Libertas Academy Boiling Springs

Middle School Handbook

2026-2027



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Welcome to Libertas Academy

Quick Reference Information - Middle 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 - Megan Giunco, megangiunco@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.

The Libertas Difference

Libertas Academy was founded on the belief that students thrive when high expectations are paired with strong relationships and meaningful support.

Our middle school students benefit from:

- Rigorous academic instruction.
- Opportunities for leadership and service.
- A structured and safe learning environment.
- High expectations for character and citizenship.
- Participation in athletics, clubs, and extracurricular activities.
- Preparation for high school and future success.
- Strong partnerships between families and educators.

We believe students are capable of extraordinary growth when challenged, supported, and encouraged to pursue excellence.

The Middle School Years

The middle school years serve as a bridge between elementary school and high school.

During this time, students begin to:

- Develop greater independence.
- Take increased ownership of their learning.
- Strengthen organizational and study skills.
- Explore interests and talents.
- Build leadership abilities.
- Develop positive relationships with peers and adults.
- Prepare for high school expectations and opportunities.

At Libertas Academy, we recognize that middle school students require both structure and independence. Our goal is to provide a supportive environment that encourages growth while helping students learn accountability and responsibility.

The Libertas Way

At Libertas Academy, our school culture is built upon three core values:

Rights
Every member of our school community has the right to learn in a safe, supportive, and respectful environment.

Respect
We demonstrate respect through our words, actions, attitudes, and treatment of others.

Responsibility
We take ownership of our choices, actions, learning, and contributions to the school community. These principles guide our classrooms, hallways, athletic programs, extracurricular activities, field trips, and all school-sponsored events.

Family Partnership

At Libertas Academy, we believe that strong partnerships among families, students, and staff are essential for success. Parents are a child's first and primary teachers. As students advance through middle school, they take on more responsibility for their learning and choices, with ongoing guidance from families and educators. Collaborating effectively at home and school fosters academic achievement, character, and future readiness. Our goal is to cultivate a community where everyone works together to support growth, leadership, 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, attendance, behavior, extracurricular involvement, and overall student well-being.

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.

Parents and guardians are vital partners during middle school. As students gain independence, ongoing communication between home and school is crucial to their success. Together, we can foster the knowledge, character, and confidence students need to thrive.

Student Responsibilities

As students prepare for high school and future success, they are expected to take increasing ownership of their educational experience.

Students are expected to:

- Demonstrate Rights, Respect, and Responsibility.
- Monitor assignments, grades, and academic progress.
- Communicate respectfully with teachers and staff.
- Advocate for themselves appropriately.
- Take responsibility for their choices and actions.
- Seek assistance when needed.
- Follow school rules and expectations.

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, emotionally, and behaviorally.
- Working collaboratively with families to address concerns and celebrate successes.

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 & 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.

The Middle School Experience

Middle school is a unique and exciting stage of a student's educational journey. During these years, students experience tremendous academic, social, emotional, and personal growth.

At Libertas Academy, we believe middle school should challenge students to grow in independence while continuing to provide the support, structure, and guidance necessary for success.

Our goal is to prepare students not only for high school but also for the responsibilities and opportunities they will encounter throughout their lives.

Preparing Students for High School and Beyond

One of the primary goals of the middle school program at Libertas Academy is to prepare students for success in high school, college, careers, and life. We are committed to developing not only strong academic foundations but also the knowledge, skills, and character traits students need to thrive in an ever-changing world.

Through rigorous academics, service opportunities, extracurricular involvement, leadership experiences, and meaningful daily interactions, students are encouraged to develop:

- Critical thinking and problem-solving skills
- Strong work habits and organizational skills
- Effective communication and collaboration
- Leadership abilities
- Personal responsibility and accountability
- Integrity, character, and compassion

As students progress through middle school, they are guided in taking increasing ownership of their academic performance and future goals through academic advising, course planning, goal setting, and high school readiness discussions. Our goal is to graduate students who are confident, capable, and prepared to excel in the next stage of their educational journey and beyond.

Growing Independence

As students progress through middle school, they are expected to take increasing ownership of their learning, behavior, and decision-making.

Middle school students are encouraged to:

- Manage assignments and deadlines responsibly.
- Advocate for themselves appropriately.
- Communicate respectfully with teachers and peers.
- Develop strong organizational habits.
- Take ownership of their academic progress.
- Demonstrate personal accountability.

While families remain important partners, students are encouraged to take a more active role in their educational experience.

Academic Excellence

Libertas Academy maintains high academic expectations for all students.

Middle school students are expected to:

- Arrive prepared for class each day.
- Complete assignments on time.
- Participate actively in learning.
- Utilize available support and resources.
- Take pride in the quality of their work.
- Demonstrate academic integrity.

Students are encouraged to challenge themselves academically while developing the habits necessary for future success.

Leadership Opportunities

Leadership is an important part of the middle school experience at Libertas Academy.

Students may have opportunities to:

• Serve as positive role models.
• Participate in student leadership activities.
• Assist with school events.
• Represent the school at community functions.
• Mentor younger students when opportunities arise.
• Demonstrate servant leadership within the school community.

Leadership is not defined by a title but by daily actions, choices, and character.

Character Development

Academic success and strong character go hand in hand.

Middle school students are expected to demonstrate:

- Integrity
- Responsibility
- Respect
- Kindness
- Perseverance
- Citizenship

Students are encouraged to make decisions that reflect the values of Rights, Respect, and Responsibility both on and off campus.

Athletics and Extracurricular Activities

Participation in athletics, clubs, fine arts, and extracurricular activities provides students with opportunities to develop teamwork, leadership, discipline, and school pride.

Students who participate in extracurricular activities are expected to:

- Maintain appropriate academic performance.
- Demonstrate positive behavior.
- Follow school rules and expectations.
- Represent Libertas Academy in a positive manner.

Participation in extracurricular activities is a privilege that carries additional responsibilities.

School Culture and Community

Libertas Academy is committed to creating a middle school environment where students feel safe, valued, challenged, and supported.

Students are encouraged to:

- Build positive relationships.
- Support one another.
- Celebrate successes.
- Demonstrate school pride.
- Contribute positively to the school community.

Through daily interactions, service opportunities, school events, and extracurricular involvement, students help shape the culture of Libertas Academy.

What Success Looks Like at Libertas

Successful middle school students are not simply those who earn the highest grades.

Success at Libertas Academy is demonstrated through:

- Academic effort and growth.
- Strong character.
- Positive relationships.
- Leadership.
- Responsibility.
- Service to others.
- A commitment to personal excellence.

We believe every student has the ability to grow, lead, and succeed when provided with high expectations, meaningful support, and opportunities to thrive.

Enrollment and Student Services

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.

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.

Legal Surname

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

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

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.

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.

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.

McKinney-Vento Liaison

Questions regarding services for students and families experiencing homelessness should be directed to:

Allison Roesler: allisonroesler@libertasbsa.education

Course Placement and Scheduling

Middle school schedules are developed based upon a variety of factors, including:

- Academic performance
- Previous coursework
- Assessment data
- Teacher recommendations
- Student support needs
- Scheduling availability

Placement in honors courses, advanced coursework, intervention programs, or high school credit-bearing courses is determined by the school based upon established criteria.

Requests for specific teachers, class periods, or schedules cannot be guaranteed.

