

STUDENTS

3210

Civil Rights Grievance Procedure

All individuals should use this grievance procedure if they believe that the Board, its employees or agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

The Charter School will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Level 1: Informal

An individual with a complaint is encouraged to first discuss it with the teacher, or administrator involved, with the objective of resolving the matter promptly and informally. An exception is that complaints of sexual harassment should be discussed with the first line administrator that is not involved in the alleged harassment.

Level 2: Administrator

If the complaint is not resolved at Level 1, the grievant may file a written grievance stating: 1) the nature of the grievance and 2) the remedy requested. It must be signed and dated by the grievant. The Level 2 written grievance must be filed with the Administrator within sixty (60) days of the event or incident, or from the date the grievant could reasonably become aware of such occurrence.

If the complaint alleges a violation of Board policy or procedure, the Administrator shall investigate and attempt to resolve the complaint. If either party is not satisfied with the Administrator's decision, the grievance may be advanced to Level 3 by requesting in writing that the Board review the Administrator's decision. This request must be submitted to the Board within fifteen (15) days of the Administrator's decision.

If the complaint alleges a violation of Title IX, Title II, Section 504 of the Rehabilitation Act, or sexual harassment, the Administrator shall turn the complaint over to the Nondiscrimination Coordinator who shall investigate the complaint. The Charter School has appointed a Nondiscrimination Coordinator to assist in the handling of discrimination complaints. The Coordinator will complete the investigation and file the report with the Administrator within thirty (30) days after receipt of the written grievance. The Coordinator may hire an outside investigator if necessary. If the Administrator agrees with the recommendation of the Coordinator, the recommendation will be implemented. If the Administrator rejects the recommendation of the Coordinator, and/or either party is not satisfied with the

recommendations from Level 2, either party may make a written appeal within fifteen (15) days of receiving the report of the Coordinator to the Board for a hearing.

Level 3: The Board

Upon receipt of a written appeal of the decision of the Administrator, and assuming the appeal alleges a failure to follow Board policy, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting. A decision shall be made and reported in writing to all parties within thirty (30) days of that meeting. The decision of the Board will be final.

Records

All records compiled pursuant to the grievance shall be maintained by the Charter School, separate and apart from student records or personnel records, for a period of not less than three (3) years. In sexual harassment cases, the records shall not be purged.

Timelines

The timelines set forth in this policy may be waived at the discretion of the Facilitator or designee if such waiver is determined to be in the best interest of the individuals involved.

Employee Actions

All employees of the Charter School shall be responsible for acting in accordance with this policy.

Procedure History:

Promulgated on: 05.24.12

Revised on:

STUDENTS

3220

Student Use of Buildings: Equal Access

Non-curriculum related secondary school student organizations may conduct meetings on Charter School premises without intervention on the basis of the religious, political, philosophical, or other content of the meeting.

The following criteria must be met:

1. The meeting is voluntary and student-initiated;
2. There is no sponsorship of the meeting by the School, the government, or its agents or employees;
3. The meeting must occur during non-instructional time on regular school days;
4. Employees or agents of the School or government are present only in a non-participatory capacity;
5. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the School; and
6. Non-School persons may not direct, conduct, control, or regularly attend activities.

Although the School assumes no sponsorship of these kinds of meetings, all meetings held on School premises must be scheduled and approved by the principal.

This policy pertains to student meetings. The Charter School has the authority, through its agents or employees, to maintain order and discipline on School premises and to protect the well-being of students and faculty.

Legal References: 20 U.S.C. § 4071, *et seq.* Equal Access Act
Westside Community Board of Education v. Mergens, 496 U.S. 226 (1990).

Policy History:

Adopted on: 2012.05.14

Revised on: 2020.01.16

Reviewed on:

Student Clubs: Equal Access

The Board of Directors regards student clubs and organizations as an important part of the education and development of students.

Definitions

As used in this policy:

1. "School" shall mean the Liberty Charter School;
2. "Club" shall mean a sponsored club or a non-sponsored or non-curriculum group of students of the school who wish to organize and meet to form common goals, objectives, or purposes, but do not include school activities;
3. "Sponsored Club" shall mean a club which is directly under the sponsorship, direction, and control of the School;
4. "Non-sponsored or non-curriculum club" shall mean a student initiated club which is not under the sponsorship, direction, or control of the School or any student initiated club that does not directly relate to the body of courses offered by the School;
5. "Non-participating capacity" shall mean a person may not promote, lead, or participate in any meeting.

The School shall provide equal access and a fair opportunity for clubs to organize and to meet on school premises during the times established for such meetings.

Sponsored clubs shall be sponsored by a member of the faculty, staff, or administration of the School. The Charter School shall not sponsor clubs which advocate particular religious or political beliefs or ideas. Any such clubs shall be non-sponsored or non-curriculum, and must engage a School employee to monitor their activities while on the premises. The School shall not be identified or associated with the goals, objectives, activities, beliefs, or opinions of any non-sponsored or non-curriculum clubs or its members. Any club whose activities are deemed by the Administrator to be disruptive of the everyday operations of the School will not be allowed to initiate meetings, nor continue to meet on school premises.

Equal Access Regulations

The following general guidelines will be observed in approving, establishing, and operating student clubs at the Liberty Charter School.

1. Each proposed club must complete and submit a request form to the Administrator or designee stating the name, specific purpose of the club, the membership requirements, the activities of the club, and meeting dates and times. Each proposed club shall have the student group perform a risk management assessment of the proposed club activities. The Administrator or designee will forward the request to the Board. The Administrator or designee, with Board approval, shall respond to the request, accept or reject the application, and designate the club as either a sponsored club or non-sponsored or non-curriculum club.
2. Student participation in club activities and attendance at club meetings shall be voluntary and shall be limited to those students who are currently enrolled in the School. All student groups meeting on School premises are required to open membership to all interested and/or eligible students. Clubs shall be allowed to meet on school premises from 7:00 AM to 8:00 PM, during the noon hour, and from 3:30 PM. to 5:00 PM on days when school is in session. The time and place of all club meetings shall be subject to available space, conflicting activities and programs, and the availability of the faculty sponsor or monitor. Students shall be responsible for ensuring the presence of a faculty sponsor or monitor prior to every meeting. Clubs will be allowed to meet on school premises during other times of the day only in extraordinary or exceptional circumstances as may be determined by the Administrator or designee.
3. All clubs must comply with the provisions of the School's student constitution, if applicable.
4. No hazing of students shall be permitted.
5. The Administrator or designee may deny the opportunity of any club to meet on school premises, and may deny permission of any non-school person to meet with or speak to a club on school premises, when there exists a substantial likelihood of material and substantial interference with the orderly conduct of educational activities within the school, or if the meeting or activities in the meeting are, or will be, in violation of any law or ordinance.
6. The Administrator, designee, or student council (if appropriate) may temporarily or permanently terminate the opportunity of any club to meet on school premises in the future if the club has materially or substantially interfered with the orderly conduct of educational activities within the school, if the activities of the club have violated any law or ordinance, or if the club has violated any provision of this policy.

