



Student & Family Handbook

2023-2024

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Table of Contents

School Mission	4
Attendance	4
Attendance Procedures	5
Excused Absences/Tardies/Truancies	5
Truancy	6
Chronic Absenteeism	7
Attendance Interventions	7
Arrival & Dismissal Policy	8
Homework	9
Discipline	10
School Uniforms	11
Parent Involvement	13
Parent Communication	16
School Food Program	16
Academics	17
Assessments	17
Grading & Promotion Policies	17
Celebrations and Student Recognition	18
Nursing Services & Medication	20
Health & Wellness	23
Bullying and Hazing Policy	23
Suicide Prevention, Intervention and Postvention Policy	25
Alcohol, Tobacco, Drugs and Violence-Prevention and Prohibition	29
Gun-Free Safe Schools	29
Physical Fitness Test	29
Student Survey on School Culture and Climate	30
School Visitor Policy	31
Student Records	31
Complaint Procedures	32
Uniform Complaint Procedure	33
Grievance Procedure for Parents and Students	38

Notifications	39
Notification Of Rights Under Ferpa	39
Nondiscrimination Policy	40
Sexual Harassment Policy	41
No Child Left Behind Parent’s Right to Know Teacher Qualifications	42
Technology Acceptable Use Policy & Internet Safety	43
Student Internet Access	44
Acknowledgment of Receipt	47

School Mission

Libertas College Prep equips all students in grades 4-8 with the academic skills and the strength of character needed to thrive in and graduate from high performing high schools and competitive colleges.

Attendance

Libertas College Prep is a firm believer that daily participation in classroom and school activities can help students achieve academic success and growth in their social skills. Regular attendance is a requirement and helps prepare our scholars for entry into the real world of employment. All students and parents are accountable for regular class attendance and daily assignments.

Excessive absences and tardies, both excused and unexcused, significantly hurt a student's ability to ensure academic and social growth. For that reason, students who miss an excessive number of school days may not be promoted to the next grade. We ask that parents, guardians, families, and students make every effort to attend school each and every day.

Absences

All absences – “excused” and “unexcused” -- are still considered absences. Any day your child does not attend school is considered an absence. Students who are absent due to illness, injury, a death in the family, or in observance of a religious holiday are still considered absent and will be marked as absent from school. Doctor's notes, a hand-written note from the parent or guardian, or a phone call to our main office are all welcomed to provide context on absences, however, students will still be considered, and marked, absent from school.

Appointments

Parents/guardians are responsible for scheduling medical, dental, or other appointments outside of school time. The best times are Wednesday afternoons (after 2:00 pm) or days when school is not in session. In the rare case when a student has a medical, dental, or other appointment during school, he or she should not be absent for the entire school day and should return to school whenever possible.

Early Pickups

Students are expected to stay in school until the very end of the day (3:15 pm for regular dismissal; 2:00 pm on Wednesdays). Early pickups are disruptive to the learning environment. To protect student learning time, we request that you schedule appointments after school. We recognize that emergencies do arise and ask for prior notifications if possible.

Tracking Absences

The school will keep records of all student absences. If a student misses school, Libertas College Prep staff will make reasonable efforts to contact the student's parent/guardian by telephone, writing, or in person. Staff will explain the school's attendance policy and request the parent/guardian's strong support in enforcing this policy.

Attendance Procedures

1. The school will maintain a day-by-day record of each student's attendance and tardies.
2. Parents/Guardians must notify the school when their student will be absent. **The reason for the absence should be documented, in writing, by the parent or guardian within 24 hours of the student's return to school.** Notes must be submitted to the office. Notes submitted after 24 hours of a student's return to school will not be accepted.

Excused Absences/Tardies/Truancies

Our school will excuse absences, tardies, and truancies for the following reasons:

- Illness or injury of pupil
- Illness or medical appointment of a child (only when the pupil is the custodial parent)
- For the purposes of attending a naturalization ceremony (only for the pupil's own naturalization ceremony)
- Funeral of immediate family member (may include any relative residing with the pupil) - 1 day: in-state - 3 days: out-of-state and/or country
- Jury duty
- Medical, dental, optometrical, or chiropractic services
- Quarantine - Exclusion from school because student is either the carrier of a contagious disease or not immunized for contagious disease

(Requiring Administrator Approval)

For justifiable personal reasons including, not limited to:

- Active military duty in combat zone (immediate family member; maximum 3 days)
- Appearance in court
- Attendance at a funeral service (extended days)
- Attendance at a religious retreat (shall not exceed 4 hours per semester)
- To fulfill employment assignment in the entertainment industry (no more than 5 consecutive days or a maximum of 5 absences per school year)
- Medical exclusion or exemption
- Observance of religious holiday or ceremony or Religious instruction (no more than 4 days per school month)
- Revoked suspension through appeals procedure
- Participation in not-for-profit performing arts organization (maximum 5 per school year)
- Pre-arranged mental health services (Mental Health Day Treatment)
- "Take Your Child to Work Day"

Please note that these are the only reasons that will not trigger a Truancy Letter and other forms of intervention.

Examples of **unexcused** absences, tardies, and truancies are:

- Transportation problems
- Vacations or trips
- Weather Conditions
- Running errands for family
- Babysitting

The following are official tiers of support and mandated steps outlined in the Libertas attendance policy:

7 unexcused absences or 7 tardies over 30 minutes:

- Official truancy letter via certified mail. Letter must be signed and returned by the family.
- Parent conference held with a member of the administrative team to create intervention plan

10 unexcused absences or 10 tardies over 30 minutes:

- Official habitual truancy reclassification letter
- Refer to Student Support Team
- School Attendance Review Team (SART) (composed of Head of School, Assistant Principal, and Grade-level lead) meets with family
- Attend assembly/meeting for parents/guardians of chronically absent students

More than 10 unexcused absences or 10 tardies over 30 minutes:

- Meet with SART
- Unenrolled from school if family is unresponsive to meetings/plans created with the SART team
- If Libertas is unable to reach the family, family receives written notice of SART Panel's decision

Attendance – Tardiness

Getting to school on time is key to your child's success – at school and in life. At Libertas College Prep, the learning begins from the moment students walk in the door. Students who are late miss essential reading instruction and risk falling behind on our ambitious curriculum. Late students miss vital academic time and tardiness can negatively impact academic results.

Definition of Tardiness

Tardiness at Libertas College Prep is defined as arriving any time **after** 8:00am. Our doors open at 7:15 am each morning. Students should arrive between 7:15 and 8 am. Students arriving **after** 8:00 am are marked tardy.

Truancy

In accordance with California Education Code (E.C. 48260-48263.6), a student who misses 30 or more minutes of the school day without a valid excuse (including absences) is considered truant. A “truancy event” occurs each time a student misses 30 or more minutes of the school day without a valid excuse (please see the section above on legally excused absences/tardies/truancies). After three truancy events, a student is considered habitually truant. Once a student becomes habitually truant, or shows early warning signs of habitual truancy, we will initiate various forms of intervention to help improve attendance and remove barriers to missing school. Please see the section on attendance interventions below.