Final placement decisions remain at the discretion of the school.

Retention and Placement 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, assessment data, and other relevant educational information.

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

HEALTH & STUDENT WELLNESS

The health, safety, and well-being of students are a priority at Libertas Academy. A healthy student is better prepared to learn, participate, and succeed both academically and socially.

The school works collaboratively with families to provide a safe learning environment while promoting healthy habits, student wellness, and responsible decision-making.

School Health Services

School health services may include:

- First aid and emergency care
- Health assessments and referrals
- Vision and hearing screenings
- Medication administration
- Communicable disease management
- Wellness education and support

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 as required by law.

Communicable Diseases

To protect the health of 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 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 responsible for informing the school of any known allergies or medical conditions that may impact student safety.

Students with severe allergies may require:

- Medical documentation
- Physician orders
- Emergency action plans
- Medication authorization forms

The school nurse may work with families to develop appropriate accommodations and emergency procedures.

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 maintain accurate emergency contact information throughout the school year.

In the event of a serious illness or injury:

- School personnel will provide immediate supervision and care.
- Parents/guardians will be contacted as quickly as possible.
- Emergency Medical Services (EMS) may be contacted when necessary.
- Medical treatment may be obtained when immediate action is required and a parent cannot be reached.

If emergency transportation is required, the student may be transported by ambulance to an appropriate medical facility.

Medication at School

Whenever possible, medication should be administered at home.

When medication must be administered during the school day:

- Medication must be delivered by a parent or guardian.

- Medication must remain in its original labeled container.
- Required medication authorization forms must be completed.
- Prescription medications must match physician instructions.

Students may not carry medication unless authorized by school policy and supported by appropriate medical documentation.

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:** Families should notify the school nurse as early as possible when medication-related accommodations are needed for an IEP, Section 504 Plan, field trip, or school-sponsored activity. When practicable, at least five working days' notice should be provided to allow sufficient time for planning. Urgent or newly identified medical needs will be addressed as promptly as reasonably possible.

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.

Self-Carry and Self-Administration of Medication

Students may carry and self-administer medication during the school day or at school-sponsored activities only when authorized in advance by the school nurse and administration and permitted by applicable law. Examples may include inhalers, epinephrine auto-injectors, diabetic medication and supplies, and other emergency medication when medically necessary.

Before a student may self-carry or self-administer medication, the school must receive:

- Written authorization from the student's parent or legal guardian;
- Written authorization and current orders from a licensed healthcare provider;
- Documentation from the healthcare provider confirming that the student has been instructed in and is capable of safely carrying and administering the medication;
- A completed school medication authorization form; and
- An Individualized Healthcare Plan (IHP), emergency action plan, or other school-approved health plan, when required by the school nurse.

The student must:

- Carry and use the medication only as prescribed and authorized;
- Keep the medication in its original pharmacy-labeled or manufacturer-labeled container, when applicable;
- Keep the medication secure and under the student's control;
- Never share, lend, give, or sell medication to another person;

- Immediately report the use of emergency medication or any adverse reaction to the school nurse or another designated employee; and
- Follow all procedures established in the student's health plan.

Authorization applies only to the medication, dosage, route, and school year identified in the written orders. Updated documentation is required whenever the medication, dosage, medical orders, or student's condition changes.

The school nurse may recommend that backup emergency medication be maintained in the health room when appropriate and supplied by the parent/guardian.

Authorization to self-carry or self-administer medication may be reviewed or revoked if the student fails to follow the established procedures, uses the medication in an unsafe manner, shares the medication, or presents a danger to the student or others. Before authorization is changed, the school will consult with the parent/guardian and, when appropriate, the healthcare provider, except when immediate action is necessary to protect health or safety.

Students who possess or use medication without authorization may be subject to disciplinary action, consistent with applicable law and the student's disability or health plan.

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.

Athletic Health and Safety

Students participating in athletics must comply with all athletic eligibility and health requirements established by Libertas Academy and applicable athletic governing organizations.

Required documentation may include:

- Sports physicals
- Emergency medical information
- Parent consent forms
- Additional health documentation as required

Student-athletes should immediately report injuries, illnesses, or health concerns to coaches, parents, and school personnel.

Concussion Awareness

A concussion is a serious brain injury that requires appropriate evaluation and management.

Students who experience a suspected concussion during school, athletics, or school-sponsored activities may be removed from participation and referred for medical evaluation.

Students may not return to athletic participation or other activities when restricted by a healthcare provider.

The safety and well-being of the student will always be the primary consideration.

Mental Health and Student Wellness

Libertas Academy recognizes that student wellness includes both physical and emotional health.

Students experiencing emotional, social, or behavioral concerns are encouraged to seek assistance from:

- Parents or guardians
- Teachers
- School counselors
- School administrators
- Trusted adults

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

Health and Wellness Partnership

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

Families are encouraged to:

- Keep sick children at home.
- Maintain updated emergency information.
- Communicate changes in medical conditions.
- Ensure required forms and medications remain current.
- Partner with school personnel regarding student health concerns.

Together, we can provide a safe, healthy, and supportive environment where students can learn, grow, and thrive.

Student Support Services

Libertas Academy is committed to supporting the academic, social, emotional, behavioral, and developmental needs of all students.

Student support services are designed to ensure that every student has access to the resources, interventions, and accommodations necessary to achieve success.

Through collaboration among families, teachers, support staff, and administrators, students are provided with opportunities to grow academically and personally while preparing for future success.

Multi-Tiered System of Supports (MTSS)

Libertas Academy utilizes a Multi-Tiered System of Supports (MTSS) to identify and address student needs.

MTSS provides varying levels of academic and behavioral support based on student performance and individual needs.

Supports may include:

- Targeted academic interventions
- Behavioral interventions
- Progress monitoring
- Small-group instruction
- Individualized support plans

The goal of MTSS is to provide timely support that helps students achieve success while preventing academic and behavioral difficulties from becoming more significant concerns.

Academic Intervention and Support

Students who demonstrate academic difficulties may receive additional support through intervention programs, tutoring opportunities, progress monitoring, and targeted instructional strategies.

Interventions may be based on:

- Classroom performance
- Assessment data
- Teacher recommendations
- Attendance patterns
- Student needs

Families will be notified when significant interventions or support plans are implemented.

Special Education Services

Students identified as eligible for special education services under the Individuals with Disabilities Education Act (IDEA) will receive services in accordance with their Individualized Education Program (IEP).

Services are designed to support student access to the curriculum while promoting academic growth and independence.

Parents are encouraged to actively participate in IEP meetings and educational planning decisions.

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

Child Find

Libertas Academy participates in Child Find activities as required by federal and state law. Child Find is the process of locating, identifying, and evaluating children who may have disabilities and may be eligible for special education or related services.

Parents who suspect their child may have a disability or who have concerns regarding their child's educational progress are encouraged to contact school administration to discuss available supports, evaluation procedures, and potential eligibility for services.

Section 504 Services

Students who qualify for accommodations under Section 504 of the Rehabilitation Act may receive accommodations and support through an approved Section 504 Plan.

The purpose of a 504 Plan is to provide students with equal access to educational opportunities and programs.

Questions regarding Section 504 services should be directed to school administration.

Section 504 Coordinator

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

Allison Roesler: allisonroesler@libertasbsa.education

Multilingual Learner (ML) Services

Libertas Academy provides support for students who qualify for Multilingual Learner (ML) services.

