Libertas Academy Boiling Springs Elementary School Handbook

2026-2027



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Welcome to Libertas Academy

Quick Reference Information- Elementary School Families

- School Hours: 8:00 a.m. – 3:30 p.m.
- Building Opens: 7:10 a.m.
- Transportation Change Deadline: 2:00 p.m.
- Early Checkout Deadline: 2:30 p.m.
- Attendance Note Deadline: Within 3 school days of return
- Main Office Phone Number - 864-580-6171
- School Website - https://www.libertasbsa.education/
- Principal Contact - Stacy Reel, stacyreel@libertasbsa.education
- Assistant Principal - Lindsay Hurley, lindsayhurley@libertasbsa.education
- Nurse Contact - Mindy Lamb, MindyLamb@libertasbsa.education

School Philosophy and Mission

Welcome to Libertas Academy of South Carolina!

We are honored to partner with you in your child's educational journey. At Libertas Academy, we believe every child has been uniquely created with purpose and potential. Our mission is to provide a rigorous academic education while developing students of character who demonstrate responsibility, integrity, and a love of learning.

Our elementary program serves students in Kindergarten through Fifth Grade and focuses on building a strong foundation in reading, writing, mathematics, science, history, and the arts. We believe that academic excellence and character development go hand in hand and that students thrive when schools and families work together.

The Libertas Difference

Libertas Academy was founded on the belief that students deserve an education that is both academically challenging and developmentally appropriate.

Our elementary students benefit from:

- A structured learning environment that promotes safety and consistency.
- A strong emphasis on literacy and foundational academic skills.
- Daily opportunities to build character, responsibility, and leadership.
- A focus on citizenship, service, and respect for others.
- Meaningful partnerships between families and educators.
- High expectations paired with individualized support for students.

At Libertas Academy, we believe that every student can learn, grow, and succeed when provided with excellent instruction, strong relationships, and a supportive school community.

The Libertas Way

At Libertas Academy, students are expected to uphold our core values of:

Rights
We recognize that every member of our school community deserves to feel safe, valued, and respected.

Respect
We treat others with kindness, courtesy, and consideration in our words and actions.

Responsibility
We take ownership of our choices, our learning, and our behavior.

These principles guide our classrooms, hallways, playgrounds, cafeteria, and all school-sponsored activities.

Family Partnership

We believe that parents are a child's first and most important teachers.

When schools and families work together, students experience greater academic success, stronger social-emotional development, and a deeper sense of belonging.

We encourage parents to:

- Communicate regularly with teachers.
- Support attendance and punctuality.
- Reinforce school expectations at home.
- Participate in school events and activities whenever possible.
- Partner with us to help every child reach their full potential.

Together, we can create a school environment where students are challenged, supported, and inspired to become lifelong learners.

Volunteer Opportunities

Libertas Academy welcomes family involvement through volunteer opportunities, school events, field trips, athletic programs, and community activities.

Volunteers may be required to complete background checks and follow school visitor procedures before participating in school activities.

Equal Opportunity and Nondiscrimination

Libertas Academy intends to comply with all applicable federal, state, and local laws and regulations regarding equal opportunity and nondiscrimination. If any of the policies outlined in this handbook are, or become, unlawful for any reason, the applicable law will be followed.

All employment decisions and actions, including recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, educational programs, recreational programs, and school-sponsored activities, are administered without regard to race, color, sex, religion, national origin, citizenship, age, disability, military status, or any other characteristic protected by law.

No student will be denied admission to, excluded from participation in, or denied the benefits of Libertas Academy's educational programs, activities, services, or opportunities on the basis of race, color, national origin, sex, disability, religion, or any other characteristic protected by federal or state law.

Civil Rights and Compliance Contacts

Libertas Academy is committed to ensuring that all students have equal access to educational opportunities and support services.

Questions regarding student accommodations, special education services, disability-related concerns, discrimination, harassment, or Title IX matters may be directed to the appropriate school contact.

Section 504 Coordinator

Questions regarding Section 504 accommodations, accessibility, and disability-related concerns should be directed to:

Allison Roesler: allisonroesler@libertasbsa.education

Special Education Coordinator

Questions regarding special education evaluations, Individualized Education Programs (IEPs), related services, and special education compliance should be directed to:

Ashley Cooper: ashleycooper@libertasbsa.education

Title IX Coordinator

Questions regarding Title IX, sex discrimination, sexual harassment, or related concerns should be directed to:

Celina Patton: schooldirector@libertasbsa.education

Libertas Academy prohibits discrimination, harassment, intimidation, and retaliation and is committed to providing a safe, supportive, and inclusive learning environment for all students.

Admission & Enrollment

Admission Requirements

Libertas Academy is a public charter school serving students in South Carolina. Admission is open to all eligible students in accordance with the school's charter, state law, and enrollment procedures.

Enrollment Process

A student must be enrolled by a parent, legal guardian, or other individual authorized by law.

At the time of enrollment, the school will collect required documentation and verify eligibility for enrollment.

Students enrolling in Kindergarten should be developmentally prepared for a full school day. Students entering 4K or 5K should be independently toilet trained unless otherwise addressed through an approved accommodation plan.

Legal Surname

Students will be enrolled and identified using their legal name as it appears on official legal documentation.

Eligibility

Any student who resides in South Carolina and is eligible to attend public school in the appropriate grade level may apply for enrollment at Libertas Academy, subject to available space and applicable enrollment procedures.

Age Requirements

Students must meet the following age requirements by September 1:

- 4 years old for 4K
- 5 years old for Kindergarten
- 6 years old for First Grade

Students must be under the age of 21 to enroll.

Enrollment Exceptions

Libertas Academy may deny enrollment when permitted by law, including situations involving:

- Active expulsion from another educational institution.
- Placement in an alternative school setting.
- Enrollment circumstances that do not meet state eligibility requirements.

Students with a gap in educational enrollment may be required to provide additional documentation before enrollment decisions are finalized.

Barring Enrollment of Students

In accordance with South Carolina law, Libertas Academy may deny enrollment for up to one year based upon a student's history involving:

- Violent crimes
- Assault and battery of a high and aggravated nature
- Unlawful use or possession of weapons
- Unlawful sale of drugs

Retention Considerations

When a student transfers to Libertas Academy with a recommendation for retention, official educational records must support the recommendation.

Placement decisions are made using student records, academic history, age, and other relevant educational information.

Students Returning from Alternative Settings

Students returning from an alternative educational setting, including but not limited to DJJ placements, alternative schools, or short-term placement programs, may be placed on a behavior contract upon enrollment.

This policy may apply to students who have attended an alternative educational setting within six (6) months prior to enrollment at Libertas Academy.

In accordance with South Carolina law, students assigned to an alternative educational setting must be eligible to return to a traditional school setting before enrolling at Libertas Academy.

Classroom Placement Policy

Libertas Academy is committed to creating balanced classrooms that support the academic, social, and emotional growth of all students.

Classroom placement decisions are made collaboratively by administrators and teachers using multiple factors, including:

- Academic needs
- Learning styles
- Student support services
- Social and behavioral considerations
- Class size and balance

Families may provide information regarding their child's educational needs and learning environment preferences during the annual placement process.

While parent input is valued and carefully reviewed, specific teacher requests cannot be guaranteed.

Final classroom placement decisions are made by the school and are based on the overall needs of students and the school community.

Required Documentation

At the time of enrollment, families may be required to provide:

- Birth certificate or acceptable proof of identity
- Immunization records or approved exemption documentation
- Previous school records, when applicable
- Proof of residency
- Custody or guardianship documentation, when applicable

Additional documentation may be requested when necessary to verify enrollment eligibility or educational decision-making authority.

Proof of Residency

Students enrolled at Libertas Academy must reside in South Carolina.

Acceptable proof of residency may include:

- South Carolina driver's license
- Utility bill
- Lease agreement
- Mortgage statement
- Other approved residency documentation

McKinney-Vento Homeless Education Act

Libertas Academy complies with the McKinney-Vento Homeless Assistance Act.

Children and youth who lack a fixed, regular, and adequate nighttime residence may qualify for educational protections and services under federal law.

Families experiencing homelessness are encouraged to contact the school for assistance with enrollment, transportation, and educational services.

Questions regarding McKinney-Vento services should be directed to the school's designated liaison.

Child in DSS Possession

Libertas Academy will enroll students who are in the custody of the Department of Social Services in accordance with state and federal requirements.

Required documentation may be provided after enrollment when permitted by law.

Health & Student Wellness

The health and safety of our students is a top priority at Libertas Academy. The school works closely with families to provide a safe learning environment while promoting healthy habits and supporting student wellness.

School Health Services

Libertas Academy provides health services in accordance with South Carolina Department of Education and South Carolina Department of Public Health guidelines.

Services may include:

- First aid and emergency care
- Health assessments and referrals
- Vision and hearing screenings
- Monitoring of student health concerns
- Communicable disease prevention and management
- Medication administration in accordance with school policy
- Health education and wellness promotion

The school nurse works collaboratively with families, healthcare providers, and school staff to support student health and safety.

Immunizations

Students must meet all immunization requirements established by the State of South Carolina.

Documentation of required immunizations, approved exemptions, or provisional enrollment status must be provided prior to attendance as required by state law.

Additional information regarding immunization requirements may be obtained through the South Carolina Department of Public Health.

Communicable Diseases

To protect the health of all students and staff, students who have certain communicable diseases may not attend school while contagious.

Parents/guardians should notify the school nurse or administration if their child is diagnosed with a communicable disease so that appropriate precautions can be taken when necessary.

Examples of communicable diseases include, but are not limited to:

- Chickenpox
- Measles
- Mumps
- Influenza
- Strep Throat
- Pink Eye (Conjunctivitis)
- Ringworm

- Whooping Cough
- Tuberculosis
- Head Lice
- Viral Gastroenteritis

The school reserves the right to require medical documentation before a student returns to school following certain illnesses.

Allergy Information

Parents/guardians are required to notify the school of any known allergies at the time of enrollment and whenever new allergy information becomes available.

Students with severe allergies may require additional documentation, physician orders, or health plans to ensure their safety while at school.

