program – a Head Start program or an Early Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional, and physical development and is a state prekindergarten program, a program under section 619 or Part C of the Individuals with Disabilities Education Act, or a program operated by a local educational agency.
- 1.4. Education program - any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.
- 1.5. Student - any person who attends or has attended LTCS.
- 1.6. Eligible student - a student who has reached age 18.
- 1.7. Parent - either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- 1.8. Education records - any record (in handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by LTCS or an agent of the school division which contains information directly related to a student, except:
 - 1.8.1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record.
 - 1.8.2. Records created and maintained by a law enforcement unit, if any. A law enforcement unit is an individual, department or office of the school division that is authorized to enforce any state or federal law, report enforcement matters to appropriate authorities or maintain the physical security and safety of the school division.
 - 1.8.3. An employment record which is used only in relation to a student's employment by the
 - 1.8.4. Records created or received after an individual is no longer in attendance and that are not directly related to the individual's attendance as a student.
 - 1.8.5. Grades on peer-graded papers before they are collected and recorded by a teacher.
 - 1.8.6. Any electronic information, such as an e-mail, even if containing personally identifiable information regarding a student, unless a printed copy of the electronic information is placed in the student's file or is stored electronically under an individual student's name on a permanent and secure basis for the purpose of being maintained as an educational record. For purposes of this policy, electronic information that exists on a backup server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

Dissemination and Maintenance of Records about Court Proceedings

2. Adjudications

The Principal shall disseminate the notice or information regarding an adjudication of delinquency or conviction

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for an offense listed in (O.C.G.A.) §§ 50-18-70 through 50-18-76 in the Official Code of Georgia Annotated, as amended, to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the Board of the school. The Principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in OCGA, §49-4A-3, §50-18-70, et. Seq., §50-18-72, §50-18-90 et. seq. was based on the reasons therefor. The parent or guardian shall also be notified of his or her right to review, and to request an amendment of, the student's scholastic record. Every notice of adjudication of delinquency or conviction for an offense listed in (O.C.G.A.) §§ 50-18-70 through 50-18-76 received by a Principal, and information contained in the notice, which is not a disciplinary record as defined in State Board of Education regulations, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the school board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction of an offense listed in (O.C.G.A.) §§ 50-18-70 through 50-18-76 the notice shall become a part of the student's disciplinary record.

3. Petitions

The Principal intendent shall not disclose information contained in or derived from a notice of petition received pursuant to (O.C.G.A.) §§ 50-18-70 through 50-18-76 except as follows:

- If the juvenile is not enrolled as a student in Liberty Tech, the Principal shall promptly so notify the intake officer of the juvenile court in which the petition was filed and may forward the notice of pe Who Has Access to School Records?
- Prior to receipt of the notice of disposition in accordance with Ga. Open Records Act, the Principal may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the Principal intendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.
- If the Principal believes that disclosure of information regarding a report received pursuant to (O.C.G.A.) §§ 50-18-70 through 50-18-76 to school personnel is necessary to ensure the

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physical safety of the student, other students, or school personnel, he/she may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such a report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

4. Annual Notification

The school division shall annually notify parents/guardians and eligible students of their rights under the Family Education Rights and Privacy Act (FERPA), including:

- the right to inspect and review the student’s educational records and the procedure for exercising this right;
- the right to request amendment of the student’s educational records that the parent/guardian believes to be inaccurate, misleading, or in violation of the student’s privacy rights and the procedure for exercising this right;
- the right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent;
- the type of information designated as directory information and the right to opt out of release of directory information;
- that the school division releases records to other institutions that have requested the information and in which the students seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer;
- the right to opt out of releasing the student’s name, address, and phone number to military recruiters or institutions of higher education that request such information;
- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division’s alleged failure to comply with FERPA.

5. Procedure to Inspect Education Records

Parents/guardians of students or eligible students may inspect and review the student’s education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents/guardians shall have the right to a response from the school to reasonable requests for explanations and interpretations of the education record.

Parents/guardians or eligible students should submit to the student’s school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent/guardian or eligible student of the time and place where the records may be inspected. When a record contains information about students other than a parent’s/guardian’s child or the eligible student, the parent/guardian or eligible student may not inspect and review the portion of the record which pertains to other students.

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6. Fees for Copies of Records

The fee for copies will be 25 cents per page, plus the actual cost for any postage. LTCS shall not charge for search and retrieval of the records. Liberty Tech shall not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Georgia. The fee for records may be waived due to financial hardship or if the fee would prevent a parent, guardian or eligible student from exercising their right to review and inspect an education record.

7. Types, Locations and Custodians of Education Records

LTCS shall provide parents/guardians on request a list of the types and locations of education records collected, maintained, or used by the school division. The following is a list of the types of records that LTCS maintains: Educational Records, Health Records, Psychological Assessments, Student Appeals, Other.

8. Disclosure of Education Records

LTCS shall disclose education records or personally identifiable information contained therein only with the written consent of the parent or eligible student subject to the following exceptions. The school division may disclose education record information without consent:

- 1.9. To school officials who have a legitimate educational interest in the records. A school official is:
 - 1.9.1. a person employed by the division as an administrator, supervisor, instructor, or support staff member
 - 1.9.2. a person appointed or elected to the School Board
 - 1.9.3. a person employed by or under contract to the school division to perform a special task, such as an attorney, auditor, medical consultant, or therapist
 - 1.9.4. a contractor, consultant, volunteer, or other party to whom the school division has outsourced services or functions for which the school division would otherwise use employees and who is under the direct control of the school division with respect to the use and maintenance of education records.
 - 1.9.5. A school official has a legitimate educational interest if the official is:
 - 1.9.6. performing a task that is specified in his or her position description or by a contract agreement
 - 1.9.7. performing a task related to a student's education
 - 1.9.8. performing a task related to the discipline of a student
 - 1.9.9. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
- 1.10. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for the purposes related to the student's enrollment or transfer. If records or information are released under this provision, the student's parents will be notified of the release, receive a copy of the record(s), if they so desire, and have an opportunity for a hearing to challenge the content of the record.

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- 1.11. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with applicable federal regulations.
- 1.12. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- 1.13. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his/her designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his/her duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice, and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his/her designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.
- 1.14. To organizations conducting certain studies for or on behalf of the school division.
- 1.15. To accrediting organizations to carry out their functions.
- 1.16. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- 1.17. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
- 1.18. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:
 - 1.18.1. the articulable and significant threat to health or safety of a student or other individuals that formed the basis for the disclosure; and
 - 1.18.2. the parties to whom the division disclosed the information.
- 1.19. Directory information so designated by the school division.
- 1.20. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S. C. § 14071 and applicable federal guidelines.
- 1.21. When all personally identifiable information has been removed.

The school division will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

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9. Military Recruiters and Institutions of Higher Learning

LTCS will provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A secondary school student or the parent/guardian of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent. The school division will notify parents/guardians of the option to make a request and will comply with any request.

The school division will provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

10. Record of Disclosure

LTCS shall maintain a record kept with the education records of each student, indicating all individuals, (except school officials who have a legitimate educational interest in the records), agencies, or organizations which request or obtain access to a student's education records except those who receive records with consent. The record of disclosure need not contain requests for or disclosure of directory information as described below. The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access will be available only to parents, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations which audit the operation of the system.

The requirements related to records of disclosure stated above do not apply to disclosures made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18

U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the division will not permit access to information from education records to the third party for a period of at least five years.

11. Directory Information

LTCS shall notify parents and eligible students at the beginning of each school year what information the school has designated as directory information, the right to refuse to let the school designate any or all such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information:

- 1.22. name of student in attendance or no longer in attendance address

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- 1.23. name of parent(s) or legal guardian(s) date and place of birth
- 1.24. dates of attendance
- 1.25. participation in officially recognized activities and sports height and weight, if member of an athletic team
- 1.26. awards and honors received photographs.

Directory information may not include the student's social security number.