Services are designed to assist students in developing English language proficiency while accessing grade-level curriculum and instruction.

Student progress is monitored in accordance with state and federal requirements.

Counseling & Social-Emotional Support

Middle school can be a time of significant academic, social, and emotional growth.

School counselors and support personnel may assist students with:

- Academic planning
- Goal setting
- Peer relationships

- Social-emotional development
- Conflict resolution
- Transition support
- School adjustment concerns

Students and families are encouraged to seek assistance when concerns arise.

Student Assistance and Referrals

Students experiencing academic, behavioral, social, emotional, or personal challenges may be referred for additional support.

Referrals may be initiated by:

- Parents or guardians
- Teachers
- School counselors
- Administrators
- Student support teams

The school will work collaboratively with families to determine appropriate next steps and available resources.

Mandatory Reporting

School employees are required by law to report suspected child abuse, neglect, or situations that may place a child at risk.

Reports are made in accordance with South Carolina law and applicable reporting requirements.

Student Records & Privacy

Libertas Academy maintains student educational records in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA).

Student records are maintained to support educational planning, academic progress, student services, and school operations while protecting student privacy.

Family Educational Rights and Privacy Act (FERPA)

FERPA provides parents and eligible students certain rights regarding educational records.

These rights generally include:

- The right to inspect and review educational records.
- The right to request amendments to inaccurate records.
- The right to consent to certain disclosures of personally identifiable information.
- The right to file a complaint regarding alleged violations of FERPA.

Parents retain FERPA rights until those rights transfer to the student in accordance with federal law.

Student Confidentiality

Student records and support services information are maintained in accordance with applicable federal and state laws, including the Family Educational Rights and Privacy Act (FERPA).

Information will only be shared with individuals who have a legitimate educational interest or as otherwise permitted by law.

Partnership with Families

Libertas Academy recognizes that families are essential partners in supporting student success.

Parents and guardians are encouraged to:

- Participate in meetings and conferences.
- Maintain communication with teachers and support staff.
- Share information that may impact student learning.
- Support intervention plans and accommodations.
- Encourage students to advocate for themselves appropriately.

By working together, we can ensure that students receive the support, guidance, and opportunities necessary to reach their full potential.

Educational Records

Educational records may include:

- Enrollment information
- Attendance records
- Report cards and transcripts
- Assessment results
- Discipline records
- Special education records
- Health information maintained by the school
- Other records directly related to a student

Educational records are maintained in a secure manner and are accessible only to authorized individuals.

Student Privacy

Libertas Academy is committed to protecting the privacy and confidentiality of student information.

Students are expected to respect the privacy of others and may not access, share, photograph, record, or distribute confidential student information without authorization.

Violations of student privacy expectations may result in disciplinary consequences.

Partnership with Families

Libertas Academy values transparency and collaboration with families regarding student information and educational records.

Parents are encouraged to maintain current contact information, review records when appropriate, and communicate with school personnel regarding questions or concerns related to student records and privacy.

Through responsible recordkeeping and strong communication, Libertas Academy seeks to protect student privacy while supporting student success.

Inspection of Records

Parents and guardians may request to inspect and review their child's educational records.

Requests should be submitted to school administration or the designated records custodian.

Access will be provided within the timeframe required by applicable law.

Requests for Amendments

Parents who believe information contained within a student's educational record is inaccurate, misleading, or violates the student's rights may request an amendment to the record.

The school will review the request and respond in accordance with applicable legal requirements.

Release of Records

Student records may be released:

- With parent or eligible student consent.
- To school officials with legitimate educational interests.
- To another educational institution in which the student seeks or intends to enroll.
- As required or permitted by law.

The school may disclose information without consent when permitted under FERPA.

Directory Information

Libertas Academy may designate certain information as directory information unless a parent or guardian submits a written request prohibiting its release.

Examples of directory information may include:

- Student name
- Grade level
- Participation in school activities
- Awards and honors
- Photographs used in school publications

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

Student Photographs and Media

Student photographs, videos, and student work may be used for educational, informational, promotional, or celebratory purposes by the school unless a parent or guardian has submitted a written request opting out of such use.
Examples may include:

- School website
- Social media platforms
- Yearbooks
- Newsletters
- School publications
- Local media coverage

The school will make reasonable efforts to honor parent preferences regarding media releases.

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 Educational Decision-Making

Parents and guardians are responsible for providing current custody orders, court documents, or legal restrictions that impact educational decision-making or student access.

Absent legal documentation to the contrary, the school may presume that both parents have equal access to educational records and school information as provided by law.

Record Requests and Transfers

When a student transfers to another school, educational records may be forwarded to the receiving school in accordance with applicable laws and regulations.

Parents may also request copies of records as permitted by law.

ATTENDANCE AND ACADEMICS

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

At Libertas Academy, students are expected to attend school regularly, arrive on time, and remain in school for the entire instructional day unless excused by school administration.

Attendance and Academic Success

Students who attend school consistently are better positioned to:

- Maintain strong academic performance.
- Develop positive study habits.
- Build relationships with teachers and peers.
- Participate in leadership opportunities.
- Prepare for high school success.

Students are encouraged to take increasing responsibility for their attendance, punctuality, and academic commitments as they progress through middle school.

Compulsory Attendance

Attendance requirements are governed by South Carolina law.

Parents and guardians are responsible for ensuring their child attends school regularly and complies with all attendance requirements established by state law and school policy.

Excused Absences

Absences may be considered excused for reasons permitted by state law and school policy, including:

- Personal illness
- Illness or death in the immediate family
- Medical, dental, or legal appointments

- Religious observances
- Other circumstances approved by school administration

Parents or guardians must provide appropriate documentation for absences when requested.

Unexcused Absences

Absences not supported by acceptable documentation or not meeting established criteria may be considered unexcused.

Examples may include:

- Oversleepings
- Missing the bus
- Personal convenience
- Shopping trips
- Vacations not approved by administration
- Failure to submit required documentation

Excessive unexcused absences may result in attendance interventions and referrals as required by law.

Absence 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.

Tardies

Students are expected to arrive on time and prepared for learning each day.

Students arriving after the designated start of the school day must report to the front office for check-in.

Repeated tardiness disrupts learning and may result in administrative intervention, parent conferences, or attendance-related consequences.

Early Checkouts

Students benefit from participating in the full instructional day.

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

Students may *not be checked out after 2:30 p.m.* except in emergency situations approved by administration.

Repeated early checkouts may be considered when evaluating attendance concerns.

Make-Up Work

Students who are absent are responsible for completing missed assignments and coursework within timelines established by the teacher. The amount of time permitted for make-up work may vary depending on the length and nature of the absence, classroom expectations, and instructional requirements.

Students should communicate with teachers regarding missed assignments and assessments. Teachers may provide reasonable opportunities to complete missed work; however, certain classroom activities, discussions, labs, presentations, group projects, or participation-based assignments may not be fully replicated.

Student Responsibility for Missed Work

As students prepare for high school and beyond, they are expected to take increasing responsibility for monitoring assignments, communicating with teachers, and completing missed work following an absence.

Students should review classroom learning platforms, communicate with teachers when necessary, and make reasonable efforts to remain current with assignments and coursework.