Chronic Absenteeism

A student who misses 10% or more of school days, regardless of whether the absences are excused or unexcused, or if the student is suspended, is considered chronically absent. Chronic absenteeism is linked with poor student performance, low academic engagement, and increased risk of high school dropout. Many families are surprised to learn that missing just two days of school per month can lead to a student becoming chronically absent! Over the course of the school year (180 days), a student cannot miss more than 17 total days in order to not be chronically absent. We are committed to partnering with families to prevent chronic absenteeism. When a student becomes, or is at risk of becoming, chronically absent, we will initiate various forms of intervention to help improve attendance and remove barriers to missing school. Please see the section on attendance interventions below.

Attendance Interventions

As part of our efforts to ensure students come to school on-time, everyday, we will utilize the following intervention efforts for students who are, or at risk of becoming, habitually truant or chronically absent. Forms of intervention include, but are not limited to:

- Phone calls home when students are absent or truant,
- Letters home when a student has three or more truancy events (“Truancy Letters”), misses 10% or more of school days (“Chronic Absentee Letters”), or is at risk of either,
- A mandatory meeting between school personnel, the pupil’s parent or guardian, and the pupil (when the pupil’s attendance is deemed appropriate),
- Collaboration with school study teams, guidance teams, school attendance review teams, or other intervention-related teams to assess the attendance or behavior problem in partnership with the pupil and his or her parents, guardians, or caregivers,
- Participation in school-based attendance intervention groups to identify challenges in getting to school, motivation at school, goal setting, education about the importance of attendance and academic impacts,
- Referral to school counselor or school counseling intern for case management and counseling,
- A home visit to identify and support family needs and provide connections to community resources with the goal of increasing attendance,
- Referral to and mandatory participation in School Attendance Review Team (SART),
- Collaboration with child welfare services, law enforcement, courts, public health care agencies, or government agencies, or medical, mental health, and oral health care providers to receive necessary services,
- Grade level retention,
- Referral to Los Angeles City Attorney Truancy Court,
- Referral to the Los Angeles County Office of Education (LACOE) for legal action and possible withdrawal of the student from his/her school of enrollment.

Support outstanding school attendance at home by:

- Making sure your child gets enough sleep and a nutritious breakfast each day
- Helping your child develop a positive attitude toward school and learning and encouraging him/her to participate in school activities
- Explaining Compulsory Education - by law all students must attend school daily and on time Teaching the benefits of good attendance and consequences of poor attendance
- Creating back-up systems (alternative plans for getting to and from school)
- Creating morning and evening routines
- Posting school calendars, school attendance policy, and schedules in a visible place
- Making your school aware of any issues that may be affecting your child's attendance
- Making sure your child's school has your accurate daytime contact information, including cell phone number and/or e-mail address
- Notifying school staff if your child suffers from a chronic health condition and how this condition is impacting school attendance

Arrival & Dismissal Policy

Arrival

- The school officially opens to students at 7:40 am each day and begins with a uniform check at the door.

Dismissal

- The school day officially ends at 3:15 pm or 1:00 pm on a shortened day schedule (Wednesdays).
- No student will be allowed to leave the school with an adult who is not his/her legal guardian unless the guardian has submitted a signed, written note to the Office Manager in advance that specifies the name, address, and working phone number for the adult as well as specific dates for pick-up.
- Families **MUST** submit a release form (provided at the start of the school year) listing the names and information for any individuals, besides parent/guardian, who regularly are authorized to pick up their children.

Homework

At Libertas College Prep we believe students should be held accountable for completing homework assignments and that homework should be discussed or reviewed with an adult each day. Homework is an essential part of the Libertas educational program and is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. Students who do not complete homework are missing an important opportunity to reinforce skills and develop student habits that are essential in the preparation to attend and graduate from college.

Homework will be assigned EVERY night at Libertas, Monday through Friday. Parents, guardians, or other involved adults are encouraged to review and sign the student agenda each night, reinforcing the importance of homework at home as well as at school.

Homework must be completed in full and according to Libertas' high standard of hard work and professional presentation. This includes the following:

- Clear and neat handwriting
- Complete first and last name and date
- Complete and thorough responses

Teachers will assign up to one content of homework each night as well as a reading log for our lower grades. Please refer to grade level specific communication around what type of homework to expect for your student each night.

Homework & Absences Policy

If a student is absent, they have 24 hours for each day of school missed to turn in missed assignments. Students are responsible for collecting missing homework assignments and turning them in. Incomplete or missing homework assignments will impact a student's grade for the assigned class.

Discipline

Our approach to discipline is rooted in a belief that the learning environment is sacred. At Libertas College Prep, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, and recognizes and celebrates student successes at every opportunity.

Point System

We also use a point system to help shape positive student behavior. When students earn additions, they earn privileges. If students earn point deductions, they may lose privileges (social time or Enrichment) when they violate the rules. Students and families will receive frequent communication regarding student academic progress. Each week parents will sign a Weekly Paycheck.

Our Head of School, supported by our Dean of Students, is the point person on discipline issues. The Head of School and Dean work closely with teachers, families, and students to help them learn and grow. The Head of School has the authority to decide on the appropriate consequences for student behavior. The Head of School may solicit parent/guardian input in certain situations, but they retain all decision-making authority. In the absence of a Head of School, the Assistant Principal will be the point person for discipline issues.

Technology Policy

Students are not allowed to use cell phones, iPads, or smartwatches in school or on school field trips. If these technology items are used during school, makes noise during school, or is seen by a staff member, it will be confiscated from the student and returned after a parent/guardian has come to the school to pick it up.

Student Belongings

Student belongings that disrupt class for any reason are violating school rules. This rule applies to students’ personal possessions as well. Items including, but not limited to: toys, stuffed animals, game cards, trading cards (baseball cards, football cards, etc.), electronic games, portable electronic devices, and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated until the item(s) is picked up by a parent/guardian and will be subject to consequences.

School Uniforms

All students must come to school in the Libertas College Prep uniform every day. If a student arrives at school out of uniform, parents/guardians will be called and asked to bring in a uniform and/or a temporary one will be supplied to the student while their own arrives at the school. If a family cannot afford to purchase the school uniform, Libertas College Prep will seek a way to provide uniforms for the student. We have a required school uniform for several very important reasons.

Uniforms Unite us as a Community

When you look at a group of students in the Libertas College Prep uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the Libertas uniform; they are agreeing to live up to the school's high expectations.

Uniforms Reduce Distractions and Clothing Competition

Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.

Uniforms Make us all Equal

Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don't have.

Uniforms Look Professional

Please make sure your student is in uniform EVERY day and ready to learn. This means students must have their uniform shirts tucked into their pants, wearing the appropriate shoes, shirt and sweater. Pants, shorts, or skirts should be worn at the hip or waist. A belt should be used when needed.

Uniforms vary between lower school (grades 4-6) and upper school (grades 7-8).

The uniform consists of the following guidelines and articles of clothing:

- Students in all grades must wear grey, white, or navy polo shirts (with or without the Libertas logo).
- Pants, shorts, and skirts must be navy, khaki, or black. Blue jeans are NOT PERMITTED for uniform pants. A belt should be worn when needed.
- For safety jogger pants are not permitted.
- Sweaters, sweatshirts or fleeces must be a solid and can be any single color - no patterns. Any logos should blend into background or be minimal in appearance. Hooded sweatshirts are not permitted, as they can lead to distraction from the learning environment.
- Shoes must be closed-toe shoes with no heels. Please note that shoes will be used during physical education, therefore crocs, sandals, or sling-backs are NOT PERMITTED to prevent serious injury.