For sponsored clubs, the following guidelines will apply:

1. Each sponsored club will have a faculty or staff member appointed as sponsor. The sponsorship shall be approved by the Administrator or designee;
2. All activities of the club must have prior approval of the sponsor;

3. Club funds shall be subject to deposit, audit, and disbursement in accordance with the regulations of the Charter School; and
4. The content and placement of club posters or advertisements shall be approved by the club sponsor.

For non-sponsored or non-curriculum clubs, the following guidelines will apply:

1. The formation of non-sponsored or non-curriculum clubs shall be student initiated. Non-School persons may not direct, conduct, control, or regularly attend activities;
2. Recognition by the Liberty Charter School of a non-sponsored or non-curriculum club is not an endorsement of the aims, policies, or opinions of the student organization or its members;
3. The School's name will not be identified with the aims, policies, or opinions of the student organization or its members;
4. Notices of meetings of non-curricular student organizations may be posted only on a designated bulletin board used by all nonschool-sponsored organizations. No announcements shall be made over the public address system or in any School-sponsored publications;
5. No funds will be expended by the School for any such meeting beyond the incidental cost associated with providing a meeting place;
6. Every club must have a School employee volunteer as a monitor to the club. The monitor shall be responsible for monitoring the meetings to assure that attendance at the meetings is voluntary, to assure that the meetings do not materially and substantially interfere with the orderly conduct of educational activities within the School, and to assure that order and discipline are maintained. Monitors shall attend the meetings of non-sponsored or non-curriculum clubs that are political or religious in nature in a non-participatory capacity;
7. No School employee shall be compelled to be a monitor of a non-sponsored or non-curriculum club;
8. Club posters or flyers need to have a disclaimer, and poster content and placement shall be approved by the Administrator or designee; and
9. The Liberty Charter School shall not be identified or associated in any way with the goals, objectives, activities, or opinions of any non-sponsored or non-curriculum clubs to raise money.

Legal References: 20 U.S.C. § 4071, *et seq.* The Equal Access Act

Policy History:

Adopted on: 2012.05.24

Revised on: 2020.01.16

Reviewed on:

Liberty Charter School

STUDENTS

3230

Student Government

The Board encourages the function of student councils in the Charter Schools. Student councils shall assist in improving the general welfare of all students and give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to make policies or procedures for the School. However, they may make recommendations to the administration on any topic of student concern.

Eligibility rules for candidates and rules for conducting campaigns and elections should be published, widely announced, and uniformly enforced.

Legal Reference: I.C. § 33-506

District Trustees - Organization and
Government of Board of Trustees

Policy History:

Adopted on: 2013.01.29

Revised on: 2015.06.11

Reviewed on: 2020.01.16

Liberty Charter School

STUDENTS

3250

Distribution and Posting of Materials

The distribution of materials from outside the school system uses a considerable amount of valuable educational time. This time is taken away from students, teachers, and the clerical staff. It is the Charter School's policy to limit the distribution of materials to parent and student organizations sponsored by the Charter School or other governmental agencies. Materials that provide information valued or needed by the Charter School may also be distributed.

No staff member, student, parent or patron may distribute any materials on school property without prior approval of the school administrator. All materials distributed will clearly indicate their source. Non-school-related materials will be plainly labeled, including a disclaimer that the activity is "not a school-sponsored activity."

All organizations must have the approval of the Administrator before materials may be distributed.

Cross Reference: 3430
 4240

Distribution of Fund Drive Literature Through Students
Distribution of Fund Drive Literature Through Students

Policy History:

Adopted on: May 31, 2012

Revised on: 2015.06.11

STUDENTS

3260

Student Dress

Selecting the correct dress for the setting is a lifelong skill. Student dress should reflect the notion that school is a place of business where students are learning both academic and social skills. In an effort to maintain a safe and orderly school environment for students, the following dress guidelines have been established. It is the opinion of the administration and the governing board that student attire has a direct effect upon the instructional effectiveness of the School and upon the individual student's ability to function at an optimum level. Appropriate clothing for class or any school activity must be reasonable, non-political, safe, clean, and non-revealing. An individual's dress and personal appearance should reflect a sensitivity and respect for others as well as be appropriate in a professional work environment. The following guidelines are to be followed by students of LCS during the school day and at any school-sponsored activity or any event in which students are serving as representatives of the school.

- Midriffs, cleavage and underclothing must be concealed at all times.
 - Pants are to be worn at the waist covering underwear.
 - Shirts and tops must cover the shoulders. No tank tops, or shirts with armholes open below the armpit area).
 - Tops must cover cleavage (Neckline should be higher than the straight line from underarm to underarm).
 - Shirts and tops must reach below the belt line to cover the stomach.
 - Tops must conceal undergarments, e.g. no bra straps showing and no sheer or see-through tops.
- Grades 5 – 12 shorts, dresses, and skirts must be no more than 3 inches above the top of the knee and provide coverage when the student bends over at the waist.
Grades K – 4 modest shorts, dresses, and skirts.
- Footwear must be worn at all times for health and safety. Flip flops may be worn before fall break and after spring break.
- Students will refrain from wearing gang attire of any kind. Garments that advertise inappropriate or illegal substances, include sexually suggestive or obscene statements, or include political statements of any type (LCS is a closed forum) are prohibited.
- Hats, bandanas, stocking caps and hairnets are prohibited.
- Hair color will be within the natural hair color spectrum (brown, black, blonde or auburn).
- Facial piercing will be limited to a small stud, (no larger than 2.5mm) in the nose only.
- No facial rings of any kind will be allowed.
- Earrings are acceptable with the exception of ear gauges. **EAR GAUGES ARE NOT ACCEPTABLE.**
- Temporary and permanent tattoos must be concealed during school hours. (Medical tattoos may be allowed with approval by the administrator).
- Pajamas and loungewear are not allowed.

Interpretation and Implementation of Policy

The administrator or his or her designee shall determine whether clothing violates any of the above standards. If a conflict arises in the interpretation of this policy, the interpretation of the Administrator/designee shall be final. Administrators and teachers shall use reasonable discretion in enforcing this policy.

Enforcement

Students wearing attire deemed inappropriate will be provided alternative clothing to cover up (i.e. large t-shirts or sweatpants). This clothing must be laundered and returned to the school the following day.

Teachers and administrators may deny class entrance to students dressed or otherwise adorned inappropriately until arrangements may be made for their proper attire. All time missed from classes for failure to adhere to this policy will be deemed unexcused absences. Parents or guardians will be notified each time a student is provided alternative clothing because of inappropriate attire. Students who are insubordinate or refuse to change the improper attire, or who repeat dress code violations shall be subject to disciplinary action up to and including suspension or expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

Exceptions

Exceptions to this policy based upon religious, medical or other legally protected grounds will be addressed by school administration on an individual basis.

Policy History:

Adopted on: June 22, 2010

Revised on: May 31, 2012

Revised on: 2015.06.11

Revised on: 2021.11.11

Revised on: 2024.04.17

Revised on: 2024.09.18

Legal Reference: I.C. 33-506
I.C. 33-512(6)

Electronic Communication Devices

Students, with permission of their parent(s)/guardian(s), may be in possession of an electronic device (i.e. cellular telephone, smart watch, gizmo) on school property. The devices must be turned off and kept in a student's locker or cubby during the school day. Use of devices shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon.