While teachers will provide support and reasonable opportunities for make-up work, students are encouraged to take an active role in managing their academic responsibilities and seeking assistance when needed.

Family Vacations and Extended Absences

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

Extended absences during the school year may negatively impact academic performance, participation in school activities, and opportunities for classroom instruction and collaboration.

Students who are absent for ten (10) consecutive school days without communication from a parent/guardian, approved educational services, or appropriate documentation may be

withdrawn from enrollment in accordance with state reporting requirements and school procedures.

Assignments provided during extended absences are intended to support continued learning; however, they may not fully replicate classroom instruction, discussion, collaborative activities, assessments, or hands-on learning experiences missed during the absence.

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.

The school will make every reasonable effort to provide make-up testing opportunities; however, excessive absences during testing windows may limit available testing opportunities and impact student participation in state assessments.

Attendance and Extracurricular Participation

Participation in athletics, clubs, dances, field trips, and other extracurricular activities is a privilege.

Students may be required to maintain satisfactory attendance in order to participate in extracurricular activities and special events.

Students who are absent from school may not be permitted to participate in extracurricular activities occurring on the same day unless approved by administration.

Chronic Absenteeism

Students who miss significant amounts of instructional time may be identified as chronically absent.

When attendance concerns arise, the school may implement interventions including:

- Parent conferences
- Attendance contracts
- Attendance improvement plans
- Referrals to attendance authorities as required by law

Partnership with Families

Libertas Academy believes that regular attendance is one of the most important factors in student success.

Families play a critical role in helping students develop habits of responsibility, punctuality, and commitment.

By working together, we can ensure that students maximize their educational opportunities and are fully prepared for future success.

ACADEMIC EXPECTATIONS

At Libertas Academy, we believe that all students are capable of academic growth and achievement when provided with high expectations, meaningful support, and opportunities to succeed.

Middle school is a time when students begin developing the habits, skills, and responsibility necessary for success in high school, college, careers, and life.

Students are expected to take increasing ownership of their learning while maintaining a commitment to academic excellence.

Student Academic Responsibility

Students are expected to:

- Arrive prepared for class each day.
- Bring required materials and assignments.
- Complete assignments on time.
- Participate actively in learning activities.
- Seek assistance when needed.
- Monitor their academic progress.
- Take ownership of their educational responsibilities.

Academic success requires consistent effort, organization, and personal responsibility.

Student Responsibility for Learning

As students prepare for high school, increasing responsibility for learning becomes essential.

Middle school students are encouraged to:

- Advocate for themselves appropriately.
- Communicate with teachers regarding concerns.
- Monitor assignments and grades.
- Develop organizational systems.
- Practice effective study habits.
- Take ownership of their academic decisions.

Preparing for Future Success

The academic habits developed during middle school often influence future success.

Students are encouraged to approach their education with effort, integrity, curiosity, and determination.

Libertas Academy is committed to providing a challenging and supportive environment where students can develop the knowledge, skills, and character necessary to achieve their goals and reach their full potential.

Homework and Independent Practice

Homework and independent practice may be assigned to reinforce classroom learning, develop responsibility, and prepare students for future academic success.

Students are expected to:

- Complete assignments to the best of their ability.
- Submit work by established deadlines.
- Communicate with teachers when difficulties arise.
- Take responsibility for missed assignments.

Parents are encouraged to support students by providing appropriate time, space, and encouragement for learning at home.

Academic Integrity

Honesty and integrity are essential components of academic success.

Students are expected to complete their own work and demonstrate their own learning.

Academic dishonesty includes, but is not limited to:

- Cheating
- Copying another student's work
- Allowing others to copy work
- Plagiarism
- Forgery
- Unauthorized collaboration
- Misuse of technology or artificial intelligence tools

Students who engage in academic dishonesty may receive academic and disciplinary consequences.

Artificial Intelligence and Academic Honesty

Artificial intelligence tools may only be used when specifically authorized by a teacher.

Students may not use artificial intelligence to:

- Complete assignments on their behalf
- Generate essays or written responses submitted as original work
- Complete assessments
- Misrepresent their knowledge or effort

Students are expected to demonstrate their own thinking, understanding, and academic growth.

The misuse of artificial intelligence may be treated as academic dishonesty.

Grading and Progress Monitoring

Student grades reflect academic performance and mastery of learning standards.

Families and students are encouraged to monitor academic progress regularly through PowerSchool and other school communication tools.

Questions regarding grades should be directed to the classroom teacher.

Report Cards and Progress Reports

Report cards and progress reports are issued according to the school calendar.

Students and families should review academic performance regularly and communicate with teachers regarding questions or concerns.

Honors Courses

Honors courses are designed to provide additional academic challenge and rigor for students who demonstrate readiness for advanced coursework.

Students enrolled in honors courses are expected to:

- Maintain strong academic performance.
- Complete assignments independently.
- Demonstrate responsibility and organization.
- Participate actively in classroom learning.

Placement in honors courses is determined by the school using established criteria.

Students who fail to meet academic expectations may be removed from honors coursework at the discretion of administration.

High School Credit-Bearing Courses

Certain middle school students may have opportunities to enroll in courses that award high school credit.

Students enrolled in high school credit-bearing courses are expected to:

- Demonstrate maturity and responsibility.
- Maintain consistent attendance.
- Complete coursework on time.
- Meet all academic requirements.

Grades earned in high school credit-bearing courses may become part of a student's permanent high school transcript in accordance with state guidelines.

Promotion and Retention

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

- Academic performance
- Mastery of grade-level standards

- Attendance
- Teacher recommendations
- State assessment data when applicable

Students who do not demonstrate sufficient academic progress may be considered for retention or additional interventions.

Honor Roll and Academic Recognition

Libertas Academy recognizes students who demonstrate academic excellence, growth, leadership, and citizenship.

Recognition opportunities may include:

- Honor Roll
- Principal's List
- Academic awards
- Subject-area awards
- Citizenship recognition
- Special academic recognitions

Specific eligibility requirements may be communicated annually.

Academic Support and Intervention

Students experiencing academic difficulty may receive support through:

- Academic interventions
- Tutoring opportunities
- Progress monitoring
- Small-group instruction
- Teacher support
- MTSS services

The goal of academic support is to help students achieve success while developing confidence and independence.

Student Life

Middle school is more than academics. It is a time for students to develop leadership skills, build lasting friendships, explore interests, participate in activities, and grow as members of the Libertas Academy community.

Students are encouraged to become actively involved in school life while demonstrating the values of Rights, Respect, and Responsibility.

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.

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.

Middle School Culture

At Libertas Academy, we strive to create a middle school culture that is positive, supportive, challenging, and engaging.

Students are expected to:

- Demonstrate respect toward peers and adults.
- Take ownership of their actions.
- Contribute positively to the school community.
- Support fellow students.
- Demonstrate school pride.
- Serve as role models for younger students.

Middle school students are given increased opportunities and responsibilities as they prepare for high school and future success.

Leadership Opportunities

Libertas Academy believes leadership is developed through service, character, and positive influence.

Middle school students may have opportunities to:

- Participate in student leadership initiatives.

- Assist with school events.
- Serve as student ambassadors.
- Support community service projects.
- Represent Libertas Academy at special events.
- Mentor younger students when opportunities arise.

Leadership opportunities may vary from year to year based on student interest and school programs.