The following clothing items are NOT PERMITTED for any students in any grade:

- Sweatpants, joggers, spandex, leggings, or "yoga" pants.
- Crocs, sandals, or sling back shoes.

Students may not change out of the Libertas uniform at any point during the school day. Students must wear the Libertas uniform on all school field trips.

Accessories

Once students enter the school building, the wearing of hats, bandanas, or kerchiefs is not permitted unless it is in accordance with religious observation. Hat and beanies may be worn outside, but are not permitted in the classroom. Hats and beanies worn in the classroom will be confiscated.

Clothing and accessories with indecent, obscene, or lewd messages are prohibited on campus. Indecent, obscene, and lewd messages are ones that are sexually explicit, have nudity, use profane and offensive words, or promote the use of drugs or violence.

Parent Involvement

Libertas College Prep depends on parents/guardians to be partners in the education of their children. The important task of educating a child calls for the school, the student and the family to all work together to ensure success. It is a best practice to always first contact your child's teacher directly to address any academic or behavioral concerns in their class. All staff at Libertas can be reached by email or phone provided on our school parent contact application, ParentSquare.

Libertas encourages parents, guardians, and family members to participate in volunteer opportunities and on-campus activities including School-Site Council, workshops, daily duties, and tasks for fundraising or celebratory events. While there is no volunteer hours requirement for student families, we do encourage them to stay involved in their student's day to day educational experience. If you are interested in volunteering, please visit the main office.

School Site Council

The Libertas School Site Council is a team made up of staff, teachers, parents/guardians, and community members. Their primary responsibility is to identify common goals and assist the leadership team in establishing a plan to achieve the goals.

Duties of the School Site Council include:

- Develop, implement, monitor, and review the LCAP annually.
- Recommend the plan to the Board for approval.
- Identify resources to support the school plan.
- Conduct an annual needs assessment.
- Review student achievement data including MAP, CAASPP (SBAC) testing
- Review and update the Title I Parent Involvement Policy and School-Parent Compact.
- Collaborate with other school advisory committees (example: ELAC).
- Complete ELAC tasks (if the SSC has ELAC authority)
- Be aware of ELPAC updates and meeting information
- Annually review bylaws.
- Establish an annual meeting calendar.
- Schedule training for members to learn about their roles and responsibilities.
- Review and allocate available supplemental categorical funds each year.
- Title I (Charter schools included) **(approval)**
- LCFF – SCE/LEP **(advise only)**

Note: Charter School Categorical Block Grants are unrestricted funds and are overseen by the governing board of the charter school, not School Site Council (SSC). (Education Code Section 64001)

How to become part of the School Site Council:

- Members must be elected by peers, but they can self nominate
- No seat may be reserved for any group or individual
- Parent members may not be employees of the school

Responsibilities of individual council members

- Regularly attend and actively participate in all School Site Council (SSC) Meetings.
- Be able to serve the full term for which you are elected.
- Become knowledgeable and have a commitment to the School-Based Coordinated Program and its processes.
- Communicate your knowledge and concerns to the School, the District, and the Community, thus becoming an advocate for improved public education and its changing needs.

Time commitment

- One meeting a month that lasts from 1-2 hours. Meetings are scheduled by group members at their convenience.

Libertas Meetings

Our families receive involvement hours for attending any Libertas event or meeting. The goal is to have a strong sense of communication among school and family and this is being nurtured through the participation in these meetings or events. When attending the following parents/guardians need to ensure that they sign-in to receive the involvement hours. TB test results not needed for the following activities:

- Cafecitos
- Family events
- Parent conferences and workshops
- Attending community events (ex: Neighborhood Council meetings)

School Volunteers

All Libertas volunteers that will be providing help on the school site must abide by the following procedures:

1. All volunteers must attend a volunteer orientation and workshop prior to volunteering.
2. All volunteers must provide a copy of a current TB test result (no older than 8 weeks before starting)
3. All volunteers must sign-in each day at the school office prior to heading to classrooms.
4. Parents/guardians/family members and visitors that do not check-in at the main office first may be escorted off the premises.
5. Volunteers and visitors sign-in at the front desk with the parent coordinator who will keep track of volunteer hours and length of visits. The parent coordinator will create a volunteer badge/sticker for you.
6. Volunteers and visitors must wear visitor badge at all times during their stay at Libertas so that staff can identify the adults that have authorization to be in the school.

The following is a list of opportunities for volunteers looking to provide help at the school site.

Help Supervising Students/Areas.

- Breakfast (7:00-9:00am) & Lunch Support (11:00-1:00pm)
- Pick-up and Drop-off Support (7:15-8:45am and 3:30-4:00)
- Chaperoning for Field Trips or on-campus events
- Classroom Support

School/Office Volunteer

- o Providing support in the main office
- o Helping maintain school grounds
- o Take home projects (per teacher request)
- o Aiding in school fundraisers
- o Participating in leadership roles at school (ex: seat on the School Site Council)

The following list gives examples of other ways in which our families may gather their volunteer/involvement hours.

Donations

We are always taking donations for any events, meetings, daily school and office supplies, and any fundraising efforts that Libertas may have. TB test results not needed. Any coordination of such funding efforts can count toward parent involvement hours if registered and approved by the parent coordinator at the school in the main office.

For any questions about parent/family volunteer hours you may contact our parent coordinator, Cinthia Olivares.

Parent Communication

Paychecks

Libertas College Prep uses a positive behavior system in which students earn points for homework completion, attendance, classroom engagement, and demonstrating the FIRST values. Student misbehaviors will result in a loss of points. Every week your child will bring home a Paycheck in their homework folder that informs you of any misbehavior they may have displayed that week as well as any specific additions they earn by exemplifying FIRST Values. You must sign it and return it to school the next day in their homework folders.

Report Card Conferences

At the end of the first and second trimester, a parent/guardian will be strongly encouraged to come to the school for Report Card conferences with their children's teachers.

Phone Calls and Meetings

Throughout the year, you may receive a phone call or note from a teacher or school administrator. If the message requires a response, please contact the school either by phone or in writing within 24 hours. Parents have an opportunity to schedule a meeting with staff in the office or an administrator will be on-call to answer any questions.

Parent/Family Concerns

If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it and then follow the meeting procedures at the school. We welcome the conversation. We understand that, as parents/guardians, you have very strong feelings about issues concerning your children.

We need your support. As you know, Libertas College Prep is a very demanding school, with high expectations for academics and behavior. All of us – parents/guardians, teachers, and administrators – are working hard to help your child climb the mountain to college. We are all part of your child's team: if you and your child work with us, we can all succeed.

School Food Program

Both breakfast and lunch will be available at Libertas College Prep. All families are eligible to take part in the federal school meal program. Families may send lunch to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods. Please do not let your child bring unhealthy drinks (e.g., colas or juices heavy in sugar) or unhealthy snacks to school. Candy, gum, fried chips and soda are not allowed at school. If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it.