Students are responsible for safeguarding the electronic devices they bring to school. The Charter School shall not be responsible for loss, theft, damage or destruction of electronic devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Liberty Charter School does not consent to nor does it authorize the recording or photographing of any student, staff member, meeting, class, or discussion without prior authorization, or as detailed in policy 4305.

Students who violate this policy, including but not limited to students who have an electronic device on their person, or in their backpack, or bag, students who have an electronic device which isn't turned off, students who use an electronic device in a manner which violates confidentiality or privacy rights of another individual, (See policy 4305), will be required to turn in their electronic device when they enter the school, at the front office each day school is in session for the remainder of the school year. Students who have violated this policy, and fail to turn in their electronic device, when they enter the school, and are unable to have the device brought to the school within one hour of school start time, will be suspended for the day, and will be suspended until the phone is brought to school and turned in.

Students who are required to turn in their phone, but instead turn in a second phone, a dummy phone, or anything else to give the appearance they have turned in their phone, when they have not will be immediately suspended.

Students who violate this policy a third time will be required to come before the Governing Board for an expulsion hearing. Where appropriate, police authorities may be contacted.

Policy History:

Adopted on: 2012.05.24

Revised on: 2019.02.14

Revised on: 2024.02.21

Revised on: 2024.05.15

Revised on: 2024.09.18

Charter School Provided Access to Electronic Information, Services, and Networks

Internet access and interconnected computer systems are available to the Charter School's students and faculty. Electronic networks, including the internet, are a part of the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication.

In order for the School to be able to continue to make its computer network and internet access available, all users, including students, must take responsibility for appropriate and lawful use of this access. Students utilizing School-provided internet access are responsible for good behavior online. The same general rules for behavior apply to students' use of School-provided computer systems. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access and students must be held responsible and accountable for their own conduct.

Curriculum

In accordance with this policy and the Board's philosophy to ensure the safety of all students, the Charter School shall provide an appropriate planned instructional component for internet safety which shall be integrated into the School's regular instructional program. In compliance with the Children's Internet Protection Act this instruction will include information on the safe use of social networking sites and instant messaging, the characteristics of cyber-bullying, and recommended responses.

The use of the School's electronic networks shall be consistent with the curriculum adopted by the School, as well as the varied instructional needs, abilities, and developmental levels of the students, and shall comply with the selection criteria for instructional materials and library-media center materials. Staff may, consistent with the School's educational goals, use the internet throughout the curriculum.

The School's electronic network is part of the curriculum and is not a public forum for general use.

Internet Safety

Each Charter School computer with internet access shall have a filtering device as described in Procedure 3270P.

The School shall require that any vendor, person, or entity providing digital or online library resources to the School for use by students verify they have policies and technology protection

measures:

1. Prohibiting and preventing users from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors, as defined by section 18-1514, Idaho Code; and
2. Filtering or blocking access to obscene materials, materials harmful to minors, and materials that depict the sexual exploitation of a minor, as defined in chapter 15, title 18, Idaho Code.

The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or other material that is inappropriate or harmful to minors as defined in section 18-1514 Idaho Code or as defined in 47 USC Section 254.

Filtering should also be used in conjunction with:

1. Educating students on appropriate online behavior;
2. Requiring students review and sign Form 3270F Internet Access Conduct Agreement;
3. Using behavior management practices for which internet access privileges can be earned or lost; and
4. Appropriate supervision, either in person and/or electronically.

The system administrator shall monitor student internet access.

The Internet Safety Coordinator shall set a process for reviewing student claims that access has been denied to internet material that is not within the prohibitions of this policy and for unblocking such materials when appropriate.

Review of filtering technology and software shall be done on a periodic basis and is the responsibility of the Internet Safety Coordinator. It shall be the responsibility of the Internet Safety Coordinator to bring to the Executive Director or designee any suggested modification of the filtering system and to address and assure that the filtering system meets the standards of Idaho Code 18-1514 and any other applicable provisions of Chapter 15, Title 18, Idaho Code.

Internet Access Conduct Agreements

Each student and their parent(s)/legal guardian(s) will be required to sign and return to the School at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the School's computer system and/or internet service.

Warranties/Indemnification

The Charter School makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this policy. The School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The School will not be responsible for any unauthorized charges or fees resulting from access to the internet, and any user is fully responsible to the School and shall indemnify and hold the School, its Board Members, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user and attorney fees. The user or, if the user is a minor, the user's parent(s)/legal guardian(s) agrees to cooperate with the School in the event the School initiates an investigation of a user's use of their access to its computer network and the internet.

Violations

If any user violates this policy, the student's access to the Charter School's internet system and computers will be denied, if not already provided, or withdrawn and they may be subject to additional disciplinary action. The **administrator** will make all decisions regarding whether or not a user has violated this policy and any related rules or regulations and may deny, revoke, or suspend access at any time, with their decision being final. Actions which violate local, State, or federal law may be referred to the local law enforcement agency.

If the actions of the individual are also in violation of other School discipline policies, said student shall be subject to additional possible disciplinary action based upon these policies.

Internet Safety Coordinator

The Executive Director shall serve, or appoint someone to serve, as "Internet Safety Coordinator" with responsibility and authority for ensuring compliance with the requirements of federal law, State law, and this policy. The Internet Safety Coordinator shall develop and maintain administrative procedures to enforce the provisions of this policy and coordinate with the appropriate Charter School personnel regarding the internet safety component of the School's curriculum. The Internet Safety Coordinator shall handle any complaints about the enforcement of this policy or refer them to other appropriate personnel depending on the nature of the complaint.

The Internet Safety Coordinator shall maintain documentation evidencing that instruction by School personnel on internet safety is occurring School wide.

Public Notification

The Internet Safety Coordinator shall inform the public via the main Charter School web page of the School's procedures regarding enforcement of this policy and make them available for review at the School office.

Submission to State Department of Education

This policy shall be filed with the State Executive Director of Public Instruction every five years after initial submission and subsequent to any edit to this policy thereafter.

Cross References:	2335	Digital Citizenship and Safety Education
	3330	Student Discipline
Legal References:	20 USC § 7131	Internet Safety
	20 USC § 9134(f)	State Plans - Internet Safety
	IC § 18-6726	TikTok Use by State Employees on a State-Issued Device Prohibited
	IC § 18-1514(6)	Obscene Materials — Definitions
	IC § 33-132	Local School Boards — Internet Use Policy Required
	IC § 33-137	Digital and Online Library Resources for K-12 Students
	Idaho Executive Order 2022-06	

Policy History:

Adopted on: 2012.05.24
Revised on: 2017.02.09
Revised on: 2020.01.16
Revised on: 2020.09.10
Revised on: 2023.05.10
Reviewed on:

Liberty Charter School

STUDENTS

3270F

INTERNET ACCESS CONDUCT AGREEMENT

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of Liberty Charter School's policy regarding School-provided Access to Electronic Information, Services, and Networks (Policy No. **3270/3270P**). Should I commit any violation or in any way misuse my access to the Charter School's computer network and/or the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

User's Name (Print) _____ Home Phone: _____
User's Signature: _____ Date: _____
Address: _____

Status: Student ____ Staff ____ Patron ____ I am 18 or older ____ I am under 18 ____

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

Parent or Legal Guardian. (If applicant is over 18 years of age and living with a parent/legal guardian, that parent/legal guardian must also read and sign this agreement.) As the parent or legal guardian of the above named student, I have read, understand and agree that my child shall comply with the terms of the Charter School's policy regarding School-Provided Access to Electronic Information, Services and Networks for the student's access to the Charter School's computer network and/or the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the policy. I am, therefore, signing this Agreement and agree to indemnify and hold harmless the Charter School, the Board Members, Administrators, teachers and other staff against all claims, damages, losses, and costs, of whatever kind, that may result from my child's use of his/her access to such networks or his/her violation of the Charter School's policy. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting. I hereby give my child permission to use the building-approved account to access the Charter School's computer network and the Internet.