School Spirit and Patriot Pride

Middle school students are encouraged to actively participate in school spirit events and activities.

Examples may include:

- Spirit Weeks
- School-wide celebrations
- Athletic events
- Community service projects
- Student recognition programs
- School traditions

Students are expected to represent Libertas Academy positively both on and off campus.

Clubs and Organizations

Libertas Academy may offer a variety of clubs, organizations, enrichment opportunities, and student activities throughout the school year.

Participation is considered a privilege.

Students participating in clubs and organizations are expected to:
• Follow school rules and expectations.
• Demonstrate positive behavior.
• Maintain academic responsibility.
• Represent the school appropriately.

Availability of clubs and activities may vary based on student interest, staffing, and scheduling.

Athletics

Athletics provide students with opportunities to develop teamwork, leadership, discipline, perseverance, and sportsmanship.

Student-athletes are expected to:

- Maintain academic eligibility.
- Demonstrate appropriate conduct.
- Follow school and team expectations.
- Exhibit good sportsmanship.

- Represent Libertas Academy positively at all times.

Additional athletic requirements are outlined in the Libertas Academy Athletics Handbook.

Community Service and Citizenship

Students are encouraged to contribute positively to their school and community through acts of service and leadership.

Community service opportunities may be offered throughout the school year and may include:

- School improvement projects
- Community partnerships
- Service-learning activities
- Volunteer opportunities

Students are encouraged to develop a spirit of service and citizenship that extends beyond the classroom.

School Dances and Social Events

Middle school students may have opportunities to participate in school-sponsored dances, social events, celebrations, and other activities.

Participation is a privilege and may be subject to:

- Academic expectations
- Attendance requirements
- Behavioral expectations
- School eligibility requirements

Students attending school-sponsored events are expected to follow all school rules and demonstrate appropriate behavior.

Failure to follow expectations may result in removal from an event and loss of future participation privileges.

Field Trips and Educational Experiences

Field trips and educational experiences provide valuable opportunities to extend classroom learning beyond the school setting.

Participation may be limited based upon:

- Student behavior
- Attendance concerns
- Academic standing
- Safety considerations

Students are expected to follow all school rules and directions from staff members and chaperones while participating in field trips.

Parents/guardians are responsible for arranging transportation if a student becomes ill, injured, or unable to safely participate during a field trip unless emergency medical transportation is required.

Student Expectations at Activities and Events

Whether participating in athletics, clubs, dances, field trips, performances, competitions, or other school-sponsored events, students are expected to:

- Follow school rules.
- Demonstrate respect.
- Use appropriate language.
- Follow staff directions.
- Represent Libertas Academy positively.
- Demonstrate good sportsmanship and citizenship.

School rules remain in effect during all school-sponsored activities and events.

Building Community at Libertas

Libertas Academy believes strong relationships and a positive school culture contribute to student success.

Students are encouraged to:

- Support one another.
- Celebrate accomplishments.
- Demonstrate kindness and empathy.
- Participate in school traditions.
- Take pride in being part of the Libertas Academy community.

Through academics, service, leadership, athletics, and extracurricular involvement, students have opportunities to develop the character, confidence, and skills necessary to become successful leaders and responsible citizens.

SCHOOL PROCEDURES

The procedures outlined below are designed to ensure the safe, efficient, and orderly operation of the school day. Middle school students are expected to demonstrate increasing responsibility and independence while following all school procedures and expectations.

School Hours

School Hours: 8:00 a.m. – 3:30 p.m.

Students are expected to arrive on time, prepared for learning, and remain in school for the entire instructional day unless excused through established procedures.

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 a school-sponsored activity under the supervision of school personnel.

Upon arrival, students should:

- Report directly to their designated location.
- Follow staff directions.
- Remain in approved areas.
- Prepare for the instructional day.

Students are expected to demonstrate appropriate behavior from the moment they arrive on campus.

Breakfast Procedures

Breakfast is available beginning at 7:10 a.m.

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

Students are expected to follow all cafeteria procedures and staff directions.

Hallway and Transition Expectations

Middle school students transition between classes and activities throughout the day.

Students are expected to:

- Walk at all times.
- Use appropriate voice levels.
- Report directly to their next destination.
- Follow staff directions.
- Respect instructional environments.

Students should not linger in hallways, congregate in unauthorized areas, or disrupt the learning environment during transitions.

Hall Pass Expectations

Students must have permission from a staff member before leaving a classroom or assigned area during the school day.

When issued a hall pass, students are expected to:

- Travel directly to and from their destination.
- Conduct themselves appropriately.
- Return promptly.

Misuse of hall privileges may result in restrictions or disciplinary consequences.

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 enter classrooms, hallways, or other student areas without authorization.

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

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.

To minimize disruptions to instruction, parents and visitors should avoid entering classrooms during the school day unless authorized by school administration. Deliveries of forgotten items, lunches, and other student materials may be handled through the front office in accordance with school procedures.

Transportation Changes

Transportation changes should be communicated through the front office whenever possible.

Transportation changes must be received no later than 2:00 p.m. unless approved by administration due to an emergency.

Students will only be released according to approved transportation arrangements.

Early Checkouts

Students benefit from remaining in school for the full instructional day.

Students may only be checked out by:

- A parent or legal guardian
- An approved emergency contact
- An individual authorized by the parent or guardian

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

Students may not be checked out after 2:30 p.m. except in emergency situations approved by administration.

Lunch Procedures

Lunch is an important part of the school day and students are expected to maintain appropriate behavior while in the cafeteria.

Students should:

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

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

Student Deliveries and Messages

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

The school may limit or deny deliveries of:

- Food deliveries
- Flowers
- Balloons
- Gifts
- Non-essential personal items

Students will not routinely be called from class to receive personal messages.

Personal Belongings

Students are responsible for their personal belongings and school-issued materials.

Students should leave unnecessary personal items at home.

Items that create distractions, interfere with learning, or disrupt the school environment may be confiscated.

Examples include:

- Toys
- Trading cards
- Collectible items
- Laser pointers
- Gaming devices
- Other non-school related items

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

Libertas Academy is not responsible for lost, stolen, or damaged personal property.

School Property

Students are expected to demonstrate respect for school facilities, equipment, technology, furniture, instructional materials, and other property.

Students may be held financially responsible for damage resulting from intentional acts, negligence, or misuse of school property.

Lost and Found

Lost items should be reported promptly.

Items found on campus may be placed in the school's designated lost and found area.

Unclaimed items may be donated or discarded after a reasonable period of time.

Dismissal Procedures

Student safety is the highest priority during dismissal.

Students are expected to:

- Follow staff directions.
- Report directly to their designated dismissal location.
- Remain in approved areas.
- Follow established dismissal procedures.

Students who remain on campus after dismissal must be under the supervision of a staff member or participating in an approved school activity.

Student Responsibility

As middle school students mature, they are expected to take increasing ownership of their actions, decisions, and daily responsibilities.

Students who consistently demonstrate responsibility help create a safe, respectful, and productive school environment for everyone.

STUDENT CONDUCT

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

Middle school students are expected to demonstrate increasing maturity, responsibility, and accountability for their actions. Student behavior expectations are built upon the core values of Rights, Respect, and Responsibility and apply during the school day, on school property, on school transportation, at school-sponsored events, and during activities representing Libertas Academy.