Academics

Assessments

Libertas College Prep employs multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Staff work to ensure that assessments are not stressful times for students; rather they are presented as opportunities to show off all that students have learned. The assessments, which include the NWEA MAP (a nationally normed standardized test), internally developed assessments, and the California Assessment of Student Performance and Progress (CAASPP) assessment, are administered throughout the year. Teachers analyze the results to inform their instruction, identify students in need of extra help, and to assess the overall effectiveness of the school's curriculum. Results are shared with families through the report cards that are distributed three times each year.

Grading & Promotion Policies

The grading policy is based on demonstration of mastery of the Common Core State Standards (CCSS). Grades will include student performance on in-class work, homework, assessment, and other components as applicable to each content area.

The table below indicates the way in which letter and percentage grades will be used at Libertas College Prep and what these grades mean in terms of a student's level of mastery of the CCSS.

Grade Scale

A+	98-100%	A student earning an A in a course is consistently demonstrating advanced levels of mastery with the content standards.
A	93-97%	
A-	90-92%	
B+	88-89%	A student earning a B in a course is consistently demonstrating proficiency with the content standards.
B	83-87%	
B-	80-82%	
C+	78-79%	A student earning a C in a course is consistently demonstrating basic competency with the content standards
C	73-77%	
C-	70-72%	
NY	Below 70%	A student earning less than 70% in a course is not yet demonstrating a basic level of mastery with the content standards and needs to demonstrate mastery of the standards before credit will be earned.

Progress Reports

Every six weeks, families will receive Progress Reports with their child's up-to-date academic progress in each subject. Teachers will call parents of students who are not yet demonstrating mastery to discuss their child's progress. Student report cards will be distributed at the end of each trimester.

If a student has an IEP or 504 Plan, grading will reflect what the team has determined appropriate on an individual basis.

Celebrations and Student Recognition

MVTs

Each week, advisory teachers award an MVT (Most Valuable Teammate) Award to a student who embodies the FIRST Values for that week and are celebrated during our weekly Community Circle.

Honor Roll & High Honor Roll

Students who earn all As and no more than 2 Bs on their trimester report card earn a spot on the honor roll and are recognized at our trimester awards ceremonies.

Students who earn straight As on their trimester report card earn a spot on the high honor roll and are recognized at our trimester awards ceremonies.

Perfect Attendance

Students who maintain perfect attendance are recognized at our trimester awards ceremonies. Individuals cannot have excessive (more than 3) tardies in a month.

FIRST Values Awards

Each trimester students in each grade level are recognized for embodying the FIRST Values of Focus, Integrity, Respect, Self-Determination, and Teamwork. Students are nominated by teachers and voted on by administrators.

Missing/Incomplete Assignments, Quizzes, or Tests

Late, missing, or incomplete assignments are **not eligible** for full credit. Due dates for late, missing, or incomplete work are at the teacher's discretion. If a student has an IEP or 504 Plan, late, missing and/or incomplete work will be accepted if it is written in their IEP/504 plan.

Promotion to the next grade is dependent upon sufficient mastery of all subjects and attendance.

Sufficient mastery of a subject is indicated by a grade of 70% or higher. Insufficient mastery of a subject is indicated by a grade of less than 70% or as a "Not Yet/NY" on their academic reports. Sufficient attendance is indicated by 9 or less absences (excused and unexcused) in the academic year. Insufficient attendance is indicated by 10 or more absences (excused and unexcused) in the academic year. Failure to meet the following academic and attendance requirements places students at the risk of retention and the school reserves the right to retain the student for the following academic year:

- If a student has 2 or more "Not Yets/NYs" (below 70%) in two or more core classes during any given trimester, they are at risk of retention.
- If a student has 10 or more absences (excused or unexcused), they are at risk of retention.

All grades will be calculated based on a student's achievement in the following areas: classwork, participation, homework, tests and quizzes. Core classes are defined as mathematics, english language arts, science and history classes. All other classes are considered electives as it relates to our retention policy. If a student has an IEP or 504 Plan, the benefits and harms of retention will be discussed with the family and the IEP team will make the final determination.

Nursing Services & Medication

Being healthy physically helps children learn more effectively. For this reason, it is important to have your doctor or health center look into any problem that your child may have. If your child requires medication during school hours, we will assist by administering medication. However, medication may not be given without the completion of the “Administration of Medication” form, which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines. All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

Health Information

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity.

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee walker/knee scooter, or a wheelchair must have a licensed California health care provider’s written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury.

A parent's written request for an excuse will be accepted for up to five days; thereafter, a written request is needed from the student's health care provider. School authorities may excuse any student, age 12 year or older, from the school for the purpose of obtaining confidential medical services without the consent of the parent or guardian.

Students are allowed to wear protective gear (hats, sun visors and/or sunglasses) while outdoors at recess, gym, etc. Schools may regulate the type of sun protective clothing/headgear in accordance with California Education Code Section 35183.5. Schools are not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for their outdoor activities while at the school.

Communicable Disease Protection

Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by Libertas, the state Department of Health and Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations.

Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions:

- conjunctivitis (pink eye);
- skin infections (impetigo),
- strep throat,
- chickenpox,
- scabies,
- head lice, and
- pertussis (whooping cough).

Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and the District, county and state policy.

Readmission to school is based on condition and appropriate treatment. Any student excluded from school with flu-like symptoms and/or a fever of 100 degrees or greater must be free from symptoms and fever for at least 24 hours, without the use of fever-reducing medication before returning to school (REF-4832.0).

An effort may be made to notify parents/guardians about school exposure to chickenpox, head lice, or other communicable disease that pose a risk to students. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school front office. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancers or organ transplants.

Information on the treatment and prevention of head lice is available from the school health personnel in the front office.

New students will not be enrolled unless an immunization record, provided by a health-care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to the District, or transfer students within the District, must show that they have received all currently required immunizations in order to be enrolled.

In addition, all students entering or advancing to 7th grade must show evidence that they have received a pertussis-containing vaccine (e.g., Tdap) on or after their 7th birthday. The immunization status of all students will be reviewed periodically. Those students who do not meet the state guidelines must be excluded from school until the requirements are met.

Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of Libertas or the public health department. A Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO), licensed in California, may exempt your child from some or all immunization requirements due to a medical condition. Consult your medical provider if you believe your child requires a medical exemption from immunizations.

Starting January 1, 2016, state law does not allow parents or guardians of students in any school or child care facility to submit a Personal Belief Exemption (PBE) to a currently required vaccine. Any PBE filed at the school before January 1, 2016 will be honored until the next grade span, as defined by law. The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

Student Medication California Education Code Section 49423 provides that any student who is required to take, during the regular school day, medication (prescribed or over-the-counter) may be assisted by the credentialed school nurse or other designated school personnel if the school district annually receives:

1. A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the name, method, amount, and time schedules by which such medication is to be taken; and

2. A written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement.

Students may not carry or use medication on campus without written consent. However, students may carry and self-administer certain medications (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes:

1. A written statement from the authorized health care provider detailing the name of medication, method, amount and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; and
2. A written statement from the parent or guardian of the student consenting to the self-administration, providing release for the credentialed school nurse or other health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction.

Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school. A student may be subject to disciplinary action if the medication is used in a manner other than as prescribed. The required forms are available from the front office. School health personnel do not prescribe or give advice regarding medication.

Senate Bill 1266, Pupil Health: epinephrine auto-injectors, (amends Section 49414 of the CA Education Code) became effective January 1, 2015. This bill requires school districts, county offices of education, and charter schools to provide emergency epinephrine auto-injectors to school nurses and trained personnel who have volunteered and are authorized to use epinephrine auto-injectors to provide emergency medical aid to students without a known severe allergy or authorized medication on file with their school and are suffering, or reasonably believed to be suffering, from an anaphylactic reaction (severe allergic reaction).

Health & Wellness

Libertas College Prep is committed to the optimal development of every student. We believe that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level and in every setting, throughout the school year. Families are encouraged to take an active role to address the health and wellness needs of the students, families, and staff of the school.

Bullying and Hazing Policy

Libertas believes that all students have a right to a safe and healthy school environment. Our schools and communities have an obligation to promote mutual respect, tolerance, and acceptance.

Libertas prohibits discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived nationality, ethnicity, or immigration status.

Libertas shall notify parents and guardians of their children's right to a free public education, regardless of immigration status or religious beliefs.

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Libertas shall inform students who are victims of hate crimes of their right to report such crimes.

Libertas will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Libertas requires students and/or staff to immediately report incidents of bullying to the Head of School or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Training Students, Teachers, and Staff on Anti-Bullying and Hazing Policy

To ensure that bullying does not occur on school campuses, Libertas will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Libertas teachers and staff will discuss this policy with their students in age-appropriate ways and will assure them that they need not endure any form of bullying. They shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs.

Libertas shall train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training should, at minimum, provide agency personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

Investigations of Bullying and Hazing

Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Libertas will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Head of School or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process. The procedures for intervening in bullying behavior include, but are not limited, to the following:
 - All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
 - The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
 - Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Suicide Prevention, Intervention and Postvention Policy

Libertas College Prep recognizes that suicide is a leading cause of death among youth and must be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, Libertas shall develop strategies for suicide prevention, intervention, and postvention with a special focus on high-risk students.

The Head of Schools may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating Libertas' strategies for suicide prevention, intervention, and postvention.

Acknowledging that it is Libertas' responsibility to protect the health, safety, and welfare of its students, this policy's focus is to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including establishing the right supports for students, staff, and families affected by suicide attempts and loss. The emotional wellness of students gently impacts school attendance and educational success. As a result, this policy will be used in conjunction with other policies that support the emotional and behavioral wellness of students.

Prevention and Instruction

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

Libertas' comprehensive education program promotes the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. For upper middle school (grades 7 and 8), suicide prevention instruction shall be incorporated into appropriate lessons, and curriculum shall be aligned with state content standards and shall be designed to help students analyze signs of depression and self-destructive behaviors, including potential suicide, and to identify suicide prevention strategies. Prevention can be in the form of class lessons on coping skills, warning/risk signs for suicide, and depression, school-wide suicide prevention initiatives that raise awareness, student projects and presentations, and/or school and community resources/posters that can help youth in crisis, etc.

At appropriate secondary grade levels, Libertas' suicide prevention instruction shall be designed to help students:

1. Identify and analyze the warning signs and risk factors for depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide;
2. Identify alternatives to suicide and develop coping, problem-solving, conflict resolution, and resiliency skills;
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent;
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services.

Team Member Development and Training

Suicide prevention training for staff shall be designed to help team and family members identify and respond to students at risk of suicide. All staff will annually participate in training regarding the awareness and prevention of suicide through Safeschools. Additional training may be provided by Libertas counselors under the direction of the Head of School and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors
2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior;
3. School and community resources and services;
4. Libertas procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide;
5. Postvention and re-entry procedures and supports for when a student returns from hospitalization.

Intervention

Whenever a team member suspects or has knowledge of a student's suicidal intentions, he/she shall promptly notify the Admin Designee and the School Counselor. The School Counselor will conduct a Risk Assessment to determine the level of risk for self-harm and/or suicidal ideation. The School Counselor will determine if the student is at a low, medium, or high risk, consult with their supervisor (Mental Health Program or Associate Director of Mental Health) and their Admin Designee, to determine next steps. If a student is assessed to be a medium or high risk, the School Counselor or Admin Designee will call the ACCESS hotline for support with an emergency psychiatric assessment. The School Counselor or Admin Designee shall then notify the student's parents/guardians as soon as possible about the risk assessment, results, and possible outcomes.

Students shall be encouraged to notify a teacher, school leader, school counselor, or another adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Each school site shall adapt the Libertas crisis procedures and work in partnership with their School Counselor and Head of School to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.

When a suicidal ideation, threat, and/or attempt is reported, the school leader/admin designee and/or school counselor shall:

1. Reference Libertas crisis response procedures for step-by-step guidance
2. Ensure the student's physical safety by one of the following, as appropriate:
 - a. Securing immediate medical treatment if a suicide attempt has occurred
 - b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
 - c. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.
3. Designate specific individuals to be promptly contacted, including the school counselor, school leader or admin designee, and/or the student's parent/guardian, and, as necessary, local law enforcement or mental health agencies
4. School Counselor will document the incident using the Libertas Risk Assessment Documentation Form

5. Teachers, admin, and other staff will document a suicide threat, ideation, or attempt using the Libertas Incident Report Form.
6. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed
7. Provide access to counselors or school leadership team to listen to and support students and staff who are directly or indirectly involved with the incident at the school
8. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions (postvention)

Re-Entry

1. A student returning to school following hospitalization due to suicide risk assessment/evaluation, suicidal ideation, attempt or self-harm, must have written permission to return to school from a medical provider. This can be in the form of a signed letter from the medical provider, the Libertas Medical Clearance form or hospital discharge papers that clearly state the student is cleared and safe to return to school.
2. Once the student returns, the parent/guardian should escort the student on the first day.
3. The School Counselor should consider holding a re-entry meeting with key support staff, admin designee, parents/guardians, and student to facilitate a successful transition.
4. During this meeting be sure to address any incidences of alleged bullying, identify a plan for the student to make-up or catch-up on missed work, identify supports within the school setting and at home, obtain consent for counseling services and to communicate with outside providers (Libertas Release of Information form), and identify a plan to check-in and monitor student progress.

High-Risk Students

When designing prevention efforts and providing intervention to students that are exhibiting risk factors of suicide or self-harm, it is important to consider the additional supports and documentation that may need to occur for high-risk populations. High-risk populations are groups of students that are more vulnerable to the risk of suicide due to their membership in a particular group. These include students with disabilities and LGBTQ youth.