The school nurse may contact families to gather additional information and develop appropriate accommodations when necessary.

Head Lice: Health Services Policy

In an effort to maintain a healthy learning environment, students found to have live lice or active evidence of infestation will be excluded from school until treatment has been completed.

Procedures include:

1. Parents/guardians will be notified and required to pick up their child.
2. Appropriate treatment must be completed before the student returns to school.
3. Students must be checked by the school nurse or designated personnel before returning to class.
4. A follow-up treatment is strongly recommended within seven to ten days.
5. Families of students within the affected grade level may be notified when appropriate.

Emergency Medical Treatment

Parents/guardians must complete emergency contact and medical information forms each school year.

It is the responsibility of the parent/guardian to keep all emergency contact information current throughout the school year.

In the event of a serious illness or injury:

- School personnel will provide immediate care and supervision.
- Parents/guardians will be contacted as quickly as possible.
- Emergency Medical Services (EMS) may be contacted when necessary.
- If a parent/guardian cannot be reached, emergency medical care will be provided according to the information and permissions provided on the student's emergency forms.

If emergency transportation is required, a school employee may accompany the student until a parent, guardian, or emergency contact arrives.

Medication at School

Whenever possible, medications should be administered at home.
When medication must be administered during the school day:

- Medication must be delivered to the school by a parent/guardian.
- Medication must remain in its **original, labeled container**.
- Appropriate school medication forms must be completed and signed.
- Prescription medications must match physician instructions.
- Students **may not** transport medication in backpacks unless specifically authorized by the school and physician.

Unused medications must be picked up by a parent/guardian at the end of the school year. Any medication not claimed may be discarded in accordance with school procedures.

Medication Administration Guidelines

These guidelines outline the procedures and requirements for administering medication to students to ensure safety and compliance.

I. General Standards for Medication Administration

1. **Parent/Guardian Responsibility:** Parents or legal guardians should give medications before or after school if possible. Students will be assisted in taking medication when it is necessary for school attendance and cannot otherwise be accomplished. Parents/guardians are responsible for delivering any necessary medication to the school nurse or a designated school employee.

2. **School Personnel:** Medication must be administered by the school nurse or other designated school employee, who must be trained. The first dose of any new medication will not be given at school.

3. **Original Containers Required:** All medication must be in its original container from the pharmacy or manufacturer, with the label intact.

4. **Labeling:** All prescription medication and Over-the-Counter (OTC) medication must be clearly labeled as instructed.

5. **Nurse Discretion:** The school nurse or principal will determine if and how medication will be administered based on individual assessment and professional judgment, prioritizing student safety.

6. **Secure Storage:** Medication must be stored in a secure, locked area. Limitations apply to the quantity of medication stored at school, not exceeding a 30-day supply. Controlled substances require heightened security and specific inventory controls.

7. **Medication Permission Forms:** Updated medication permission forms are required at the beginning of each new school year and whenever changes are made to a student's medication regimen. The school nurse must be notified immediately of any changes in medication orders from the licensed prescriber.

8. **Inventory Records:** Medication inventory records, including controlled substances, must be meticulously maintained and reconciled by two school employees. Discrepancies must be reported to the Director of Health Services.

9. **Prohibited Medications:** Students are not permitted to receive aspirin-containing medications without a specific written prescription. Vitamins, supplements, and other holistic/homeopathic medications will not be given at school.

10. **Fever Reducer Administration:** Medication to reduce a fever will only be administered as part of an emergency response plan for students with chronic health conditions.

11. **Missed Doses:** If a child misses a morning dose of medication, school nurses are not authorized to give that dose. Parents may come to school to administer the missed dose.

12. **Parental Administration:** Parents or guardians may administer medication to their own students at any time while at school.

13. **Disposal of Unused Medication:** Unused or expired medication must be picked up by the parent/legal guardian within 5 school days or it will be destroyed. No medication will be returned home by students. Any unclaimed medication at the end of the school year will be destroyed. Medications must not be disposed of in sinks or toilets but rather in regular trash after mixing with an inert agent and triple-bagging.

II. Prescription Medication Specifics

1. **Required Information for Permission Form:**
    - Student's name and date of birth
    - Physician's name and signature
    - Name of the medication
    - Time and dosage for administration
    - Reason for medication or medical condition
    - Possible side effects
    - Termination date for administering medication
    - Authorization for school staff to administer (if not a licensed medical professional)

2. **Pharmacy Label Requirements:** The pharmacy label must clearly state the student's name, medication name, dosage, strength, frequency, duration, route of administration, name of the prescriber, and the name and address of the pharmacy.

3. **Documentation:** Each medication dose administered is documented upon receipt and signed by school staff.

4. **Medication Errors/Theft:** In the event of a medication error or suspected theft, the student's doctor and parent/guardian will be notified. For controlled substances, law enforcement and the DPH Bureau of Drug Control will also be notified, and a written incident report sent to the Director of Health Services.

5. **Destruction of Prescription Medications:** When prescription medications are destroyed, detailed documentation including the prescription number, drug name and strength, quantity, date and method of destruction, reason for destroying, and signatures of the persons performing and witnessing the destruction, is required.

III. Over-the-Counter (OTC) Medication Specifics

1. **Parental Consent:** Students may receive OTC medication only if a completed, appropriate parent consent form is on file.

2. **Dosage Limits:** The medication dosage administered may not exceed the manufacturer's recommendation.

3. **Original Packaging:** OTC medication must be brought to school by the parent/guardian in the original unopened manufacturer's package.

4. **Higher Doses:** A written authorization form from a licensed healthcare provider is required for dosages exceeding the manufacturer's recommendations.

5. **Provider's Note for Daily OTC:** If OTC medication is administered daily for 10 days, a written authorization form or order from a licensed healthcare provider is required.

6. **Specific Condition Prescriptions:** Prescriptions for OTC medication for specific conditions (e.g., menstrual cramps, headache) may list the generic name of the medication if a generic product is permitted.

7. **Stocked Medications:** Stocked OTC medications supplied by the school must be kept separate from individual student medications.

IV. Assisting with Medication / Self-Medication

1. **Licensed Personnel Availability:** Licensed personnel (e.g., nurse) may assist with medication administration; however, if a nurse is not available, other trained staff may be designated to provide access to and assist with prescribed and/or emergency medications.

2. **Self-Medication/Monitoring:** Students may be allowed to self-medicate and/or self-monitor as specified in an Individualized Healthcare Plan (IHP).

3. **Self-Carry Permission:** Students permitted to self-carry and self-administer medications must have a signed written permission form from their healthcare provider and parent/legal guardian. Students given permission to self-carry medication will not share or ask other students for medication.

4. **IEP/504 Plans:** School personnel will consult with the school nurse to develop plans for students with IEPs or 504 plans to address medication needs. A minimum of 5 working days' notice is required for accommodation planning.

5. **Field Trip Medication Management:**
    - Accommodations for student health services and medication administration are essential for field trips. Notify the nurse of field trips during the initial planning stages to allow for proper assessment of student needs.
    - Completed Field Trip Student Health forms should be turned into the nurse as soon as received but no later than one week prior to the scheduled trip.
    - For sponsored field trips, a student needing assistance with medication will be assisted by the principal or designee.
    - A student with diabetes attending a field trip will be assisted by a school nurse or parent, unless self-medicating.
    - Parents must provide written permission forms for medications that are not normally given at school for field trips that involve time outside of the regular school day. For overnight trips, a Field Trip Student History form must be completed and signed by the parent.
    - Medications must be supplied in the pharmacy-labeled or manufacturer-labeled container; nurses can not repackage medications.
    - For controlled substances on field trips, medications must be counted when leaving and upon returning to the school.

V. Contact Information

Any questions or concerns regarding these guidelines should be referred to the principal.

Individual Health Plans (IHPs)

Students with significant medical needs may require an Individual Health Plan (IHP).

Examples include:

- Diabetes
- Severe allergies
- Seizure disorders
- Asthma
- Other chronic medical conditions

Families should work directly with the school nurse to develop and maintain appropriate health plans and emergency procedures.

Health and Wellness Partnership

Parents play a critical role in maintaining a healthy school environment.

Families are encouraged to:

- Keep sick children at home.
- Update emergency contact information promptly.
- Communicate changes in medical conditions.
- Ensure required medications and forms are current.
- Partner with the school to support student health and wellness.

Together, we can provide a safe and healthy learning environment where all students can thrive.

Student Support Services

At Libertas Academy, we recognize that every child learns differently and may require varying levels of support throughout their educational journey. Our goal is to identify student needs early, provide appropriate interventions, and partner with families to ensure every student has the opportunity to succeed academically, socially, emotionally, and behaviorally.

Multi-Tiered System of Supports (MTSS)

Libertas Academy utilizes a Multi-Tiered System of Supports (MTSS) framework to provide targeted academic and behavioral support for students.

MTSS is designed to:

- Identify student needs early.
- Provide timely interventions.
- Monitor student progress.
- Increase student achievement.
- Support positive behavioral outcomes.

Tier I: Core Instruction

All students receive high-quality, standards-based classroom instruction designed to meet grade-level expectations.

Teachers regularly monitor student progress and adjust instruction to meet individual learning needs.

Tier II: Targeted Support

Students who need additional support may receive targeted interventions in small-group settings.

Interventions may focus on:

- Reading

- Mathematics
- Behavior
- Organization skills
- Social-emotional development

Parents will be notified when students begin receiving Tier II interventions.

Tier III: Intensive Support

Students demonstrating significant academic or behavioral needs may receive individualized interventions and intensive support.

Additional evaluations or referrals may be considered when appropriate.

Family Partnership in MTSS

Families are important partners in the intervention process.

Parents will be informed of intervention plans, progress monitoring, and recommendations and are encouraged to actively participate in supporting student growth.

Special Education Services

Libertas Academy provides special education services in accordance with the **Individuals with Disabilities Education Act (IDEA)** and all applicable federal and state regulations.

Students who qualify for special education services receive support through an **Individualized Education Program (IEP)**.

The IEP team may include:

- Parents/guardians
- Teachers
- Special education staff
- Related service providers
- School administrators
- Other individuals with knowledge of the student

The IEP team works collaboratively to develop goals, accommodations, modifications, and services that support student success.