12. Correction of Education Records

The procedures for the amendment of records that a parent/guardian or eligible student believes to be inaccurate are as follows:

- 1.27. Parents/guardians or the eligible student must request in writing that LTCS amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
- 1.28. LTCS shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
- 1.29. Upon request, LTCS shall arrange for a hearing, and notify the parents/guardians or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
- 1.30. The parent/guardian or eligible student, may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
- 1.31. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school. The parents/guardians or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
- 1.32. LTCS shall prepare a written decision, which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
- 1.33. If LTCS decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents/guardians or eligible student, in writing, that the record has been amended.
- 1.34. If LTCS decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents/guardians or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained and disclosed whenever the school division discloses the portion of the record to which the statement relates.

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13. Confidentiality of HIV and Drug and Alcohol Treatment

Records

LTCS shall comply with the confidentiality requirements of section Ga. Code Ann. 37-7-166 as amended, providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division shall maintain confidentiality of drug and alcohol treatment records as required by federal and state law.

14. Release of Student Data/Records

The parent/legal guardian of any student enrolled in LTCS may authorize the release of his/her student's data/records to any individual or Agency upon completion and execution of the Consent for Release of Student Data/Records form accompanying this policy. This form may be used by the Community Policy and Management Teams, and the Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and Development Services.

15. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding surveys, collection and use of information for marketing purposes, and certain physical exams.

The PPRA protects the rights of parents and eligible students to:

- Consent before scholars are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"): if the survey is funded in whole or in part by a program of the US Department of Education: political affiliations or beliefs of the student or student's parent; mental or psychological problems of the student or student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or parents; or income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of as student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; activities involving collection, disclosure, or use of personal information to others.
- Inspect, upon request and before administration or use: protected information surveys of students; instruments used to collect personal information from

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students for any of the above marketing, sales, or other distribution purposes; and instructional material used as part of the educational curriculum As with FERPA rights, PPRA rights transfer from the parents to a student who is 18 years old or an emancipated minor under Georgia law. (For more information on the federal Protection of Pupil Rights Amendment (PPRA), visit <http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>)

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CONSENT FOR RELEASE OF STUDENT DATA/RECORDS

Student Name: _____
Date of Birth: _____
Name of School: _____
School ID #: _____
Student Address: _____
Home Telephone #: _____
Parent/Legal Guardian (1) Mobile Telephone #: _____
Parent/Legal Guardian (2) Mobile Telephone #: _____

I authorize the LTCS to release to the individual or Agency identified below identifying educational/medical data and records (the "Records") of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

Time Period During Which Release of Student/Data Is Authorized: From: *(Date that form is signed below.)*

Until: _____

Name of Authorized Individual or Agency

Name and Title: _____

Agency Name (if applicable): _____

Address (1): _____

Address (2): _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Relationship to Student: _____

Date: _____ Witness: _____

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Fiscal Policy

100 INTRODUCTION

Jim Goenner, executive director of the Charter Schools Office at Central Michigan University, says, “There are two main considerations for authorizers at the end of the day: ‘Are students learning and has the money been taken care of?’” (NACSA, 2003, p. 63). Both considerations are critical to the success of any school and to the success of Georgia State Commission schools, in particular.

The Charter Schools Act of 1998, which is located in Title 20 of Georgia Code, is the law that governs charter schools and authorized the establishment of charter schools within the state of Georgia. With the ability to provide innovation in an educational setting comes greater responsibility and oversight, and that includes a Charter school’s finances. LTCS intends to keep accurate accounts of all its activities and provide for an annual independent audit of its financial statements. The LTCS Board of Trustees, acting as public agents authorized by the state of Georgia, are responsible for management of the school, which includes developing and adopting fiscal policies and procedures.

In an effort to support these requirements, the Liberty Tech Charter School (“LTCS”) Business Manager will have attended the Carl Vinson Charter Schools Financial Management Certification Program to determine best practices and comply with state financial procedures.

Definition:

LTCS Board of Trustees: a group of people who are responsible for making rules and financial decisions on behalf of Liberty Tech Charter School.

200 INTERNAL CONTROL POLICIES

LTCS, under the direction of the Board of Trustees, is required to establish and maintain adequate accounting records and internal control procedures. Internal control consists of five components: control environment, risk assessment, control activities, information and communication, and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance.

LTCS, and all levels of management, are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability of the resources of the school. Management is also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct.

Any employee with reasonable basis for believing fraudulent or related misconduct has occurred, shall report such incidents to the Board Treasurer and the Board President.

Internal control policies provide LTCS with the foundation to properly safeguard its assets, implement

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management’s internal policies, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information.

201 COMPLIANCE WITH LAWS

LTCS will follow all the relevant laws and regulations that govern Charter Schools within the State of Georgia. Additionally, U.S. Government laws and regulations that relate to grant funding will be adopted as grant funding is received. The following are specific policies of LTCS:

A. Political Contributions

No funds or assets of LTCS may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of LTCS for political contributions in any form—whether in cash or other property, services, or the use of facilities—is strictly prohibited. LTCS will not be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

Contributions by an employee that are reimbursed through expense accounts or in other ways.

1. Purchase by the organization of tickets for political fundraising events.
2. Contributions in-kind, such as lending employees to political parties, or using the school’s assets in political campaigns.

B. Record Keeping

To provide an accurate and auditable record of all financial transactions, LTCS’s books, records, and accounts are maintained in conformity with modified accrual based accounting principles, as required by Georgia law, applicable to charter schools.

Further, the school specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of LTCS.
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records, nor any false or misleading reports issued.
4. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

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203 **Organizational Conflict of Interest or Self-Dealing (Related Parties)**

LTCS may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to LTCS or members of its management, unless the private benefit is considered merely incidental. LTCS will follow Georgia conflict of interest laws and disclosures, which restrict public officials and employees from taking advantage of their position to gain improper benefits for themselves, relatives, their associates, or their friends. The law also restricts board members from voting on matters affecting their financial interest and limits the circumstances under which they can receive anything of value because of their official position. A board member may not vote, or enter into any discussion, if one of the following groups will receive financial benefit:

- A. The Trustee, his/her immediate family, or his/her business partner;
- B. A business organization in which the Trustee is serving as an officer, director, trustee, partner or employee; or
- C. Any person or organization with which the Trustee is negotiating, or has any arrangement concerning, prospective employment.
- D. Any person with whom the Trustee may be related either through blood or marriage.

The private benefit preclusion will extend to:

- A. Sale, exchange, or leasing of property between the school and an affiliated, or unaffiliated, organization or a private or related individual.
- B. Lending of money, or other extension of credit between the school and an affiliated organization (excluding component units) an unaffiliated organization, or private or related individual(s).
- C. Furnishing of goods, services or facilities between the school and an affiliated organization (excluding component units), an unaffiliated organization, or private or related individual(s).
- D. Payment of compensation, unless authorized by the Board of Trustees, or its governing body, by LTCS to an affiliated or unaffiliated organization, or private or related individual(s).
- E. Transfer to, use by, or for the benefit of, private or related individual(s) of the income or assets of the school.

Thus, LTCS will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with private or related individual(s).

Related party transactions shall include transactions between LTCS and the Board of Trustees, management, contracted management organization, employees, related individuals and/or affiliated companies. Related individuals within the scope of this definition include spouses, parents, children,

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spouses of children, grandchildren, siblings, father-in-law, mother in law, sister-in-law and brother-in-law of a board member or school employee.

204 Board of Trustees Authorities

The Board of Trustees is responsible for the operation of the Charter School in accordance with all state and federal laws and regulations and conditions as the Board or Commissioner of Education may establish from time to time. The Board of Trustees is also responsible for operating the school in accordance with the representations made in its charter school application submitted to, and approved by, the Board of Education.

Specifically, the Board of Trustees shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the school name, with the Department of Education's Charter School office approval (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of key employees (iv) key employees' salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of LTCS's certified public accountant(s) and (xi) other activities associated with the operations of LTCS.

The Board of Trustees will meet regularly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, subcommittee reports, new business and other items.

205 Signature Authorities

Contracts (any binding agreements)

All contracts must be signed by an authorized member of the board.

Disbursements

The school will prepare an annual plan of expenses that will be reviewed and approved by the Board of Trustees. Expenses that are in accordance with the approved annual plan can be paid with the approval of the principal. Any unplanned expenses greater than \$5000 will require the signature of the principal and a member of the Finance Committee. The Finance Committee will review the current Budget of the school to ensure that the purchase is necessary and within the financial means of the school Any checks that are being made out to the principal will require the review and signature of a member of the Finance Committee.