For students with disabilities, consider the frequency, intensity and duration of the suicidal ideation, risk assessments, any hospitalizations and how those emotions and behaviors are impacting their ability to access and progress within the general education curriculum. Any member of the IEP team can request an amendment IEP to review supports that are in place and potential next steps to further support the student. Based on the current IEP, consider discussing the topics below:

- Adding or revising a Behavior Support Plan
- Review most recent School Psychology report
- An Assessment Plan to add DIS Counseling OR
- Revising goals for DIS Counseling and reviewing minutes
- An Assessment Plan to assess for Educationally Related Intensive Counseling Services, if DIS Counseling (ERICS) has not been effective
- Consider other assessments to determine possible changes to a student's Free and Appropriate Public Education (FAPE) offer

LGBTQ youth are especially vulnerable to bullying and isolation which is a risk factor for suicidal ideation. Schools should follow Libertas Nondiscrimination policy to ensure that all students feel welcome and included in all activities and aspects of the school. When contacting parents/guardians or personnel regarding risk assessment outcomes, do not "out" students to anyone. Disclosing this information may put a student at further risk of harm.

Postvention

In the event that a suicide occurs or is attempted on campus, the School Leader or designee shall follow the crisis intervention procedures contained in the Libertas Crisis Response Handbook.

After consultation with School Counselor, School Leader, and the student's parents/guardians about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the School Leader or Admin Designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from School Counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

School Leader or Admin Designee shall do the following:

1. Gather all relevant information about the suicide.
 - a. Confirm that cause of death was by suicide.
 - b. Identify a staff member (e.g. admin or school counselor) to be a point of contact for the deceased student's family (within 24 hours).
 - i. Discuss confidential information sharing with family and that cause of death will not be disclosed to the school community without family's permission.
2. Notify Head of School
3. Mobilize School Crisis Response
 - a. Follow Libertas Crisis Response Handbook
 - b. Assess the impact and degree of psychological trauma to the school community.
 - c. Develop a plan of action for responding to students, staff, and families and assign roles and responsibilities.
 - d. Establish a plan to notify staff, students, and families taking into consideration confidentiality and the wishes and rights of the family of the deceased.
 - e. Identify a plan to identify and provide crisis counseling to students and staff that may have difficulty coping with the death.
 - i. School Counselor will coordinate crisis counseling with Head of School.
4. Refer students to community mental health services or higher level of care if deemed necessary based on assessment, previous history, etc.
5. Work with School Counselor, Head of School, General Counsel to identify other healthy ways for the school community to process the loss. Being sure to avoid activities that may glamorize or romanticize suicide.
 - a. Memorials
 - i. Should not disrupt normal school routine.
 - ii. Memorials should be time-limited.
 - iii. Monitor the memorials for content from other students that may be of concern.
 - b. Suicide Awareness Events
6. Document all interventions and communication.
7. Continue to monitor and manage the situation.

Alcohol, Tobacco, Drugs and Violence-Prevention and Prohibition

Libertas does not tolerate the use, possession, distribution or sale of drugs, alcohol, tobacco, or related paraphernalia by students on school campuses or at school-sponsored activities.

School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, tobacco, or related paraphernalia on campus and at school activities. In cooperation with local authorities and community agencies in disciplining students in violation, school administrators may use prevention-education, direct intervention, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence-free.

Smoking and the use of all tobacco products, alcohol or drugs shall be prohibited on all Libertas property. Libertas also prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products on all school property.

ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Section 119405 of the Health and Safety Code prohibits the sales of e-cigarettes to minors which means that students should not be in possession of any such devices. Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, such as suspension or expulsion, particularly because ENDS are considered drug paraphernalia, as defined by Education Code 48900 et. seq and 11014.5 of the Health and Safety Code. Parents and students are encouraged to seek assistance at their school site.

Gun-Free Safe Schools

The Federal Gun Free Safe Schools Act and California law prohibit the possession of firearms on school campuses and at school activities. Pursuant to these laws, any student found in possession of a firearm will be recommended for expulsion immediately. Upon a finding that the student was in possession of a firearm, the designated subcommittee may expel the student after a hearing. The expulsion can last up to a year. Possession, includes, but is not limited to, storage in lockers, purses, backpacks, automobiles, and other property owned or possessed by the student.

Physical Fitness Test

State law requires school districts to administer the Physical Fitness Test (PFT) annually to all students in grades five, seven, and nine.

The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity.

The complete FITNESSGRAM test battery measures student performance in the following areas:

1. aerobic capacity
2. body composition
3. muscular strength, endurance and flexibility

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools should provide students appropriate practice as part of the regular physical education (P.E.) program throughout the year. Students are tested between February and May. Parents should see that their children participate in a regular program of physical activity and nutrition

Student Survey on School Culture and Climate

Students in grades 4-8 will take an annual survey on school culture and climate. The survey will include questions pertaining to the student perception of school safety, student supports and quality of the instructional program.

School Visitor Policy

Visitors, especially parents/guardians, are a vital part of the Libertas College Prep community. We welcome them as volunteers, observers, and partners in the education of our students. Parents/guardians who would like to visit should call in advance and schedule a class-visit appointment. Upon arriving, all visitors must sign in within the Main Office. They should enter classes during a regular-scheduled transition period between classes, although they may leave at any time. Visitors may not talk to a child or a teacher during class, although they may call the teacher after school to discuss what they observed.

If a visitor is coming to school to drop something off for a student or to leave a message, we still require that the visitor come first to the main office. For the sake of student safety, we cannot have anyone unannounced in the building.

Student Records

The school administration is in charge of student records. If a parent/guardian would like to examine a child's record, the parent/guardian should submit a request in writing and submit it to our Office Manager. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- o Making the information available at the school itself during normal business hours to the person requesting it;
- o Denying the request in writing; or
- o Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.

Confidential Records

Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parent/guardian.

Lost and Found

The school will keep a small lost and found box near the main office. Parents/guardians may come in any day between 8:00 am and 3:30 pm to search the Lost and Found. At the end of every trimester, items left in the box may be donated to a local charity.

Complaint Procedures

Family Complaint and Suggestion Procedure

Libertas is a learning organization and as such we welcome feedback from our families and community.

The first point of contact for parents with questions about grades, classwork, or minor suggestions at the classroom level is the student's teacher. Our teachers are available Monday – Thursday until 8pm by cell phone. All teacher cell phone numbers will be distributed at the beginning of the school year. Another option for complaints or suggestions outside of class (such as school calendar, uniform policy, late arrival procedure) is to call our parent coordinator. Calls to teachers or our parent coordinator will be returned within 48 hours.

The next point of contact for complaints or suggestions that are not resolved at the classroom level is our Head of School, Mr. Maguire. The Head of School values your opinion. After attempts for resolution at the classroom level or for more sensitive complaints or queries please contact Ms. Hurst directly. Calls to our Head of School will be returned within 48 hours.

The final point of contact for complaints or suggestions is the schools Board of Directors. The contact information for our Board Chair, Brandis Johnson is below. We ask that you please try to resolve any complaints at the school level before contacting the Board. Families are free to elect contacting the board directly for matters directly involving the Head of School. Emails to our Board will be returned within five days.

Board Chair, Brandis Johnson: brandis.johnson@libertascollegeprep.org.

Uniform Complaint Procedure

The Governing Board (“Board”) of Libertas College Prep Charter School (“Charter”) is committed to compliance with applicable state and federal laws and regulations governing educational programs. Most issues are best handled informally, and the Board encourages the early resolution of complaints at the site level whenever possible. If you have a concern, you can always come and talk to one of us. If you find that for some reason this informal resolution is not adequate, you can follow our formal complaint policy and procedure set out herein.