Section 504 Services

Students with a physical or mental impairment that substantially limits one or more major life activities may qualify for accommodations through a Section 504 Plan.

Examples of accommodations may include:

- Extended time
- Preferential seating
- Medical accommodations
- Organizational supports

- Classroom accommodations

Families who believe their child may qualify for Section 504 services should contact school administration for additional information.

Multilingual Learner (ML) Services

Libertas Academy provides support for students whose primary language is not English.

Students may be screened for English language proficiency upon enrollment.

Support services may include:

- English language instruction
- Academic language development
- Classroom accommodations
- Small-group support
- Progress monitoring

The goal of ML services is to help students develop English proficiency while successfully accessing grade-level content.

Counseling and Social-Emotional Support

Libertas Academy is committed to supporting the social and emotional well-being of students.

Students may receive support through:

- Individual counseling
- Small-group counseling
- Classroom guidance lessons
- Social-emotional learning activities
- Behavioral support services

Topics may include:

- Emotional regulation
- Friendship skills
- Conflict resolution
- Decision making
- Character development
- Coping strategies

When appropriate, families may be provided with referrals to outside agencies or community resources for additional support.

Psychological, Social, and Diagnostic Services

Libertas Academy may provide assessment, consultation, and support services to help identify and address student needs.

These services may include:

- Educational assessments
- Speech and language evaluations
- Diagnostic screenings
- Behavioral observations
- Consultation with families and staff

Written parental consent will be obtained before any formal evaluation is conducted as required by law.

Outside Service Providers

Families may choose to obtain private services outside of the school setting.

Examples include:

- Counseling
- Therapy services
- Tutoring
- Evaluations

While Libertas Academy values collaboration with outside providers, private services are not provided during the instructional day and are the responsibility of the family.

Child Abuse Reporting

The safety and well-being of students is a top priority at Libertas Academy.

All school employees are **mandated reporters** under South Carolina law and are required to report suspected abuse or neglect to the appropriate authorities.

Students are encouraged to speak with a trusted adult, teacher, counselor, nurse, or administrator if they feel unsafe or believe someone may be experiencing abuse or neglect.

Background Checks

To help maintain a safe learning environment, all employees and approved volunteers must successfully complete **required background checks** before working with students.

Working Together for Student Success

Libertas Academy believes that strong partnerships between families, teachers, and support staff create the best opportunities for student success.

When concerns arise, we encourage families to communicate early and work collaboratively with school staff so that appropriate support can be provided in a timely manner.

Student Records & Privacy

Libertas Academy maintains student educational records in accordance with federal and state laws. Student records are confidential and are maintained to support each student's educational experience while protecting the privacy rights of students and families.

Educational records may include:

- Academic records
- Attendance records
- Discipline records
- Testing information
- Health information maintained by the school
- Special education records
- Other records directly related to a student

Requests to inspect educational records should be submitted to the school administration. The school will respond within the timelines required by law.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records and provides parents certain rights regarding those records.

These rights transfer to the student when the student reaches 18 years of age or attends a postsecondary institution.

Under FERPA, parents/guardians have the right to:

- Inspect and review their child's educational records.
- Request amendments to records they believe are inaccurate or misleading.
- Consent to the disclosure of personally identifiable information except where FERPA permits disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA requirements.

Directory Information

Libertas Academy may designate certain student information as directory information unless a parent/guardian requests otherwise in writing.

Directory information may include:

- Student name
- Grade level

- Participation in school activities and athletics
- Awards and honors received
- Photographs or video recordings used for school purposes

Parents who do not wish for directory information to be released must notify the school in writing within the timeframe established by the school each year.

Photographs, Video, and Media

Throughout the school year, Libertas Academy may photograph, videotape, or otherwise record students participating in educational activities, school events, athletic programs, performances, and celebrations.

These images or recordings may be used for:

- School publications
- School websites
- Social media platforms
- Yearbooks
- News releases
- Marketing and promotional materials

Parents who do not wish for their child to be photographed or recorded for these purposes must notify the school in writing.

Protection of Pupil Rights Amendment (PPRA)

Libertas Academy complies with the Protection of Pupil Rights Amendment (PPRA), which provides parents certain rights regarding student participation in surveys, analyses, evaluations, and the collection of information for marketing purposes.

In accordance with federal law, parents have the right to review certain instructional materials and provide consent before students participate in surveys, analyses, or evaluations funded by the U.S. Department of Education that reveal information concerning:

- Political affiliations or beliefs of the student or parent
- Mental or psychological problems of the student or the student's family
- Sexual behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has close family relationships
- Legally recognized privileged relationships such as attorneys, physicians, or clergy
- Religious practices, affiliations, or beliefs
- Income information, except as required by law to determine program eligibility

Parents also have the right to inspect:

• Surveys created by third parties before administration
• Instruments used to collect personal information for marketing purposes
• Instructional materials used as part of the educational curriculum

Libertas Academy will provide notice and opportunities for parent review or consent when required by law.

Questions regarding parental rights under PPRA may be directed to school administration.

Custody and Guardianship Documentation

Libertas Academy recognizes the rights of parents and guardians as established through legal documentation.

Parents are responsible for providing the school with copies of any court orders, custody agreements, restraining orders, or other legal documents that affect a student's educational records, custody status, or release information.

Unless legal documentation states otherwise, both parents may have access to educational records as provided by law.

The school cannot enforce custody arrangements or restrictions that have not been provided in writing.

Student Information Updates

It is the responsibility of parents/guardians to ensure that all student information remains current throughout the school year.

Families should promptly notify the school of changes to:

- Address
- Phone numbers
- Email addresses
- Emergency contacts
- Medical information
- Custody arrangements
- Authorized pick-up individuals

Accurate information is critical for student safety and effective communication.

Records Requests and Transfers

When a student transfers to another school, educational records will be transferred in accordance with state and federal requirements.

Libertas Academy may request records from a student's previous school to support proper placement and educational planning.

Families requesting copies of student records should contact the school registrar.

Technology and Data Privacy

Libertas Academy utilizes educational technology platforms and digital resources to support instruction and student learning.

The school takes reasonable measures to protect student data and ensure compliance with applicable privacy laws.

Parents are encouraged to review technology-related information, including acceptable use policies and digital learning agreements.

Questions Regarding Student Records

Parents with questions regarding educational records, privacy rights, or access to information should contact the school registrar or administration.

Libertas Academy is committed to maintaining accurate records while protecting the privacy and confidentiality of all students and families.

Attendance

Regular school attendance is essential to student success. Students who attend school consistently are more likely to achieve academic success, develop positive habits, and fully participate in the educational experience.

Parents and guardians are responsible for ensuring that students attend school regularly and arrive on time each day.

School Hours

Building Opens: 7:10 a.m.

Instruction Begins: 8:00 a.m.

Dismissal Begins: 3:20 p.m.

Students should arrive at school with sufficient time to be in their classrooms and ready for instruction by 8:00 a.m.

Attendance Expectations

Students are expected to attend school every day unless prevented from doing so by illness, emergency, or another lawful reason.

Regular attendance:

- Supports academic achievement
- Promotes social and emotional development
- Encourages responsibility and consistency
- Minimizes learning gaps

- Supports student success

Excessive absences, tardiness, and early dismissals negatively impact student learning and may result in intervention by the school.

Lawful Absences

Absences may be considered lawful when supported by appropriate documentation and when permitted by state law.

Examples may include:

- Personal illness
- Illness or death in the immediate family
- Medical, dental, or counseling appointments
- Religious observances
- Court appearances
- School-sponsored activities
- Other circumstances approved by administration

Documentation may be required to verify the reason for an absence.

Attendance Documentation

Parents or guardians must provide written documentation explaining a student's absence within **three (3) school days** of the student's return to school. Documentation may be submitted through approved school procedures.

Failure to provide documentation within the required timeframe may result in the absence being recorded as unlawful.

In accordance with South Carolina law, parents may excuse up to ten **(10) absences per school year through parent notes**. Once the allowable number of parent notes has been exceeded, additional absences may require medical documentation or other supporting documentation acceptable to the school.

The school reserves the right to request medical documentation when absences become excessive, attendance concerns arise, or circumstances warrant additional verification.

Absences not supported by appropriate documentation may be recorded as unlawful and may result in attendance interventions as required by state law and school procedures.

Make-Up Work

Students are responsible for completing assignments missed due to absences.

Teachers will provide reasonable opportunities for students to make up missed work in accordance with classroom procedures and school expectations.

It is the responsibility of the student and family to communicate with teachers regarding missed assignments and make-up work.

Tardies

Students arriving after 8:00 a.m. are considered tardy and must check in through the front office.

Frequent tardiness disrupts instruction and may result in administrative intervention.

Parents are encouraged to establish routines that support punctual arrival each day.

Early Dismissals

Students should remain at school for the entire instructional day whenever possible.

Students who must leave school early must be signed out through the front office by an authorized adult.

For the safety of students and to minimize instructional disruptions, early dismissals after 2:30 p.m. are strongly discouraged and will only be permitted in emergency situations or with administrative approval.

Excessive early dismissals may be addressed as attendance concerns.

Family Vacations and Travel

Families are strongly encouraged to schedule vacations, trips, and other non-emergency travel during scheduled school breaks whenever possible.

Absences due to family vacations or travel may be recorded in accordance with state attendance requirements.

Assignments provided prior to travel are at the discretion of the teacher and may not always be available in advance.

Students remain responsible for all missed instruction and assignments.

Students who are absent for ten (10) consecutive school days without approved educational services or documentation may be withdrawn from enrollment in accordance with state reporting requirements and school procedures. Families seeking readmission after withdrawal must follow applicable enrollment procedures.

State Testing Attendance

Attendance during state testing is critically important.

Student participation in state assessments is an important component of school accountability and provides valuable information regarding student progress and achievement.

Families will receive annual communication regarding state testing windows and are strongly encouraged to avoid scheduling vacations, appointments, elective procedures, or other absences during testing periods whenever possible.

Students who miss testing due to absence may be required to participate in make-up testing sessions in accordance with state and school testing requirements.

Excessive Absences

When absences become excessive, the school may implement interventions designed to support improved attendance.