Parent / Legal Guardian (Print): _____
Signature: _____
Home Phone: _____ Address: _____
Date: _____

This Agreement is valid for the _____ school year only.

Acceptable Use of Electronic Networks

All use of electronic networks shall be consistent with the Charter School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. **Failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. All use of the School's electronic network must be either in support of education or research and in furtherance of the School's stated educational goals; or for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any materials that are stored, transmitted, or received via the School's electronic network or School computers. The School reserves the right to access, monitor, inspect, copy, review, and store, at any time and without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage, including email and other messages.
2. Privileges: The use of the School's electronic networks is a privilege, not a right, and inappropriate use of the School's electronic networks may result in cancellation of those privileges. The Administrator will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. An appeal of such decisions may be made to the Administrator within seven days. Their decision is final.
3. Unacceptable Uses: The user is responsible for their actions and activities involving the network. Some examples of unacceptable uses are the following:
 - A. Using the network for any illegal activity, or to access websites encouraging illegal activity including violation of copyright or of contracts, or transmitting any material in violation of any U.S. or State law;
 - B. Accessing sites which allow or promote online gambling;
 - C. Accessing information pertaining to the manufacture of weapons or the promotion of illegal weapons;
 - D. Downloading the TikTok app or visiting the TikTok website;
 - E. Uses that cause harm to others or damage property;
 - F. Unauthorized downloading, installation, or copying of software, regardless of whether it is copyrighted or checked for viruses;
 - G. Downloading copyrighted material or trade secret information;
 - H. Viewing, transmitting, or downloading pornographic materials, materials harmful to minors, or other sexually explicit materials;
 - I. Using the network for private financial or commercial activities;

- J. Wastefully using resources, such as file space or a printer;
 - K. Hacking, attempting to bypass security systems, or gaining unauthorized access to files, resources, or entities;
 - L. Uploading a worm, virus, or other harmful form of programming and other uses that jeopardize the security of the network;
 - M. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information of a personal nature about anyone;
 - N. Using another user's account or password or some other user identifier that misleads message recipients into believing that someone other than you is communicating;
 - O. Posting material authored or created by another person, or pictures of another person, or another person's private information or messages without his or her consent;
 - P. Posting anonymous messages or messages using a name other than one's own;
 - Q. Using the network for commercial or private advertising;
 - R. Uses that are commercial transactions;
 - S. Accessing, submitting, posting, publishing, sending, or displaying any inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;
 - T. Accessing sites which promote violence or depict or describe graphic violence. This includes promotion of self-harm;
 - U. Accessing sites which advocate discrimination or which promote intolerance.
 - V. Uses amounting to harassment, sexual harassment, bullying, or cyber-bullying;
 - W. Uses that cause harm to others or damage their property, person, or reputation, including but not limited to engaging in defamation;
 - X. Using the network while access privileges are suspended or revoked;
 - Y. Promotion of political, personal, or religious causes in a way that presents such opinions as the view of the School;
 - Z. Disclosing identifying personal information or arranging to meet persons met on the internet or by electronic communications; and
 - AA. Students are prohibited from using e-mail unless authorized to do so by School staff. Students are prohibited from joining chat rooms or using school equipment or school systems for any such activity, unless it is a teacher-sponsored activity.
4. Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- A. Be polite. Do not become abusive in messages to others.
 - B. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - C. Do not reveal personal information (including the addresses or telephone numbers) of students or staff.
 - D. Recognize that School e-mail is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - E. Do not use the network in any way that would disrupt its use by other users.
5. No Warranties: The Charter School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School will not be responsible for any damages

the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Security: Network security is a high priority. If the user can identify a security problem with the School's electronic devices or services, the user must notify the system administrator, Internet Safety Coordinator, or building principal. The user shall not demonstrate the problem to other users. Users shall keep their account and passwords confidential. Users shall not use another individual's account. Attempts to log on to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
7. Telephone Charges: The Charter School assumes no responsibility for any unauthorized charges or fees, including telephone charges.
8. Copyright Web Publishing Rules: Copyright law and Charter School policy prohibit the republishing of text or graphics found on the internet or on School websites or file servers, without explicit written permission.
 - A. For each republication on a website or file server of a graphic or text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the website address of the original source.
 - B. Students engaged in producing website pages must provide library media specialists with e-mail or hard copy permissions before the website pages are published. Evidence of the status of "public domain" documents must be provided.
 - C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material is not necessarily authorized to act as a source of permission.
 - D. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - E. Student work may only be published if there is written permission from both the parent/guardian and the student.
 - F. Violation of the copyright web publishing rules may result in denial of access to the network.
9. Use of Email.

- A. The Charter School's email system, and its constituent software, hardware, and data files, are owned and controlled by the School. The School provides e-mail to aid students in fulfilling their duties and responsibilities and as an education tool.
- B. Email could be subject to public records requests and disclosures depending upon the subject matter of the contents of the email.
- C. The School reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an electronic mail account is strictly prohibited.
- D. Each person should use the same degree of care in drafting an electronic mail message that would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- E. Email sent from a School account includes an identification of the user's internet "domain." This domain identifies the author as being with the School. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- F. Any message received from an unknown sender should be treated with caution and handled as directed by the system administrator. Downloading any file attached to any internet-based message is prohibited unless the user is certain of the message's authenticity and the nature of the file so transmitted.
- G. Use of the Charter School's email system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only "acceptable uses," as detailed in these procedures.
2. Staff members shall supervise students while students are using Charter School internet access at School, to ensure that the students abide by the Terms and Conditions for Internet access, as contained in these procedures.
3. Each Charter School computer with internet access shall be equipped with a filtering device that blocks materials entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Administrator or designee. The filter may also block other materials students are prohibited from accessing by School policy or procedure. The Administrator or designee shall enforce the use of such filtering devices. Students must use the School's filtered network for all online activities on School grounds or using School equipment. Such filter shall also block access to the TikTok website. Measures shall also be undertaken to

prevent the downloading of TikTok onto any School device or via the School's electronic network.

4. The system administrator, Internet Safety Coordinator, and/or building principals shall monitor student internet access.

Student Use of Social Media

Students will be held accountable for the content of the communications that they post on social media locations and are responsible for complying with Charter School policy and procedures for content posted using a School computer, network, or software or when posted during school hours when the student is in attendance at School. Student posts on social media locations outside of school hours and School grounds using a personal computer, network, and software shall be private as long as they do not enter into the educational setting and interfere with the orderly operation of the School. Posts to social network sites using a School computer, network, or software may be subject to public records requests. Students may not disrupt the learning atmosphere, educational programs, School activities, or the rights of others.