206 Government Access to Records

The Business Manager will provide access to LTCS' records if requested to government auditors, to

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facilitate the completion of such audits or reviews in a timely manner.

207 Security of Financial Data

- A. The school's accounting software will ensure that general and application controls to unauthorized access to data is precluded (*i.e.*, proper password protection and authorizations for inquiry or browse only functions).
- B. The system's accounting data will be backed up daily by the Business Manager to ensure the recoverability of financial information in case of hardware failure. The backup will be stored in a fire safe area and properly secured.
- C. All other financial data, unused checks and unclaimed checks will be secured by the Business Manager from unauthorized access.

208 Security of School Documents

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

- A. Charter and all related amendments
- B. LTCS By-Laws
- C. Minutes of the Board of Trustees and subcommittees
- D. Banking agreements
- E. Leases
- F. Insurance policies
- G. Vendor invoices
- H. Grant and contract agreements
- I. Fixed asset inventory list
- J. Contract and grant billings

209 Use of School Assets

LTCS employees will not use any of LTCS' assets for personal use without prior approval of the Board of Trustees and with proper justification.

210 Credit/Debit Card Procedures

LTCS credit cards should only be issued with the formal approval of the Board of Trustees and with proper justification. The cost/benefit to LTCS should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued they should be assigned to the LTCS business manager and should be used only for school-related expenditures. All charges must be supported by invoices or travel reports to be eligible for payment by LTCS.

Monthly credit card statements are reconciled monthly to invoices and travel reports.. Copies of the

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credit card statements shall be sent to the Board Treasurer.

- A. It is the policy of LTCS that credit card use shall be limited and only the following employees or Board members are authorized to use credit cards:
- B. Business Manager shall be the authorized user on the credit card(s).
- C. The Business Manager shall be designated as the credit card and purchasing Administrator for LTCS.
- D. The above authorized users shall sign and accept agreement for use of the card pursuant to the credit card company policies and those within this procedure
- E. Credit card limit shall be set at \$10,000 with purchases of \$5000 requiring approval of the School Board
- F. Credit cards shall be used for school business expenditures only.
- G. Credit cards may not be used for personal purchases and/or cash transactions and shall be maintained by the highest level of security.
- H. LTCS does not use debit cards for the general operating funds.
- I. All credit card purchases must be approved by the Principal / Business Manager
- J. This form must be accompanied by a receipt or other type of invoice for the charge and the applicable budget the charge goes against.
 - a. Copies of all credit card statements shall be kept on file for auditing purposes.
 - b. Violation of the policy shall be reviewed by the Finance Committee. Employees can be reprimanded for violations of the credit card policy up to and including termination.

Transfer of Information

If the individual serving as the Business Manager or CFO ends his or her term with the Board/employment with LTCS or is terminated by the school or otherwise removed from his or her duties, he or she shall immediately give the school management all necessary passwords and other related information.

- A. The school will change the passwords and other security information once the individual serving as the Business Manager or CFO ends his or her employment with the school.

211 Cash and Income Management

Purpose: This policy governs the management of cash (both regular cash transactions and petty cash).

Duration: This policy is permanent.

Policy: The LTCS Business Manager must ensure that all cash receipts for LTCS activities are deposited in a timely manner with a designated LTCS depository (as defined below). All procedures established for the deposit of funds shall include the stipulations of this policy and shall include any guidelines established by the administrators for implementation of the policy.

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212 Definitions

- a. "Cash receipts" include all negotiable instruments which result in a direct increase in the bank accounts of LTCS. Specifically, the term includes, but is not limited to, cash, checks, and wire transactions.
- b. "Designated LTCS depositories" include the Business Manager, Clerical/Registrar, Media Specialist, and the Food Service Specialist. The appropriate LTCS depository for a given type of deposit is defined by this policy.
- c. "In a timely manner" means that the funds will be deposited within two business days following receipt by LTCS Business Manager

213 Accounting for Cash Transactions

- a. Documentation. All cash transactions shall be recorded in writing, such as by handwritten receipt detailing from whom the money came and in what amount, which shall be signed and dated by the Business Manager or his or her designee who has the authority to receive cash on behalf of LTCS.
- b. Depositing Cash and Checks. The Operations Manager shall be responsible for preparing deposit slips. The Business Manager shall be responsible for depositing cash and checks into the LTCS' bank account. Deposits shall be made weekly at a minimum. All un-deposited cash and checks shall be kept in a secured location (e.g. school vault) on school premises with limited access. A copy of the validated deposit slip shall be returned to the school on the same day the deposit is made or the next day after the deposit is made.
- c. Expenditures. All expenditures of school funds, including cash expenditures, shall be documented and accounted for by daily receipts. As a general rule, cash will not be used to make purchases except from petty cash, as described below. School checks shall be made payable to cash only at special events (book fairs, fundraisers, or exhibition nights) not to be in excess of \$100.
- d. Collection of Funds. Funds must not be kept in classrooms at all. All funds must be collected by the Business Manager or designated depository.
- e. Segregation of Duties:

Procedure	Person Responsible
Collect cash and issue receipts	Business Manager, Clerical/Registrar, Lunchroom Specialist, and Media Specialist
Prepare deposits	Operations Manager
Make deposit	Business Manager
Reconciles deposits against receipts	Operations Manager

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Prepare bank reconciliation	Operations Manager
Reviews bank reconciliation disbursements	Chief Financial Officer
Review bank reconciliation	Chief Financial Officer & Principal
Prepares Purchase Authorization/Requisition Form prior to obligating funds	School staff
Approves Purchase Authorization/Requisition Form	Principal
Prepares Purchase Authorization Form Obligating Funds	School staff
Approves Purchase Authorization Form Obligating Funds	Principal
Prepares Check Request along with original receipts	School Staff
Approves Check Request	Principal *Note: Governing Board President or Chief Financial Officer approve check request for the Principal
Signs check after reviewing original invoice and approved Purchase Authorization Form	Principal, Board President, Chief Financial Officer
Copies check, invoice and files with the original Purchase Authorization/Requisition Form	Business Manager
Annual inventory of technology equipment & operational equipment	Business Manager

- f. Mail should be opened by an employee who does not make the bank deposit or have access to the accounts receivable ledger. The Principal or Registrar will open the mail.
- g. Training. The Business Manager shall ensure appropriate training of staff or depositories with the responsibility of handling cash or checks.
- h. Procedures for cash and check handling. The Business Manager shall be responsible for writing the procedures that outline collection activities.

214 Depository Criteria

The following principles will determine the appropriate LTCS depository for receiving the various types of funds:

- a. All employees who have responsibility for handling cash and checks should be properly bonded to protect LTCS from any cash or property losses.
- b. Lunch payments shall be recorded by Clerical/Registrar or Food Service Specialist and

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deposited by Business Manager.

- c. Student fees shall be recorded by Business Manager, or Clerical/Registrar, or Media Specialist.
- d. All cash deposit slips shall be prepared by the Operations Manager.
- e. The Business Manager shall make all cash deposits.
- f. Cash gifts and donations shall be recorded by Business Manager, or Clerical/Registrar and deposited by Business Manager
- g. All other cash receipts shall be recorded by Business Manager, or Clerical/Registrar and deposited by Business Manager.
- h. All cash deposits are subject to accounting and cash management procedures as defined by the Administrators.
- i. The staff has a fiduciary responsibility to the taxpayers in the school district as well as to the taxpayers in the State of Georgia for these public monies. Staff that collect and deposit monies also may be personally liable for the money in their custody.

215 Petty Cash

- The petty cash should not be used for making any purchases, just for handling the incoming cash transactions. The school will maintain a small petty cash balance (no more than \$100) for making change for cash transactions.
- At least once a month the petty cash will be reviewed by the principal to ensure that current balance reconciles with the receipts log. In the event that the petty cash does not reconcile, the Finance Committee shall be notified.
- As the petty cash balance moves over \$100 it will be transferred to the bank account when time permits. The receipts log and petty cash shall be available for review at any time by a member of the Financial Committee.

All cash transactions require a receipt to be issued.