These interventions may include:

- Parent conferences
- Attendance plans
- Referrals to support services
- Attendance monitoring
- Additional documentation requirements
- Referrals as required by state law

The school will work collaboratively with families to address attendance concerns and support student success.

Truancy

Students with unlawful absences may be subject to truancy procedures in accordance with South Carolina law and school policy.

The school will provide appropriate notifications and interventions as required by law before pursuing additional attendance actions.

Attendance and School Activities

Regular attendance is an important expectation for participation in school-sponsored activities.

Students may be required to attend school for a minimum portion of the instructional day in order to participate in:

- Field trips
- School performances
- School celebrations
- Clubs and extracurricular activities
- Athletic events and practices

Additional requirements may apply for athletic participation as outlined in the Libertas Academy Athletics Handbook.

Family Partnership

Libertas Academy recognizes that families play a critical role in supporting student attendance.

Parents and guardians can support attendance by:

- Establishing consistent routines.
- Scheduling appointments outside school hours whenever possible.

- Monitoring attendance patterns.
- Communicating promptly regarding absences.
- Reinforcing the importance of regular attendance.

By working together, families and school staff can help ensure that students maximize learning opportunities and achieve their full potential.

Academic Expectations

At Libertas Academy, we believe all students can learn and achieve at high levels when provided with excellent instruction, meaningful support, and a strong partnership between school and home.

Our elementary program is designed to build a strong academic foundation while fostering curiosity, perseverance, responsibility, and a love of learning.

Curriculum and Instruction

Libertas Academy provides a rigorous, standards-based curriculum aligned to the South Carolina College- and Career-Ready Standards.

Students receive instruction in:

- English Language Arts
- Mathematics
- Science
- Social Studies
- Fine Arts
- Physical Education
- Additional enrichment opportunities as available

Teachers use a variety of instructional strategies, assessments, and interventions to meet the needs of all learners while maintaining high academic expectations.

Student Responsibility

Students are expected to:

- Arrive prepared and ready to learn each day.
- Participate actively in classroom instruction.
- Complete assignments to the best of their ability.
- Follow classroom procedures and expectations.
- Ask for help when needed.
- Demonstrate respect for classmates, teachers, and learning materials.

Academic success is best achieved when students take ownership of their learning and consistently put forth their best effort.

Homework Expectations

Homework may be assigned to reinforce classroom learning, provide practice opportunities, and help students develop responsibility and organizational skills.

Homework assignments should be meaningful, purposeful, and aligned to classroom instruction.

Parents can support student success by:

- Establishing consistent homework routines.
- Providing a quiet workspace.
- Encouraging independence while offering support when needed.
- Communicating with teachers when concerns arise.

The amount and frequency of homework may vary by grade level and teacher.

Reading at Home

Reading is one of the most important habits a child can develop.

Libertas Academy strongly encourages students to read independently or with a family member each evening. Regular reading supports vocabulary development, reading fluency, comprehension, critical thinking, and overall academic success.

Families are encouraged to make reading a daily priority and to model a love of reading at home whenever possible.

Grading Practices

Grades are intended to communicate a student's progress toward mastery of grade-level standards and learning objectives.

Teachers use a variety of assessments to measure student learning, including:

- Classwork
- Quizzes
- Tests
- Projects
- Writing assignments
- Performance tasks
- Classroom participation and observations

Families are encouraged to monitor student progress regularly through PowerSchool and communicate with teachers regarding academic concerns.

Late Work

Students are expected to complete assignments by the established due date.

Teachers may provide reasonable opportunities for students to complete missed assignments due to absences or extenuating circumstances.

Students who are absent are responsible for making up missed work within the timeframe established by the teacher.

Academic Honesty

Academic honesty is an important part of student character and integrity.

Students are expected to complete their own work and demonstrate their own understanding of academic concepts.

Examples of academic dishonesty include:

- Copying another student's work.
- Allowing another student to copy work.
- Cheating on quizzes or tests.
- Plagiarizing written work.
- Misrepresenting someone else's work as their own.

Consequences for academic dishonesty may include loss of credit, reassessment opportunities, parent communication, and disciplinary consequences when appropriate.

Progress Reports and Report Cards

Parents will receive progress reports and report cards according to the school calendar.

These reports provide information regarding academic performance, work habits, and student progress.

Parents are encouraged to review student progress regularly and communicate with teachers regarding questions or concerns.

PowerSchool Access

Libertas Academy utilizes PowerSchool as its student information system.

Parents and guardians are encouraged to regularly monitor their child's:

- Grades
- Attendance
- Tardies
- Teacher communications

Monitoring student progress throughout the school year allows families to address concerns early and celebrate successes along the way.

Questions regarding PowerSchool access should be directed to the front office.

Honor Roll and Academic Recognition

Libertas Academy recognizes students who demonstrate academic excellence, strong character, and consistent effort.

Students may be recognized through:

- Honor Roll
- Principal's List
- Academic Awards
- Citizenship Awards
- Perfect Attendance Recognition
- Other school-based recognition programs

Specific eligibility requirements will be communicated annually.

Promotion and Retention

Promotion to the next grade level is based upon multiple factors, including:

- Academic performance
- Attendance
- Assessment data
- Teacher recommendations
- Overall readiness for the next grade level

Retention decisions are made carefully and collaboratively with families when it is determined that additional time at a grade level would best support a student's long-term success.

No single assessment or grade determines promotion or retention.

Summer Enrichment and Intervention

Students may be recommended for summer enrichment activities or academic intervention opportunities based on academic performance and assessment data.

Participation in summer learning opportunities can help students strengthen skills and prepare for the next school year.

Parent Partnership in Academics

Parents play an important role in student achievement.

Families can support academic success by:

- Prioritizing attendance.
- Monitoring academic progress.
- Reading with their child regularly.
- Encouraging strong study habits.
- Communicating with teachers.
- Supporting school expectations at home.

When schools and families work together, students are more likely to experience academic success and develop confidence as learners.

Communication Regarding Academic Concerns

When academic concerns arise, Libertas Academy encourages families to communicate directly with the classroom teacher first.

Teachers are often able to provide valuable insight regarding classroom performance, interventions, and strategies for improvement.

If concerns remain unresolved, families may follow the school's established communication and grievance procedures.

Open and respectful communication between families and school staff is essential to supporting student success.

Academic Excellence at Libertas

Libertas Academy is committed to providing students with a challenging and supportive educational experience.

Through rigorous instruction, strong relationships, and a shared commitment to excellence, we strive to prepare students for future academic success while developing character, responsibility, and a lifelong love of learning.

School Procedures

The procedures outlined below are designed to ensure the safety, efficiency, and smooth operation of the school day. Families are expected to review these procedures carefully and help students follow all school expectations.

School Hours
School Hours: 8:00 a.m. – 3:30 p.m.

Students should arrive on time and remain at school for the full instructional day.

Arrival Procedures

The school building opens to students at 7:10 a.m.

Students should not arrive before 7:10 a.m. unless participating in an approved school-sponsored activity.

Upon arrival, students should report directly to their designated location and follow all staff directions.

Parents should remain in their vehicles during the morning carline unless directed otherwise by school personnel.

To ensure student safety and maintain an efficient arrival process:

- Students should be prepared to exit the vehicle upon reaching the designated unloading area.
- Drivers should follow all traffic patterns and staff directions.
- Cell phone use during active carlines is discouraged.
- Students should exit from the passenger side of the vehicle whenever possible.

Breakfast Procedures

Breakfast is available daily for students beginning at 7:10 a.m.

Students choosing to eat breakfast should report directly to the cafeteria upon arrival.

Students not eating breakfast should report to their designated morning location.

Students are expected to follow cafeteria expectations and directions from staff members.

Visitors to Campus

The safety of students and staff is a top priority.

All visitors must:

- Enter through the main entrance.
- Present a valid government-issued photo identification.
- Sign in through the school's visitor management system.
- Receive and wear a visitor badge while on campus.
- Sign out before leaving campus.

Visitors may not proceed to classrooms, hallways, playgrounds, or other areas of the school without authorization.

Unauthorized individuals may be asked to leave campus immediately.

Classroom observations and classroom visits by parents or guardians must be scheduled and approved in advance through school administration. The school reserves the right to limit, reschedule, or deny visits when necessary to protect student privacy, maintain instructional continuity, preserve a safe learning environment, or minimize disruption to the educational process.

Volunteers

Libertas Academy welcomes parent and community volunteers.

All volunteers must comply with school volunteer requirements, including any required background checks, before participating in volunteer activities.

Volunteer opportunities are coordinated through the school and classroom teachers.

School Communication

Libertas Academy values clear, timely, and respectful communication between families and school staff.

Communication may occur through:

- Email
- PowerSchool
- TalkingPoints or other school-approved communication platforms
- School newsletters
- Phone calls
- School website and social media platforms

Families are encouraged to regularly review school communications to remain informed about important announcements, events, and deadlines.

Teacher Communication

Teachers strive to respond to parent communication in a timely manner.

Families should allow up to one school business day for responses to emails or messages.

Messages received during evenings, weekends, holidays, or school breaks may not receive an immediate response.

To maximize instructional time, parents should communicate through the front office when urgent information must be relayed to a student during the school day.

Student Messages and Deliveries

To minimize disruptions to instruction, messages for students should be limited to emergencies whenever possible.

Students will not be called from class except when necessary.

The school may limit the delivery of non-essential items, gifts, balloons, flowers, food deliveries, or other personal items during the school day.

Emergency School Closings and Delays

In the event of severe weather, power outages, emergencies, or other circumstances affecting school operations, families will be notified through the school's communication systems.

Information may also be shared through:

- TalkingPoints
- Email
- School website
- Social media platforms
- Local media outlets when appropriate

Families should ensure their contact information remains current in PowerSchool to receive important notifications.

Transportation Changes

Transportation changes should be communicated in writing whenever possible.

To ensure student safety, transportation changes must be received by the front office no later than 2:00 p.m.

Transportation changes submitted after the deadline may not be accommodated except in emergency situations.

Students will only be released according to the transportation arrangements communicated by a parent or guardian and approved by the school.