All of the requirements and prohibitions in School policy and procedure apply to the use of social media on School grounds, through the School network or using School equipment, or as part of a class assignment.

Procedure History:

Promulgated on: 2012.05.24

Revised on: 2017.02.09

Revised on: 2020.01.16

Revised on: 2020.09.10

Revised on: 2023.05.10

Reviewed on:

Charter School Provided Mobile Computing Devices

The Liberty Charter School is committed to providing a safe, rigorous, and engaging learning environment that prepares all students to be career and college ready. Accessing and using technological resources is one of the cornerstones of a 21st century education. This document describes the rules for acceptable use of School-issued mobile computing devices on and off School premises. Using these resources responsibly will promote educational excellence by facilitating resource sharing, fostering creativity, and promoting communication in a safe, secure environment for all users.

Distributing Mobile Computing Devices

Before they are issued a mobile computing device, each student must submit an executed Student Agreement for Mobile Computing Device Use and a copy of the Internet Access Conduct Agreement. Each form must be signed by the student and by their parent/guardian if they are less than 18 years of age.

The Charter School may provide parent orientations on the mobile computing device program. A student's parents/guardians are encouraged to attend an orientation before the student takes a device home with them.

Parents/guardians of students may use the School-issued device, and their involvement in student learning through technology is strongly encouraged. However, use of School-issued technology outside of this purpose, such as for personal gain or activities unrelated to student learning, is prohibited. Both parent and student use of the School's device, network, and software may be subject to a public records request depending upon the content of the document or communication, including email.

Students may take the devices out of Idaho at the discretion of the building principal. The School directs the Administrator to establish procedures for students to request permission to take the device with them.

At the end of the school year, the School will collect all devices from students. At the School's discretion, students may be issued devices to support summer school programs.

The Administrator shall establish procedures for the maintenance of records regarding the devices, including tracking device inventory and which device is issued to which student.

Care and Safety

Students are responsible for the general care of the device they have been issued by the Charter School and are expected to observe the following precautions:

1. No food or drink is allowed next to a device while it is in use;
2. Insert and remove cords, cables, and removable storage devices carefully;
3. Shut down the device when not in use to conserve battery life;
4. Stickers, drawings, or permanent markers may not be used on the device;
5. Do not vandalize the devices or any other School property;
6. Devices must never be left in any unsupervised area.
7. Students are responsible for keeping their device's battery charged for School each day;
8. Do not place anything near the device that could put pressure on the screen;
9. Clean the screen with an anti-static cloth or any other soft, dry cloth;
10. Devices should not be stored in a student's vehicle, or anyplace else subject to extreme temperatures;

The Administrator will designate an individual or office where the devices must be taken if they break or fail to work properly.

Use at School

Devices are intended for use at the School each day. Students are responsible for bringing their device to all classes, unless specifically advised not to do so by their teacher. Devices must be brought to school each day in a fully charged condition. Power cords must stay with the device at all times. Repeated failures to comply with these requirements will result in disciplinary action.

If students leave their device at home, they may phone their parent/guardian to bring it to the School. Students without a device will use a computer in the classroom or a device from the lending pool depending upon availability and at the administrator's discretion. This includes students whose devices are undergoing repair.

Sound must be muted or headsets must be used at all times unless the teacher directs otherwise.

Students may use printers in classrooms, the library, and computer labs with a teacher's permission during class or breaks. All printing should be limited to educational purposes.

Personalizing Mobile Computing Devices

Students may not add options or upgrades to the device, change the operating system, or add unauthorized software or safety controls.

Should students or parents/guardians place personalized items on the device in violation of this policy such items may be accessed or viewed by School staff at any time, for any reason, including randomly selected device reviews. No content placed on School provided devices is privileged or confidential.

Managing Files

Once details are known about the availability of file space that is shared or is backed up automatically, the Administrator will set a procedure for where students and teachers should save important documents.

Students should also back up their work. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Software

The software originally installed by the Charter School must remain on the device in usable condition and be easily accessible at all times.

From time to time the School may add or update software applications. The licenses for this software sometimes require that the software be deleted from devices at the completion of a course. Periodic reviews of devices will be made to ensure that students have deleted software that is no longer required in class and that the School has not exceeded its licenses.

All devices will be equipped with anti-virus protection software which will be upgraded regularly.

It is the responsibility of individual students to be aware of additional software programs and files loaded onto their device which are required for classes or School activities.

Students wishing to load additional software onto a device must first obtain the permission of the School's technology department. Any additional software must be appropriate for the School environment and comply with the Internet Access Conduct Agreement. Violent games and device images containing obscene or pornographic material are banned. The technology department shall determine whether a game is violent, and the student may appeal this decision to the principal. Each student is responsible for ensuring that only licensed software is loaded onto their device.

Students shall refrain from downloading the TikTok app onto any School issued device. If TikTok has already been downloaded onto a device issued to a student, the student shall delete the app or seek assistance from **school technology personnel** in deleting it.

Inspection and Filtering

Filtering software will be used to prevent access to material considered inappropriate or harmful to minors.

Students may be selected at random or for cause to provide their device for inspection. If technical difficulties occur or unauthorized software or any other violation of Charter School policy is discovered, all files and the hard drive may be reformatted. Only authorized software

will be installed. The School does not accept responsibility for the loss of any software or other materials deleted due to a reformat and reimage.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated School staff to ensure appropriate use. The School will cooperate fully with local, State, or federal officials in any investigation concerning or relating to violations of law.

Remote Access of Devices

Devices may be equipped with the ability to be accessed remotely in the case of technical problems requiring remote assistance, missing or stolen devices, or other for any other appropriate Charter School purpose. A student does not need to be asked for permission prior to remote software maintenance.

Acceptable Use

Access to the devices is a privilege and not a right. Each employee, student, and parent will be required to follow the Internet Access Conduct Agreement and the Acceptable Use of Electronic Networks Policy. Violation of these policies, whether by the student or another party, while the device is in student custody may result in disciplinary action for the student, possible revocation of device privileges, and/or contacting law enforcement authorities.

Protecting and Storing Devices

Students are expected to password protect their devices and shall keep their password confidential.

When students are not using their devices, the devices should be stored in their lockers. Students are encouraged to take their devices home every day after School.

Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the School grounds, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated by staff and taken to the building principal's office. Disciplinary action may be taken for leaving a device in an unsupervised location.

Repair of Devices

Students are to report all device problems to the front office 208-442-9400.

The Administrator will issue a document clarifying student or parent responsibility for lost and damaged devices when the details of the School's insurance policy are known.

Cross References: 3270F Internet Access Conduct Agreement
3270P Acceptable Use of Electronic Networks

Legal References: Pub. L. 106-554 CIPA Public Law Number
47 USC § 254(h) Telecommunications Services for Certain
Providers
47 USC § 254(l) Internet Safety Policy Requirement for Schools
and Libraries
IC § 18-6726 TikTok Use by State Employees on a State-
Issued Device Prohibited
Idaho Executive Order 2022-06

Other References: Technology Task Force Final Task Force Recommendations

Policy History:

Adopted on: 2020.04.16

Revised on: 2023.05.10

Reviewed on:

Liberty Charter School

MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the 2019-2020 school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Liberty Charter School's policies regarding Charter School-provided mobile computing devices (Policy No. 3275). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

User's Name (Print): _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: ____ I am 18 or older ____ I am under 18

Parent or Legal Guardian: If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if they are found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair or replacement cost.