216 Checks

- a. Drafting Checks. Any authorized check drafted on the school's designated bank account shall follow these guidelines:
 - i. Checks of less than \$10,000 require a single signature of the Principal, Superintendent/Executive Director, CFO, or Governing Board Chair.
 - ii. Checks in excess of \$10,000 require the signature of the Superintendent/Executive Director, CFO, or Governing Board Chair.
 - iii. No checks shall be signed prior to the check being completed in its entirety—

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no signing of blank checks.



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- b. Checks Received. Checks received shall be endorsed “for deposit only,” account#, and deposits should be made weekly by someone other than the person who prepared the deposit. This endorsement ensures that all checks are deposited in the schools account and not diverted for other purposes.
- c. Personal employee checks. Personal employee checks shall not be cashed from monies collected at the campus to ensure an adequate audit trail of all funds collected by the Business Manager or designated depository.
- d. Check Requests. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. For more information, see Financial Management Policies.
 - i. All check requests shall be submitted to the Business Manager for processing.
 - ii. All check request forms shall be maintained by the Business Manager.
- e. Vendor Check Requests. See Procurement Policies.
- f. Refunds. In situations where, for example, a student will be unable to attend a planned field trip for which the parents/guardians have prepaid, and the teacher or program coordinator elects to refund the amount paid for the trip, they may do so by using a Purchase/Disbursement Request form.
 - i. Complete the form by circling the check request.
 - ii. Indicate the name and address of the payee (parent/guardian).
 - iii. Provide a full and complete description of the purpose for the payment.
 - iv. Fill in the total amount of the check request, account/budget to be charged, person requesting payment, and date payment is needed.
 - v. Indicate whether the check should be mailed or returned to a specific individual.
 - vi. Attach supporting documents, which must include a copy of the original deposit form identifying their check information and when the original deposit was made, and a letter, if applicable, indicating the reason for the refund.
 - vii. Submit the disbursement request form to the Business Manager for approval and forward the approved form to the Business Office. Allow two weeks for check processing.
- g. Returned checks. checks returned due to insufficient funds (NSF checks) and on closed accounts in a checking account shall have a fee of \$XX. The check owner must be notified in writing and be allowed 10 days to update the account

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with adequate funds. Once confirmation of adequate funds has the policy should include redepositing first-time returned checks.

- i. The check writer will be notified of the NSF check via telephone, email or via letter. Any telephone conversation or message will be documented. The check writer will need to respond to the contact within five (5) days to make arrangements for payment of the NSF check plus a service fee equal to the charge incurred by the school for the NSF check (the "Fee", currently \$20.00) plus the cost of any postage. All attempts to contact the check writer will be documented with date, time, type and information.
 - ii. If contact has not been made within five (5) days, a written demand for payment ("Written Demand") will be sent via certified mail to the check writer for the amount of the NSF check, plus incurred Fee and postage
 - iii. If the check writer fails to pay the amount within thirty five (35) days of the sending of the Written Demand, the school may begin aggressive steps to obtain payment, including the pursuit of civil and/or criminal remedies under NJSA 2A:32A-1 or NJSA 2C:21-5, respectively.
 - iv. The name of any NSF check writer will be entered onto the Returned Check List maintained by LTCS.
 - v. Any person whose check was returned for insufficient funds shall be prohibited from writing a check to LTCS for the remainder of their families term at the school.
 - vi. Any person who does not make restitution on an NSF check, or who makes restitution after LTCS's pursuit of civil or criminal remedies, shall thereafter be prohibited from making payment by check to LTCS.
- h. Checks payable to cash for any reason are prohibited.

Commented [8]: Revision 11

217 Evaluation of Cash and Check Receipts

Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).

- a. Periodic and unscheduled audits or reviews should be performed for all cash activity by the Board Finance Committee.
- b. All activities involving cash must be supervised by an LTCS employee or authorized volunteer to ensure adequate controls are in place.

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218 Direct Funding Income Deposits

- a. LTCS receives funding through several governmental educational agencies (e.g., DOE).
- b. Deposits from these sources are directly deposited into LTCS bank accounts.

219 Activities Deposits

- a. Budgeted school programs include such programs and activities as school meals, field trips, clubs, yearbook, band, etc.
- b. The name of the program (i.e., Band), the name of the event (e.g., Solo and Ensemble), the date of the event, and the name of the activity coordinator must be written on the receipt for payment and a copy provided back to the participant.
- c. Names of individual participants, the amounts received, and method of payment should be listed on the Program Payments Deposit Form.

220 Meal Deposits

- a. Order forms are completed and returned to the school along with the parent/guardian payment.
- b. Parent/guardian lunch payments are received and entered by the school Registrar or Business Manager and applied to the respective student's account in Infinite Campus by the LTCS nutrition staff.
- c. This system serves as the A/R subsidiary ledger.
- d. A "Collections Report" should be generated and printed from the Infinite Campus system weekly after each the lunch receipts have been entered.
- f. Lunch receipts should be prepared and submitted to the Business Manager for deposit on a daily basis and within one week of the date the parent/guardian payment was received.
- g. At the end of each month, the Registrar and Nutrition Manager must print a Charge Report from the Infinite Campus system that lists each student's account balance. This report is to be forwarded to the Business Manager on a monthly basis.
- h. Monthly statements are to be issued to all parents/guardians, which serve to inform parents/guardians of their outstanding balances and also support collection efforts.
- i. The Business Manager notifies parents/guardians of student accounts on which the balance is \$25 or greater that their student can no longer be served meals until the outstanding balance has been paid to the school.

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221 Fund Development Deposits (Annual Campaign, Fundraising)

- a. Deposits are to be submitted with a Program Payments/Deposits form.
- b. The name of the program (e.g., Auction), the name of the event (e.g., Movie Night), the date of the event, and the name of the volunteer/teacher/coordinator must be written on the top of the form.
- c. Since most of the “other” deposits are receipts from fundraising activities and it is unlikely that any refunds would be requested, it is not necessary to list individual payers in detail on the deposit form. This includes sales of raffle tickets.
- d. Names of individual participants/payers would be necessary only if the deposit is for annual campaign donations in which the contributor would need to be identified as a donor and acknowledged with a thank-you letter, in which case the names, amounts received, and method of payment should be completed.
- e. The cash total, check total, electronic payment total, and grand total must be calculated and listed at the bottom of the form. The submitter should maintain a copy of the form for their records and forward the deposit form and receipts to the Business Office to be deposited.
- f. All “other” receipts should be submitted within one week of the date collected.

Related

Policies Resources

Approval

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



300 FINANCIAL MANAGEMENT POLICIES

The purpose of this policy is to describe how LTCS Finance Office records and reports financial data.

301 Accounting System

A Georgia Department of Education Chart-of-Accounts is utilized for reporting budget and financial data. The COA must be used to accurately post expenses to designated budgets based on established accounts or funds within their accounting system to track the various activities within the school; clearly defining their intent and the overseer of each fund.

302 Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental entity requirements of the Governmental Accounting Standards Board (GASB), including Statement of Governmental Accounting Standards No. 34 – *Basic Financial Statements – and Management’s Discussion and Analysis – for State and Local Governments*. GASB is the recognized standard setting body for establishing governmental accounting and financial reporting principles. Pursuant to GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, LTCS has elected to apply the provisions of all relevant pronouncements of Financial Accounting Standards Board (“FASB”) that do not conflict with or contradict GASB pronouncements.

303 Basis of Presentation

The operations of LTCS are accounted for by providing a set of self-balancing accounts, which comprise its assets, liabilities, net assets, revenues, and expenditures.

304 Fund Types

Funds are self-balancing accounts. Each fund and all funds must be balanced at least monthly. Each new fiscal year must begin on July 1 with the same figures that ended the prior fiscal year on June 30 in each fund. Each fiscal year’s financial records must be kept separate. If an error is found in a prior fiscal year after the books are closed for that year, the error must be corrected through a journal entry adjustment to fund balance in the current fiscal year.