Early Checkouts

Students benefit most from participating in the full instructional day.

Parents are encouraged to schedule appointments outside of school hours whenever possible.

Students may only be checked out by:

- A parent or guardian
- An emergency contact listed in PowerSchool
- An individual authorized in writing by the parent or guardian

A valid photo ID may be required before a student is released.

To minimize disruptions to instruction and dismissal procedures, students may not be checked out after 2:30 p.m. except in emergency situations approved by administration.

Dismissal Procedures

Student safety is the highest priority during dismissal.

Parents and guardians should follow all established dismissal procedures and traffic patterns.

Students will only be released according to approved dismissal plans.

Changes to dismissal arrangements must be communicated before the transportation change deadline.

Repeated failure to follow dismissal procedures may result in administrative intervention to ensure student safety.

Personal Items

Students should leave toys, trading cards, collectible cards, fidget items, electronics, and other non-instructional items at home unless specifically authorized by a teacher or administrator for an educational purpose.

Items that create a distraction to the learning environment, interfere with instruction, cause disruptions, or become a source of conflict among students may be confiscated by school staff.

Examples include, but are not limited to:

- Toys
- Trading cards and collectible cards
- Sports cards
- Fidget toys
- Stuffed animals
- Personal gaming devices
- Laser pointer
- Other non-school related items

The trading, buying, selling, gifting, or exchanging of personal items at school is prohibited unless approved as part of a school-sponsored activity.

Students may not bring items to school that could create a safety concern, cause a disruption to the learning environment, or interfere with the educational process.

Libertas Academy is not responsible for lost, stolen, or damaged personal items brought to school.

Confiscated items may be returned to the student, parent, or guardian at the discretion of school administration.

Students are expected to keep personal belongings organized and use school-issued materials appropriately throughout the school day.

Lost and Found

Lost items are placed in the school's designated lost and found area.

Families are encouraged to label student belongings with the student's name whenever possible.

Items not claimed within a reasonable period may be donated or discarded.

Textbooks, Technology, and School Property

Students are responsible for the proper care of school-issued materials and equipment.

This includes:

- Textbooks
- Library materials
- Chromebooks or other devices
- Instructional resources
- Classroom materials

Students may be required to pay for lost, damaged, or intentionally destroyed property.

Student Safety

The safety and well-being of students is a shared responsibility between the school and families.

Students are expected to follow all school procedures, remain in supervised areas, and comply with directions provided by school staff.

Any behavior that creates an unsafe environment or disrupts the educational process may result in disciplinary consequences.

Student Life

At Libertas Academy, we believe that learning extends beyond academics. School experiences, friendships, extracurricular opportunities, and community involvement all contribute to a positive and well-rounded educational experience.

Students are expected to demonstrate Rights, Respect, and Responsibility throughout the school day and during all school-sponsored activities.

Recess Expectations

Recess provides students with opportunities for physical activity, social interaction, and unstructured play.

Students are expected to:

- Follow directions from staff members.
- Use playground equipment safely and appropriately.
- Include others in activities whenever possible.
- Demonstrate good sportsmanship.
- Respect personal space and school property.
- Report unsafe behavior to an adult.

Rough play, aggressive behavior, inappropriate language, and unsafe use of equipment are not permitted.

Students may be temporarily restricted from recess activities due to disciplinary concerns or safety issues. Whenever possible, alternative opportunities for movement will be provided.

Cafeteria Expectations

The cafeteria is an extension of the classroom, and students are expected to demonstrate respectful behavior during meal times.

Students should:

- Follow directions from cafeteria staff and supervisors.
- Use appropriate voice levels.
- Remain seated unless given permission to move.
- Clean their eating area before dismissal.
- Demonstrate courtesy and respect toward others.

Food sharing is discouraged due to food allergies and dietary restrictions.

Students may not throw food, misuse cafeteria equipment, or engage in behavior that disrupts the dining environment.

Birthdays and Classroom Celebrations

Libertas Academy recognizes that birthdays are special occasions for students and families.

Birthday recognitions and classroom celebrations must be coordinated with the classroom teacher in advance and are subject to teacher approval and classroom schedules.

To minimize instructional disruptions and support student health and safety:

- Celebrations should be simple, age-appropriate, and limited in duration.
- Items brought to school must comply with classroom, school, and health guidelines.
- Food items may be subject to allergy, dietary, and safety restrictions established by the school or classroom teacher.
- Teachers may establish additional classroom procedures regarding celebrations.
- Invitations for private events may only be distributed at school if every student in the class is invited. Families wishing to invite only a portion of the class should distribute invitations outside of school.

Families should contact the classroom teacher prior to bringing any items to school.

The school reserves the right to modify or limit classroom celebrations when necessary to protect instructional time, student safety, or the educational environment.

Parent Volunteers

Libertas Academy values the partnership between families and the school community.

Parents and guardians are encouraged to volunteer when opportunities are available.

Volunteer opportunities may include:

- Classroom support
- Field trips
- School events
- Special projects
- Fundraising activities

All volunteers must complete any required background checks and follow school visitor procedures.

School Clubs and Activities

Students may have opportunities to participate in school-sponsored clubs, enrichment programs, and extracurricular activities.

Participation in extracurricular activities is considered a privilege.

Students are expected to:

- Maintain appropriate behavior.
- Follow school expectations.
- Demonstrate good citizenship.
- Respect sponsors, coaches, and peers.

Participation requirements may vary by activity.

School-Sponsored Events

Throughout the school year, Libertas Academy offers a variety of events that help build community and celebrate student achievement.

Examples may include:

- Back-to-School events
- Family engagement activities
- Academic celebrations
- Arts performances
- Field Day
- Holiday programs
- Character education activities

Students participating in school-sponsored events are expected to follow all school rules and demonstrate positive behavior.

School Spirit and Patriot Pride

Libertas Academy encourages students to take pride in their school and actively participate in building a positive school culture.

Throughout the year, students may have opportunities to participate in:

- Spirit Days
- School-wide celebrations
- Service projects
- Character education activities
- Community events
- School traditions

Students are encouraged to represent Libertas Academy with integrity, respect, and enthusiasm both on and off campus.

Field Trips

Field trips provide valuable opportunities to extend classroom learning through real-world experiences.

Participation in field trips is a privilege and may be limited when student behavior, attendance, safety concerns, or other factors indicate participation may not be appropriate.

Transportation

Students are required to ride school-provided transportation to and from field trips unless prior written approval has been granted by administration.

Parents attending as chaperones may not transport students other than their own child unless specifically authorized by the school.

Chaperone Expectations

Chaperones serve as representatives of Libertas Academy and are expected to support the supervision and safety of students.

Chaperones must:

- Follow all school procedures.
- Supervise assigned students.
- Support school staff.
- Maintain confidentiality.
- Model appropriate behavior.

Siblings and non-participating children may not attend field trips unless specifically approved by administration.

Student Conduct on Field Trips

All school rules remain in effect during field trips and school-sponsored activities.

Students are expected to:

- Follow directions from staff and chaperones.
- Remain with assigned groups.
- Demonstrate respectful behavior.
- Represent Libertas Academy positively.

Students who fail to meet expectations may lose future field trip privileges and may be subject to disciplinary consequences.

Illness, Injury, or Behavioral Removal During Field Trips

In the event a student becomes ill, injured, or is unable to safely participate in a field trip, parents/guardians will be contacted immediately.

Parents/guardians are responsible for arranging transportation and picking up their child from the field trip location when requested by school personnel.

School staff will supervise the student until the parent/guardian arrives.

School personnel may not transport students in personal vehicles.

If a medical emergency occurs and emergency medical services are required, the student may be transported by ambulance to the nearest appropriate medical facility. Parents/guardians will be notified immediately and provided with information regarding the student's location and condition.

Building Community at Libertas

Libertas Academy believes that strong relationships contribute to student success.

Through classroom activities, school traditions, service opportunities, clubs, field trips, and family events, students are encouraged to develop meaningful relationships, strengthen character, and become positive contributors to their school community.

Student Conduct

At Libertas Academy, we believe that a safe, orderly, and respectful learning environment is essential to student success.

Student behavior expectations are built upon our core values of Rights, Respect, and Responsibility. These principles guide student behavior in classrooms, hallways, restrooms, the cafeteria, playgrounds, school transportation, field trips, extracurricular activities, and all school-sponsored events.

Rights, Respect, and Responsibility

Rights

Every member of the Libertas Academy community has the right to:

- Learn in a safe environment.
- Be treated with dignity and respect.
- Feel physically and emotionally safe.
- Receive quality instruction without disruption.

Respect

Students demonstrate respect by:

- Following directions the first time they are given.
- Using appropriate language and actions.
- Treating others with kindness and courtesy.
- Respecting school property and personal belongings.
- Listening when others are speaking.

Responsibility

Students demonstrate responsibility by:

- Being prepared for class.
- Completing assignments.
- Following school rules.
- Accepting accountability for their actions.
- Making positive choices.

Positive Behavior Supports

Libertas Academy utilizes proactive behavior support to teach, model, reinforce, and celebrate positive behavior.

Students may be recognized for demonstrating:

- Kindness
- Leadership
- Responsibility
- Respect
- Perseverance
- Citizenship
- Academic effort

Recognition may occur through classroom celebrations, school-wide acknowledgements, awards programs, and other positive reinforcement opportunities.

Libertas Academy believes that discipline should be instructional whenever possible. Students are taught appropriate behaviors, given opportunities to reflect on their choices, and supported in developing the skills necessary for long-term success.

Classroom Expectations

Students are expected to:

- Arrive prepared and ready to learn.
- Follow teacher directions promptly.
- Participate appropriately in instruction.
- Keep hands, feet, and objects to themselves.
- Respect classmates and staff.
- Maintain a positive learning environment.

Repeated classroom disruptions may result in disciplinary consequences and parent communication.

Hallway Expectations

Students are expected to:

- Walk at all times.
- Use appropriate voice levels.
- Remain with their class or assigned group.
- Follow staff directions.
- Respect the learning environment of other classrooms.

Restroom Expectations

Students are expected to:

- Use facilities appropriately.
- Maintain cleanliness.
- Respect the privacy of others.
- Return promptly to class.