I have read the Charter School Policy No. 3275 and explained it to my child. I understand that if

any violation or misuse of the device occurs while it is in my child's custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he or she will forfeit any fees paid for use of the device, and that he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

_____ I do not wish my son/daughter to take the device home at this time.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____

Address: _____

Date: _____

Liberty Charter School

MOBILE COMPUTING DEVICE AGREEMENT

This Agreement is valid for the 2019-2020 school year only.

Every student, regardless of age, must read and sign below:

I have read, understand, and agree to abide by the terms of the Liberty Charter School's policies regarding Charter School-provided mobile computing devices (Policy No. 3275). Should any violation or misuse of the device occur while it is in my custody, I understand and agree that I may lose access to the device, or may lose the privilege of taking it home, and will forfeit any fees paid for use of the device, regardless of whether the misuse was committed by me or another person.

I accept full responsibility for the safe and secure handling of the device for this school year. I accept full responsibility for the proper use and safeguarding of the device under all applicable policies. I understand that it is my responsibility to immediately report any damage, theft, or problems with the device to a teacher or administrator.

If I am signing this policy when I am under 18, I understand that when I turn 18, this policy will continue to be in full force and effect and agree to abide by this policy.

User's Name (Print): _____ Home Phone: _____

User's Signature: _____ Date: _____

Address: _____

Status: ____ I am 18 or older ____ I am under 18

Parent or Legal Guardian: If the applicant is under 18 years of age, a parent/legal guardian must also read and sign this agreement.

As the parent/guardian of the above student, I understand my child's responsibility in the use and care of the device and my financial responsibility in the event my student loses the device or is found to be the cause of deliberate or negligent damage to it. I understand that if they are found to be responsible for deliberate or negligent damage or for the loss of the device, I will be financially responsible for reasonable repair or replacement cost.

I have read the Charter School Policy No. 3275 and explained it to my child. I understand that if

any violation or misuse of the device occurs while it is in my child's custody, his or her access privileges to the internet or use of a mobile computing device can be suspended or terminated, that he or she will forfeit any fees paid for use of the device, and that he or she may face other disciplinary measures, regardless of whether the misuse was committed by him or her or another person.

I also understand that I will be responsible for monitoring my student's use of the device outside the school setting.

_____ I do not wish my son/daughter to take the device home at this time.

Parent/Legal Guardian (Print): _____

Signature: _____

Home Phone: _____

Address: _____

Date: _____

STUDENTS

3280

Equal Education, Nondiscrimination, and Sex Equity

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, gender identity, sexual orientation, ethnicity, age, language barrier, religious beliefs, physical and mental handicap or disability, economic or social conditions, or actual or potential marital or parental status or status as a homeless child.

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Inquiries regarding discrimination should be directed to the Charter School Title IX or Nondiscrimination Coordinator. An individual with a complaint alleging a violation of this policy shall follow the Uniform Grievance Procedure.

In compliance with federal regulations, the Charter School will notify annually all students, parents, staff, community members, and, if applicable, unions or professional organizations the Charter School holds a collective bargaining agreement with of this policy and the designated coordinator to receive inquiries. Notification should include the name and location of the coordinator, as well as a statement that the Charter School will provide equal access to the Boy Scouts and other designated youth groups. The notification will be provided in all handbooks.

The Charter School will not tolerate hostile or abusive treatment, derogatory remarks, or acts of violence because of disability against students, staff, or volunteers with disabilities. The School considers this behavior to constitute discrimination on the basis of disability in violation of State and federal law.

Legal References:	20 U.S.C. §§ 1681 - 82	Title IX of the Education Amendments of 1972
	29 U.S.C. § 794	Section 504 of the Rehabilitation Act of 1973 - Nondiscrimination under Federal Grants and Programs
	42 U.S.C. § 6101, <i>et seq.</i>	Age Discrimination in Federally Assisted Programs
	42 U.S.C. § 12134	Americans with Disabilities Act
	I.C. § 67-5909	Commission on Human Rights – Acts Prohibited

Policy History:

Adopted on: 2012.05.04

Revised on: 2016.02.11

Revised on: 2020.01.16

Relationship Abuse and Sexual Assault Prevention and Response

The Board endeavors to take steps to prevent and respond to known instances of relationship abuse and sexual assault. Such conduct by students or third parties is strictly prohibited and shall not be tolerated on Charter School premises, or at any School sponsored activity, regardless of location including, but not be limited to buildings, facilities, and grounds on the School campus, School buses (if applicable), School parking areas, and the location of any School sponsored activity. This includes instances in which the conduct occurs off the School premises, but impacts a School related activity.

Relationship abuse includes the intentional use of physical, sexual, verbal, or emotional abuse or violence by a person to harm, threaten, intimidate, or control another person in a current or past dating relationship. Sexual assault includes sexual violence, sexual abuse, sexual stalking, and rape.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Administrator or Board.

Students or third parties may also be referred to law enforcement officials. Should the School or any of its' employees have reason to believe that a child under 18 years of age has been abused, abandoned, or neglected or has been subjected to conditions which would reasonably result in abuse, abandonment, or neglect, the School shall follow appropriate reporting requirements pursuant to the Child Protective Act. Employees shall also report the incident to the Charter School's Title IX coordinator or deputies, as described in Policy 3085.

The Administrator is hereby directed to develop administrative procedures to implement this policy in the cases of actions which violate this policy but are not within the scope of sexual harassment as defined in Procedure 3085P. Procedures shall include descriptions of prohibited conduct, the definition of abuse pursuant to the Child Protective Act, reporting and investigative procedures, prevention and response procedures, and provisions to ensure notice of this policy is provided to students.

The Board shall review this policy annually.

Addressing Sexual Assault Outside the Scope of Policy 3085 and Procedure 3085P

Any person wishing to report an instance of sexual assault may do so in accordance with Policy 3085.

If the Title IX Coordinator determines the instance of sexual assault does not fall within the scope of Procedure 3085P to address, it may be addressed through this policy. The School shall

maintain the confidentiality of the student, as far as possible, and may notify the student of what information may need to be disclosed in the course of the investigation, to whom, and why. The School shall take steps to prevent retaliation against a student who files a complaint regarding sexual assault. The School shall immediately act to remediate the situation, without waiting for the completion of the investigation, and shall notify the student of any services available to assist him or her.