There are two main types of funds: Restricted and Discretionary

A. Restricted Funds are those whose expenditures must be limited to the educational purpose for which the monies were collected. Transfers “out” from these funds should have the prior approval of the Principal or Operations Manager. Examples are athletics, student clubs, field trips, instructional

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area organization (vocational, band, math, etc.), and donations for specific purposes, etc. Normally these funds will carry over from year to year. An inactive restricted fund may be closed to the school's General Fund on authorization of the Principal, if the activity is no longer active or viable.

B. Discretionary or Non-Restricted Funds are those whose monies that may be transferred at the Principal or Operations Manager's discretion to other funds that are used for the benefit of students and are expected for educational purposes (**1934-56 Op Attorney Gen. P.269**). Examples are concession, school store, fundraising /money-making donations with no restrictions, etc. Upon dissolution of any function, the Principal or Operations Manager shall insure that any liabilities of that function are paid.

305 Fund Balance/Net Position

Fund equity at the governmental fund financial reporting level is classified as "fund balance." Fund equity for all other reporting is classified as "net position."

306 Fund Balance

LTCS recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of LTCS and is fiscally advantageous for LTCS. The policy adopted establishes guidance concerning the desired level of fiscal year end fund balance to be maintained by LTCS and the management of fund balance levels and is applicable only to the General Fund of LTCS.

Fund balance is a measurement of available financial resources defined as the difference between total assets/deferred outflows and total liabilities/deferred inflows in each fund.

The Governmental Accounting Standards Board (GASB) Statement 54 distinguishes between fund balance classifications based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts will be reported in the following classifications:

307 Non-spendable

Fund balance reported as 'non-spendable' represents fund balance associated with inventory, prepaid items, long-term amounts of loans and note receivable, property held for resale (however, if the use of the proceeds from the collection of receivables or sale of the property is restricted, committed, or assigned, then the receivables or property should be reported in those categories), and corpus of a permanent fund (legally/contractually required to be maintained).

308 Restricted

Fund balance reported as "restricted" represents amounts that can be spent only

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on the specific purposes stipulated by law or by the external providers of those resources (such as bond resolutions and covenants and grant agreements).

309 Committed

Fund balance reported as “committed” includes amounts that can be used only for the specific purposes determined by a formal action of the Board. The Board, as the highest level of decision making authority, will have the sole authority to commit fund balance. Constraints can be removed or changed only by the Board through a formal resolution voted on by the Board. Actions to constrain resources should occur prior to the end of the LTCS’ fiscal year, though the exact amount may be determined subsequently.

310 Assigned

Fund balance reported as “assigned” represents amounts intended to be used for specific purposes, but not meeting the criteria to be reported as committed or restricted fund balance. The intent is expressed by the Board. If these funds should have a deficit fund balance, those deficits are required to be reported as unassigned fund balance. The intent should be expressed by (i) the Board or (ii) the budget or finance committee, or (iii) the Superintendent, or designee, to assign amounts to be used for specific purposes.

311 Unassigned

Fund balance reported as “unassigned” represents the residual classification of fund balance and includes all spendable amounts not contained within the other classifications. The General Fund is the only fund which can report positive unassigned fund balance. If expenditures incurred exceed the amounts that have been restricted, committed and assigned to a specific purpose and results in a negative residual amount for that specific purpose, amounts assigned to other purposes in that governmental fund are reduced to eliminate the deficit.

LTCS applies restricted resources first when an expenditure/expense is incurred for purposes for which both restricted and unrestricted equity is available. If restricted resources are not available, LTCS’ policy is to use committed first, then assigned funds, and lastly the unassigned.

312 Capital Assets

Capital assets purchased, including capital outlay costs, are recorded as expenditures in the

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fund financial statements at the time of purchase (including ancillary charges). On the government-wide financial statements, all purchased capital assets are valued at cost. LTCS maintains a capitalization threshold of \$5,000 and a useful life of over one year. Donated capital assets are recorded at estimated acquisition value on the date donated. Disposals are deleted at depreciated recorded cost. The cost of normal maintenance and repairs that do not add to the value of assets or materially extend the useful lives of the assets is not capitalized. Depreciation is computed using the straight-line method. LTCS does not capitalize book collections or works of art. Depreciation is used to allocate the actual or estimated historical cost of all capital assets over estimated useful lives.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	Estimated Useful Life
Computer Software and Equipment	3-5 years
Furniture and Fixtures	5-7 years
Buildings and Improvements	10-60 years

313 Long-Term Liabilities

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities statement of net position. Bond premiums and discounts are deferred and amortized over life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as expenses in the period in which they occur.

In the fund financial statements, government fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt (bonds or notes) issued is reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received are reported as debt service expenditures.

314 Deferred Outflows of Resources

The statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense) until then. The Governmental Activities report

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two types of deferred outflows of resources related to the reporting of the net pension liability.

The two deferred outflows of resources being recognized are: (1) a deferred outflow of resources for changes in LTCS' proportionate share of the net pension liability and the difference between LTCS' actual contributions towards the pension plan and the LTCS' proportionate share of contributions; and (2) LTCS' actual contributions to the pension plan during the fiscal year ended June 30 which will be applied to the next measurement period. The difference between LTCS' actual contributions toward the pension plan and LTCSs' proportionate share of contributions will be amortized over the remaining service period of plan members.

315 Deferred Inflows of Resources

The statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. LTCS has two items that qualify for reporting in this category, both of which occur only in governmental activities.

The Governmental Activities report a deferred inflow of resources for: (1) the net difference between projected and actual investment earnings on the pension assets which are amortized over five years; and (2) experience gains or losses resulting from periodic studies by the Academy's actuary which adjust the net pension liability for actual experience for certain trend information that was previously assumed which is amortized over the remaining service lives of plan members.

316 Pensions

For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Teachers Retirement System of Georgia (TRS) and additions to/deductions from TRS's fiduciary net position have been determined on the same basis as they are reported by TRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

317 Revenues

Under the modified accrual basis of accounting, revenues are recognized when earned, consistent with

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generally accepted accounting principles applicable to special purpose governmental units.

318 Expenditures

Under the modified accrual basis of accounting, expenses are recognized during the period in which the liability is incurred.

319 In-Kind Expenses

LTCS recognizes services that are donated, if those services would have been purchased by the school if not donated (e.g., transportation). These expenses are recorded when incurred.

320 Incurred Costs

For the purpose of invoicing funding sources for allowable costs under cost reimbursement grants or contracts, the term "costs incurred" is defined as follows: costs related to items or services incurred directly for the grant or contract and received at the time of the request for reimbursement and not specifically disallowed by the funding source.

321 Cash Management

A schedule of aged accounts and grants receivable is prepared monthly and reviewed by the Business Manager for collection. Appropriate collection procedures are initiated, if necessary.

322 Accounts Receivable Aging Criteria

Accounts receivable outstanding are aged on a thirty, sixty, ninety, and over-ninety day basis.

323 Grant/Contract Invoicing

In the case that LTCS becomes a grant recipient, LTCS may expend state, federal, and other grant funds only as of the date their grant was executed by the *authorized signatory*.

- A. All invoices are submitted to the funding sources by dates specified in the grant or contract agreement.
- B. The invoicing format is that specified by the funding source.

324 Investments

The goal in investing funds is to achieve an optimum rate of return (defined as income plus realized and unrealized capital gains and losses) while ensuring protection of invested cash.

State laws relating to Local Units of Administration ("LUA") purchasing are very limited.

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- C. O.C.G.A. § 20-2-506 authorizes LUAs to enter into multi year lease, purchase, or lease purchase contracts of all kinds for the acquisition of goods, materials, real and personal property services, and supplies, provided that any such contract shall contain certain provisions
- D. The 2009 Session of the General Assembly enacted legislation requiring LUAs, in purchases over \$100,000, to give preference to supplies, materials, equipment, agricultural products, and school buses produced in Georgia.

Any investment can only be made by a 2/3 vote by the Board of Trustees.