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.
- Participate in educational opportunities without disruption.

Respect

Students demonstrate respect by:

- Following directions from school personnel.
- Using appropriate language and behavior.
- Treating others with kindness and courtesy.
- Respecting differences and viewpoints.
- Caring for school property and the property of others.

Responsibility

Students demonstrate responsibility by:

- Being prepared for class.
- Completing assignments.
- Following school rules and procedures.
- Accepting accountability for their actions.
- Making positive choices even when unsupervised.

Behavior Expectations

Students are expected to:

- Follow directions the first time they are given.
- Demonstrate respect toward staff and peers.
- Use appropriate language.
- Maintain self-control.
- Resolve conflicts appropriately.
- Contribute positively to the learning environment.

Behavior that disrupts instruction or interferes with the safety and well-being of others may result in disciplinary consequences.

Positive Behavior Supports

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

Students may be recognized for demonstrating:

- Leadership
- Responsibility
- Respect
- Citizenship
- Perseverance
- Academic effort
- Positive character

Middle school students are expected to take increasing ownership of their behavior and contribute positively to the school culture.

Academic Integrity

Academic honesty is an expectation for all students.

Students are expected to submit their own work and accurately represent their learning.

Academic dishonesty includes:

- Cheating
- Plagiarism
- Copying another student's work
- Unauthorized collaboration
- Forgery
- Misuse of technology
- Unauthorized use of artificial intelligence tools

Academic dishonesty may result in both academic and disciplinary consequences.

Bullying, Harassment, Intimidation, and Cyberbullying

Libertas Academy is committed to providing a safe learning environment for all students.

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

Examples include:

- Physical aggression
- Verbal harassment
- Social exclusion
- Rumor spreading
- Threatening messages
- Inappropriate social media activity
- Sharing embarrassing or harmful content
- Creating fake accounts or impersonating others

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.

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.

Social Media Expectations

Students are expected to use social media and digital communication responsibly.

Behavior occurring off campus, including online activity, may result in school disciplinary action when it:

- Creates a disruption to the school environment.
- Threatens the safety of students or staff.
- Constitutes bullying, harassment, or intimidation.
- Interferes with a student's ability to learn.
- Impacts school operations or activities.

Students should remember that digital actions often have real-world consequences.

Fighting and Physical Aggression

Physical aggression is not tolerated at Libertas Academy.

Students may not:

- Fight
- Encourage fighting
- Record fights
- Share recordings of fights
- Threaten physical harm
- Participate in behavior that could lead to physical confrontation

Students involved in physical altercations may face suspension and additional disciplinary consequences.

Harassment and Discrimination

Students are expected to treat all members of the school community with dignity and respect.

Harassment, discrimination, or misconduct directed toward others based upon protected characteristics or personal differences will not be tolerated.

Insubordination and Defiance

Students are expected to comply with reasonable requests and directions from school personnel.

Refusal to follow directions, repeated defiance, or disrespect toward staff members may result in disciplinary consequences.

School-Sponsored Activities and Events

School rules remain in effect during:

- Field trips

- Athletic events
- School dances
- Clubs and extracurricular activities
- Before-school and after-school programs
- School-sponsored travel

Students represent Libertas Academy at all school-sponsored activities and are expected to conduct themselves appropriately.

Failure to meet expectations may result in removal from activities and loss of participation privileges.

Progressive Discipline

When misconduct occurs, school personnel will consider:

- Severity of the behavior
- Student age and maturity
- Previous disciplinary history
- Safety concerns
- Impact on the learning environment

Disciplinary responses may include:

- Verbal redirection
- Parent communication
- Teacher consequences
- Reflection activities
- Restorative practices
- Loss of privileges
- Administrative conferences
- Detention
- Behavior contracts
- In-School Suspension (ISS) - allows a student to remain on campus while being removed from regular classroom activities.
- Out-of-School Suspension (OSS) - removes a student from campus for a designated period of time.
- 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
- Threats or intimidation
- Disruptive behavior

This list is not intended to be all-inclusive.

Searches and Seizure

School administrators may conduct reasonable searches of students, student belongings, lockers, electronic devices, vehicles, 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.

Suspension

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

Repeated misconduct or serious violations may result in additional disciplinary action as permitted by school policy and applicable law.

Expulsion

Students who engage in serious misconduct may be recommended for expulsion in accordance with applicable law, Board policy, and school procedures.

Due Process

Students subject to significant disciplinary consequences will be provided appropriate due process protections consistent with applicable law and school policy.

Appeals

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

Students with Disabilities

Disciplinary decisions involving students with disabilities will be made in accordance with applicable federal and state laws, including IDEA and Section 504 requirements.

Student Accountability

One of the goals of middle school is helping students develop accountability and personal responsibility.

Students are encouraged to:

- Learn from mistakes.
- Accept responsibility for their actions.
- Make positive choices.
- Demonstrate integrity.
- Contribute positively to the school community.

At Libertas Academy, discipline is intended not only to address misconduct but also to teach students the skills necessary to become responsible, respectful, and successful individuals.

INSTRUCTIONAL TECHNOLOGY & DIGITAL LEARNING

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

As middle school students prepare for high school and future opportunities, they are expected to use technology responsibly, ethically, and in a manner that supports academic success.

Technology is intended to enhance learning and does not replace high-quality instruction, meaningful classroom discussion, hands-on learning experiences, or strong relationships between students and teachers.

Student cell phones, smart watches, earbuds, and personal electronic devices must remain powered off and stored in a backpack during the school day unless specifically authorized by school personnel.

Acceptable Use

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

Acceptable uses include:

- Completing assignments.
- Participating in instructional activities.
- Conducting academic research.
- Accessing approved educational resources.
- Collaborating with teachers and classmates when authorized.
- Creating original academic work.
- Participating in approved digital learning activities.

Artificial Intelligence (AI) and Emerging Technologies

Artificial intelligence (AI) tools can support learning when used appropriately and with teacher permission.

Students may use approved AI tools only for educational purposes and in accordance with teacher expectations.

Students may not:

- Submit AI-generated work as their own.
- Use AI tools to cheat, plagiarize, or misrepresent learning.
- Use AI tools to complete assignments when prohibited by the teacher.
- Use AI tools to generate inappropriate, harmful, offensive, or misleading content.
- Use AI tools in ways that violate school policies or academic integrity expectations.

Teachers may require students to demonstrate understanding, explain their work, cite AI-assisted work when appropriate, or complete assignments without the use of AI tools.

Misuse of AI may be considered academic dishonesty and may result in academic and disciplinary consequences.

Technology Misuse

Examples of technology misuse include, but are not limited to:

- Accessing inappropriate content.
- Attempting to bypass internet filters or security measures.
- Sharing passwords or account information.
- Cyberbullying or online harassment.
- Unauthorized recording or distribution of images or information.
- Academic dishonesty involving technology.
- Using another person's account or identity.
- Downloading unauthorized software or applications.
- Interfering with school technology systems.
- Violating copyright laws or intellectual property rights.

Technology misuse may result in loss of technology privileges, disciplinary action, restitution for damages, law enforcement involvement when appropriate, or other consequences consistent with school policy.

Technology Privilege

The use of school technology resources is a privilege, not a right.

Students who misuse technology may lose technology privileges and may be subject to academic and disciplinary consequences.