Misuse of restroom facilities may result in disciplinary consequences.

Playground Expectations

Students are expected to:

- Use equipment safely.
- Demonstrate good sportsmanship.
- Include others whenever possible.
- Follow staff directions.
- Report unsafe situations to an adult.

Physical aggression, rough play, inappropriate language, and unsafe behavior are prohibited.

Cafeteria Expectations

Students are expected to:

- Remain seated unless given permission to move.
- Use appropriate voice levels.
- Follow directions from staff.
- Clean their eating area.
- Demonstrate respectful behavior toward others.

Bus Expectations

Transportation is an extension of the school day.

Students riding school transportation are expected to:

- Follow directions from the bus driver.
- Remain seated while the bus is moving.
- Keep hands, feet, and objects to themselves.
- Use appropriate language and behavior.
- Respect school property and the property of others.

Behavior on school transportation may result in school disciplinary consequences and transportation privileges may be suspended when appropriate.

Student Cell Phones and Smart Devices

To support student learning and minimize distractions, student cell phones, smart watches with communication capabilities, earbuds, headphones, and other personal electronic devices must remain turned off and stored in a student's backpack during the school day.

The school day includes:

- Arrival begins at 7:10 a.m.
- Instructional time
- Lunch and recess
- Class transitions
- Dismissal procedures

Students may not use personal devices during the school day unless specifically authorized by school personnel for an educational or medical purpose.

Parents who need to communicate with their child during the school day should contact the front office.

Devices that are visible, in use, or causing a disruption may be confiscated and returned in accordance with school procedures.

Bullying, Harassment, Intimidation, and Cyberbullying

Libertas Academy is committed to maintaining a safe, supportive, and respectful learning environment for all students.

Bullying, harassment, intimidation, hazing, retaliation, threats, and cyberbullying are strictly prohibited.

Examples include, but are not limited to:

- Physical aggression
- Name-calling or verbal harassment
- Social exclusion
- Spreading rumors
- Written or electronic threats

- Inappropriate online behavior directed toward students or staff
- Sharing embarrassing or harmful content
- Creating fake social media accounts or impersonating others

Behavior that occurs off campus or through electronic communication may result in school disciplinary action when it substantially disrupts the educational environment or impacts the safety and well-being of students or staff.

Students who experience or witness bullying should immediately report concerns to a teacher, counselor, administrator, or trusted adult.

Reports will be investigated promptly, and appropriate action will be taken in accordance with school policies and applicable laws.

Retaliation against any individual who reports bullying, harassment, intimidation, discrimination, or safety concerns in good faith is strictly prohibited. Students who engage in retaliatory behavior may be subject to disciplinary consequences.

Libertas Academy encourages students and families to report concerns promptly so that appropriate support, intervention, and corrective action can be provided.

School-Sponsored Activities and Events

Student behavior expectations remain in effect during all school-sponsored activities, including:

- Field trips
- Athletic events
- School performances
- Clubs and extracurricular activities
- School dances and celebrations
- Before-school and after-school activities

Students represent Libertas Academy during these events and are expected to demonstrate Rights, Respect, and Responsibility at all times.

Failure to follow expectations during school-sponsored activities may result in disciplinary consequences and/or loss of participation privileges.

Student Discipline

When student misconduct occurs, school personnel will consider:

- The severity of the behavior
- The student's age and developmental level
- Previous behavioral history
- Safety concerns
- The impact on the learning environment

Disciplinary responses may include:

- Verbal redirection
- Classroom interventions
- Parent communication
- Loss of privileges
- Reflection activities
- Restorative practices
- Behavior plans
- Administrative conferences
- Detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)

Serious misconduct may result in immediate administrative action.

Prohibited Conduct

Examples of behaviors that may result in disciplinary consequences include:

- Defiance or insubordination
- Disrespect toward staff or students
- Fighting or physical aggression
- Bullying or harassment
- Theft
- Vandalism
- Possession of prohibited items
- Inappropriate language
- Academic dishonesty
- Technology misuse
- Disruptive behavior
- Threats or intimidation

This list is not intended to be all-inclusive.

Searches and Seizure

School administrators may conduct reasonable searches of students, student belongings, desks, or other school property when there is reasonable suspicion that a violation of school rules, school policy, or law has occurred.

Items prohibited by school policy may be confiscated and returned in accordance with school procedures.

School Authority and Jurisdiction

Libertas Academy's authority applies whenever school interests are involved, including, but not limited to:

- During the regular school day
- On school property
- While traveling to and from school-sponsored activities
- During school-sponsored events, regardless of location
- On school transportation
- Through electronic communication or social media activity that substantially disrupts the educational environment
- Conduct that threatens the safety or well-being of students, staff, or the school community

Students may be subject to disciplinary action for conduct occurring on or off campus when such conduct materially impacts school operations, student safety, or the educational environment.

Suspension

Students who engage in serious misconduct may be assigned In-School Suspension (ISS) or Out-of-School Suspension (OSS).

The length and nature of the suspension shall be determined based upon:

- Severity of the offense
- Student age
- Previous disciplinary history
- Safety concerns
- Applicable legal requirements

Parents will be notified when a suspension is assigned.

Expulsion

For serious or repeated violations of school rules, school policy, or state law, administration may recommend expulsion in accordance with applicable laws, regulations, Board policies, and charter requirements.

Expulsion may be considered when a student's continued attendance presents a substantial disruption to the educational environment or a threat to the safety and welfare of others.

Due Process

Students subject to significant disciplinary action shall be afforded appropriate due process protections as required by law.

These protections may include:

- Notice of alleged misconduct
- Opportunity to respond

- Parent notification
- Administrative review
- Additional procedures as required by law or Board policy

Appeals

Parents or guardians may appeal disciplinary decisions in accordance with applicable school procedures and Board policies.

Information regarding appeal procedures will be provided when applicable.

Students with Disabilities

Disciplinary actions involving students with disabilities shall be administered in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, applicable federal and state laws, and student-specific educational plans.

Nothing in this handbook shall limit the rights and protections afforded to students with disabilities under applicable law.

Administrative Authority

School administration reserves the authority to take reasonable action necessary to maintain a safe, orderly, and productive learning environment.

The disciplinary consequences listed within this handbook are not intended to be all-inclusive, and administration may respond to situations not specifically addressed when necessary to protect the school community.

Parent Partnership

Libertas Academy believes that student success is best achieved when families and school staff work together.

Parents are encouraged to:

- Reinforce school expectations at home.
- Communicate with teachers and administrators.
- Support behavioral interventions.
- Partner with the school to promote positive student growth.

Our goal is not simply to correct behavior, but to teach students the skills necessary to become responsible, respectful, and productive citizens.

Uniform Policy

Libertas Academy's uniform policy promotes school pride, supports a focused learning environment, enhances student safety, and contributes to a culture of professionalism, responsibility, and respect.

Students are expected to arrive at school each day in compliance with all uniform requirements outlined in this handbook.

Parents and students share responsibility for ensuring compliance with the school's dress code expectations.

Uniform Purchases

Official Libertas Academy uniforms may be purchased through French Toast.

Uniform Ordering Website:
https://tinyurl.com/auxd3fp9

Families are encouraged to order uniforms well in advance of the school year to ensure proper sizing and availability.

Students are expected to comply with all uniform requirements outlined in this handbook regardless of where approved uniform items are purchased.

General Uniform Expectations

Students should arrive at school neat, clean, and dressed appropriately for the school environment.

Uniform items should:

- Be clean and in good condition.
- Fit appropriately.
- Be free from excessive wear, tears, holes, or fraying.
- Comply with all school uniform requirements.
- Be worn as intended by the manufacturer.

Students should remain in dress code from arrival until dismissal unless participating in an approved school activity requiring alternative attire.

Elementary Uniform Requirements

Shirts

Students may wear approved Libertas Academy polo shirts in the approved school colors and styles.

All shirts must:

- Be appropriately sized.
- Remain tucked in when required.
- Display approved school logos when applicable.
- Be free from writing, graphics, or modifications not approved by the school.

Undershirts worn beneath uniform shirts must be solid colors that do not distract from the uniform appearance.

Pants, Shorts, and Capris

Students may wear approved uniform pants, shorts, or capris as outlined by school guidelines.

Bottoms must:

- Be appropriately sized.
- Be worn at the waist.
- Be free from holes, tears, patches, or excessive embellishments.
- Meet school length requirements.

Athletic shorts, leggings worn as pants, pajama pants, cargo-style pants, and denim are not permitted unless specifically approved for a school-sponsored event.

Skirts, Skorts, and Jumpers

Students may wear approved skirts, skorts, and jumpers that meet school uniform requirements.

Items must:

- Meet length requirements.
- Be worn appropriately.
- Be free from modifications or excessive embellishments.

For modesty and comfort, shorts are strongly encouraged beneath skirts, skorts, and jumpers.

Belts

Belts should be worn when required by the uniform guidelines.

Belts should be simple in appearance and free from inappropriate designs, logos, or decorations.

Socks, Tights, and Leggings

Students may wear socks, tights, and leggings that comply with school uniform requirements.

Leggings worn under skirts, skorts, or jumpers should be school appropriate and may not be worn as standalone pants.

Shoes

Students must wear closed-toe shoes appropriate for school activities.

Footwear must allow students to safely participate in:

- Classroom activities
- Recess

- Physical Education
- Emergency procedures

The following are prohibited:

- Shoes with wheels
- Slippers
- Unsafe footwear
- Footwear that creates a distraction or safety concern

Physical Education Attire

Students participating in Physical Education classes should wear footwear appropriate for physical activity.

Additional Physical Education requirements may be communicated by the Physical Education department.

Outerwear Expectations

Only approved Libertas Academy outerwear may be worn during the instructional day.

Approved outerwear may include:

- School-issued jackets
- School-approved sweatshirts
- School-approved quarter-zips
- Other approved Libertas Academy outerwear

Hooded sweatshirts and jackets may be worn outdoors, during arrival, and during dismissal; however, hoods may not be worn inside the school building during the instructional day.

Outerwear that does not comply with school guidelines may be required to remain in a student's backpack or designated area during instructional time.