325 Budgets

- E. LTCS Principal and/or Business Manager are granted authority by the Board of Trustees to make transfers of budgetary appropriations within similar account types (function levels) within the control group.
- F. Transfer of budgetary appropriations between dissimilar function levels occurring after adoption must be approved by the Board of Trustees by a 2/3 vote.
- G. Budget transfers within control groups, commonly budgetary locations, may be approved by the Board Treasurer, with the exception of capital appropriation budgets

LTCS will prepare an annual operating budget of revenues and expenses and cash flow projection. These budgets and projections are reviewed in accordance with the requirements of O.C.G.A. & 20-2-167.1, which requires school governing boards hold at least two public meetings to allow the public input on its proposed annual operating budget. Once public input is received the budget is finalized and then submitted for approval by the Board of Trustees. The two public comment meetings will be held during the April and May Board Meetings and the final budget will be approved in the June Board Meeting. Financial statements displaying budget vs. actual results are prepared by the Business Manager and reviewed by the Board Treasurer and presented to the Board of Trustees at each monthly board meeting.

Insurance and Bonding

- H. LTCS maintains minimum levels of coverage, as deemed appropriate by the Board of Trustees, for the follow policies:
 - 1. General liability
 - 2. Business & personal property (including auto/bus)
 - 3. Workers' compensation
 - 4. Personal injury liability
 - 5. Unemployment
 - 6. Fidelity bond

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7. Board insurance

The school requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Trustees.

326 Georgia Teacher Retirement System

The Teacher Retirement System of Georgia is a contributory retirement system designed to provide benefits to Georgia teachers and administrators per the Georgia General Assembly in 1943. Staff members employed by LTCS who are eligible for membership are required to join the system.

327 Record Retention and Disposal

- A. Records are maintained for the following minimum periods:
 - 1. Books, records, documents, and other supporting evidence including paid, canceled, voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employee timesheets and other public documents are retained for seven years after the original entry date.
- B. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods:
 - 1. For three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, check register and checks, and invoices. Except for:
 - a) If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
 - b) Records for real property and equipment acquired with federal funds shall be retained for three years after final disposition.
 - 2. Permanently: Audit reports, annual corporate reports, charter, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.
- C. The disposal date determined under this policy is the end of the fiscal year or the date of final payment of government grants.
- D. All records not supporting government grants, or otherwise covered by rules of the Internal Revenue Service, are retained for three years from the end of the fiscal year in which the records were originally prepared.

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- E. All financial records are maintained in chronological order organized by fiscal year.
- F. In connection with the disposal of any records, a memorandum of record disposal is prepared by the Business Manager listing the record or the class of records disposed of. The Board of Trustees certifies this memorandum of records disposal.

328 Financial Reporting

The Business Manager maintains supporting records in sufficient detail to prepare LTCS' financial reports, including:

- G. Annually:
 - 1. Financial statements for audit
 - 2. Annual budget
- H. Monthly:
 - 1. Trial balance
 - 2. Internally generated budget vs. actual financial statements with explanations for significant variances
 - 3. Billing invoices to funding sources
 - 4. Updating of the cash flow projection
 - 5. Accounts receivable aging report
 - 6. Accounts payable listing
- I. Quarterly:
 - 1. IRS Form 941 and payroll tax returns and comparable state taxing authority returns
 - 2. Other reports upon request
 - 3. In-house internal controls audits
- J. Annually:
 - 1. DE046 Initial Transmission and final transmission, September
 - 2. Audit report submission, October
 - 3. IRS Form 990, November
 - 4. Title reports for beginning and end of fiscal year
 - 5. Title II, Part A. Budget Amendments

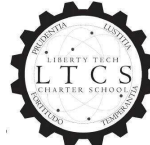
329 Audit

In accordance with the Georgia Charter Schools Act, the Board of Trustees contracts annually with an independent certified public accounting firm who is qualified to conduct an audit of an educational agency to audit LTCS' financial statements. The audit should include information related to

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Commented [10R9]: Not that I am aware of. Celesta and Neva, does any of this need to be updated?
@celesta.mcgee@libertytechcharter.org
@neva.velasquez@libertytechcharter.org

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examining all financial statements to determine their conformity with specified criteria of General Accepted Accounting Principles (GAAP).

State auditors have the right to review the annual audit of charter schools. The audit will be submitted to the Georgia Department of Education (“GDOE”) no later than Oct 1.

330 Audit/Finance Committee

The Board of Trustees appoints an audit/finance subcommittee. This subcommittee will nominate the independent auditor and review the scope and results of the audit. The audit/finance subcommittee also receives notice of any consequential irregularities and management letter comments that the auditor noted during the engagement.

Additionally, the subcommittee will develop a corrective action plan to address all relevant weaknesses noted by the auditor. The audit/finance subcommittee will also review all financial information of LTCS and provide recommendations to the Board of Trustees. The Audit/Finance Committee shall meet monthly to review the following items:

- School performance in relation to financial metrics in the SCSC Comprehensive Performance Framework
- Budget Vs. Actual expenses for the previous month
- Credit card Transactions, including statements and related support/receipts
- Cash balances, including bank reconciliations and bank statements
- Monthly Trial Balance and internal Financial Statements
- Additional documents as deemed necessary based on a review of the above items.

331 Chart Of Accounts

The chart of accounts, as noted by the State DOE, will assist LTCS in managing its operations, preparing financial statements, and facilitating their preparation of the End of Year Financial Report.

400 POLICIES RELATED TO ASSETS, LIABILITIES, AND NET ASSETS

401 Assets

Economic resources that are recognized and measured in conformity with generally accepted accounting principles are considered assets of the school. Assets also include certain deferred charges that are not resources, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of assets.

402 Bank Accounts

Bank accounts for the indicated purpose(s) and limitation(s) have been authorized by the Board of Trustees of the School at the indicated Federal Deposit Insurance Corporation (FDIC)-insured banks : Will be determined by the Finance Committee.

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LTCS' declaration policy requires that anyone handling money must declare where they bank personally.

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403 Petty Cash Payments

A petty cash balance will be maintained for dealing with cash receipts but shall not be used for payments or purchases.

404 Criteria for Capitalizing and Depreciating for Property and Equipment

All tangible personal property with a useful life of more than one year and a unit acquisition cost of \$5000 or more is capitalized and recorded in the statement of net assets. Depreciation associated with the fixed asset will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

405 Impairment of Assets

A recognized impairment of an asset is reflected when circumstances warrant. The appropriate adjustment is made for any impaired assets, accompanied by a description of the impaired asset and the measurement assumptions used in determining the impairment. All impairments should be reported to the Board of Trustees for approval of the adjustment to the fixed asset subsidiary ledger.

406 Betterments

Expenditures for significant betterments of existing leased/owned properties are recorded in fixed assets at cost. Maintenance and repairs are expensed as incurred. Depreciation associated with the betterment will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in net assets.

407 Liabilities

Economic obligations that are recognized and measured in conformity with generally accepted accounting principles. Liabilities also include certain deferred amounts that are not obligated, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of liabilities.

408 Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable.

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409 Accounts Payable Payment Policy

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

410 Accrued Liabilities

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

411 Liability for Compensated Absences

Paid Time Off ("PTO") is accrued by employees throughout the year according to PTO policy.

Because LTCS desires that staff use their PTO when necessary, PTO may be carried a maximum of 15 days PTO at any time. Unused PTO will be recorded as a liability every month if all of the following conditions are met:

- A. The employee's right to receive compensation is attributable to services already performed by the employee.
- B. The employee's right to receive the compensation is vested or accumulated.
- C. It is probable that the compensation will be paid.
- D. The amount of compensation is reasonably estimable.
- E. Compensated absences are required to be paid upon employee termination.

412 Accrued Teacher Salary

The portion of any teacher salaries paid for a school year that extends into the next fiscal year (e.g., a twelve-month salary schedule from July 1-June 30) should be accrued at the end of the fiscal year for which services were rendered.

413 Debt

- A. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year.
- B. All short-term and long-term debt is approved by the Board of Trustees and may not exceed the duration of the charter without the consent of the Board of Education.
- C. Loan agreements approved by the Board of Trustees should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

414 Net Assets

Net assets are recorded in accordance with generally accepted accounting principles applicable to special purpose governmental units. Net assets include the following:

- F. Unrestricted

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- G. Restricted
- H. Investment in Capital Assets, net of related debt

500 COST ACCOUNTING POLICIES

501 Consistency in Cost Accounting

Practices used by LTCS in estimating costs in grant/contract proposals are consistent with its accounting practices used in accumulating and reporting costs. Accounting practices used by LTCS in accumulating and reporting actual costs are consistent with its practices used in estimating costs in its grant and contract proposals.