School-Issued Technology

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

- Chromebooks
- Tablets
- Interactive classroom technology

- Educational software
- Digital curriculum platforms
- Online instructional resources

Students are responsible for the appropriate care and use 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.

Families may be financially responsible for intentional damage, negligence, loss, or misuse of school property.

Internet Safety

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

Students are expected to:

- Protect personal information.
- Use appropriate websites and resources.
- Follow internet safety guidelines.
- Report inappropriate content.
- Respect the privacy of others.

Students should never share passwords, personal information, or account credentials with others.

Students should immediately report suspicious online activity, inappropriate content, cyberbullying, or security concerns to a teacher or administrator.

Recording and Distribution of Images

Students may not record, photograph, screenshot, share, repost, forward, or distribute images, videos, audio recordings, or digital content involving students, staff, classrooms, assessments, disciplinary situations, or school activities without authorization.

Unauthorized recording or distribution of content may result in disciplinary consequences.

Digital Citizenship

Students are expected to demonstrate responsible digital citizenship in all online interactions.

Responsible digital citizenship includes:

- Communicating respectfully.
- Protecting personal information.
- Respecting intellectual property.
- Using technology ethically and legally.
- Reporting concerns related to cyberbullying, harassment, or inappropriate content.
- Considering the long-term impact of online actions and digital footprints.
- Demonstrating honesty and integrity in digital environments.

Students are expected to uphold the same standards of behavior online that are expected in classrooms, hallways, extracurricular activities, and all other school settings.

eLearning and Digital Learning

Libertas Academy utilizes digital resources and instructional technology to support learning 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 expectations.
- Demonstrate appropriate digital citizenship.
- Use school-issued accounts responsibly.
- Participate honestly and independently in academic activities.

Additional expectations may be communicated by teachers during eLearning opportunities.

Partnership with Families

Libertas Academy encourages families to support responsible technology use by:

- Monitoring technology use at home.
- Reinforcing digital citizenship expectations.
- Discussing internet safety.
- Encouraging responsible online behavior.
- Promoting healthy technology habits and screen-time balance.

By working together, we can help students become responsible, ethical, and effective users of technology while preparing them for future academic and professional success.

ATHLETICS & EXTRACURRICULAR ACTIVITIES

Libertas Academy believes that participation in athletics, clubs, leadership opportunities, fine arts programs, and extracurricular activities enhances the educational experience and contributes to the development of well-rounded students.

Participation in extracurricular activities is a privilege that carries additional responsibilities and expectations.

Students who represent Libertas Academy are expected to demonstrate excellence in academics, behavior, citizenship, leadership, and sportsmanship.

Certain extracurricular programs, including athletics, may have additional handbooks, agreements, participation requirements, or codes of conduct. Students and parents are responsible for reviewing and complying with all applicable program-specific expectations.

Athletics

Athletics provide opportunities for students to develop teamwork, leadership, discipline, perseverance, sportsmanship, and personal responsibility.

Student-athletes are expected to represent Libertas Academy with integrity and demonstrate positive behavior both on and off the field of play.

Participation in athletics is a privilege and may be impacted by academic performance, attendance, conduct, eligibility requirements, and adherence to team expectations.

The Libertas Academy Athletics Handbook serves as the governing document for all athletic programs and contains detailed information regarding:

- Athletic eligibility requirements
- Academic expectations
- Attendance requirements
- Team rules and expectations
- Transportation procedures
- Parent and spectator expectations
- Athletic disciplinary procedures
- Sportsmanship expectations
- Participation requirements
- Tryouts and team selection
- Fundraising expectations
- Athletic fees and obligations

Students and parents participating in athletics are responsible for reviewing and complying with all policies outlined in the Libertas Academy Athletics Handbook.

When questions arise regarding athletic participation, the Athletics Handbook shall govern athletic-specific matters.

School Dances and Social Events

School dances and social events are privileges available to students who demonstrate appropriate academic, attendance, and behavioral standing.

Participation may be restricted for students who:

- Have significant disciplinary concerns.
- Have excessive attendance issues.
- Are assigned suspension or other disciplinary consequences.
- Fail to meet eligibility requirements established by administration.

Students attending school-sponsored events are expected to follow all school rules and behavioral expectations.

Failure to follow expectations may result in removal from an event and loss of future participation privileges.

Clubs and Organizations

Students participating in clubs and organizations are expected to:

- Attend meetings regularly.
- Follow sponsor expectations.
- Demonstrate positive citizenship.
- Represent the school appropriately.
- Maintain academic responsibility.

Participation opportunities may vary from year to year based on student interest and staff availability.

Community Service and Leadership Opportunities

Libertas Academy encourages students to contribute positively to the school and community through leadership and service.

Students may have opportunities to participate in:

- Community service projects
- School improvement initiatives
- Student leadership opportunities
- School ambassador programs
- Service-learning activities

Participation in these opportunities allows students to develop leadership skills, citizenship, and a commitment to serving others.

Fundraising Activities

Fundraising activities support student programs, athletic teams, clubs, and school-sponsored activities.

Fundraising proceeds become the property of the school-sponsored program, team, club, or activity for which they were raised and are not credited to individual student accounts.

Participation in fundraising is voluntary unless otherwise communicated by the sponsoring organization.

Funds generated through fundraising activities are considered donations to support the program, team, club, or activity for which they were raised.

Students who withdraw, quit, are removed, or otherwise discontinue participation after fundraising has occurred are not entitled to a refund of funds raised on behalf of the program.

In limited circumstances involving significant hardship, emergency situations, or other extraordinary circumstances, administration may authorize the transfer of funds to another approved school-sponsored activity, club, team, or athletic program.

The determination of how fundraising proceeds are utilized remains at the discretion of the school.

Additional fundraising procedures, athletic fees, and participation expectations may be found in the Libertas Academy Athletics Handbook.

Eligibility for Participation

Participation in athletics and extracurricular activities may be subject to academic, attendance, behavioral, and eligibility requirements established by the school.

Students are expected to:

- Maintain satisfactory academic progress.
- Demonstrate appropriate behavior.
- Follow school rules and procedures.
- Meet attendance expectations.
- Remain in good standing with the school.

The school reserves the right to restrict participation when academic, attendance, behavioral, or safety concerns exist.

Eligibility requirements for student-athletes are further outlined in the Libertas Academy Athletics Handbook.

Academic Expectations

Students participating in extracurricular activities are expected to remain committed to academic success.

Students who demonstrate ongoing academic difficulties may be required to:

- Attend academic support sessions.
- Participate in intervention plans.
- Meet with teachers or administrators.
- Comply with academic improvement requirements.

Participation in extracurricular activities should never interfere with a student's commitment to academics.

Attendance Expectations

Students are expected to attend school regularly in order to participate in extracurricular activities.

Unless approved by administration, students must be present at school for at least one-half of the instructional day in order to participate in:

- Athletic practices
- Athletic contests
- School dances
- Club meetings
- Performances
- School-sponsored activities

Students who are absent due to illness should focus on recovery and may not be permitted to participate in extracurricular activities that same day.

Additional attendance requirements for athletic participation may be established through the Libertas Academy Athletics Handbook.

Behavior Expectations

Students participating in extracurricular activities represent Libertas Academy both on and off campus.