Spirit Wear

Students may wear approved spirit wear on designated spirit days and school-approved events.

Spirit wear must remain school appropriate and comply with all expectations communicated by administration.

Dress Down Days and Special Events

Students may periodically participate in approved dress-down days, spirit days, athletic events, and special school activities.

Even on dress-down days, clothing must:

- Be school appropriate.
- Not contain inappropriate language, symbols, or images.

- Not promote violence, drugs, alcohol, tobacco, or illegal activities.
- Not create a disruption to the educational environment.
- Not present a safety concern.

Administration reserves the right to determine whether attire is appropriate for the school setting.

Grooming and Appearance

Students should maintain personal hygiene and appearance that supports a positive learning environment.

Appearance choices that substantially disrupt the educational environment or create a safety concern may be addressed by school administration.

Examples may include:

- Inappropriate accessories
- Clothing modifications
- Items that distract from the educational environment
- Items that create safety concerns

Uniform Violations

When a student arrives at school out of dress code, school personnel will work with the student and family to correct the concern as quickly as possible.

Corrective actions may include:

- Parent notification
- Requests for replacement clothing
- Temporary alternative clothing when available
- Administrative intervention
- Other appropriate consequences when necessary

Repeated dress code violations may result in additional disciplinary action.

Administrative Discretion

It is impossible for a handbook to address every clothing or appearance situation that may arise.

Administration reserves the right to make final determinations regarding dress code compliance and whether a student's attire is consistent with the spirit and intent of the Libertas Academy Uniform Policy.

Partnership with Families

Libertas Academy recognizes that occasional uniform concerns may arise throughout the school year.

Families are encouraged to communicate with school administration when assistance, clarification, or support is needed regarding uniform expectations.

Our goal is to work collaboratively with families while maintaining consistent expectations that support a safe, respectful, and focused learning environment for all students.

Technology & Electronics

Technology is an important tool that supports teaching, learning, communication, creativity, and collaboration at Libertas Academy.

Technology is used to enhance instruction and provide students with opportunities to develop digital literacy skills. Technology does not replace high-quality teaching, meaningful classroom discussion, hands-on learning experiences, or strong relationships between students and teachers.

Students are expected to use technology responsibly, safely, and in a manner that supports the educational mission of the school.

The use of technology is a privilege, not a right. Students who misuse technology may lose technology privileges and may be subject to disciplinary consequences.

Technology Privileges

Technology access is provided to support student learning and educational opportunities.

Failure to follow technology expectations may result in:

- Loss of technology privileges
- Restricted access to devices or programs.
- Parent conferences.
- Disciplinary consequences.
- Financial responsibility for damages when applicable.

School-Issued Devices

Students may be assigned or provided access to school-owned technology resources, including:

- Chromebooks
- Tablets
- Interactive classroom technology
- Educational software programs
- Digital learning platforms

Students are responsible for the appropriate use and care of all school-issued technology.

Students are expected to:

- Use devices for educational purposes.

- Follow teacher directions regarding technology use.
- Protect devices from damage.
- Keep usernames and passwords confidential.
- Report damage or technical issues promptly.
- Return devices, chargers, and accessories when requested by the school.

Families may be responsible for costs associated with intentional damage, negligence, or loss of school property.

Acceptable Use of Technology

Students are expected to use technology in a responsible, respectful, and ethical manner.

Acceptable uses include:

- Completing school assignments.
- Participating in educational activities.
- Conducting academic research.
- Accessing approved instructional resources.
- Communicating appropriately with teachers and classmates when authorized.
- Utilizing technology tools that support learning.

Technology should always be used in a manner that reflects the values of Rights, Respect, and Responsibility.

Unacceptable Use of Technology

The following activities are prohibited:

- Accessing inappropriate content.
- Attempting to bypass internet filters or security systems.
- Sharing passwords or account information.
- Using another person's account.
- Downloading unauthorized software, applications, or extensions.
- Cyberbullying, harassment, or intimidation.
- Recording, photographing, or filming others without permission.
- Damaging, altering, or misusing school technology.
- Using technology in a manner that disrupts instruction.
- Accessing social media, gaming, or entertainment websites without authorization.
- Using technology to cheat, plagiarize, or misrepresent academic work.
- Sending, receiving, displaying, or distributing inappropriate material.

This list is not intended to be all-inclusive.

Internet Safety

Libertas Academy utilizes internet filtering and monitoring systems designed to support student safety while using school technology resources.

While the school takes reasonable precautions, no filtering system can guarantee complete protection from all online content.

Students are expected to:

- Follow internet safety guidelines.
- Protect personal information.
- Avoid communicating with unknown individuals online.
- Report inappropriate content or online interactions to a teacher or administrator.
- Use online resources responsibly.

Parents are encouraged to monitor technology use at home and reinforce safe digital practices.

Digital Citizenship

Digital citizenship refers to the responsible, ethical, and safe use of technology.

Students are expected to:

- Demonstrate kindness and respect online.
- Protect personal information.
- Respect the privacy of others.
- Communicate appropriately in digital environments.
- Use technology to support learning and collaboration.
- Demonstrate honesty and integrity in all digital activities.

Technology should be used in a manner that reflects the values of Rights, Respect, and Responsibility both on and off campus.

Artificial Intelligence (AI)

Artificial intelligence tools are becoming increasingly common in educational settings.

Elementary students may only use artificial intelligence tools when specifically directed or approved by a teacher.

Students may not submit AI-generated work as their own or use artificial intelligence to complete assignments in a manner that misrepresents their understanding, effort, or original thinking.

The use of artificial intelligence in violation of teacher expectations may be considered academic dishonesty and may result in academic and disciplinary consequences.

Cell Phones and Personal Electronic Devices

To support student learning and minimize distractions, student cell phones, smart watches with communication capabilities, earbuds, headphones, and other personal electronic devices must remain turned off and stored in a student's backpack during the school day.

The school day includes:

- Arrival begins at 7:10 a.m.
- Breakfast
- Instructional time
- Lunch and recess
- Class transitions
- Dismissal procedures

Students may not use personal devices during the school day unless specifically authorized by school personnel for an educational or medical purpose.

Students may not use personal devices for:

- Communication
- Texting
- Internet access
- Photography
- Video recording
- Gaming
- Entertainment purposes
- Social media access

Parents who need to communicate with their child during the school day should contact the front office.

Devices that are visible, in use, or causing a disruption may be confiscated and returned in accordance with school procedures.

eLearning and Digital Learning

Libertas Academy utilizes digital learning resources and instructional technology to support classroom instruction and student learning.

Students may use digital platforms, online curriculum resources, educational software, and teacher-directed technology tools throughout the school year.

In the event of approved eLearning days or remote learning opportunities, students are expected to:

- Participate in assigned learning activities.
- Complete assignments by established deadlines.
- Follow teacher directions and expectations.
- Use school-issued accounts appropriately.
- Demonstrate appropriate digital citizenship.
- Participate honestly and independently in academic activities.

Students and families are responsible for communicating technical issues that may impact participation and should notify the school promptly when concerns arise.

Additional expectations may be communicated by teachers during eLearning or remote learning opportunities.

Photography, Recording, and Media

Students may not photograph, record, livestream, or distribute images, videos, or audio recordings of students, staff members, classrooms, or school activities without permission from school personnel.

Unauthorized recordings, distribution of recordings, or misuse of digital media may result in disciplinary consequences.

Damage, Loss, and Theft

Students are responsible for school-issued technology and instructional materials assigned to them.

Any loss, theft, or damage should be reported immediately to a teacher or administrator.

Families may be financially responsible for damaged, lost, or intentionally misused equipment as permitted by school policy.

Partnership with Families

Libertas Academy believes that families play an important role in helping students develop healthy technology habits and responsible digital citizenship.

Parents are encouraged to:

- Monitor technology use at home.
- Discuss internet safety with their child.
- Reinforce digital citizenship expectations.
- Encourage appropriate online behavior.
- Support responsible technology use.

By working together, we can help students become safe, responsible, ethical, and effective users of technology.

Safety & Security

The safety and security of students, staff, and visitors is a top priority at Libertas Academy.

The school maintains procedures, training, and safety protocols designed to provide a secure learning environment while supporting student well-being and academic success.

Safety is a shared responsibility among students, families, staff members, and the broader school community.

Emergency Procedures

Libertas Academy conducts regular safety drills and emergency preparedness activities throughout the school year in accordance with state requirements and best practices.

Drills may include:

- Fire drills
- Severe weather drills
- Lockdown drills
- Secure and hold drills
- Evacuation drills
- Other emergency response exercises

Students are expected to follow all directions provided by school personnel during drills and emergency situations.

Specific emergency procedures are not publicly shared in order to maintain school safety and security.

Emergency Notifications

In the event of an emergency or significant safety concern, the school will communicate with families as quickly as practical through available communication systems.

Communication may occur through:

- TalkingPoints
- Email
- Phone calls
- Text notifications
- School website
- School social media platforms

Families are encouraged to ensure contact information remains current throughout the school year.

Student Release During Emergencies

In certain emergency situations, standard dismissal procedures may be modified to ensure student safety.

Students will only be released to:

- Parents or legal guardians
- Authorized emergency contacts listed in school records

Valid photo identification may be required before a student is released.

For the safety of all students, parents should not attempt to enter secured areas, classrooms, or emergency response locations unless directed by school personnel.

School Closings and Delays

School closings, delays, early dismissals, or schedule changes due to weather, emergencies, power outages, road conditions, or other circumstances will be communicated through official school communication channels.

Families should monitor school communications during severe weather and emergency situations.

Visitors and Campus Security

All visitors must enter through the designated main entrance and follow established visitor procedures.

Visitors must:

- Present a valid government-issued photo identification.
- Sign in through the visitor management system.
- Wear a visitor badge while on campus.
- Sign out before leaving campus.

Unauthorized individuals may be denied access to campus or asked to leave school property.

Video Surveillance

To help maintain a safe and secure learning environment, portions of the campus may be monitored through video surveillance systems.

Video recordings may be reviewed and utilized as part of:

- Safety investigations
- Disciplinary investigations
- Property damage investigations
- Law enforcement inquiries
- School security reviews

The existence of video surveillance should not create an expectation that all incidents will be recorded or retained indefinitely.