502 Unallowable Costs

Costs expressly unallowable or mutually agreed to be unallowable, are identified in separate general ledger accounts and excluded from billings to a grant or contract with the respective funding source. Available guidance includes, but is not limited to, OMB Circular A-87 - *Cost Principles for State, Local and Indian Tribal Governments*, OMB Circular A-102 - *Grant and Cooperative Agreements with State and Local Governments*, OMB Circular A-133 - *Audits of State and Local Governments and Nonprofit Organizations*.

503 Separate Records of Unallowable Costs

LTCS will maintain separate records of all expressly and mutually agreed upon unallowable costs.

504 Cost Accounting Period

LTDS' fiscal year is July 1 through June 30. The same accounting period is used for all adjusting entries and accruals.

505 Gain or Loss on Disposition of Assets

Gains and losses from the sale or other disposition of property are recorded as revenue in the year in which they occur, and are reflected as such on the Statement of Revenue, Expenditures, and Changes in Net Assets.

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600 PROPERTY MANAGEMENT POLICIES

601 Property and Equipment

2 C.F.R. Part 200.313 (d)(3) requires that a control system be developed by recipients of federal funds to ensure that there are adequate safeguards to prevent loss, damage, or theft of property. LTCS maintains detailed records of all government-furnished property and equipment with an identification and segregation of property and equipment acquired through government contracts.

602 Identification of Property

LTCS tags all property upon receipt and assigns an identification number to the property and all applicable documents.

603 Recording and Reporting of Property

A. LTCS maintains a log identifying all property in its possession as follows:

1. Name and description
2. Serial number, model number, or other identification
3. Whether title vests with LTCS or a governmental entity
4. Vendor name, acquisition date, and cost
5. Location and condition of the equipment
6. Ultimate disposition data, including date of disposal and sales price or method of disposal

604 Physical Inventories

- A. LTCS performs a physical inventory of all property in its possession or control on an annual basis.
- B. The physical inventory records include each asset, the related control number, location, and a brief description of its condition.
- C. The physical inventory is reconciled to the detailed fixed asset subsidiary ledger, and differences, if any, are investigated and reconciled.
- D. In the event that there is a loss or attrition of technology, equipment, furniture, etc., it is the responsibility of the individual conducting the annual inventory to promptly report their findings to the following: Principal and/or Federal Programs Coordinator. The Principal or Federal Programs Coordinator will begin an investigation.

605 Disposal of Property and Equipment

- A. No item of property or equipment shall be removed from the premises without prior approval from the Business Manager and/or the Board of Trustees.
- B. LTCS has adopted standard disposition procedures for the school staff to follow, which

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identifies the asset, the reason for disposition, and signature of the requester, as well as identification of the asset's book value, condition of the asset, and supervisory approval or denial.

- C. When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the general ledger.

606 Investigation of loss, damage, or theft

As soon as loss or damage of property is noticed:

1. Report it to the Principal, Federal Programs Manager, or School Resource Officer.
2. If criminal loss or damage of property is determined to have occurred, the Principal or Federal Programs Director will file a report with local law enforcement. If the value of the lost or damaged property is more than \$300.00, local law enforcement should be contacted immediately.
3. The reporting individual submits a Notification of Missing, Stolen, or Damaged Property form to the Business Manager (inventory contact for the school) or the Federal Programs Director.
4. The person making the initial report is responsible for providing a copy of the police report (if applicable) to the Principal or Federal Programs Director. The Principal or Federal Programs Director will forward a copy of the police report to the Chief Financial Officer.

Upon discovering that any school property is missing, the Principal, Business Manager, or Federal Programs Director will make every attempt to locate the property through the next inventory cycle including, but not limited to, a thorough search of the campus. If the property is not found prior to the second inventory cycle of the location, the Principal or Federal Programs Manager will file a report of property losses with the Board including a recommendation for removing such lost property from inventory. Every effort will be made to recover lost property.

700 PROCUREMENT POLICIES

701 Procurement – Goods and Services

It is the policy of LTCS's Board of Trustees to comply with state and federal law regarding the procurement of supplies, materials and equipment. The Board directs its staff to develop and implement appropriate and lawful practices and procedures for such procurement.

This purchasing policy describes the process for purchasing goods and services funded by federal and state funds and charter school grants in order to provide timely purchasing of quality goods and services in a cost effective manner and to insure compliance with state and federal rules and regulations. This document covers the purchase to payment process including Authorization, Vendor Management, Vendor Selection, and Approved Purchase Methods.

- 1.1. The Board is responsible for ensuring that purchasing policy is compliant with federal, state and local laws, regulations, codes, and ordinances.
- 1.2. The Business Manager is responsible for ensuring that purchasing practices are performed in

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accordance with LTCS policy and federal, state, and local laws.

- 1.3. The Board establishes the approval authority for the purchasing process and contracts and approves authorized approvers.
- 1.4. The purchasers and authorized approvers are responsible for compliance with all policies and procedures for purchasing goods and services. They are responsible for ensuring that purchases are made within their allowable budget and scope of business activities.
- 1.5. Only those authorized to do so may contract for goods and services which create financial obligations for LTCS.
- 1.6. Those operating on behalf of LTCS will conduct themselves professionally and use methods that avoid appearances of impropriety or conflict of interest. Decisions will be made with integrity and objectivity in the best interest of LTCS.
- 1.7. Any employee, agent, or board member with a real or apparent potential or possible conflict of interest in a vendor bidding on proposed business, must not participate in the selection, award, administration or fulfillment of the contract. This also applies to any employee, agent, or officer who has a family member with a real or apparent conflict of interest in a vendor bidding on proposed business. If any employee, agent, or officer has a real or apparent potential or possible conflict of interest, they must disclose the conflict and all relevant facts to the Board of Trustees. Any violation of this conflict of interest policy by an employee, agent, or officer could lead to termination or removal.
- 1.8. Gifts made with the intent to influence the recipient's business decisions may not be accepted. Courtesy gifts of nominal value (less than \$100) not influencing business decisions may be accepted.
These practices and procedures apply to the purchase of all goods and services.
- 1.9. The Business Manager is responsible for ensuring that purchases are made within the budget and requirements.
- 1.10. The Business Manager is responsible for overall vendor management and overseeing the overall purchase process for goods and services to ensure the purchase of high value products (cost, quality, and service) for LTCS.
- 1.11. Authorization
 1. Authorization levels are defined in the Fiscal Policy section of this document.
- 1.12. Vendor Management
 1. The Business Manager performs vendor evaluations, prepares Requests for Proposals (RFPs), reviews proposals, and selects vendors and manages vendor relations to maximize the value of each purchase (cost, quality, and service) for LTCS.
 2. To control costs and continuously maximize value, vendor relations will be monitored and periodically reviewed by the Business Manager.

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3. For purchases of goods and services of or over \$5000 and/or a commitment of greater than twelve months, the following steps are to be completed:
 - a. The Business Manager shall prepare an RFP and request quotes from at least three vendors.
 - b. Documentation supporting the selection process, such as evidence of quotes obtained, should be retained by the Business Manager as required by LTCS.
4. For purchases of goods and services between \$1000 - \$5000, the following steps are to be completed by the Business Manager once a purchase request is sent to them:
 - a. Determine the best method of evaluating potential vendors (RFP, negotiated price, discount, etc.) and the goods or services they provide.
 - b. Competitive processes will be used to the extent practicable for maximizing value for LTCS.
 - c. Typical practices would be to receive three competitive quotes.
 - d. The Business Manager will use a competitive procurement process which requires sound business practices for purchases less than \$1000.
 - e. Purchases over \$1000 require the written approval of the Principal
5. In case the product/service is sole-source or sole-branded and three vendor quotes for like product/service are unable to be obtained for comparison, one quote will suffice. Additionally with this exception, the business manager must document reasoning and provide two estimated costs for like product/service for comparison purposes and approval (online retailer/cart quotes are acceptable for comparison)

1.13. Approved Purchase Methods

1. The following methods are the approved methods for the purchase of goods and services:
 - a. Purchase Orders (POs) are the default method of purchasing goods. Purchases are not to be "split" into multiple purchases to avoid any dollar amount ceiling.
 - b. In cases when a vendor does not accept POs as part of their normal business practices, non-PO purchases may be made.
 - c. Contractual obligations do not require a PO as they are reviewed and approved by the Principal and the Board of Trustees prior to execution.