The Charter will investigate any complaints alleging failure to comply with applicable laws, and will seek to resolve those complaints in accordance with the Charter’s uniform complaint procedures set out herein. The Charter will use the formal complaint procedure to provide a uniform system of complaint processing for the following types of complaints:

(1) Any complaints alleging unlawful discrimination, harassment, intimidation or bullying in the Charter’s programs and activities based on actual or perceived race or ethnicity, color, ancestry, national origin, nationality, ethnic group identification, age, religion, marital or parental status, mental or physical disability, sex or sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(2) Any complaints regarding the Charter’s failure to comply with the prohibition against requiring students to pay fees, deposits or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state or federal laws in adult educational programs, consolidated categorical aid programs, migrant education, career technical and technical education training programs, child and development programs, child nutrition programs and special education programs.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades or work assignments of any student.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate, the Head of School or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed, or as otherwise permitted by law.

PROCEDURAL REQUIREMENTS

Compliance Officer(s)

The following compliance officer(s) shall receive and investigate complaints and shall ensure the Charter’s compliance with law:

Vanessa Ayala, vanessa.ayala@libertascollegeprep.org
5101 S. Western Ave., Los Angeles, CA 90062
(310) 902-6808

The Compliance Officer or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by the Compliance Officer or designee.

Notifications

The Compliance Officer or designee shall annually provide written notification of the Charter's uniform complaint procedures to students, employees, parents/guardians, any applicable advisory committees, and other interested parties. If 15 percent or more of the students enrolled at the Charter speak a single primary language other than English, this policy and the notice shall be translated into that language.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints;
2. Include information about complaints that may be related to pupil fees, pursuant to the requirements of Section 1, Article 5.5 of Title 2 of the Education Code;
3. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable;
4. Advise the complainant of the appeal process, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies; and
5. Include statements that:
 - a. The Charter is primarily responsible to ensure compliance with applicable state and federal laws and regulations governing education programs;
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
 - c. A complaint alleging unlawful discrimination, harassment, intimidation or bullying must be filed not later than six months from the date it occurred or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying;
 - d. The complainant has a right to appeal the Charter's decision to the CDE by filing a written appeal within 15 calendar days of receiving the Charter's decision;
 - e. The appeal to the CDE must include a copy of the complaint filed with the Charter and a copy of the Charter's decision; and
 - f. Copies of the Charter's uniform complaint procedures are available free of charge.

Procedures

All complaints shall be investigated and resolved within 60 calendar days of the Charter's receipt of the complaint.

The Compliance Officer or designee shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the Charter.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying. The complaint shall be initiated no later than six (6) months from the date when the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying. Upon written request by the complainant, the Compliance Officer or designee may choose to extend the filing period for up to 90 calendar days.

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a date stamp. Complaints related to pupil fees for participation in educational activities may also be presented to the school's Head of School, if that person is not the Compliance Officer. Complaints related to pupil fees for participation in educational activities may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Education Code sections 49010 *et seq.* (Pupil Fees).

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, Charter staff shall assist him/her to file the complaint.

Step 2: Mediation

Within 7 to 10 days of receiving the complaint, the Compliance Officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation does not extend the Charter's 60-day timeline for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

Within 10 to 15 days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, orally, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the Charter's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation or engaging in any other obstruction of the investigation may result in the dismissal of the complaint because of lack of evidence to support the allegation; provided, however, that complaints permissibly made anonymously shall be investigated by the Charter to the extent possible without participation by the complainant.

In accordance with law, the Charter shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal to cooperate in the investigation may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Within 30 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written response of the Charter's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-calendar day total time limit within which the complaint must be answered. The Board may also decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60-calendar day of the Charter initially receiving the complaint or within the time period that has been specified in a written agreement with the complainant.

Step 5: Final Written Decision

The Charter's decision shall be in writing and sent to the complainant.

The Charter's decision shall be written in English and in the primary language of the complainant whenever required by law.

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered;
2. The conclusion(s) of law;

3. Disposition of the complaint;
4. Rationale for such disposition;
5. Corrective actions, if any are warranted; and
6. Notice of the complainant's right to appeal the Charter's decision within 15 calendar days to the CDE, and procedures to be followed for initiating such an appeal.

In addition, any decision on a complaint of discrimination, harassment, intimidation or bullying based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.

If the investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of appropriate expectations. The report shall not give any further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding student fees, deposits and other charges is found to have merit, the Charter shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.

1. Appeals to the California Department of Education

If dissatisfied with the Charter's decision, the complainant may appeal in writing to the CDE. The complainant shall file his/her appeal within 15 calendar days of receiving the Charter's decision and the appeal shall specify the basis for the appeal of the Charter's decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and the Charter's decision.

Upon notification by the CDE that the complainant has appealed the Charter's decision, the Compliance Officer or designee shall forward the following documents to the CDE:

1. A copy of the original complaint;
2. A copy of the decision;
3. A summary of the nature and extent of the investigation conducted by the Charter, if not covered by the decision;
4. A copy of the investigation file including, but not limited to, all notes, interviews and documents submitted by the parties and gathered by the investigator;
5. A report of any action taken to resolve the complaint;
6. A copy of the Charter's complaint procedures; and
7. Other relevant information requested by CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter when one of the conditions listed in 5 CCR 4650 exists, including when the Charter has not taken action within 60 calendar days of the date the complaint was filed with the Charter. A direct complaint to the CDE must identify the basis for direct filing of the complaint, which must include clear and convincing evidence that supports such a basis.

2. Civil Law Remedies

A complainant may pursue available civil law remedies outside the Charter's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

For complaints alleging unlawful discrimination, harassment, intimidation or bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the Charter has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination based on federal law.

Grievance Procedure for Parents and Students

Libertas College Prep has set in place grievance procedures for parents and students. Libertas College Prep has designated one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any investigation of any complaint filed with Libertas College Prep alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws. Libertas College Prep will notify all its students and parents of the name, office address, and telephone number of the designated employee or employees.

Libertas College Prep grievance procedures provide for prompt and equitable resolution of student, parent and employee complaints alleging any action, which would be prohibited by Title IX, or Section 504.

Libertas College Prep implements specific and continuing steps to notify applicants for admission and employment, students and parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the recipient, that it does not discriminate on the basis of sex or mental or physical disability in the educational program or activity which it operates, and that it is required by Title IX and Section 504 not to discriminate in such a manner.

All grievances shall be directed to the Head of School. If the Head of School is unavailable, grievances can be directed to Vanessa Ayala, Director of Operations at vanessa.ayala@libertacollegeprep.org. If your grievance concerns the Head of School, the complaint will be reviewed by a panel of representatives chosen by the Board of Directors. Please submit a written complaint using the form provided. You will receive a written response to your grievance within 15 business days from receipt of your grievance.

Notifications

Notification Of Rights Under Ferpa

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Head of School [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School Head of School [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

Nondiscrimination Policy

Libertas College Prep is committed to providing a working and learning environment that is free from discrimination, harassment, intimidation and bullying. Libertas prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code 422.5 and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, nation origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by Libertas.

Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by Libertas.

Upon witnessing and act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action.