Searches and Seizure

School administrators may conduct reasonable searches of students, student belongings, desks, lockers, vehicles, electronic devices, or other school property when there is reasonable suspicion that a violation of school rules, school policy, or law has occurred.

Items prohibited by school policy may be confiscated and returned in accordance with school procedures or law enforcement guidance.

Weapons and Dangerous Items

Libertas Academy maintains a zero-tolerance approach regarding weapons and dangerous items on school property or at school-sponsored events.

Students may not possess, use, transmit, or threaten to use:

- Firearms
- Knives
- Explosives
- Fireworks
- Look-alike weapons
- Dangerous instruments
- Chemical irritants
- Laser devices used in an unsafe manner
- Any item determined to pose a threat to safety

Violations may result in disciplinary action, law enforcement involvement, and other consequences permitted by law.

Alcohol, Tobacco, Nicotine, and Controlled Substances

Students may not possess, use, distribute, or be under the influence of:

- Alcohol
- Tobacco products
- Nicotine products
- Vaping devices
- Illegal drugs
- Controlled substances
- Drug paraphernalia

Violations may result in disciplinary action and referral to law enforcement when appropriate.

Threats and Safety Concerns

Any threat, whether verbal, written, electronic, implied, or communicated through social media, will be taken seriously and investigated and may result in disciplinary action, law enforcement involvement, or other interventions as appropriate.

Threats directed toward:

- Students
- Staff
- School property
- School events

- Transportation
- The school community

Students who become aware of a safety concern are expected to immediately report it to a teacher, counselor, administrator, or trusted adult.

See Something, Say Something

Students play an important role in maintaining a safe school environment.

If a student sees, hears, or becomes aware of:

- Threats
- Weapons
- Bullying
- Harassment
- Unsafe behavior
- Suspicious activity

they should immediately notify a trusted adult.

Students will never be disciplined for making a good-faith report regarding a safety concern.

False Reports and Hoaxes

False reports, prank reports, or hoaxes involving school safety are serious offenses.

Students who make false reports involving:

- Weapons
- Bomb threats
- School violence
- Emergency situations
- Threats against students or staff

may face disciplinary action, suspension, law enforcement involvement, and other consequences permitted by law.

The school will investigate all reported threats and safety concerns and take appropriate action based on the findings of the investigation.

Safe School Environment

Students are expected to contribute to a safe and positive school culture by:

- Following school rules.
- Reporting safety concerns.
- Treating others with respect.
- Using appropriate language and behavior.
- Following staff directions.
- Demonstrating Rights, Respect, and Responsibility.

Maintaining a safe school environment is a shared responsibility among students, families, staff, and community members.

Administrative Authority

School administrators reserve the right to take reasonable actions necessary to protect the safety, security, and well-being of students, staff, and visitors.

Nothing in this handbook limits the authority of school officials to respond appropriately to emergency situations, safety concerns, or circumstances not specifically addressed within these policies.

Parent Partnership

At Libertas Academy, we believe that education is most successful when families and school staff work together as partners.

Parents are a child's first and most important teachers. When families and educators communicate openly, support one another, and maintain shared expectations, students are more likely to experience academic success, develop strong character, and build positive relationships.

Our commitment is to create a school community where students, families, and staff work together to support learning, growth, and success.

The Importance of Partnership

Successful partnerships are built on:

- Mutual respect
- Open communication
- Shared responsibility
- Trust
- Collaboration
- A commitment to student success

Libertas Academy values the role families play in supporting academic achievement, character development, attendance, behavior, and overall student well-being.

Parent Concerns & Grievance Policy

Libertas Academy values open communication and encourages families to share concerns so that issues may be addressed promptly, respectfully, and effectively.

Our goal is to resolve concerns at the lowest appropriate level whenever possible while maintaining a positive partnership focused on student success.

Informal Resolution

Most concerns can be resolved through direct communication with the staff member most closely connected to the situation.

Parents are encouraged to communicate respectfully and promptly when concerns arise.

Examples may include:

- Academic concerns
- Classroom concerns
- Student progress
- Homework questions
- Minor behavioral concerns
- School-related misunderstandings

Families should first contact the classroom teacher or staff member involved before seeking administrative assistance.

Administrative Review

If a concern remains unresolved after communication with the staff member involved, parents may contact the appropriate administrator.

The administrator may:

- Review relevant information.
- Meet with involved parties.
- Gather additional facts.
- Facilitate communication.
- Determine appropriate next steps.

School administration will make every effort to address concerns in a timely and professional manner.

Formal Grievances

Concerns involving school policies, procedures, safety matters, discrimination, harassment, or other significant issues may require a formal review process.

Formal concerns should be submitted in writing to school administration and include:

- A description of the concern.
- Relevant dates and information.
- Previous efforts to resolve the issue.
- The desired resolution, when applicable.

Administration will review the concern and communicate next steps as appropriate.

Governing Board Concerns

Concerns related to governance, charter compliance, or matters that remain unresolved through administrative channels may be addressed in accordance with Governing Board policies and procedures.

The Governing Board's role is governance and oversight rather than day-to-day school operations.

Parents are expected to follow the established chain of communication before bringing concerns to the Governing Board.

Retaliation Prohibited

Libertas Academy prohibits retaliation against any student, parent, employee, volunteer, or community member who raises a concern in good faith.

Individuals who report concerns or participate in investigations should feel comfortable doing so without fear of retaliation.

Commitment to Resolution

Libertas Academy is committed to working collaboratively with families to address concerns, strengthen relationships, and support student success.

We believe that respectful communication, mutual understanding, and a shared focus on what is best for students provide the strongest foundation for resolving concerns.

Parent and Guardian Responsibilities

Parents and guardians are expected to:

- Ensure regular student attendance and punctuality.
- Review school communications regularly.
- Monitor academic progress through PowerSchool.
- Support school policies and procedures.

- Maintain current contact and emergency information.
- Communicate concerns respectfully and promptly.
- Reinforce school expectations at home.
- Support student learning and academic growth.
- Partner with school staff to address concerns when they arise.

Student Responsibilities

Students contribute to a successful partnership by:

- Demonstrating Rights, Respect, and Responsibility.
- Following school rules and expectations.
- Completing assignments and academic responsibilities.
- Communicating honestly with parents and school staff.
- Taking ownership of their actions and choices.

School Responsibilities

Libertas Academy is committed to:

- Providing a safe and supportive learning environment.
- Delivering high-quality instruction.
- Maintaining clear and timely communication.
- Treating students and families with respect.
- Supporting student growth academically, socially, and emotionally.
- Working collaboratively with families to address concerns and celebrate successes.

School Communication

Effective communication is essential to a successful school-home partnership.

Communication may occur through:

- TalkingPoints
- Email
- PowerSchool
- School newsletters
- Phone calls
- School website
- School social media platforms
- Parent conferences
- School events and meetings

Families are encouraged to regularly review school communications to remain informed about important information, events, deadlines, and student progress.

Teacher Communication

Teachers strive to maintain timely and professional communication with families.

Parents should generally allow one school business day for a response to emails, messages, or phone calls.

Messages received during evenings, weekends, holidays, or school breaks may not receive an immediate response.

For urgent matters involving student safety or transportation changes, parents should contact the front office directly.

Parent Conferences

Parents are encouraged to communicate with teachers throughout the school year regarding student progress and concerns.

Conferences may be scheduled:

- At the request of a parent or guardian.
- At the request of a teacher.
- At the request of administration.

The goal of conferences is to strengthen communication and develop collaborative solutions that support student success.

Chain of Communication

Libertas Academy encourages concerns to be addressed at the level closest to the issue whenever possible. Open, respectful communication often leads to the most effective and timely resolution of concerns.

Parents should generally follow the following chain of communication:

1. Classroom Teacher
2. Assistant Principal, Dean, or Appropriate Supervisor
3. Principal
4. School Leadership or Governing Board, when appropriate

Most concerns can be resolved effectively through respectful communication and collaboration at the earliest level.

Families are encouraged to allow school personnel a reasonable opportunity to investigate concerns, gather information, and respond before escalating an issue to the next level.

Anonymous complaints may limit the school's ability to investigate concerns, gather relevant information, or provide a resolution. While all concerns are taken seriously, the school may be limited in its ability to respond when sufficient information is not available.

Respectful Communication and Conduct

Libertas Academy expects all interactions between parents, students, staff members, volunteers, visitors, and community members to remain respectful and professional.

The following behaviors are not permitted:

- Threatening behavior
- Harassment
- Intimidation
- Profanity directed toward others
- Verbal abuse
- Physical aggression
- Disruptive conduct that interferes with school operations

Individuals who engage in inappropriate behavior may be subject to restrictions on campus access, removal from school events, or other actions permitted by law.

Social Media and Online Communication

Social media can be a valuable communication tool when used appropriately. Families are encouraged to address concerns directly with school personnel through established communication channels before discussing concerns publicly.

Parents and students may not create, share, or distribute social media content intended to harass, threaten, intimidate, impersonate, or substantially disrupt the educational environment, school operations, students, families, or staff members.

Posting confidential student information, making threats, harassing others, or sharing false information that substantially disrupts school operations may result in school intervention or referral to appropriate authorities when necessary.

Working Together for Student Success

At Libertas Academy, we believe that every student benefits when families and school staff work together.

By maintaining open communication, demonstrating mutual respect, and focusing on what is best for students, we can create a school community where all children are supported, challenged, and encouraged to reach their full potential.

HANDBOOK ACKNOWLEDGEMENT

Libertas Academy Student-Parent Handbook Acknowledgement

The Libertas Academy Student-Parent Handbook has been developed to provide students and families with information regarding school expectations, procedures, policies, and programs.

By signing below, we acknowledge that we have received access to the Libertas Academy Student-Parent Handbook and understand that it is our responsibility to review and comply with the expectations, policies, and procedures outlined within it.

We understand that:

- School policies and procedures may be revised as necessary.
- The handbook is intended to provide general guidance and information.
- Questions regarding handbook content should be directed to school administration.
- Compliance with school policies and expectations is required.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Signature (Grades 3-5): _____

Date: _____