Such remediation during or following an investigation may include:

1. Providing an effective escort to ensure the complainant can move safely between classes and activities;
2. Ensuring that the complainant and the perpetrator or alleged perpetrator do not share classes or extracurricular activities;
3. Provision of victim services such as medical, counseling, and academic support services;
4. Arranging for the complainant to have extra time to complete or retake a class without academic penalty;
5. Disciplinary action against the perpetrator;
6. Counseling for the perpetrator;
7. Conducting training with a group of students if, for example, the sexual violence created a hostile environment within a particular grade level or on a sports team;
8. Ensuring the School has access to a counselor trained to assist victims of sexual violence;
9. Training employees on how to handle reports of sexual violence;
10. Informing students about the problem of sexual violence and how to seek assistance;
11. Conducting bystander intervention and sexual assault prevention programs with students;
12. Issuing official statements that the Charter School will not tolerate and will respond to any incidents of sexual violence; and
13. Assessing the School climate to determine whether the campus is free of sexual violence and determining what steps should be taken to address any problems.

Following the investigation, to the extent possible and not in violation of any applicable law, the complainant shall be notified of the outcome of the complaint, including whether the investigation determined that the alleged conduct occurred, remedies being offered to the complainant, any sanctions imposed on the perpetrator that directly relate to the complainant, and any other steps taken to eliminate the hostile environment or prevent recurrence.

Cross Reference:	3085	Sexual Harassment, Discrimination and Retaliation Policy
	3085P	Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions
Legal References:	I.C. § 16-1601, <i>et seq.</i>	Child Protective Act
	IDAPA 08.02.03.160	Safe Environment and Discipline

Policy History:

Adopted on: 2014.05.08

Revised on: 2019.11.13

Revised on: 2020.01.16

Revised on: 2020.11.06

Reviewed on:

STUDENTS

3290

Sexual Harassment/Intimidation of Students

Sexual harassment is a form of sex discrimination and is prohibited in the Charter School. An employee, School agent, or student engages in sexual harassment whenever he or she makes unwelcome advances; requests sexual favors; or engages in other verbal, non-verbal, or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, opportunities, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - A. Substantially interfering with the student's educational environment;
 - B. Creating an intimidating, hostile, or offensive educational environment;
 - C. Depriving a student of educational aid, benefits, services, opportunities or treatment; or
 - D. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Students who believe that they may have been sexually harassed or intimidated should contact a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process per Policy 3085 and Procedure 3085P. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation, may themselves be subject to discipline.

Any School employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the School who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge with regard to employees, or suspension and expulsion with regard to students.

Any individual seeking further information should contact the Administrator for the name of the current Title IX Coordinator for the School. The Administrator shall ensure that the student and

employee handbooks identify the name, address, and telephone number of the individual responsible for coordinating the School's compliance efforts.

An individual with a complaint alleging a violation of this policy which does not fall within the scope of allegations addressed by Procedure 3085P shall follow the Uniform Grievance Procedure.

Cross Reference:	§ 4120	Uniform Grievance Procedure
	§3085	Sexual Harassment, Discrimination and Retaliation Policy
	§3085P	Title IX Sexual Harassment Grievance Procedure, Requirements and Definitions

Legal References:	20 U.S.C. §§ 1681 - 82	Title IX of the Education Amendments of 1972
	34 C.F.R. Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (Implementing Title IX)
	I.C. § 67-5909	Commission on Human Rights - Acts Prohibited
	I.D.A.P.A. 08.02.03.160	Safe Environment and Discipline

Policy History:

Adopted on: 2015.06.11

Revised on: 2019.11.13

Revised on: 2020.11.06

Reviewed on:

Harassment Reporting Form for Students

Liberty Charter School

Date _____

Student's Name _____

(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? _____

Describe the incident(s). _____

Date(s), time(s), and place(s) the incident(s) occurred. _____

Were other individuals involved in the incident(s)? ☐ yes ☐ no

If so, name the individual(s) and explain their roles. _____

Did anyone witness the incident(s)? ☐ yes ☐ no

If so, name the witnesses. _____

Did you take any action in response to the incident? ☐ yes ☐ no

If yes, what action did you take _____

Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents _____

Signature of complainant _____

Signatures of parents/legal guardian _____

STUDENTS

3295

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying

The Board of Directors is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, cyber bullying, or bullying by students or third parties is strictly prohibited and shall not be tolerated in the Charter School. This includes actions on School grounds, School property, School buses, at School bus stops, at School sponsored events and activities, and through the use of electronic technology or electronic communication equipment on School computers, networks, forums, or mailing lists and actions at locations outside of those listed above that can be reasonably expected to materially and substantially interfere with or disrupt the educational environment of the School or impinge on the rights of other students at School.

The Board expects all students to treat each other with civility and respect and not to engage in behavior that is harmful to another student or the property of another student. The Board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for School personnel, and for the educational purpose underlying all School activities.

Discipline

Students whose behavior is found to be in violation of this policy will be subject to discipline and graduated consequences, up to and including expulsion consistent with the Board's policy on student discipline. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Administrator or Board.

Students or third parties may also be referred to law enforcement officials.

Notification

Information on the Charter School's bullying policy and relevant procedures shall be provided in writing at the beginning of each school year to School personnel, parents, and students in the School and included in student handbooks. Information provided to students shall be provided in a manner appropriate to the student's age, grade, and level of academic achievement.

Procedures

The Administrator is directed to develop administrative procedures to implement this policy. Procedures shall include descriptions of prohibited conduct, reporting and investigative procedures, rules for disciplining students who violate this policy, and provisions to ensure notice of this policy is provided to students, teachers, and third parties.

Reporting

The Charter School shall annually report bullying incidents to, and in the manner and on the form provided by, the State Department of Education.

The Board shall review this policy annually.

Cross References:	3330	Student Discipline
	5265	Employee Responsibilities Regarding Student Harassment, Intimidation, and Bullying
Legal References:	20 U.S.C. §§ 1681 - 82	Title IX of the Education Amendments of 1972
	34 C.F.R. Part 106	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance (Implementing Title IX)
	I.C. § 18-917	Assault And Battery – Hazing
	I.C. § 18-917A	Student Harassment — Intimidation — Bullying
	I.C. § 33-205	Attendance at Schools - Denial of School Attendance
	I.C. § 33-512	District Trustees - Governance of Schools
	I.C. § 33-1631	Requirements for Harassment, Intimidation and Bullying Information and Professional Development
		I.C. § 67-5909 Commission on Human Rights - Acts Prohibited
	IDAPA 08.02.03.160	Safe Environment and Discipline

Policy History:

Adopted on: 2012.05.24

Revised on: 2016.02.11

Revised on: 2020.01.16

STUDENTS

3295F

Hazing, Harassment, Intimidation, Bullying, Cyber Bullying, Menacing

HARASSMENT COMPLAINT FORM

School _____ Date _____

Student's/Complainant's Name _____
(If you feel uncomfortable leaving your name, you may submit an anonymous report, but please understand that an anonymous report will be much more difficult to investigate. We assure you that we'll use our best efforts to keep your report confidential.)