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2. All lease agreements will be evidenced by a lease or sublease agreement approved by the Board of Trustees and signed by the President. The agreement will identify all the terms and conditions of the lease. Any real estate agreement to rent or sell will require a beneficial interest disclosure.

702 Emergency Purchases

An “emergency purchase” is the purchase of goods or services that are so badly needed that the LTCS will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at LTCS’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Board Treasurer or President. Any emergency purchases shall be reviewed by the Board of Trustees at the next meeting to determine the appropriateness of the purchase.

703 Procurement – Construction

LTCS is required to comply with Georgia laws while constructing a new facility or performing construction on its current facility. These laws include numerous federal and state laws inclusive of the state’s public bidding and prevailing wage laws. When undertaking construction or renovation projects, the school should seek advice from the State Charter Schools Commission of Georgia (“SCSC”) and legal counsel regarding the applicability of these laws and also the advice of legal counsel regarding the specific construction project.

Public Bidding Laws - This law applies to the “construction, reconstruction, installation, demolition, maintenance or repair of any building by a public agency estimated to cost more than \$25,000”. Charter Schools are considered public agencies under the statutes of the State of Georgia.

Prevailing Wage Statute - This law requires payment of a minimum hourly wage rate for certain classifications of labor performed on state and local construction projects. The Division of Occupational Safety issues prevailing wage schedules for construction projects covered by the prevailing wage statute and determines whether the prevailing wage statute applies to certain construction projects.

704 Procurement – Educational Services

Before entering into a contract with any educational management organization, whether for profit or not for profit, The SCSC must approve the terms of the contracts with individuals or organizations that provide “substantially all educational services”.

800 PAYROLL AND TRAVEL POLICIES

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801 Payroll Policies

- A. Employees are paid on a 12-month, bi-weekly schedule from July 31-August 15. Employee's time is properly approved by both the individual and the supervisor and reported to the Business Manager or designated representative.
- B. All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file.
- C. Any changes to the pay rates or benefits are properly authorized.
- D. All payroll taxes and benefits are properly calculated and any and all deposits are made in a timely manner.
- E. Payroll liabilities and expenses are recorded in the general ledger by the Business Manager after review and approval of the payroll register.
- F. All payroll tax reports are prepared in a timely manner and reviewed by a designated individual for accuracy prior to filing.

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802 Travel Reimbursement

- A. All employees are reimbursed for their business-related travel.
- B. Mileage will be reimbursed at the standard mileage rate per mile, as determined by the Internal Revenue Service for use of their own vehicle for business related travel. In addition, parking fees and tolls paid are reimbursable if properly supported.
- C. In order for travel to be reimbursed it needs to be pre-approved by the Principal.
- D. The travel report must include sufficient documentation to validate the charges.
- E. All travel reimbursements must be approved by the Principal. A travel reimbursement being issued to the Principal must be approved by the Board.
- F. Under no circumstances will a subordinate approve a travel reimbursement for an individual that they report to.

900 CONSULTANTS AND CONTRACTORS POLICIES

901 Consultant Utilization

The utilization of all consultants and contract personnel are sufficiently evidenced by:

- A. Details of all agreements (*e.g.*, work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.

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- B. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.
- C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and LTCS' rights to educational curricula and intellectual property developed

902 Independent Contractors

The use of consultants is closely monitored so as not to vary from the rules of the Internal Revenue Code. In particular, consultants will:

- A. Be free from LTCS' control and direction in performing the service, both under a contract and in fact.
- B. Provide a service that is outside LTCS' usual course of business.
- C. Must be engaged in an independent trade, occupation, profession, or business of the same type.
- D. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
- E. Not be assigned a permanent workstation.
- F. Use his or her own stationery or time sheet in billing for services.

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English Learner Policy

Liberty Tech Charter School (LTCS) has in effect a procedure to ensure that the school will identify, locate, and evaluate all children enrolled who have a primary home language other than English. This includes all children ages 5 to 21 who attend LTCS. English Learner Policies implemented in LTCS include a home language survey, screening, and English for Speakers of Other Languages (ESOL) program.

Home Language Survey

As part of the enrollment process for new students entering LTCS, parents are required to complete an enrollment form on his/her child. The enrollment form includes several questions inquiring of the student's primary home language and past participation in an English Learner program. According to school policy, registration personnel will review the enrollment form and immediately notify appropriate school personnel regarding the provision of English Learner services. When school personnel are notified of the student's previous English Learner eligibility, they will secure available information from the sending school for the purpose of developing and implementing an IEP Plan for ESOL services at LTCS.

Screening

An initial screening process, which may lead to a more comprehensive assessment, occurs through the administration of the NWEA Measures of Academic Progress (MAP) assessment. The MAP assessment is a norm-referenced, adaptive assessment that provides detailed information on student performance in the areas of Math, Reading, and Language Usage. Reading and Language Usage results are reported as a percentile to a national norm and are used in determining of those students who have a primary home language other than

English the ones who may need academic supports through our ESOL program. Parents can obtain additional information about this process by contacting the school at 678-456-5673.

English for Speakers of Other Language Program - ESOL

In accordance with state and federal regulations, LTCS offers a comprehensive ESOL program. Through this program we serve English Learner students through a variety of interventions and settings. Services are provided by an ESOL endorsed teacher.

Parental Rights in the Child Find Process

The English Learner process is a collaborative one with school personnel working in conjunction with parents to locate, evaluate, and identify children who may need English Learner services.

Children in need of English Learner services should be identified in a timely manner. If the child is referred for the ESOL program, informed parental consent must be obtained prior to beginning services.

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Child Find Policy

Liberty Tech Charter School (LTCS) has in effect several policies and procedures to ensure that the school will identify, locate, and evaluate all children enrolled with disabilities who may be in need of special education and related services. This includes all children ages 5 to 21 who attend LTCS. Child Find Activities implemented in LTCS include an enrollment survey, universal screening, and general education intervention.

Enrollment Survey

As part of the enrollment process for new students entering LTCS, parents are required to complete an enrollment form on his/her child. The enrollment form includes several questions inquiring of the student's need for Student Support Services. According to school policy, registration personnel will review the enrollment form and immediately notify appropriate school personnel regarding the provision of special education services (IEP) or a 504 Accommodation Plan. When school personnel are notified of the student's previous special education or 504 eligibility, they will secure available information from the sending school for the purpose of developing and implementing an IEP or 504 Plan.

Screening

An initial screening process, which may lead to a more comprehensive assessment, occurs through the administration of the NWEA Measures of Academic Progress (MAP) assessment. The MAP assessment is a norm-referenced, adaptive assessment that provides detailed information on student performance in the areas of Math, Reading, and Language Usage. Results are reported as a percentile to a national norm and are used in determining those students who may need academic support through our special education program.

Parents can obtain additional information about this process by contacting the school at 678-456-5673.

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General Education Intervention – RTI Process

A general education intervention process (better known as RTI process) for children kindergarten through grade 12 is provided at LTCS by the school's special education and 504 teams. The purpose of general education intervention is to intervene for any child who is presenting academic, behavior, functional, or medical concerns that are significantly impacting the student's access to the curriculum or school activities. This intervention leads to a better understanding of the support students need in order to be successful in the general education curriculum and school setting. The data collected during general education intervention assists the teams in determining if the student may need to be referred for a comprehensive evaluation. Parents must be provided with notice of their child's referral to either the special education or 504 team. Parents can obtain additional information about this process by contacting the Special Populations Coordinator or 504 Coordinator at 678-456-5673.

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Parental Rights in the Child Find Process

The Child Find process is a collaborative one with school personnel working in conjunction with parents to locate, evaluate, and identify children who may need special education and related services. Children in need of special education services or an accommodation for a disability should be identified in a timely manner. If the child is referred for a comprehensive evaluation, informed parental consent must be obtained prior to beginning the evaluation. The initial evaluation must be conducted within 60 calendar days of receiving parental consent for the evaluation.