This nondiscrimination policy applies to all acts related to school activity within Libertas College.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, contact the Head of School through email. If the Head of School is unavailable, grievances can be directed to Vanessa Ayala, Director of Operations at vanessa.ayala@libertascollegeprep.org.

If complaints are regarding the Head of School, please contact the Board of Directors at brandis.johnson@libertascollegeprep.org.

Sexual Harassment Policy

Libertas is committed to providing a working and learning environment free from unlawful sexual harassment. We prohibit sexual harassment of or by employees, students, or persons doing business with or for Libertas on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined by California Education Code 212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Reporting Procedures

Upon witnessing and act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Report such conduct to the Head of School or Title IX/Bullying Complaint Manager (Director of Operations). Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity within Libertas College.

Any student or employee of Libertas who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of Head of School or Title IX/Bullying Complaint Manager (Director of Operations) so that the appropriate action may be taken to resolve the problem. Libertas College Prep prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries or complaints related to sexual harassment, contact the Head of School through email. If the Head of School is unavailable, grievances can be directed to Vanessa Ayala, Director of Operations at vanessa.ayala@libertascollegeprep.org.

If complaints are regarding the Head of School, please contact the Board of Directors at brandis.johnson@libertascollegeprep.org

No Child Left Behind Parent's Right to Know Teacher Qualifications

The Federal No Child Left Behind Act of 2001 requires school districts that receive federal Title I funding to notify parents of their right to know the professional qualifications of the classroom teachers who instruct their child.

As a recipient of these funds, Libertas College Prep will provide you with this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to your child and, if so, their qualifications. Libertas College Prep is committed to providing quality instruction for all students and does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above for your child's teacher, please contact your school's Compliance Manager, the Head of School. If the Head of School is unavailable, inquiries can be directed to Vanessa Ayala, Director of Operations at vanessa.ayala@libertascollegeprep.org.

Technology Acceptable Use Policy & Internet Safety

Computer & Internet Acceptable Use Agreement

Libertas College Prep adheres to the federal requirements and guidelines stipulated under TITLE XVII—CHILDREN'S INTERNET PROTECTION ACT (CIPA). Visit <http://www.ifea.net/cipa.html> to view this document in its entirety.

Internet Safety Policy

Libertas College Prep's policy of Internet safety is enforced and includes measures to block or filter Internet access for both minors and adults to certain visual depictions. These include visual depictions that are:

- obscene,
- child pornography, or, with respect to use of computers with Internet access by minors,
- harmful to minors. An authorized person must be able to disable the blocking or filtering measure during any use by an adult to enable access for bona fide research or other lawful purpose.

Educational Purpose

Libertas College Prep's Internet system has a limited educational purpose. Activities that are acceptable include classroom activities, career development, and high-quality personal research. You may not use Libertas College Prep's network for entertainment purposes. Libertas College Prep has the right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in Libertas College Prep's disciplinary code and the law in your use of the network.

Pursuant to Federal law, students shall receive education about the following:

- A. Maintaining safety and security while using the Internet;
- B. the dangers inherent with the online disclosure of personally identifiable information; and,
- C. the consequences of other unlawful or inappropriate activities by students online.

The Head of School or designee is responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. Libertas College Prep expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Student Internet Access

The World Wide Web is a global database system providing access to information from around the world. Students may have access to Web information resources through their classroom, library, or school computer lab. E-mail is an electronic mail system, which allows students to communicate one to one with people throughout the world.

Students may, under teacher supervision, establish web e-mail accounts through the Libertas College Prep network. Libertas College Prep students should not expect that these email accounts are private or unmonitored.

Unacceptable Use

The following uses of the Libertas College Prep Internet system are considered unacceptable:

Personal Safety and Personal Privacy

You will not post personal contact information about yourself. Personal contact information includes, but is not limited to, your address, telephone number, school address, and home address. This information may not be provided to an individual, organization, or company, including through e-mail or through websites that solicit personal information, social networking websites, or internet chat rooms. You will not agree to meet with someone you have met online. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable or unsafe, including any instances of cyberbullying.

Illegal Activities

You will not attempt to gain unauthorized access to the Libertas College Prep network or to any other computer system through the network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use the network to engage in any other illegal act, including, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person.

System Security

You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access. You will avoid the inadvertent spread of computer viruses by following the virus protection procedures. No software is to be downloaded on the computer systems at any time without the explicit consent of the system administrator.

Inappropriate Online Behavior

Restrictions against inappropriate online behavior apply to all public messages, private messages, and material posted through e-mail or on all websites, including, but not limited to, social networking websites and internet chat rooms. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language while online at any websites. You will not post information on any websites that could cause damage or a danger of disruption. You will not engage in personal attacks or cyberbullying, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another

person. If you are told by a person to stop sending him or her messages, you must stop immediately. You will not knowingly or recklessly post false or defamatory information about a person or organization on any websites.

Respect for Privacy

You will not transmit via e-mail or re-post on any website a message that was sent to you privately without permission of the person who sent you the message. You will not transmit or post private information, including personal contact information, about another person through e-mail or on any websites.

Respecting Resource Limits

You will use the internet system only for educational and career development activities and limited, high-quality, self-discovery activities. You will not download large files to the computer desktop. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You will check your email frequently, and delete unwanted messages promptly. You will subscribe only to high quality discussion group mailing lists that are relevant to your education or career development.

Plagiarism

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Copyright

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. If you have questions, ask a teacher.

Inappropriate Access to Material

You will not access material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy. Your parents or guardians should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's or guardian's instructions in this matter.

Disciplinary Actions

The Libertas College Prep Internet system is a limited forum; therefore the school may restrict your speech for valid educational reasons. The school will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

You should expect only limited privacy in the contents of your personal files or record of Web research activities. Routine maintenance and monitoring of the network may lead to discovery that you have violated this Policy, the school disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Libertas College Prep disciplinary code, or the law.

Your Head of School, designee, and the system administrator have the right to eliminate any expectation of privacy by providing notice to the students. Your parents have the right to request to see the contents of your e-mail files. Libertas College Prep will cooperate fully with local or federal officials in any investigation related to any illegal activities conducted through the school network.

In the event there is a claim that you have violated this Policy or the school disciplinary code in your use of the network, you will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the Libertas College Prep disciplinary code.

Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the Libertas College Prep Internet system will be error-free or without defect. Libertas College Prep will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Libertas College Prep is not responsible for the accuracy or quality of the information obtained through or stored on the system.

The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the system as a result of intentional misuse. The Legal and Educational Analysis of Internet Use policy upon which this model policy is based is available at <http://netizen.uoregon.edu>.

Acknowledgment of Receipt

ACKNOWLEDGMENT OF RECEIPT OF Libertas College Prep Charter School STUDENT AND FAMILY HANDBOOK AND AGREEMENT

I acknowledge I have received a copy, reviewed and understand the Libertas College Preparatory Charter School Student and Family Handbook. I understand the Handbook has provided me for information on policies, procedures and practices.

I acknowledge I will follow the policies, procedures and practices to the best of my abilities in order to be a partner in my child's education at Libertas College Preparatory Charter School.

Printed Name of Parent

Printed Name of Student

Parent Signature

Date