Who was responsible for the harassment or incident(s)? _____

Describe the incident(s). _____

Date(s), time(s), and place(s) the incident(s) occurred. _____

Were other individuals involved in the incident(s)? ☐ yes ☐ no
If so, name the individual(s) and explain their roles. _____

Did anyone witness the incident(s)? ☐ yes ☐ no
If so, name the witnesses. _____

Is there any evidence of the harassment (i.e. letters, photos) ☐ yes ☐ no
If so, please describe. _____

Did you take any action in response to the incident? ☐ yes ☐ no

If yes, what action did you take _____

Were there any prior incidents? ☐ yes ☐ no

If so, describe any prior incidents _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of complainant _____

Signatures of parents/legal guardian _____

Cross Reference: 3210

Civil Rights Grievance Procedure

Legal References: 20 U.S.C. § 1681, et seq. Title IX of the Educational Amendments

34 CFR Part 106

I.C. § 67-5909 Acts Prohibited

Policy History:

Adopted on: 05.24.12

Revised on:

STUDENTS

3295P

Hazing, Harassment, Intimidation, Bullying, and Cyber Bullying

The following definitions and procedures shall be used for reporting, investigating, and resolving complaints of hazing, harassment, intimidation, bullying, and cyber bullying.

Definitions

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in Charter School business, such as employees of businesses or organizations participating in cooperative work programs with the Charter School and others not directly subject to Charter School control at Charter School athletic competitions or other school events.

“Charter School” includes Charter School facilities, Charter School property, buses, electronic technology or electronic communication equipment on Charter School computers, networks, or forums and nonschool property if the student or employee is at any Charter School-sponsored, Charter School-approved or Charter School-related activity or function, such as field trips or athletic events where students are under the control of the Charter School or where the employee is engaged in Charter School business.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any school-sponsored activity or grade level attainment, such as forced consumption of any drink, alcoholic beverage, drug or controlled substance; forced exposure to the elements; forced prolonged exclusion from social contact; sleep deprivation; or any other forced activity that could adversely affect the mental or physical health or safety of a student; requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article, assignment of pranks to be performed or other such activities intended to degrade or humiliate.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronic, or physical nature on the basis of an actual or perceived characteristic, including but not limited to age, race, religion, color, national origin, disability, marital status, gender, gender identity and expression, sexual orientation, physical characteristic, cultural background, socioeconomic status, geographic location, familial status, or weight.

“Harassment, intimidation or bullying” means any act that substantially interferes with or disrupts the educational environment or impinges on the rights of other students at school, a student’s opportunities, or performance that takes place on or immediately adjacent to school grounds,

school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. Harming a student or damaging a student's property;
- B. Knowingly placing a student in reasonable fear of harm to the student or damage to the student's property; or
- C. Is sufficiently severe, persistent, or pervasive so that it creates an intimidating, threatening, abusive, or hostile educational environment.

"Cyber bullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs through the Charter School's computer network and the Internet, whether accessed on campus or off campus, during or after schools hours or through any private electronic device done when the student is present at school. In the situation that cyber bullying originated from a non-school computer, but has been brought to the attention of school officials, any disciplinary actions shall be based on whether the conduct is determined to be reasonably expected to materially and substantially interfere with or disrupt educational environment of the school or impinge on the rights of other students at school and/or in violation of Charter School policy or state law. In addition, such conduct must also be in violation of a school policy or state law. Administration shall in their discretion contact local law enforcement.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with another's property; cause substantial inconvenience; subject another to offensive physical contact; or inflict serious physical injury on the basis of race, color, religion, national origin, gender identity and expression, or sexual orientation.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Confidentiality

It is recognized that harassment, hazing, intimidation, bullying, and cyber bullying is often very distressing for the victim and those who suffer as a result of such actions may be reluctant to make their concerns known. All reasonable steps will be taken to ensure that all inquiries and/or complaints are dealt with allowing for as much confidentiality as can be provided while at the same time allowing for a thorough and appropriate investigation and reporting, where appropriate.

Policy Distribution

Information about this policy must be distributed to the school community annually, including parents, students, and all school personnel. Information about the Charter School's policies and procedures will be included in student orientation material and in the student handbook.

Complaint Procedures

The Principal has the responsibility for investigations concerning hazing, harassment, intimidation, bullying, or cyber-bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of this policy or feels he or she has been a victim of hazing, harassment, intimidation, bullying, or cyber-bullying, in violation of this policy shall immediately report his or her concerns.

All complaints will be promptly investigated in accordance with the following procedures:

Step I: Any hazing, harassment, intimidation, bullying, or cyber-bullying, information (complaints, rumors, etc.) shall be presented to the Principal. Complaints against the Principal shall be filed with the Board of Directors. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step II: The school official receiving the complaint shall promptly investigate or refer the complaint to an appropriate colleague or outside party for investigation. Parents will be notified of the nature of any complaint involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within two working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school official(s) conducting the investigation shall notify the complainant and parents as appropriate, in writing when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined. Due to the requirements of the Family Educational Rights and Privacy Act, it will often not be possible to provide complainants and parents with detailed information on disciplinary actions taken against another student.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Principal.

Step III: If the complainant is not satisfied with the decision at Step II, he or she may submit a written appeal to the Principal or designee. Such appeal must be filed within five working days after receipt of the Step II decision. The Principal or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The principal or designee shall provide a written decision to the complainant's appeal within five working days.

Step IV: If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board of Directors. Such appeal must be filed within five working days after receipt of the Step III decision. The Board shall, within ten working days, conduct an informal review at which time the complainant shall be given an opportunity to present the complaint and the Charter School's administration to respond if they so desire. The course and conduct of this proceeding shall be informal and shall be at the sole discretion of the Board. The Board shall provide a written decision to the complainant within five working days following completion of the informal review.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation and Reporting

Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all hazing, harassment, intimidation, bullying, or cyber-bullying, complaints and documentation will be maintained as a confidential file in the Charter School Office and reported as required by the State Department of Education.

Procedure History:

Promulgated on:

Revised on: 2012.05.24

Revised on: 2016.02.11

Fighting (Battery)

Liberty Public Charter School's philosophy "*is grounded in the belief that when there is low threat and content is highly challenging, accelerated learning takes place*". Fighting is diametrically opposed to "low threat". A fight is described as follows: Pushing, shoving, kicking, pulling or physically connecting in an aggressive manner with another student. Parents will be notified of any fight (battery). The consequences for a fight are as follows.

Administrative Discretion:

Depending upon the nature and severity of the fight at issue as well as the prior disciplinary history of the student in question, the administrator may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for greater or lesser discipline.

1st Fight (Battery):

- Parents will be notified by phone.
- Loss of recess and P.E. for 5 school days.
- Loss of field trip privileges: K, 1, 2, 3 – One field trip. Grades 4, 5, 6, 7, and 8 loss of all remaining field trips for the school year.
- If deemed necessary, the authorities (police) will be notified.

2nd Fight (Battery):

- Parents will be notified by phone.
- Grades K, 1, 2, and 3 – loss of all remaining field trips for the school year.
- The Liberty Public Charter School Board will be notified and may require a meeting with the student and parents.
- Authorities (police) will be notified.
- Three day suspension

3rd Fight (Battery):

- Parents will be notified by phone.
- Authorities (police) will be notified.
- The Liberty Public Charter School Board will be notified and will conduct a hearing with the student and parents to determine whether student will be expelled or serve suspension.

A student who has received disciplinary consequences as a result of the application of this policy, short of a suspension from school or a pending expulsion hearing, may participate in an off campus activity during such disciplinary period if he/she is transported to and from the field trip location(s) by a parent and is supervised by the parent for the duration of the field trip. The student's safety is the responsibility of his/her parents.

Policy History:

Adopted on: May 31, 2012

Revised on: 2015.06.11