Students are expected to:

- Demonstrate Rights, Respect, and Responsibility.
- Follow directions from coaches, sponsors, and staff.
- Demonstrate good sportsmanship.
- Use appropriate language and behavior.
- Treat teammates, opponents, officials, and spectators respectfully.

Behavioral concerns may result in suspension or removal from extracurricular participation.

Student-athletes may be held to additional behavioral expectations as outlined in the Libertas Academy Athletics Handbook.

Parent and Spectator Expectations

Parents, family members, and spectators are expected to demonstrate appropriate behavior during school-sponsored activities.

Positive support of students, coaches, sponsors, officials, and school personnel is expected at all times.

Disruptive, disrespectful, threatening, or unsportsmanlike behavior may result in removal from an event and/or restrictions on future attendance.

Participation as a Privilege

Participation in athletics and extracurricular activities is a privilege, not a right.

Students who consistently demonstrate academic responsibility, positive behavior, good attendance, and strong character will have the greatest opportunities to participate and benefit from these experiences.

Libertas Academy encourages all students to become involved, contribute positively to the school community, and take advantage of opportunities that support personal growth, leadership, and development.

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.

Students should have no expectation of privacy regarding school-owned property, school-issued technology, or items brought onto campus when reasonable suspicion exists.

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, sell, or be under the influence of:

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

Possession or use of these items may result in suspension, law enforcement involvement, and additional disciplinary consequences.

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

False Threats and Hoaxes

False threats, 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.

Social Media and School Safety

Students should understand that online behavior can have real-world consequences.

Posts, messages, photographs, videos, or other electronic communications that threaten school safety, disrupt the educational environment, or target members of the school community may result in school disciplinary action regardless of whether the activity occurred on or off campus.

Reporting Safety Concerns

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

Students are expected to immediately report:

- Threats
- Weapons
- Bullying
- Harassment
- Vaping or drug-related activity
- Unsafe behavior
- Suspicious activity
- Safety concerns involving themselves or others

Reports may be made to a teacher, counselor, administrator, coach, or other trusted adult.

Students will not be disciplined for making a good-faith report regarding a legitimate safety concern.

School Investigations

School administrators may conduct investigations regarding alleged violations of school rules, policies, or safety concerns.

Students are expected to cooperate honestly during investigations.

Providing false information, withholding information, or interfering with an investigation may result in disciplinary consequences.

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.

Communication

School Communication

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

Communication may occur through:

- ParentSquare
- 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, academic progress, and extracurricular opportunities.

Teacher Communication

Teachers strive to maintain timely and professional communication with families.

Parents and students are encouraged to communicate directly with teachers regarding academic concerns, assignments, classroom expectations, and student progress.

Families 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 student.
- 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 and students should generally follow the following chain of communication:

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

As students mature, they are encouraged to take an active role in communicating with teachers, seeking clarification, and advocating for their academic and extracurricular needs 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

Libertas Academy recognizes that social media can be a valuable communication tool when used appropriately.

Families and students are encouraged to address concerns directly with school personnel through established communication channels rather than through social media platforms.

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

Posting confidential student information, making threats, harassing others, spreading misinformation, creating fake accounts, impersonating others, sharing inappropriate images or recordings, or distributing content that substantially disrupts school operations may result in school intervention or referral to appropriate authorities when necessary.

Electronic communication and social media activity that occurs off campus may result in school disciplinary action when it substantially disrupts the educational environment or impacts the safety, well-being, or rights of students or staff.

Students are encouraged to use technology responsibly, demonstrate good digital citizenship, and consider the long-term impact of their online behavior.

Working Together for Student Success

Middle school is a time of tremendous growth, increased responsibility, and preparation for the future.

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

PARENT CONCERNS & GRIEVANCE PROCEDURES

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.

Concerns involving discrimination, harassment, disability accommodations, special education services, Title IX matters, or McKinney-Vento protections may also be directed to the appropriate compliance coordinator identified earlier in this handbook.

Informal Resolution

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

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

Examples may include:

- Academic concerns
- Classroom concerns
- Student progress
- Assignment questions
- Grading concerns
- Minor behavioral concerns
- Extracurricular concerns

- School-related misunderstandings

Families should first contact the classroom teacher, coach, sponsor, 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.

Depending upon the nature of the concern, this may include:

- Assistant Principal
- Dean
- Athletic Director
- Principal
- Other designated 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, retaliation, 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.
- Individuals involved.
- Previous efforts to resolve the issue.
- Supporting documentation, when applicable.
- The desired resolution, when appropriate.

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

Athletic Concerns

Concerns related to athletic participation should generally follow the established athletic chain of communication:

1. Coach
2. Athletic Director
3. School Administration

Athletic concerns should be addressed in accordance with both the Student-Parent Handbook and the Libertas Academy Athletics Handbook.

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 is responsible for school governance, policy oversight, and strategic leadership 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.

By working together, families and school staff can help ensure a positive educational experience for all students.

This handbook is intended to provide general guidance regarding school operations, expectations, and procedures. The school reserves the right to modify, amend, or update handbook provisions as necessary to comply with applicable laws, regulations, Board policies, or operational needs.

Handbook Changes and Revisions

Libertas Academy reserves the right to revise, modify, amend, or discontinue any provision of this handbook at any time as necessary to comply with changes in law, state requirements, Board policy, or school operational needs.

When practical, families will be notified of significant changes. The most current version of the handbook shall supersede all previous versions.

Handbook Acknowledgment

LIBERTAS ACADEMY MIDDLE SCHOOL
STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT

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

The purpose of this handbook is to establish a shared understanding of the expectations that contribute to a safe, respectful, and successful school community.

By signing below, we acknowledge that we have received access to the Libertas Academy Middle School 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:

- Students are expected to follow all school rules, procedures, and behavioral expectations.
- Students are expected to demonstrate Rights, Respect, and Responsibility.
- Attendance, academic integrity, and appropriate conduct are essential components of student success.
- School policies and procedures may be revised as necessary throughout the school year.
- The handbook is intended to provide guidance and information and may not address every possible situation.
- Questions regarding handbook content should be directed to school administration.

Technology Acknowledgement

We understand that students are expected to use school technology resources responsibly and in accordance with school expectations.

Students who misuse technology, school-issued devices, artificial intelligence tools, digital communication platforms, or internet resources may be subject to academic and disciplinary consequences.

Extracurricular and Athletic Participation

We understand that participation in athletics, clubs, organizations, school dances, field trips, leadership opportunities, and other extracurricular activities is a privilege.

Students participating in athletics or other school-sponsored programs may be subject to additional requirements outlined in program-specific handbooks, agreements, or participation guidelines.

Student Commitment

As a Libertas Academy Middle School student, I understand that I am expected to:

- Take responsibility for my learning.
- Demonstrate integrity and honesty.
- Treat others with respect.
- Follow school rules and procedures.
- Contribute positively to the school community.
- Represent Libertas Academy with pride.

Parent Partnership Commitment

As a parent/guardian, I understand the importance of partnering with Libertas Academy to support my child's academic success, character development, attendance, behavior, and overall well-being.

I agree to support school expectations and maintain open communication with school personnel.

Student Information

Student Name: _____

Grade: _____ Homeroom Teacher: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Acknowledgement

Student Signature: _____

Date: _____

Libertas Academy appreciates the partnership between students, families, and staff as we work together to create a safe, supportive, and successful middle school experience.